

NACN-USA By-Laws

- Article I: Name, Mission, and Tax Exemption (page 2)
- Article II: Patroness (page 3)
- Article III: Motto (page 4)
- Article IV: Objectives (page 5)
- Article V: Spiritual Oversight (page 6)
- Article VI: Membership (page 7)
- Article VII: Governance (page 10)
- Article VIII: Elections & Terms of Office (page 12)
- Article IX: Duties & Responsibilities: Officers & Board of Directors (page 15)
- Article X: Duties & Responsibilities: Standing Committees (page 24)
- Article XI: Regional Districts (page 33)
- Article XII: Meetings (page 34)
- Article XIII: Representation (page 35)
- Article XIV: Quorum (page 36)
- Article XV: Finances (page 37)
- Article XVI: Affiliations (page 38)
- Article XVII: Councils (page 39)
- Article XVIII: Amendments (page 40)
- Article XIX: Fiscal Year (page 41)

Article I – Name, Mission, & Tax Exemption

Section 1. Name: The name of the Association is The National Association of Catholic Nurses, U.S.A. (NACN-USA).

Section 2. Mission Statement: The National Association of Catholic Nurses, U.S.A. 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 educational programs, spiritual nourishment, patient advocacy, and integration of faith and health. As we continue to share our faith and values with each other, and with other healthcare providers, we simultaneously reach outward to the larger Church and also our communities, as we offer support to those in need.

Section 3. Tax Exemption: The National Association of Catholic Nurses, U.S.A. is a 501-C3 tax exempt organization under the auspices of the United States Conference of Catholic Bishops.

Article II – Patroness

Section 1. Patroness of the Association: Our Lady of the Immaculate Conception

Article III – Motto

Section 1. Motto of the Association: Unity in Charity

Article IV – Objectives

Section 1. Objectives of the Association:

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.

Article V – Spiritual Oversight

Section 1. Episcopal Advisor: Oversight of this Association shall be subject to the jurisdiction and approval of the Bishop of the Diocese of Joliet, Illinois.

Section 2. Spiritual Director for the Association: The Spiritual Director for the Association may be the Episcopal Advisor or another Bishop (or other designee approved by the Episcopal Advisor).

Section 3. Priest Chaplain: A priest may be designated by the Episcopal Advisor or the Spiritual Director to serve as Chaplain to the Association.

Article VI – Membership

Section 1. Membership of the Association: Individuals may be designated as General, Constituent, Student, Associate, or Honorary members in the Association.

A. General Member:

1. General membership in the Association is open to Catholic nurses (registered professional, licensed practical/vocational, or retired) residing in the United States or its territories, in areas without an independent local or regional Council affiliated with the NACN-USA.
2. Application for General membership is made directly to the NACN-USA.
3. Annual dues, as set by the Board of Directors, for General membership are paid to the NACN-USA by March 1st, per Article XV.
4. General Members will have a vote and are eligible to serve as an officer, Regional Representative, or on a committee.

B. Constituent Member:

1. Constituent membership is open to Catholic nurses (registered professional, licensed practical/vocational, retired) residing in the United States or its territories, in areas with an independent local or regional Council affiliated with the NACN-USA.
2. Application for Constituent membership is automatic when making application for membership to an affiliated Council, and is made directly to the NACN-USA along with application to an affiliated Council.
3. Annual dues, as set by the Board of Directors, for Constituent membership are paid to the NACN-USA by March 1st, per Article XV, and are paid directly to the NACN-USA, along with the annual dues for membership in an affiliated Council (If more than one Council is joined, dues for the additional Council(s) will be added).
4. Constituent Members will have a vote and are eligible to serve as an officer, Regional Representative, or on a committee. *Exceptions: a) one may not hold an officer position in NACN-USA while holding an officer position in an affiliated Council, and b) one may not be a Regional

Representative in NACN-USA while holding an officer position in an affiliated Council unless the Council is still in formation when elected to the position.

C. Student Member:

1. Student membership will be open to all Catholic nursing students attending an accredited nursing program in the United States or its territories.
2. Application for Student membership is made directly to NACN-USA (at the same time as membership is made to an affiliated Council that permits Student Members, as available).
3. There are no dues for Student membership, per Article XV, but proof of student status must be provided with
4. Student Members shall have a voice, but are non-voting members, and may not serve as an officer, Regional Representative, or on a committee, with the exception of being able to serve as a member of the Education, Practice, & Research Committee or the Membership Committee only.

D. Associate Member:

1. Associate membership will be open to non-Catholic nurses and other non-nursing healthcare professionals who accept Roman Catholic values and moral principles within the context of nursing.
2. Application for Associate membership is made directly to the NACN-USA (at the same time as membership is made to an affiliated Council that permits Associate Members, as available), and must be accompanied by a letter of support from a General or Constituent Member of NACN-USA, which identifies the applicant's work in, or support of, nursing/healthcare for at least one year, and how the applicant would support or promote the mission and objectives of the NACN-USA.
3. Annual dues for Associate membership are paid to the NACN-USA by March 1st, per Article XV (and at the same time as annual dues are paid for membership in an affiliated Council, if applicable).
4. Associate Members shall have a voice, but are non-voting members, and may not serve as an officer, Regional Representative, or on a committee.

E. Honorary Member:

1. Honorary membership will be open to any person who has aided in the foundation, development, or activities of the NACN-USA, or an affiliated Council, in any outstanding manner.
2. An individual may be recommended for Honorary membership by a General or Constituent Member, by providing a letter of support for the candidate to the Board of Directors of the NACN-USA, which identifies the applicant's contribution and support to the Association or the affiliated Council, and how such reflects the mission and objectives of NACN-USA.
3. The NACN-USA Board of Directors will review and vote on the recommendation for Honorary membership.
4. There are no dues for Honorary Members, per Article XV.
5. Honorary Members will have a voice, but are non-voting members, and may not serve as an officer, Regional Representative, or on a committee.

Article VII – Governance

Section 1. Governance: Governance of the Association will be by the Board of Directors, with input from the Standing Committees, and any Ad-Hoc Committees.

A. Board of Directors:

The Board of Directors shall consist of the Officers, Spiritual Director (or designee), Immediate Past-President, and the Regional Representatives.

B. Officers:

Elected Officers shall be President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer, and all shall be voting members of the Board of Directors.

C. Spiritual Director:

The Spiritual Director (or designee) shall have a voice, but is a non-voting member of the Board of Directors.

D. Immediate Past-President:

Every two years, the outgoing President shall be referred to as the Immediate Past-President, and shall have a voice, but is a non-voting member of the Board of Directors.

E. Regional Representatives:

Regional Representatives, one elected from each of the five Regional Districts designated by the Association (Northeast, Southeast, Midwest, Northwest, and Southwest), shall be voting members of the Board of Directors.

F. Standing Committees:

The Association shall have Standing Committees, of which, members may be elected, appointed, or be volunteers as determined by these By-Laws (Articles VIII and X).

Current Standing Committees are:

1. By-Laws
2. Membership & Elections
3. Ethics & Spirituality
4. Newsletter & Publicity
5. Awards
6. Education, Practice, & Research

G. Ad Hoc Committees:

Shall be determined by the Board of Directors on an as needed basis, and members will be appointed by the President.

Article VIII – Elections

Section 1. Elections of the Association: Members of the Board of Directors (other than the Spiritual Director and Immediate Past-President) are elected.

A. Eligibility for Election:

1. Anyone who has been a General Member or a Constituent Member (other than a Council officer) of the NACN-USA for at least the previous one year is eligible for election to an officer position, other than the President-Elect, for which a minimum of at least the previous two years membership in the Association is required (Note: the Presidency is succeeded from the position of President-Elect, so an election does not take place for that position).
2. Anyone who has been a General or Constituent Member of NACN-USA for at least the previous one year is eligible for election as a Regional Representative (other than a Council officer, unless the Council is still in formation at the time of the election).
3. Persons holding an elected position in the Association may not hold another elected position with the NACN-USA at the same time.

B. Terms of Office for Elected Members of the Board of Directors:

1. President: The Office of President shall be for a period of two years, and it shall be through succession from the Office of the President-Elect after completion of the two-year term, in the even numbered years.
2. President-Elect: The Office of President-Elect shall be elected for a period of two years, in the even numbered years.
3. Corresponding Secretary: The Office of the Corresponding Secretary shall be elected for a period of two years, in the even numbered years.
4. Recording Secretary: The Office of the Recording Secretary shall be elected for a period of two years, in the odd numbered years.
5. Treasurer: The Office of the Treasurer shall be elected for a period of two years, in the odd numbered years.
6. Regional Representatives: Two Regional Representatives (NE & SW) shall be elected for a period of two years, in the even numbered years. Three

Regional Representatives (NW, MW, & SE) shall be elected for a period of two years, in the odd numbered years.

C. Election Process:

1. The Membership & Elections Committee shall conduct the appropriate scheduled elections of the Association each year by ballots, which shall be made available to all voting members, either electronically or by U.S. Postal Service, as appropriate, by January 15th.
2. The Membership & Elections Committee shall tally all ballots that are returned by March 1st. A majority of votes for a candidate (or candidates, if more than one seat is available) shall constitute an election for a position.
3. The Chairperson of the Membership & Elections Committee announces the winners to the President by March 15th.
4. All newly elected persons shall be formally announced to the membership, and will be formally recognized for their positions either in person or via other conferencing means prior to the commencement of the duties of their positions on July 1st.
5. All ballots and other records of the election shall be preserved by the Chairperson of the Membership & Elections Committee for one year after the election.
6. The Board of Directors shall fill an opening in any position, including that of the President, for the remainder of a term, if the position was vacated early. The candidate must be a General Member or Constituent Member of the Association for at least the previous one year in order to be nominated for or fill a vacancy, other than the President or President-Elect, which require at least the prior two years of membership in the Association to be able to serve in these roles.

E. Term Limits:

1. The positions of President and President-Elect are for one term only due to the automatic succession of the President-Elect.
2. The Immediate Past-President position is for one term only due to the automatic succession of the President.

3. For all other positions, persons may not be elected to serve more than three consecutive terms in the same position.
4. No person shall serve in elected positions of the Association for a total of more than eight consecutive years
5. No elected person shall hold more than one position in the Association simultaneously.

Article IX – Duties & Responsibilities: Officers & Board of Directors

Section 1. Board of Directors: Each member of the Board of Directors is responsible for duties of his/her individual position and the shared duties of the Board of Directors.

Section 2. Officer Duties and Responsibilities:

A. President:

The President Shall:

1. Serve as the official representative of the Board of Directors.
2. Act as Chairperson of the Board of Directors.
3. Perform such duties as coordinating and promoting the growth and function of the Association.
4. Establish a meeting schedule, and attend/preside at all meetings of the Board of Directors and the Association as a whole, with written agendas provided at least one week in advance of the meeting.
5. Have the authority to call special meetings of the Board of Directors.
6. Serve as a non-voting Ex-Officio member of all Standing and Ad Hoc committees.
7. Notify officers, Regional Representatives, and Committee Members of their elections/appointments, and conduct announcements and recognition activities accordingly.
8. Appoint Chairpersons for the Standing Committees in accordance with Article X, with the approval of the Board of Directors.
9. Appoint an independent accountant to conduct an external review every other year in June (of the odd numbered years).
10. Appoint Ad Hoc committees, as needed, with the approval of the Board of Directors.

11. Sign vouchers or expenditures, for any amount over \$250.00 (or another designated officer may do so in the President's absence, other than the Treasurer).
12. Have the authority to sign checks, as needed, in addition to the Treasurer being able to do so.
13. Oversee the maintenance of the Association's web site in collaboration with the Webmaster and the Recording Secretary (and/or another person(s) designated by the President).
14. During the first year of office, seek input from the Board of Directors, Standing Committees, and any Ad Hoc Committees (as appropriate), along with the membership-at-large, in order to prepare a Two-Year Action Plan and Budget, then seek approval of the Board of Directors (in the odd numbered years), and subsequently share the Action Plan with the Association. Requests for interim revisions to the Plan may be submitted, with supporting rationale, to the Board of Directors for consideration and subsequent vote (following input of any committee(s) which may be impacted by the proposed revisions).
15. Act as a liaison for any ethical concerns raised by members, and for those issues raised by inquiries from outside of the Association, such as the media.
16. Act as liaison for existing independent local and regional Councils affiliated with the NACN-USA, those in the formation/development phase, and to persons making inquiries about beginning a Council, through appropriate means of communication and interaction.
17. Attend at least one meeting of an affiliated local or regional Council while in office (or the President-Elect may attend on behalf of the President).
18. Attend the biennial CICIAMS General Council meeting at least once during a term (or the President-Elect or other designated Officer may attend on behalf of the President).
19. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors, and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and through other communications with the Board of Directors throughout the year.
20. Submit receipts to the Treasurer for reimbursement for costs incurred for travel as required by position of the President (or the President's designee) for the business of the Association.

B. President-elect:

The President-elect shall:

1. In the absence of the President, assume all duties of the President.
2. Perform such duties as are assigned by the President or the Board of Directors.
3. Attend all meetings of the Board of Directors and the Association as a whole.
4. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors, and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.
5. Serve as liaison between the Association and the Regional Representatives.
6. Serve as liaison between schools of nursing and the Association.
7. Serve as Chairperson of the By-Laws Committee.
8. Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association, and to facilitate its implementation, as appropriate.

C. Immediate Past-President:

The Immediate Past-President shall:

1. Assist the Board of Directors in an advisory capacity.
2. Perform other duties as requested by the President or Board of Directors.
3. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.

D. Recording Secretary:

The Recording Secretary shall:

1. Attend, and take Minutes at, all meetings of the Board of Directors and the Association as a whole.
2. Provide an electronic copy of all Minutes to the Board members within two weeks after each meeting.
3. Work with the Webmaster for the NACN-USA website to facilitate appropriate postings per the request of the President, Board of Directors, the committees of the Association, the membership, affiliated Councils, and others outside of the Association, as appropriate, with the approval of the President (or a designee).
4. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.
5. Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association, and to facilitate its implementation, as appropriate.

E. Corresponding Secretary:

The Corresponding Secretary shall:

1. Attend all meetings of the Board of Directors and the Association as a whole.
2. Serve as a communications liaison between the Board of Directors and the members of the Association through written correspondence via the postal service/post office box of the Association, and electronic mail, as appropriate.
3. Assist the Membership & Elections Committee by facilitating the distribution of written information about the Association for prospective members through mail, email, and the Newsletter, as well as the Association website (in collaboration with the Recording Secretary).

4. Maintain an electronic database and Membership Directory (and hard copy) of the Association, based upon communication with the Treasurer regarding current dues receipts.
5. Provide the Board of Directors and the Chairperson of the Membership & Elections Committee with an electronic copy of the Membership Directory at the end of every month, and upon request.
6. Provide correspondence to acknowledge new and renewed memberships within two weeks of communications from the Treasurer regarding current dues receipts.
7. Work with the Treasurer to mail/email yearly membership renewals/dues notices by January 15th, and lapsed memberships by March 7th.
8. Assist with reminder notices for membership renewals through publication in the Winter Newsletter (in collaboration with the Newsletter/Publicity Committee), and through postings on the Association website at the beginning of January (in collaboration with the Recording Secretary).
9. Serve as a non-voting Ex-Officio member of the Newsletter/Publicity Committee in order to: facilitate communications between the President/Board of Directors and the Committee; to facilitate communications from the Committee to the Recording Secretary for postings to the NACN-USA website; and to provide postal or electronic mailings/postings of the Newsletter and other forms of publicity to the membership of the Association and the Catholic community.
10. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.
11. Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association, and to facilitate its implementation, as appropriate.
12. May have the option of maintaining an ongoing petty cash fund in the amount of \$250.00 which shall be accounted for with receipts, or just submit receipts for reimbursement.

F. Treasurer:

The Treasurer shall:

1. Work with the Corresponding Secretary regarding the mailing/emailing of yearly membership renewal/dues notices by January 15th (due March 1st).
2. Work with the Corresponding Secretary regarding the mailing/emailing of final renewal/dues notices by March 7th for lapsed memberships (i.e., any renewals not received by March 1st), with a due date of April 1st .
3. Notify the Corresponding Secretary of membership information to be added to the Membership Directory for new or renewed members, or names to be removed from the Directory for those whose memberships have lapsed/dues was not paid by April 1st.
4. Receive all funds of the Association, including dues, donations, etc., and deposit such funds in a bank designated by the Board of Directors (currently two separate accounts: a) Operating Account, and b) Scholarship Account).
5. Pay all bills approved by the voting members of the Board of Directors, including those approved in the Action Plan (e.g., currently basic operating expenses, website and webmaster fees, CICIAMS membership fee, Secretary of State Annual Report fee, etc.).
6. Deposit/pay dues appropriations collected for any Councils on a monthly basis.
7. Request the co-signature of the President on each Expenditure Request/Voucher for which the amount of monies exceeds \$250.00.
8. Keep electronic and hard copies of itemized accounts of all receipts and disbursements.
9. Give a verbal report at all meetings of the Board of Directors and any other meetings of the Association as a whole, or as requested by the President/Board of Directors.
10. Send electronic financial statements to the Board of Directors every 6 Months (December 31st & June 30th), and prepare an electronic written Annual Summary Report prior to the end of June each year (and facilitate publication of the report for the membership, in collaboration with the Corresponding Secretary, via the Newsletter and/or the Association's website, with approval of the President).

11. Complete the "Annual Report" form provided by the registered agent/attorney for the Joliette diocese, which is required by the Secretary of State in Illinois, regarding the General Not for Profit Corporation Act, and submit it and the appropriate fee by the due date (in June, or other designated date).
12. Submit all books or account records to an Auditor/Accountant designated by the President (with approval of the Board of Directors) for external audit conducted every other year (of the odd numbered years) before the end of June, whenever solicited by the President, and at any other time per the request of the President/Board of Directors.
13. Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association, and to facilitate its implementation, as appropriate.
14. May have the option of maintaining an ongoing petty cash fund in the amount of \$250.00 which shall be accounted for with receipts, or just submit receipts for reimbursement.

G. Regional Representatives:

Regional Representatives shall:

1. Act as the liaison between the Regional District membership in their area and the Board of Directors through appropriate means of communication/interaction.
2. Act as liaison, with the President, between existing independent local and regional Councils affiliated with the NACN-USA in their area through appropriate means of communication/interaction.
3. Work with the President-Elect, through appropriate means of communication, to network with schools of nursing in their Regional District.
4. Encourage and support involvement of members, including student members, in their Regional District.
5. Work with the President to contribute to the development of the Two-Year Action Plan and Budget of the Association, and to facilitate its implementation.

6. Attend at least one affiliated local or regional Council meeting in the Regional District within the term of office, either in person or via electronic or phone conferencing options.
7. Give a verbal report of activities/duties of the position at all meetings of the Board of Directors, including any news/activities and any issues/concerns of the members-at-large within the district; and updates on the status of any local or regional Councils affiliated with NACN-USA, including membership, governance, activities/events, issues/concerns, etc. (and prepare and submit an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.

Section 3. Board of Directors Duties and Responsibilities:

A. Board of Directors:

The Members of the Board of Directors shall:

1. Hold at least quarterly business meetings (Spring, Summer, Fall, Winter) at dates and times set by the President, and at other times at the call of the President or two-thirds of the Board. Meetings may be held in person, or other means including via conference call, over the Internet, etc., with a written agenda provided by the President in advance of the meeting.
2. Transact the general business of the Association.
3. Report the business of the Association to the membership at Association meetings, in the newsletters, the website, and through mail or email, as deemed necessary by the Board (and facilitate posting these items on the NACN-USA website, as appropriate).
4. Approve a place for the deposit and transaction of funds.
5. Approve a postal service location and mechanism to process correspondence.
6. Fill a vacancy in any office through appointment, including that of President, for the remainder of a vacated position's term.
7. Appoint volunteer members to the Standing Committees per the individual Committee criteria.

8. Approve appointments made by the President, namely: Standing Committee Chairpersons; Ad Hoc Committees and their members/Chairpersons; and to any positions vacated during a term, in addition to a solicited External Auditor to review the finances of the association every two years.
9. Receive and respond, as appropriate, to verbal and written reports from the Standing Committees, Regional Representatives, and any Ad Hoc Committees (and facilitate posting these items on the NACN-USA website, as appropriate).
10. Try to attend at least one meeting of a local or regional Council affiliated with NACN-USA while in office (with a coordinated effort among Board Members such that at least one Board member shall visit each Regional District every two to three years, whenever possible).
11. Contribute to the development of, approve, and help implement the President's Action Plan and Budget every two years (odd numbered year), and as needed for interim revisions or updates.
12. Work to recruit new members and retain existing members.
13. Contribute to the Association's Newsletters and website postings as requested by the President and/or the Newsletter/Publicity Committee, etc.
14. Review, and make decisions on, any applications for Associate or Honorary membership.

Article X – Duties & Responsibilities: Standing Committees

Section 1. Standing Committee Membership: Each committee shall consist of members-at-large who volunteer and are eligible to serve on committees, and who are appropriately appointed to be on said committee(s) by the Board of Directors, per the individual committee guidelines. Members will serve for a period of two years. The President serves as a non-voting Ex-Officio member, with a voice, of all committees.

Section 2. Standing Committee Chairpersons: Chairpersons of the Standing Committees shall be appointed by the President, with approval of the Board of Directors, and shall serve for a two-year term (or until successors can be appointed). An exception is the By-Laws Committee, whose Chairperson is the President-Elect.

Section 3. Standing Committees Duties and Responsibilities: The Standing Committees of the Association shall have individual duties and responsibilities. Committee members shall assume such duties as specified in the By-Laws and assigned by the Board of Directors. These may change, as needed, with the approval of the Board of Directors. Current committees are:

1. By-Laws
2. Membership & Elections
3. Ethics & Spirituality
4. Newsletter & Publicity
5. Awards
6. Education, Practice, & Research

A. By-Laws Committee:

1. By-Laws Committee - Membership: The committee shall consist of the President-Elect, along with up to 5 other members selected by the Board of Directors, from the volunteers of the members-at-large, with preferably one person coming from each Regional District. Membership shall rotate 2 members (e.g., NE & SW) during the even numbered years, along with the President-Elect who changes with the election of the office, and 3 members (e.g., NW, SE, & MW) during odd numbered years. *The President also serves as a non-voting Ex-Officio member, with a voice.

2. Selection of Chairperson:

- a. The President-Elect shall assume the position of Chair.
- b. The term of office shall be two years.

3. Responsibilities of the Committee:

- a. The Committee shall review the Articles of Association and the By-Laws in the odd numbered years, from July 1 through December 30th, and make note of any items to be considered for revision or addition.
- b. Solicit (electronically/via mail) and receive recommendations for any items to be considered for revision or addition from the Board of Directors and from the membership-at-large, in the even numbered years, from January 1 through June 30th.
- c. Act upon any recommendations received for revision or addition, and email all proposed changes to the Board of Directors for review and approval by October 1 of the even numbered years.
- d. Following review and approval of the Articles of Association and the By-Laws by the Board of Directors, the Chair of the By-Laws Committee will request that the Corresponding Secretary share the proposed changes with the membership via email/mail, and that the Recording Secretary facilitate posting to the website of the Association by January 15th of the odd numbered years, and request a vote be returned by March 1st.
- e. Tabulate the vote on changes to the Articles of Association and By-Laws, report the results to the Board of Directors, and make any additional revisions, if deemed appropriate by the Board.
- f. Work with the Recording Secretary to post the final revisions to the By-Laws on the Association website.
- g. The Chair of the By-Laws Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at all meetings of the Board of Directors, and any other meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors.

B. Membership & Elections Committee:

1. The Membership & Elections Committee - Membership: The committee shall consist of up to ten members. Members are selected by the Board of Directors from the volunteers of the members-at-large, with an effort towards representation from different Regional Districts whenever possible. One additional member will be a Student Member, who has a voice but is non-voting, whenever possible. Half of the membership shall rotate every year. *The President also serves as a non-voting Ex-Officio member, with a voice.
2. Selection of Chairperson:
 - a. The Chair shall be appointed by President, with approval of the Board of Directors.
 - b. The term of office shall be two years.
3. Responsibilities of the Committee:
 - a. Contribute to sustaining the Association with a membership base consisting of present and prospective members, as provided in Article VI.
 - b. Assist with promotion of membership, including student members, through brochures, personal contacts, the NACN-USA website, the Newsletter, and other means as requested by the Board of Directors.
 - c. Work with the Corresponding Secretary to place an Application for Membership Form in the Newsletter, and with the Recording Secretary to facilitate posting the application on the website.
 - d. Collaborate with the Treasurer to obtain the Applications for Membership, and review them for member interest in volunteering for a committee or being nominated for the various elected positions.
 - e. Collaborate with Regional Representatives regarding the recruitment and retention of members in their Regional Districts, through various means of communication, including the postal mail/email/internet.

- f. Collaborate regularly with the Corresponding Secretary to relay the recruitment and retention activities to the Board of Directors, and to obtain the updated Membership Directory of new and renewed members' information.
- g. Seek nominations for elected positions, and prepare and distribute ballots for all elections per the criteria for elected positions, through collaboration with the Corresponding Secretary (for communications through email/mail) and the Recording Secretary (for communications through the Association website).
- h. The committee shall tally all ballots received by the stated due date, then the Chair of the committee will share the results of the elections with the President/Board of Directors.
- i. Seek volunteers to fill positions on Standing Committees, and provide the information to the President/Board of Directors who will make committee appointments per the individual committee criteria.
- j. The Chair of the Membership & Elections Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors.

C. Ethics & Spirituality Committee:

1. Ethics & Spirituality Committee - Membership: The committee shall consist of up to ten members. Members are selected by the Board of Directors from the volunteers of the members-at-large, with an effort towards representation from different Regional Districts whenever possible. Half of the membership shall rotate every year. *The President also serves as a non-voting Ex-Officio member, with a voice.
2. Selection of Chairperson:
 - a. The Chair shall be appointed by the President, with approval of the Board of Directors.
 - b. The term of office shall be two years.

3. Responsibilities of the Committee:

- a. Oversee that the Association maintains fidelity to the teachings of the Roman Catholic Church and the directives of the Holy Pontiff.
- b. Act in an advisory role to the membership, related to spiritual and ethical issues, in an effort to provide information and insights which may assist nurses and other healthcare providers to foster spirituality in their role of caring and healing, and to effectively minister to those in their care.
- c. Contribute regularly to the Newsletter (working through the Newsletter & Publicity Committee), and the NACN-USA website (working through the Recording Secretary), from an ethical and spiritual perspective, on current healthcare, education, societal, and personal/professional issues and concerns.
- d. Collaborate with the Education, Practice, & Research Committee to share insights and ideas related to topics of interest for meetings and conferences of the Association.
- e. Plan and implement the liturgies and prayer activities at meetings of the Association of the whole, and at the request of the President.
- f. The Chair of the Ethics & Spirituality Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors.

D. Newsletter & Publicity Committee:

1. Newsletter & Publicity Committee - Membership: The committee shall consist of the Corresponding Secretary as a non-voting Ex-Officio member, along with up to ten other members. Other members are selected by the Board of Directors from the volunteers of the members-at-large, with an effort towards representation from different Regional Districts whenever possible. Half of the membership shall rotate every year, except the Corresponding Secretary who changes with the election of the office. *The President also serves as a non-voting Ex-Officio member, with a voice.

2. Selection of Chairperson:

- a. The Chair shall be appointed by the President, with the approval of the Board of Directors.
- b. The term of office shall be two years.

3. Responsibilities of the Committee:

- a. Work with the Corresponding Secretary to provide the membership with four Newsletters a year (tentatively Spring/~March; Summer/~June; Fall/~September; Winter/~December) via mail/email/and via the website of the Association (through collaboration with the Recording Secretary).
- b. Survey the Association's membership for topics of interest for inclusion in the Newsletters (via the Newsletter, email, mail, the website, or online survey tools).
- c. Maintain communication with the Board of Directors, Chairs of the Standing Committees, and any Ad Hoc committees, as well as the affiliated local and regional Councils, regarding items for inclusion in the Newsletters and Publicity opportunities.
- d. Solicit and edit appropriate articles, announcements, meeting notices, awards, etc. for publication in the Newsletters from the Association's members, and from outside the Association, as appropriate.
- e. Provide updates on the news and functioning of the Association to the membership, and the Catholic community, through the Newsletters and through postings on the NACN-USA website or other electronic and postal mailings.
- f. Publicize NACN-USA news, activities, and insights through the Newsletters and through postings on the NACN-USA website or other electronic and postal mailings, or other appropriate means.
- g. The Chair of the Newsletter/Publicity Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at any meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors.

E. Awards Committee:

1. Awards Committee - Membership: The committee shall consist of up to ten members. Members are selected by the Board of Directors from the volunteers of the members-at-large, with an effort towards representation from different Regional Districts whenever possible. Half of the membership shall rotate every year, except the Corresponding Secretary who changes with the election of the office. *The President also serves as a non-voting Ex-Officio member, with a voice.

2. Selection of Chairperson:
 - a. The Chair shall be appointed by the President, with the approval of the Board of Directors.
 - b. The term of office shall be two years.

3. Responsibilities of the Committee:
 - a. Publicize any awards of the Association with the assistance of the Corresponding Secretary (for the postal mail and email mail), the Recording Secretary (for posting to the website), etc., as appropriate.
 - b. Review and select applicants for any award offered by the Association (e.g., Scholarship Award, etc.).
 - c. The Chair of the Awards Committee will provide the name(s) of awardees to the President/Board of Directors for final approval.
 - d. Upon approval of the Board of Directors, the Chair of the Awards Committee will provide the Treasurer with personal information about selected awardees for the processing of any funds granted.
 - e. Written notification will be given to all applicants and awardees of the outcome by the Chair of the Awards Committee (through collaboration with the Corresponding Secretary).
 - f. The outcomes of all awards will be published in the Association Newsletter (via the Corresponding Secretary) and on the NACN-USA website (via the Recording Secretary), and by any other means as appropriate, including a photo of the recipient(s) and a brief article about the award and recipient(s), and brief comments from the recipient(s), if desired.

- g. The Chair of the Awards Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at any other meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors).

F. Education, Practice, & Research Committee:

1. Education, Practice, & Research Committee Membership: The committee shall consist of up to ten members. Members are selected by the Board of Directors from the volunteers of the members-at-large, with an effort towards representation from different Regional Districts whenever possible. One member will be a Student Member, whenever possible. Half of the membership shall rotate every year. *The President serves as a non-voting, Ex-Officio member, with a voice.
2. Selection of Chairperson & Membership Terms:
 - a. The Chair shall be appointed by the President, with the approval of the Board of Directors.
 - b. The term shall be for two years.
3. Responsibilities of the Committee:
 - a. Work with the President and the Board of Directors to determine appropriate educational offerings and agendas for meetings of the Association.
 - b. Develop goals and objectives of any educational offerings of the Association, and seek continuing education credits as appropriate.
 - c. Collaborate with the Ethics & Spirituality Committee to identify relevant insights and ideas related to topics of interest for meetings of the Association, along with other means of providing education to the membership.
 - d. Identify relevant practice considerations/issues which may be of interest to the membership, and to the Catholic community, to be addressed by way of the Association Newsletters and the website, including health care trends and issues, ethics, developing policies, education, and spirituality, etc.

- e. Identify relevant research related to spiritual, social, and humanistic aspects of practice which may be of interest to the membership, and to the Catholic community, to be addressed by way of the Association Newsletters and the website.
- f. Identify, and make available, a list of appropriate, current resources, upcoming conferences and workshops, speakers, websites, etc., for assisting nurses to develop and foster the use of spirituality as an effective part of their role of caring and healing, to assist them to effectively minister to others.
- g. Collaborate with the Newsletter & Publicity Committee to promote educational offerings, including the Annual Meeting, via the Corresponding Secretary.
- h. Work with other committees as appropriate to plan, implement, and evaluate the educational offerings of the Association.
- i. The Chair of the Education, Practice, & Research Committee shall give verbal reports of the duties/activities of the Committee, as appropriate, at any meetings of the Association as a whole (and prepare and submit an electronic written Annual Summary Report by the end of June), and at the request of the President/Board of Directors.
- j. Attend the meetings of the Association membership-at-large.
- k. Assist Student Members of the Association to seek support to attend NACN-USA membership meetings.

Article XI – Regional Districts

Section 1. Geographic Divisions: NACN-USA will recognize five U. S. Regional Districts with regard to membership, in particular, Constituent membership. Currently included are the following states and territories. Changes to these areas may be made by the Board of Directors.

1. Northeast:

Pennsylvania, New York, Connecticut, Vermont, New Hampshire, Massachusetts, Maine, Rhode Island, New Jersey

2. Southeast:

Alabama, Tennessee, Georgia, Florida, North Carolina, South Carolina, Virginia, Washington, DC, West Virginia, Maryland, Delaware

3. Midwest:

North Dakota, Nebraska, Oklahoma, Minnesota, Wisconsin, Illinois, Kentucky, Missouri, Arkansas, South Dakota, Kansas, Louisiana, Michigan, Iowa, Indiana, Mississippi, Ohio

4. Northwest:

Washington, Oregon, Idaho, Montana, Wyoming, Alaska, Hawaii, California

5. Southwest:

Nevada, Utah, Colorado, Arizona, New Mexico, Texas

Article XII - Meetings

Section 1. Meetings of the NACN-USA:

A. Meetings of the Association Membership-At-Large:

1. An Annual Meeting, open to all members of the Association, may be held at a date, time, and location as shall be determined by the President and the Board of Directors, in collaboration with the Conference Committee.
2. Any additional meetings of the Association may be called by the President/Board of Directors.
3. Except for emergencies, notice of all meetings of the membership-at-large, with written agenda, shall be mailed/emailed/posted to the website, as appropriate, at least one month in advance of a conference or prior to any other regular membership meetings.
4. The order of business shall be according to Robert's Rules of Order, with the addition of an opening and closing prayer.

B. Meetings of the Board of Directors:

1. Shall be held at a date, time, and location/via media as shall be determined by the President.
2. Any additional meetings of the Association may be called by the President and the Board of Directors.
3. Except for emergencies, notice of all meetings, with written agenda, shall be mailed/emailed, as appropriate, at least one month in advance of a conference, or one week prior to any other regular Board of Director meetings.
4. The order of business shall be according to Robert's Rules of Order, with the addition of an opening and closing prayer.

Article XIII - Representation

Section 1. Representation for Voting Purposes: All General and Constituent members who are in good standing (i.e., have current dues paid in full), shall be considered the voting body of the Association, and voting for elections, the By-Laws, and other items as appropriate, shall be conducted through mail and/or email ballot/or the Association website or other electronic resource.

Article XIV – Quorum

Section 1. Quorum:

1. A quorum for a meeting of the Board of Directors shall consist of 6 of 10 voting board members. In the event of a tie vote, the President shall vote.
2. A quorum at a meeting of the Association for members-at-large shall consist of a vote by the majority of the active membership present at the meeting.

Article XV - Finances

Section 1. Finances: The Association may be financed by dues, gifts, meetings, and fundraisers.

Section 2. Dues:

1. The annual dues shall be set by the Board of Directors for all members at the end of each calendar year prior to the annual renewal notices being prepared and sent out (currently \$35.00 for General Membership; \$40 for Constituent Membership, of which 50% goes to the local or regional Council (note: an additional fee may apply per individual Councils); \$30.00 for Associate Membership, of which \$15 goes to the local or regional Council in the case of membership in a Council); and dues for Student Memberships and Honorary Memberships shall be waived.
2. All dues for the Association shall be paid upon making application for membership, and for renewal of membership on an annual basis, due at the beginning of each fiscal year (by March 1), and payment made to NACN-USA.
3. If the initial membership application is made after March 1, the annual dues will be pro-rated per quarter for the first year (January 1 – March 31; April 1 – June 30; July 1 – September 30; October 1 – December 31).
4. Dues for membership renewals not paid by April 1 will result in removal from the membership list (i.e., non-active status).

Article XVI – Affiliation

Section 1. Affiliation: This Association will be affiliated with the International Councils of Catholic Nurses and Medico-Social Assistants (C.I.C.I.A.M.S), the overarching 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 and other health professional associations, promoting their technical skills in accord with Christian principles.
2. To cooperate in the development of nursing and medico-social professions.
3. To witness 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 XVII – Councils

Section 1. Councils: Each individual Council affiliated with the NACN-USA, is a separate, distinct, and independent entity from the Association, and has no legal relationship with NACN-USA. Affiliated Councils must, however, be in congruence with the Mission and By-Laws of the Association, yet have their own Mission Statement, By-Laws, governance, and financial structure. Whenever a Council is available in one's living region, membership in both it and NACN-USA serves to provide an avenue for networking among members of the Association and at the local or regional level. Council members automatically become Constituent Members of NACN-USA through the membership application and dues payment process. Membership application and renewals, along with the collection of dues, occurs at the same time as membership application, renewal, and dues collection for the affiliated Council. All documents and dues are sent directly to the NACN-USA to make it easy for members to apply and renew in one place. Subsequently, dues designated for the Councils, per the fees set by the Board of Directors, are distributed accordingly (currently 50% of Constituent dues goes to the national association and 50% to the Council). The President serves as a liaison between NACN-USA and existing affiliated Councils, with support offered by Regional District Representatives. Inquiries and the development of new Councils is facilitated through guidelines and support offered by the Association President and his/her designates, as appropriate.

Article XVIII – Amendments

Section 1. Amendments: Recommendations for changes to the By-Laws must be presented to the Board of Directors from the By-Laws Committee at least one month 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 mail and/or email, with 30 days allotted for ballots to be returned. Only proposed changes put forth by the By-Laws Committee and voted for approval may be amended. Changes to the By-Laws may be made every two years (in the odd numbered years), or more often as agreed upon by the Board of Directors.

Article XIX – Fiscal Year

Section 1. Fiscal Year: The fiscal year for the Association shall be January 1 – December 31 each year.

*Reviewed & Revised: April 2002(Approved May, 2002); December 2003 twc;
Extensive Revisions Made May-October, 2011 cah (Vote Pending)*