

# **CALIFORNIA ASSOCIATION OF COLLEGES OF NURSING BYLAWS**

## **I. NAME**

The name of the organization shall be the California Association of Colleges of Nursing (CACN).

## **II. MISSION/VISION**

1. Mission: To lead in advancing California baccalaureate and graduate nursing education.
2. Vision: The voice of California Baccalaureate and Graduate Nursing Education.

## **III. MEMBERSHIP**

1. There are three kinds of members: regular institutional members, associate institutional members and affiliate institutional members. Regular institutional members shall be accredited by a regional university accrediting body and a national nursing accrediting body (e.g. CCNE, ACEN).
2. Regular institutional members are the schools with baccalaureate or higher degree nursing programs in California. Representatives of regular institutional members, hereafter called regular members, are the administrative heads (or their designee) of all baccalaureate and higher degree nursing programs in California.
3. Associate institutional members are the American Nurses' Association/California, California Organization of Associate Degree Nursing programs, the Board of Registered Nursing, and any other organization approved by vote of the regular membership upon request for associate member status by an agency. Representatives of the organization, hereafter referred to as the associate institutional members, are the designees of the individual associate member agencies.
4. Affiliate institutional members are the schools with baccalaureate or higher degree nursing programs in California which are in the formation stages and the baccalaureate and higher degree nursing programs whose parent institutions are chartered in states other than California and which offer programs within California and programs out-of-state interested in partnering with CACN. Representatives of affiliate institutional members, hereafter called affiliate members, are the administrative heads (or their designee) of the nursing programs.
5. Each regular institutional member has one vote. Associate and affiliate members have a voice, but no vote.
6. Associate and affiliate members may serve on committees, but shall not hold office.

## **IV. FISCAL YEAR AND DUES**

1. The fiscal year shall be October 1 to September 30.
2. Dues shall be paid by regular and affiliate members.
3. The Executive Committee will annually evaluate membership dues and revise as necessary. The members will be notified in spring of any change in dues prior to implementation in the following fall.
4. Any dues increase greater than 20% of the annual dues will be presented to the full membership for discussion and approval prior to implementation.

## **V. OFFICERS**

1. Officers will consist of a President, President-Elect, Secretary, and two Members-at-Large, each elected for a term of two years. A representative of the Management Company for CACN serves as an ad hoc member of the Executive Committee as well. The total

number of years for the President position would be a four-year commitment (two as President-Elect, two as President).

2. Officers represent CACN as an organization. As such, they are expected to be knowledgeable regarding CACN's mission and goals and to make decisions based on CACN's best interests versus speaking or voting to promote an individual school or system. When constituting the ballot, preference will be given to individuals who have attended two CACN meetings in the past two years.
3. Officers may serve two consecutive terms (maximum 4 continuous years).
4. Elections will take place prior to or at the Spring meeting for the next term of office. Voting will be conducted by electronically submitted, web-based, or secret ballot and the results will be announced before the closure of the Spring meeting. President-Elect and Member-at-Large 2 (Two) elections will take place in the even years, and Secretary and Member-at-Large 1 (One) elections will take place in the odd years.
5. New officers take office at the closure of the Spring meeting at which elections are held.
6. If a vacancy occurs, a new officer may be elected by mail ballot, electronic voting, or at the next regular election as determined by the Executive Committee. Sealed ballots will be sent to the chair of the Nominating Committee who will notify the members of the results of the vote. When a vacancy occurs during the elected term, the officer that is elected will complete the current term of that office.
7. After an officer completes no more than two (2) consecutive terms, at least two (2) years must elapse before he/she can be elected to serve on the Executive Committee.

## **VI. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

1. Conduct the general affairs of the Association between its business meetings.
2. Hold fiduciary responsibility of the organization and acts in the best interest of the corporation.
3. Develop policy and establish position statements on behalf of the Association.
4. Establish rules and procedures for the Executive Committee and the Association.
5. Approve an annual budget.
6. Approve or disapprove reports, resolutions, or actions of officers and committees.
7. Oversee programming and meetings.
8. Approve contracts as needed for Management Company.
9. Educate and empower members about legislative issues relevant to nursing education in the State of California.

## **VII. FUNCTIONS OF THE PRESIDENT**

1. Call meetings, determine meeting places, and prepare agendas in cooperation with the secretary.
2. Preside over meetings.
3. Appoint Ad Hoc Committees, as necessary, to accomplish the purposes of the organization.
4. Serve ex-officio on all committees.
5. Keep informed of legislation and other pertinent issues affecting nursing and communicate these to the membership.

6. Represent the membership at appropriate meetings with the authority to act in the name of the organization.
7. Appoint two (2) members to serve on the program committee.

#### **VII. FUNCTIONS OF THE PRESIDENT-ELECT**

1. Assume the duties of the president in the absence of the president.
2. Perform such other functions in the interest of the Association as may be assigned by the President. Will become president at the next election cycle.
3. Serve as Chair of the Program Committee.

#### **VIII. FUNCTIONS OF THE SECRETARY**

1. Assist in preparing the agenda for each meeting.
2. Record minutes, update the membership list, and distribute to members.
3. Arrange meeting time and place, and notify membership of same.
4. Share correspondence responsibilities with the President as needed.

#### **IX. FUNCTIONS OF THE MEMBER-AT-LARGE I**

1. Oversee periodic review of the Bylaws.
2. Oversee periodic review of the organization website.
3. Other activities as delegated by the Executive Committee.

#### **X. FUNCTIONS OF THE MEMBER-AT-LARGE II**

1. Assist with educational initiatives (Program Committee).
2. Function as Program Committee Co-Chair.
3. Other activities as delegated by the Executive Committee.

#### **XI. MEETINGS OF THE MEMBERSHIP**

1. Meetings will be held at least twice a year in the Spring and Fall in a geographic area determined by the Officers.
2. A quorum is simple majority of the total membership. Of those voting, a simple majority of the membership voting as determined by who is approved by the membership list and yea, nay or abstain voting of each shall determine the vote.
3. Special meetings may be called if necessary.

#### **XII. COMMITTEES**

1. There shall be two kinds of committees: Standing Committees and Ad Hoc Committees.
2. Standing Committees shall be the Executive Committee, Nominating Committee and Program Committee.
  - 2.1. The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer and Member-at-Large. The President will Chair the Executive

Committee. The Executive Committee shall carry out the business of the organization between regularly scheduled meetings.

- 2.2. The Nominating Committee shall consist of 3 members and be appointed by the President and represent geographic and programmatic distribution of the membership, whenever possible. The Nominating Committee will prepare a slate that represents geographic and programmatic distribution of the membership whenever possible. The president will appoint one of the three members to chair the committee.
- 2.3. The Program Committee shall consist of 4 members, two of whom will be the President-Elect and Member-at-Large II (Two). The President will appoint the other two members of the committee. The term of service for the two appointed Program Committee members will be two years, to be appointed in alternate years, to provide consistency in program planning.
3. Ad Hoc Committees may be appointed as necessary by the President and/or upon recommendation by the membership.
4. Committees will serve in an advisory capacity and will not determine policy.
5. Committees may elect their own Chairs [Exception: Program Committee].
6. Committees will keep their own minutes and shall report to the membership as directed.

### **XIII. AMENDMENT OF BYLAWS**

1. The bylaws will be reviewed at least every four years.
2. The bylaws may be amended by a majority vote of the regular members.
3. Proposed amendments must be distributed to all members at least one month before the vote.
4. Bylaws amendments may be approved by in-person vote or by email vote of members.
5. Bylaws become effective immediately upon adoption/approval.

### **XIV. RULES**

1. Proceedings of the organization shall be conducted according to the Rules stipulated in the current edition of Roberts Rules of Order, unless otherwise provided for in these Bylaws.
2. Regular members may request that part of the meeting be held in closed session.
  - 2.1. Closed sessions may be requested on an agenda item in advance of a meeting and approved by the President, or approved by a majority vote of the regular members in attendance at the meeting.
  - 2.2. Only regular members may be in attendance at closed sessions
3. A majority vote of those regular members or their designees in good standing (as defined by being current in dues) voting shall determine the vote.

*Bylaws Adopted-November 4, 1971*

*Amended 4/3/76, 3/30/84, 4/4/86, 4/2/93, 4/23/98, 4/24/2003, 4/30/04, 10/5/06, 4/15/09, 3/6/13, 4/24/15, 7/15/16*

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