



National Association of Catholic Nurses, USA

Bylaws

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National Association of Catholic Nurses, USA (NACN-USA) Bylaws

ARTICLE I: NAME

The name of this Society shall be the National Association of Catholic Nurses, USA (NACN-USA).

ARTICLE II: OBJECT

Section A. Objectives

1. To promote education in Catholic nursing ethics.
2. To nurture spiritual growth.
3. To provide guidance, support, and networking for Catholic nurses and nursing students, as well as other healthcare professionals and non-healthcare professionals who support the mission and objectives of the NACN-USA.
4. To advocate for those in need through efforts which integrate faith and health.

Section B. Mission

The National Association of Catholic Nurses, USA (NACN-USA) emboldens the ministry of Catholic Nursing and upholds the moral principles of the Magisterium of the Catholic Church. NACN-USA gives nurses of different backgrounds, but with the same Roman Catholic values, the opportunity to promote moral principles within the Catholic context in nursing and stimulate desire for professional development. This approach to Roman Catholic doctrine focuses on education, spiritual nourishment, patient advocacy, and integration of faith and health.

Section C. Tax Exemption Status:

The National Association of Catholic Nurses, USA is a 501(c)(3) tax exempt organization under the auspices of the United States Conference of Catholic Bishops. If a Council wants to become a 501(c)(3) organization, they must secure their own tax exemption status after Board approval.

Section D. Patroness

Our Lady of the Immaculate Conception

Section E. Motto

Unity in Charity

Section F. Spiritual Oversight

The Episcopal Advisor, Spiritual Director, and Priest Chaplain shall provide guidance for faithful observance of the teachings of the Church Magisterium and conduct the Holy Sacrifice of the Mass and prayer services as available and as requested at NACN-USA meetings.

1. **Episcopal Advisor:** Oversight of this Association shall be subject to the jurisdiction and approval of the Bishop of the Diocese of Joliet, Illinois. The Episcopal Advisor will receive the Annual Summary Report from the NACN-USA President and provide Ecclesial oversight to the entire membership.
2. **Spiritual Director:** The Spiritual Director for the Membership-at-Large may be the Episcopal Advisor or another Bishop (or other designee approved by the Episcopal Advisor).
3. **Priest Chaplain:** A priest may be designated by the Episcopal Advisor or the Spiritual Director to serve as Chaplain to the Association.
4. **Ex Officio Board Members:** The Episcopal Advisor, Spiritual Director and Chaplain are ex officio members of the board. When present they may vote, however, they are not counted in determining the number required for a quorum or in determining whether a quorum is present.

ARTICLE III: MEMBERS

Individuals may be designated as General, Student, and Associate members in the Association and hold voting or non-voting memberships as per the Standing Rules.

Section A. Voting Memberships

Representation for Voting Purposes: All General members in good standing shall be considered the voting body of the Association with voice and voting privileges. For elections, appointments, bylaws revisions, and other issues pertinent to the Association, the exchange of information, and ballots, if necessary, will be provided through written/electronic or other communication media appropriate to the situation.

1. General Member:
 - a. General membership is open to Catholic nurses (registered professional, licensed practical/vocational, or retired) residing in the United States or its territories.
 - b. Application for General membership is made directly to NACN-USA.
 - c. Annual dues, as set by the Board of Directors, for General membership are paid online or to the NACN-USA Treasurer.
 - d. General Members will have a vote and are eligible to serve on the Board of Directors or on a committee.

Section B. Non-voting Memberships

1. Student Member:

- a. Student membership will be open to all Catholic pre-licensure nursing students with proof of nursing student status, who agree with the values of the Catholic Church and the Association's philosophy and who are attending an accredited nursing program in the United States or its territories. Students with an approved leave of absence from their school of record are also eligible for membership.
- b. Application for Student membership is made directly to NACN-USA.
- c. Annual dues, as set by the Board of Directors for Student membership, are paid online or to the NACN-USA Treasurer.
- d. Student Members shall have a voice but are non-voting members and may not serve on the Board of Directors.

2. Associate Member:

- a. Associate membership will be open to non-nursing Catholics who accept Roman Catholic values and moral principles within the context of nursing.
- b. Application for Associate membership is made directly to NACN-USA.
- c. Application must be accompanied by a letter of support from a General Member of NACN-USA. The support letter will identify the applicant's work in, or support of, nursing/healthcare and how the applicant would support or promote the mission and objectives of NACN-USA.
- e. Annual dues, as set by the Board of Directors for Associate membership, are paid online or to the NACN-USA Treasurer.
- d. Associate Members shall have a voice but are non-voting members and may not serve on the Board of Directors.

ARTICLE IV: MEETINGS

Meetings of the Association and Board of Directors will be conducted according to *Robert's Rules of Order* except for an Opening and Closing prayer.

Section A. Meetings of the Association Membership-at-Large

1. An Annual Meeting may be held at a date, time, and location as determined by the President and the Board of Directors, and/or conducted as an announced conference session when a national conference is held.
2. The agenda shall be emailed in advance of the meeting date, except in unique situations requiring expeditious Board approval.
3. Additional meetings of the Association membership may be called by the President/Board of Directors at any time.

Section B. Meetings of the Board of Directors

1. The Board of Directors shall meet at least six (6) times a year and held at a date, time, and forum to be determined by the President.
2. Additional meetings of the Board of Directors and/or Executive Board may be called by the President and the Board of Directors.
3. Special meetings may be called by the President and the Board of Directors to address matters that may arise between regular meetings and that require action before the next regular meeting.

Section C. Quorum

1. A quorum for meetings is defined as a majority of those eligible to vote through meeting presence.
2. In the case of a tie, the vote of the President or Committee Chair carries the decision.

ARTICLE V: GOVERNANCE

Governance of the Association will be by the Board of Directors, with input from the Standing Committees, Ad-Hoc Committees, and Membership. Elected Officers shall be President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Regional Directors.

Section A. Voting Members of the Board of Directors

Voting Members and Voice in Decision-Making: President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, and Regional Directors. Regional Directors are elected from each Regional District designated by the Association.

Section B. Non-Voting Members of the Board of Directors

Non-voting Members of the Board of Directors: Immediate Past-President.

Section C. Elections of the Association

Members of the Board of Directors (other than the Spiritual Director and Immediate Past-President) are elected. Changes to the bylaws require a Membership election.

Section D. Eligibility for Membership on Board of Directors

1. General Members of NACN-USA in good standing who have been a member for at least the previous year are eligible for election to a Board position.
2. Eligibility for the President-Elect position requires membership for at least the past two years.
3. Council officers are not eligible for election to the Regional Director position unless the Council position is completed before the Regional Director period begins.

4. Members must be in good standing as per the Standing Rules.
5. Members may hold only one elected national office at a time.

Section E. Terms of Office for Elected Members of the Board of Directors

The term of Office for all elected Members of the Board of Directors is two years.

1. President: The Office of President shall be through succession from the Office of the President-Elect in odd numbered years.
2. President-Elect: The Office of President-Elect shall be in odd numbered years.
3. Corresponding Secretary: The Office of the Corresponding Secretary shall be elected in odd numbered years.
4. Recording Secretary: The Office of the Recording Secretary shall be in even numbered years.
5. Treasurer: The Office of the Treasurer shall be in the even numbered years.
6. Regional Directors: Elections for odd numbered regions will be held in odd numbered years and even numbered regions will take place in even numbered years.

ARTICLE VI: COMMITTEES

Current Standing Committees are:

1. Awards & Scholarships
2. Bylaws
3. Communications
4. Education, Practice, & Research
5. Ethics
6. Finance
7. Membership & Elections

Section A. Membership

All members in good standing may serve on committees upon application completion and appointment by the President. The President or designee serves as a non-voting ex officio member, with a voice, for all committees.

Section B. Chairpersons

1. General Members in good standing with a minimum of one year membership are eligible to Chair a committee. Student Members and Associate Members may not Chair a committee.
2. Chairpersons of all Standing Committees, except Bylaws and Finance, shall be appointed by the President with approval of the Board of Directors.
 - a. The President-Elect shall serve as the Bylaws Committee Chairperson.
 - b. The Treasurer shall serve as the Finance Committee Chairperson.

3. All chairpersons shall serve for two years and are eligible for re-appointment.

Section C. Duties and Responsibilities:

The individual duties and responsibilities of committee members are specified in the NACN-USA Standing Rules.

ARTICLE VII: DISTRICTS

Section A. Regional Districts

NACN-USA recognizes and maintains national regions with state or territory appointments to a region based on such considerations as geographic location, number of dioceses, population, state of the regional director etc. Changes to state alignment can be altered by a 2/3rd vote of the Board of Directors.

Section B. Regional Framework

1. A Regional Director is an elected representative who serves on the Board of Directors on behalf of the constituents residing in that region.
2. State Representatives are appointed by the President with Board approval to serve under the Regional Director to assist with NACN-USA business.

Section C. Geographic Divisions

NACN-USA currently recognizes nine (9) regions defined as:

1. Upper Northeast (UNE): Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.
2. Lower Northeast (LNE): Delaware, Maryland, New Jersey, New York, Pennsylvania, and Washington, D.C. (including liaison with the Archdiocese of the Military Services (AMS) office in D.C.; Each Regional Director will liaison with the AMS chapels in their own region.
3. Mid-Atlantic (MA): Indiana, Kentucky, Michigan, Ohio, Virginia, and West Virginia.
4. Southeast (SE): Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee, Puerto Rico, and Virgin Islands.
5. Northcentral (NC): Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, and Wisconsin.
6. Southcentral (SC): Arkansas, Louisiana, Mississippi, Oklahoma, and Texas.
7. Midwest (MW): Idaho, Montana, North Dakota, South Dakota, and Wyoming.
8. Southwest (SW): Arizona, Colorado, Nevada, New Mexico, and Utah.
9. Pacific (PA): Alaska, California, Hawaii, Oregon, Washington, American Samoa, Guam, and Northern Mariana Islands.

Article VIII: COUNCILS

Section A. Definition

A Council is a local chapter within the National Association of Catholic Nurses, USA, which is a separate, distinct, and independent entity having no legal relationship with NACN-USA. To utilize the name “National Association of Catholic Nurses-USA Council”, the Council develops its own Mission, Bylaws, Governance, and Financial Structures that are congruent with those of the national association or adopts the NACN- USA Mission and Bylaws as its own.

Section B. Types of Affiliated Local Councils

1. A Parish/Diocese Council is a local chapter within NACN-USA identified by a specific parish, diocese, archdiocese, or territory.
2. A School-based Council is a local chapter within NACN-USA identified by a school of nursing and follows the processes of the School of Nursing’s club formation.
3. Agency-based Council is a local chapter within NACN-USA identified by a Healthcare Agency or System.

Section C. General Council Information

1. Affiliated Councils shall develop documents describing their own Council Mission, Bylaws, Governance, and Financial Structure. These documents must be submitted to NACN-USA Board of Directors for approval prior to being recognized as an affiliated entity of NACN- USA.
2. There are three types of membership available to Council members: General, Associate, and Student membership. Membership follows the same structure as outlined under *Article III Members*.
3. An individual must be a member of NACN-USA to hold a leadership position on a council.
4. The specified Regional Director (or designee), as outlined under *Article VII, Section C: Geographic Divisions*, serves as the liaison between the Affiliated Council and the NACN-USA Board of Directors.
4. Councils are to submit reports to their Regional Director per the standing rules.
5. Inquiries concerning the development of new Councils is facilitated through guidelines and support offered by the NACN-USA.
6. Information about Council formation is provided in the NACN-USA Standing Rules.

Article IX: FINANCES

Section A. Finance Methods

The Association may be financed by dues, donations, sponsorships, events, and fundraisers.

Section B. Fiscal Year

The fiscal year for the Association shall be January 1 – December 31 each year.

Section C. Dues

1. Association dues shall be appraised each year by the Board of Directors prior to any changes. Members will be notified 90 days in advance of any changes.
2. Renewal of national membership occurs on an annual basis and is paid online or by check to the Treasurer, NACN-USA.
3. Annual membership renewal notices will be sent to all members electronically prior to expiration of membership. Any delinquent payment may result in removal of active membership.
4. Membership dues will not be refunded after 90 days.

Article X: AFFILIATION

The NACN-USA Association will be affiliated with The International Catholic Committee of Nurses and Medico-Social Assistants (CICIAMS), the over-arching constituent body for Catholic Nursing Guilds, as a dues-paying member country (amount is based on the number of NACN-USA members) in the North American Regional Secretariat, and will uphold its objectives which are:

1. To unite Catholic nurses in promoting their technical skills in accordance with Christian principles.
2. To cooperate in the development of nursing and other medico-social issues.
3. To be witnesses of Christian values in international agencies.
4. To undertake all possible means to realize these aims.

Therefore, all members of NACN-USA are considered affiliated with CICIAMS through this Association.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XII: AMENDMENT OF BYLAWS AND STANDING RULES

1. Recommendations for changes to the bylaws and accompanied rationale must be presented to the Board of Directors from the Bylaws Committee prior to a vote. After approval of the Board of Directors, the proposed changes will be forwarded to the Membership-at-large of

the Association for a vote, held by way of electronic communication. Thirty days will be allotted for ballot returns.

2. Only proposed changes put forth by the Bylaws Committee and voted for approval by the Board of Directors and voting membership may be amended.
3. Approval of proposed bylaws changes requires two thirds (2/3) “yes” vote of all returned ballots.
4. Amendment to the Standing Rules may be made without a Previous Notice and with the approval of a majority vote of the Board of Directors at a properly called meeting.

These Bylaws were amended June 15, 2024