

By-Laws

- [Article I: Name and Mission](#)
- [Article II: Patroness](#)
- [Article III: Motto](#)
- [Article IV: Objectives](#)
- [Article V: Spiritual Director](#)
- [Article VI: Membership](#)
- [Article VII: Officers, Board of Directors, Committees](#)
- [Article VIII: Elections](#)
- [Article IX: Duties of Officers and Board](#)
- [Article X: Standing Committees and Their Duties](#)
- [Article XI: Five Regions and the States / Territories in Each](#)
- [Article XII: Meetings](#)
- [Article XIII: Representations](#)
- [Article XIV: Quorum](#)
- [Article XV: Finance](#)
- [Article XVI: Affiliation](#)
- [Article XVII: Councils](#)
- [Article XVIII: Amendments](#)
- [Article XIX: Fiscal Year](#)

Article I

Name: The name of the Association is The National Association of Catholic Nurses, U. S. A.

Mission Statement: The National Association 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, we simultaneously reach outward to the larger church and also our community, as we offer support to those in need.

[Back to top](#)

Article II

Patroness: Our Lady of the Immaculate Conception

[Back to top](#)

Article III

Motto: Unity in Charity

[Back to top](#)

Article IV

Objectives:

1. To promote education in Catholic nursing ethics.
2. To nurture spiritual growth.
3. To provide guidance and support for Catholic student nurses

[Back to top](#)

Article V

Spiritual Director: This Association shall be subject to the jurisdiction and approval of the Most Reverend Ordinary of the Diocese who provides guidance as the Spiritual Director.

[Back to top](#)

Article VI

Membership:

General:

1. The National Association of Catholic Nurses, U.S.A. shall be composed of Catholic registered, licensed and retired nurses residing in the United States and its territories.
2. Any Catholic registered professional, licensed practical or vocational or retired nurse residing in a state or territory may apply for membership directly to this Association.

Associate:

Membership will be opened to all health care professionals, but these members will have no vote. Associate membership requires each person to accept the Roman Catholic values. Moral principles within the context of

nursing are expected in order to promote moral principles within the Roman Catholic doctrine. A local council may sponsor a non-Catholic as an Associate Member. The local council as sponsor will affirm that their candidate for membership has worked for at least one year in a capacity that promotes the mission statement and objectives of the NACN.

Student:

Catholic student nurses enrolled in an accredited school of nursing are eligible for membership and may vote with the general membership.

Honorary:

Honorary membership may be conferred at the bi-annual meeting upon any person who has aided in the foundation or development of this Association in any outstanding manner.

[Back to top](#)

Article VII

Officers:

Officers of this Association shall be President, President-elect, Recording Secretary, Corresponding Secretary and Treasurer.

Board of Directors:

The Board of Directors shall govern the organization and shall consist of the Officers, Spiritual Director, immediate past president, and elected representatives from Regional districts. The Spiritual Director and immediate past president shall have a voice and are non-voting members.

Standing Committees:

1. Bylaws
2. Budget
3. Membership (including Student Nurses)
4. Ethics/Spirituality
5. Newsletter/Publicity
6. Nursing Education/Awards
7. Nursing Research/Nursing Practice
8. Conference

[Back to top](#)

Article VIII

Elections:

1. Members of the Board of Directors: President, President-elect, Corresponding Secretary, Recording Secretary, Treasurer, shall be elected for a two year term. Elections will be held every year.
2. The President-elect, Corresponding Secretary, and two Regional Representatives (SW & NE) shall be elected on the even numbered years. The Treasurer, Recording Secretary, three Regional Representatives (NW & MW & SE), shall be elected on the odd numbered years.
3. The President-elect shall advance through the chair to the office of the President.
4. A five member nominating committee shall be elected annually and shall consist of one member from each region. The Nominating Committee will elect its own chairperson.
5. The Nominating Committee shall conduct elections by ballots, which shall be mailed to all members in good standing 30 days prior to the annual meeting.
6. A majority of votes shall constitute an election. The Nominating Committee shall tally the ballots.
7. Elections are by mail ballot and not open for nominations at the annual convention. The Chairperson of the Nominating Committee announces the winners.
8. All ballots and other records of the election shall be preserved in the national office for one year after the election.
9. The board of directors shall fill a vacancy in any office, including that of the president, for the remainder of the term. One must be a member for at least two years in order to be nominated for or fill a vacancy as an officer.
10. The elected officials shall assume office at the biennial meeting.
11. Term of Office:
 - a) No officer or elected representative shall serve more than two consecutive terms in the same office or a total of more than eight consecutive years.
 - b) No officer or elected representative shall hold more than one office or elected position in the association simultaneously.

[Back to top](#)

Article IX

Duties of the Officers and Board of Directors

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 of the Association.
4. Preside at all meetings of the Association and the Board of Directors with written agenda presented one month in advance.
5. Be an ex-officio member of all committees except the committee on nominations.
6. Appoint ad hoc committees, as needed, with the approval of the Board of Directors.
7. Have the authority to call special meetings of the Board of Directors.
8. Shall attend at least one meeting of the regional areas while in office.
9. Vouchers or expenditures must be signed by the president or in his/her absence, by any other officer other than the Treasurer for any amount over \$250.00.
10. Each check shall be signed by either the Treasurer or the President.
11. Shall appoint an audit committee of two/three people at least once a year. These may be officers (other than the president and treasurer) or members at large who will examine the financial reports of the organization and report back to the Board of Directors in writing.
12. Submit a written annual action plan to the Budget Committee.
13. Notify elected officers and appointed chairpersons of their elections and/or appointments.
14. Act as a liaison for any ethical concerns raised by members.
15. Attend the biennial CICIAMS General Council meeting.

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 of the Board of Directors.
3. Serve as liaison between the regional representatives and the Association.
4. Serve as liaison between student nurses and the Association.
5. Serve as Chairperson of the Bylaws Committee.
6. Receive recommendations for award(s) from members at large.
7. Select and work with standing committees to determine candidate(s) for award(s) according to criteria.
8. Work together with the Budget committee in determining the award(s) approved.

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 Board of Directors.

Recording Secretary:

The Recording Secretary shall:

1. Take the minutes of the Association and Board of Directors.
2. Send a copy of all minutes to the Board members and the NACN-USA office within 30 days after each meeting.
3. Work with treasurer to maintain a current membership list and notify new members within two weeks of application.
4. Send copy of current membership list to all board members every 6 months.
5. Mail award applications to all members no later than December 1st of each year.

Corresponding Secretary:

The Corresponding Secretary shall:

1. Be responsible for all correspondence between the President and the Board of Directors.
2. Work with the Newsletter/Publicity Committee to facilitate communication with the membership and Catholic community.

Treasurer:

The Treasurer shall:

1. Send dues renewal notices to active members.
2. Receive all funds of the Association, deposit such funds in a bank designated by the Board of Directors and pay such bills as are approved by all the voting members of the Board of Directors in the annual budget. The co-signature of the President and Treasurer on each check is required if monies exceed \$250.00.
3. Keep an itemized account of all receipts and disbursements and shall give a written report at all meetings of the Board of Directors and all regular meetings.
4. Submit all books or accounts for annual audit as specified by the Board of Directors.
5. Shall have an ongoing petty cash fund \$250.00 and will account for it with receipts at the next Board meeting.
6. Serve as Chairperson of the Budget Committee.
7. Receive dues monies.
8. Send statements to Board Members every 6 months.
9. Send names and addresses of new members to the President and Chair of the Membership Committee.
10. Assure that an audit occurs at the end of the fiscal year. Auditor designated by the Board of Directors.

Regional Representatives:

Regional Representatives shall:

1. Act as the liaison between the regional membership and the Board of Directors.
2. Submit quarterly reports to the President indicating activities of the local Chapters, recruitment strategies, issues/concerns, etc..
3. Word with the President and Board of Directors in developing and implementing the action plan of the current biennium.

Board of Directors:

The Board of Directors shall:

1. Hold a business meeting on a date agreed upon by the Board three months prior to the regular Association meetings or at other times at the call of the president or two-thirds of the Board. Meetings may be held via conference call or over the Internet with written agenda.
2. Transact the general business of the Association.
3. Report to the membership at the Association meetings the business transacted in the interim and in the newsletter.
4. Approve a place for the deposit of funds.
5. Fill a vacancy in any office, including that of President, for the remainder of the term.
6. Receive quarterly reports from the standing committees.
7. Approve ad hoc committees and appointments of the President.
8. Be responsible to attend at least one regional meeting during the two year term.
9. Approve the President's Annual Plan of Action and the budget for the coming year by one month before the fiscal year of the current budget ends.
10. Work to recruit new members and retain existing members.
11. Appoint standing committee chairpersons and approve membership of said committees.

[Back to top](#)

Article X

Standing Committees and Their Duties:

Section 1. There shall be standing committees on Bylaws, Budget, Membership, Ethics/Spirituality, Newsletter/Publicity, Nursing Education/Awards, Nursing Research/Nursing Practice and Conference. Committee members shall assume such duties as specified in the By-laws and assigned by the Board of Directors.

Section 2. Standing committees chairpersons shall be appointed by the Board of Directors and shall serve for a two-year term or until successors are appointed. Each committee shall have at least one person from each region.

Bylaws:

Committee membership:

The committee shall consist of the President-elect and a minimum of six other members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The President Elect shall assume the position of Chair.
2. The term of office shall be two years.

Responsibilities of the Committee:

1. Review the Bylaws every two years
2. Mail all proposed changes to all members at least 60 days prior to the general meeting.

Specified Activities:

1. Formulate and support goals and objectives of the committee,
2. Receive, suggest and act upon proposed amendments
3. Establish communication with regional representatives

Budget:

Committee membership:

The committee shall consist of the Treasurer and a minimum of three and a maximum of five other members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Treasurer shall assume the position of Chair.
2. The term of office shall be two years.

Specified Activities:

1. Shall prepare an annual budget with input from the President, standing committees, and the Board of Directors, which shall be presented to the Board of Directors for approval at least one year before the current fiscal year ends.

2. Maintain accurate records of all financial transactions that occur in the name of the association.
3. Notify the President of any over-usages.
4. Communicate the eligibility of potential nominees to the nominating committee.
5. The committee shall report the financial status of the Associations at all board and membership meetings.
6. Submit a written report for all board meetings and the annual general meeting.

Membership:

Committee membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.
2. The term of office shall be two years.

Specified Activities:

1. Contribute to sustaining the Association with a membership base consisting of present and prospective members, as provided in Article VI;
2. Provide membership information to the Board of Directors and committee chairs as requested. The Association treasurer consistent to Article XIV shall provide membership information to the Membership Committee.
3. Assist members with promotion of membership, with particular emphasis on student membership, through brochures, personal contacts, and as tasked by the Board of Directors.
4. Establish communication with regional representatives and send a quarterly report to the President.

Ethics/Spirituality:

Committee Membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.
2. The term of office shall be two years.

Specified Activities:

1. Maintain fidelity to the teachings of the Roman Catholic Church and the directives of the Holy Pontiff.
2. Assist nurses in their role of caring and healing, to develop and foster their spirituality so that they can effectively minister to those in their care.
3. Contribute to the newsletter on current spirituality issues related to health care issues, ethics, education, and personal spirituality.
4. Act in an advisory role to the membership related to spiritual and ethical issues.
5. Plan and implement the liturgies and prayer activities at the biennial convention.

Newsletter/Publicity:

Committee membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.
2. The term of office shall be two years.
3. The Corresponding Secretary shall be a member.

Specified Activities:

1. Contribute to sustaining the Association by providing four newsletters a year.
2. Maintain communication with the Board of Directors and Chairpersons of standing committees.
3. Formulate and support goals and objectives of the committee.
4. Promote participation of membership by soliciting articles for publication.

5. Shall be responsible for making known NACN-USA activities through newsletters and other media.
6. Shall solicit and edit articles and announcements for publications with tentative dates of February, May, August and November.

Nursing Education/Awards:

Committee Membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.
2. The term of office shall be two years.

Specific Activities:

1. To select awardee(s) showing need for financial assistance.
2. To announce the name(s) of the awardee(s) at the biennial meeting.
3. To provide award(s) for one academic year of study.
4. Work with the Budget Committee in determining award(s) amount(s).

Criteria for Award Selection:

1. Name(s) of potential recipients will be forwarded by an active member of the Association.
2. Nominee will show need for financial assistance.
3. Documentation must be submitted showing nominee to have a grade point average (GPA) no less than 3.0 for undergraduate status and 3.5 for graduate status.
4. Relevant activities pertaining to professional nursing, leadership, nursing scholarship, and nursing service shall be documented.
5. Nomination shall be recommended by at least two faculty members from an accredited school of nursing.
6. Award applications are to be postmarked by April 30 of each year and mailed to the Chair of the mentioned committee.

7. Within two weeks the Chair will forward award applications to the committee members.
8. Name(s) of awardee(s) will be forwarded to the President and Board of Directors for approval.
9. Awardee(s) will be notified of the outcome by the Chair of the mentioned committee.

Nursing Research/Nursing Practice:

Committee Membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.
2. The term of office shall be two years.

Specified Activities:

1. Assist nurses in their role of caring and healing, to develop and foster their spirituality so that they can effectively minister to those in their care, integrating current nursing knowledge.
2. Contribute to the newsletter on current research/practice issues related to health care issues, ethics, education, and personal spirituality.
3. Act in an advisory role to the membership related to areas of nursing research and nursing practice.
4. Word with the President and Board of Directors in identifying areas of potential nursing research and developing policies to shape nursing practice.

Conference:

Committee Membership:

The committee shall consist of a minimum of four and a maximum of six members. Half of the membership shall rotate every year.

Selection of Chairperson:

1. The Chair shall be appointed by the Board of Directors.

2. The term of office shall be two years.

Specified Activities:

1. Work with the President, Board of Directors, and regional representatives in establishing place and dates of biennial convention.
2. Work with other committees to plan and promote the convention.
3. Perform other duties as asked by the Chair of said committee, President, or Board of Directors.

Responsibilities of Committee Members:

The committee members shall:

1. Work with the Chair of said committee in developing goals and objectives of the committee and work to facilitate the attainment of said goals and objectives.
2. Promote membership and stimulate attendance at NACN-USA activities.
3. Attend the biennial convention of the Association.
4. Assist students in their endeavors to form and maintain an organization of students who practice the Catholic values within this organization.
5. Perform other duties as asked by the Chair of said committee, President, or Board of Directors.

[Back to top](#)

Article XI

The five U. S. Regions currently include the following states and territories. Adjustment according to numbers and geographical area may be changed 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

[Back to top](#)

Article XII

Meetings:

1. A biennial meeting of the Association shall take place at such date and time as shall be determined by the Board of Directors and the Conference Committee. It will be at the invitation of the area host and their Bishop.
2. Any additional meetings may be called by the Board of Directors.
3. Except for emergencies, notice of all meetings with written agenda inclusive of Board meetings shall be mailed at least two (2) months in advance to the general membership. Annual meetings with written agenda require four (4) months advance notice to the General membership.
4. The order of business shall be according to Robert's Rules of Order with the addition of an opening and closing prayer and the address of the spiritual director. An appointed Parliamentarian shall be present for each meeting.

[Back to top](#)

Article XIII

Representation:

All active members in good standing shall be considered the voting body at the biennial convention.

[Back to top](#)

Article XIV

Quorum:

1. A quorum for a meeting of the Board of Directors shall consist of two-thirds of all the voting board members. In the event of a tie vote, the President shall vote.
2. A quorum for the annual meeting shall consist of the majority of the active membership.

[Back to top](#)

Article XV

Finances:

This Association shall be financed by dues, gifts, annual meetings and fundraisers.

Dues:

1. The annual dues shall be \$35.00 for regular members; \$30.00 for associates; \$25.00 for retirees; and \$20.00 for students.
2. All dues shall be payable to NACN-USA and sent to the Treasurer at the anniversary of membership renewal.
3. Dues not paid within ninety days of membership anniversary will result in a non-active member status.

[Back to top](#)

Article XVI

Affiliation:

This Association will be affiliated with C. I. C. I. A. M. S., the International Councils of Catholic Nurses and Medico-Social Assistants 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.

[Back to top](#)

Article XVII

Councils:

Each individual Council, Chapter or Guild is a separate and a distinct entity and has no legal relationship with NACN-USA.

[Back to top](#)

Article XVIII

Amendments:

Changes to the bylaws must be presented to the Bylaws Committee and after consideration, forwarded to the board three months prior to the meeting in writing for information only. The Bylaws Committee will send changes to all members sixty days prior to the meeting for their consideration and will be voted on at the general annual meeting. Only proposed changes can be amended. Changes should be forwarded to the Bylaws Committee six months in advance of a general membership meeting. Changes to the bylaws may be made annually.

[Back to top](#)

Article XIX

Fiscal Year:

The fiscal year for the Association shall be May 1 through April 30 each year.

[Back to top](#)

Approved May, 2002. Reviewed & Revised: April 2002; December 2003 TWC