

PENNSYLVANIA ASSOCIATION OF NURSE ANESTHETISTS

EDUCATIONAL DISTRICT 5

ARTICLE I
NAME

This organization shall be known as the Educational District Number 5 of the Pennsylvania Association of Nurse Anesthetists.

ARTICLE II
OBJECTIVES

The objectives of this organization shall be to advance the science and art of anesthesia by offering educational programs and to promote the spirit of cooperation and friendship among nurse anesthetist and the allied medical profession, hospitals and other agencies interested in anesthesia.

ARTICLE III
MEMBERSHIP

Section 1

Membership shall be limited to active and inactive members in good standing with the American Association of Nurse Anesthetists who have either residence or employment within the boundaries of District 5 as designated by the Pennsylvania Association of Nurse Anesthetists.

Section 2

Membership is available to all students who hold Associate membership in the American Association of Nurse Anesthetists. They may attend lectures and regular meetings, but are not entitled to vote.

ARTICLE IV
FISCAL YEAR

Section 1

The fiscal year of this association shall be July 1 to June 30.

ARTICLE V
GOVERNMENT

Section 1

A. The government of this group shall be vested in the following officers:
President, President-Elect, Secretary, Treasurer, and three (3) Trustees.

B. Terms of Office

1. The President, President-Elect, Secretary, Treasurer, and three (3) Trustees shall be elected at the last meeting of the fiscal year for a term of one (1) year.
2. The President-Elect automatically assumes the office of President at the close of the last meeting of the fiscal year.
3. The term of office for all other officers shall begin immediately at the close of the last meeting of the fiscal year.

C. Eligibility for Office

1. No member shall be eligible for the office of President-Elect who has not served on the Board of Trustees of this organization for one (1) year.
2. All members in good standing are eligible for nomination to any other office.
3. Any member of the Board of Trustees, exclusive of the President, is eligible to serve for no more than one (1) successive term in office.

D. Duties of Officers

1. The President shall:
 - A. Preside at all District V meetings and meetings of the Board of Trustees.
 - B. Annually appoint standing committees, except the Nominating Committee, and special committees, subject to approval of the Board of Trustees prior to the beginning of the fiscal year.
 - C. Serve as ex-officio member of all committees, except the Nominating and Audit Committees.
 - D. Prepare and read a report of the work of the year at the last meeting of the fiscal year.
 - E. Approve bills before payment is made by the Treasurer.
 - F. Appoint three (3) tellers prior to the election.
 - G. Keep President-Elect informed of District affairs
 - H. Appoint two (2) members, exclusive of membership on the Board of Trustees or standing committees, to audit the books prior to the end of the fiscal year.
 - I. Maintain liaison with the President, PANA, of District activities, which will include the program of educational activities.
 - J. Prepare and submit an annual report to the PANA Board of Trustees
 - K. Submit publicity for the educational programs to Tidings.
2. The President-Elect shall:
 - A. Assume the duties of the President in the event of the latter's inability to serve.
 - B. Serve as Educational Program Committee Coordinator.
 - C. Assume all other appropriate duties as delegated by the Board of Trustees.

3. The Secretary shall:
 - A. Keep minutes of all meetings of the District and the Board of Trustees.
 - B. Notify officers of their election and members of the Committees of their appointments.
 - C. Notify members of meetings.
 - D. Notify members of the Board of Trustees of meetings of the Board.
 - E. Notify the President, PANA, of the names and addresses of the officers and Trustees immediately after the election.
 - F. Keep an alphabetical list of members and their addresses.
 - G. Send copies of all minutes to the Board of Trustees.
 - H. Assume all other appropriate duties as delegated by the Board of Trustees.
4. The Treasurer shall:
 - A. Receive monies, pay bills, and disburse funds as directed by the Board of Trustees.
 - B. Present an annual report at the last meeting of the fiscal year or upon request of the Board of Trustees.
 - C. Prepare the ledger for audit following the last meeting of the fiscal year and before transfer to a successor.
 - D. Assume all other appropriate duties as delegated by the Board of Trustees.
5. The Trustees shall:
 - A. Fulfill such duties as delegated by the President.
6. Each officer shall deliver all District property and records to a successor or to the President within two (2) weeks following the last meeting of the fiscal year.

Section 2- Board of Trustees

A. Terms of Office

1. The method of election shall be as defined under Article VI, Section 3.

B. Meetings

1. Meetings of the Board of Trustees shall be called by the President as required or upon written request of a quorum of the Board of Trustees
2. A majority of the voting members of the Board of Trustees shall constitute a quorum at any meeting of the Board.

C. Duties

1. Control and management of funds and property of this District.
2. Conduct the general business of this District.
3. Conduct business between meetings by mail or other means of communication.
4. Provide liaison with the Pennsylvania Association of Nurse Anesthetists as to all educational activities and other pertinent business.

ARTICLE VI
COMMITTEES

Section 1- Standing Committees

- A. Bylaws
- B. Community and Professional Relations
- C. Nominating Committee
- D. Program
- E. Student Activities

Section 2- Appointments

- A. The chairman of the Bylaws, Community and Professional relations, and Student Activities Committees shall be appointed by the President, subject to the approval of the Board of Trustees.

Section 3- Terms of Office

- A. Members of committees shall serve for one (1) year.

Section 4- Duties

- A. Chairmen of Committees:
 - 1. Shall be responsible to the Board of Trustees.
 - 2. Shall prepare an annual report.
 - 3. Shall assume all other appropriate duties as delegated by the Board of Trustees.
 - 4. Shall turn over all records to the President or successor within thirty (30) days after termination of their appointment.
- B. Members of committees:
 - 1. Shall be responsible to the Chairman for delegated committee functions.

Section 5- Specific Duties

- A. Bylaws
 - 1. This committee shall receive proposed amendments and present them to the Board of Trustees and the members for their consideration.
- B. Community and Professional Relations
 - 1. This committee shall be responsible for the disseminating of pertinent information and promoting better relations with other groups in the health care field.
 - 2. Shall promote recognition of professional activities by the use of media.
- C. Nominating
 - 1. This committee shall be composed of three (3) active members elected at the first meeting. The Chairman of this Committee shall be the member receiving the majority of votes.

2. On or before March 30th the Committee shall prepare the ballot selected from the active membership.
 3. The ballot shall be mailed to each active member four (4) weeks prior to the last Spring meeting.
 4. The Chairman shall report the results of the election to the membership at the last spring meeting.
- D. Student Activities
1. This committee shall coordinate a program to reflect student participation and input in Educational District activities.

ARTICLE VII MEETING QUORUM

Section 1- Meetings

- A. Regular meetings shall be held no less than twice yearly, Fall and Spring.
- B. Special meetings may be called by the President, or at the request of ten (10) members.

Section 2- Quorum

- A. A quorum at any meeting shall consist of ten (10) members.

Section 3- Voting

- A. Ballots shall be mailed to active members four (4) weeks prior to the last Spring meeting. These ballots shall be marked and returned no later than two (2) weeks prior to the last Spring meeting.

ARTICLE VIII FINANCE

The Pennsylvania Association of Nurse Anesthetists Board of Trustees shall determine the amount of money allocated to the educational district following written request and rationale for such funds by the District Board of Trustees.

Section 1- Funding

- A. Reasonable fees may be charged to support the funding of educational programs.
 1. Fees must be approved by the District Board of Trustees.

ARTICLE IX PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order Revised” shall be the authority for this District, unless otherwise specified in the Bylaws.

ARTICLE X AMENDMENTS

These Bylaws may be amended at a regular business meeting by a vote of two-thirds (2/3) of the membership present, provided the amendment is submitted in writing to the voting membership ten (10) days prior to such meetings.

12-1-2000