

**CALIFORNIA ASSOCIATION OF CLINICAL NURSE SPECIALISTS
(CACNS) BYLAWS**

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CALIFORNIA ASSOCIATION OF CLINICAL NURSE SPECIALISTS BYLAWS

ARTICLE I: NAME

The name of this association shall be the California Association of Clinical Nurse Specialists hereinafter referred to as the “CACNS”. These are the bylaws of CACNS, they are to be reviewed by the board of directors and updated as needed at a minimum of every three years with input from the membership at large.

ARTICLE II: MISSION AND PURPOSE

Section 1. Mission Statement

The CACNS exists as a non-profit organization to enhance and promote the unique and highly valued contribution of the Clinical Nurse Specialist (CNS) to the health and well-being of individuals, families, groups, and communities, and to promote and advance the practice of nursing.

Section 2. Purpose & Function

- A. The purpose of the CACNS is to:
- B. Provide the opportunity for networking among CNSs throughout California;
 - a. Provide support and facilitate collegiality among all CNSs through affiliation with the National Association of Clinical Nurse Specialists (NACNS) for the dissemination of information regarding Advanced Practice Registered Nurse (APRN)- (CNS) practice;
- C. Provide advanced practice educational opportunities for participants;
- D. Provide forums for discussion regarding issues and trends related to the multiple roles of the CNS;
- E. Provide opportunities for professional growth for CNSs including students and those new to the role; and,
- F. Promote visibility of the CNS role.

The function of the CACNS is to:

- A. Provide the voice for the CNS at the state and national levels. This shall include providing representation to APRN groups as well as to other local, state, and national groups and/or other such regulatory entities.
- B. Provide quarterly forums for discussion regarding issues and trends that are related to the multiple roles of the CNS. Meetings shall consist of both discussion and educational presentations.
- D. Provide continuous updates to the CACNS website for the membership, which may include information about specific activities of members, articles that are pertinent to the CNS role, legislative/regulatory updates, and educational and job opportunities.

Section 3. Ethical Standards

The CACNS encourages its members to strive for the highest level of professionalism in nursing care. To this end, the CACNS directs its members to adhere to the Code for Nurses established by the American Nurses Association (ANA). The CACNS's mission, vision and values are framed within an ethic of care principles. An ethic of care is a moral orientation that acknowledges the interrelatedness and interdependence of the patient/client, nurses/nursing practice, and the organization/system.

Section 4. Property and Records

- A. No part of the income or property (real or personal, tangible or intangible) of this association shall be to the personal benefit of any member.
- B. Upon retiring from office, all officers shall deliver all records or other properties of the CACNS within 30 days of the end of a term of office to the succeeding officer and/or president.
- C. The treasurer shall maintain the required documentation to meet IRS requirements.

ARTICLE III: MEMBERSHIP

Section 1 – Definition of Membership

- A. Regular Membership is open to all registered nurses prepared in the role of the CNS.
- B. Associate Membership is open to all nurses who are not clinical nurse specialists but who have an interest in the CNS role.
- C. Student Membership is open to all California licensed registered nurses currently enrolled in a CNS program.
- D. Membership is defined as a member who is current in paying annual dues.

Section 2 – Membership Privileges

- A. All members (regular, associate, and student) are entitled to receive membership access to the CACNS website and other general mailings.
- B. Regular members only have voting privileges and are eligible to receive a membership directory.
- C. Discount pricing for quarterly educational meetings and annual conference.
- D. Student members are entitled to all benefits of regular membership including the membership directory except they are not voting members.
- E. The membership directory shall be for regular and student member use only. The information contained within the membership directory shall not be shared with other entities.
- F. Associate members are entitled to all benefits of membership except they are not voting members and do not receive a membership directory.
- G. One is not required to be a current member to attend meetings.

ARTICLE IV: QUORUM

A. The voting membership which consists of 10% of the eligible voting members shall constitute a quorum.

B. A quorum of the Board at a specified board meeting shall consist of the President or President-Elect, plus fifty percent (50%) of the other board members.

ARTICLE V: DUES

A. In order to retain membership in the CACNS, all member categories must pay annual dues as required by these bylaws and as established by the CACNS.

B. The Board of Directors shall establish the dues in an amount sufficient to ensure that the CACNS maintains financial resources to carry out its purposes and activities.

C. A proposed increase in annual membership dues requires a quorum vote by the membership body at the annual meeting. It shall be the responsibility of the CACNS board to solicit membership feedback about a proposed annual membership fee increase within 30 days of the next scheduled educational/business meeting.

D. Payment shall be due annually on each member's anniversary date of renewal.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. Definition

The Board is the corporate body composed of officers and representatives that have been nominated, elected, or volunteered to participate. The Board's function is to organize and communicate CACNS activities. Board members will be expected to attend at least 50% of the board meetings and/or educational activities throughout each calendar year. Each board member is expected to actively participate via email for ongoing decision making throughout the year. Board meetings will take place at least four (4) times a year and can be via teleconferencing or in person.

Section 2. Composition and Term of Office

The Board of Directors shall consist of nominated, elected, or volunteered officers, directors, committee chairs, and other specified roles, each of whom shall be an active member of the CACNS.

- A. There shall be four (4) officers - President, President-Elect, Recording Secretary, and Treasurer.
- B. There shall be regional directors for three areas, including representative(s) from Northern, Central and Southern California. This can be a shared position.
- C. There shall be at least four committee chairs - Program Liaison, Legislative/Regulatory, Marketing, and Research.
- D. There may be other board members including, CACNS Communications Director, NACNS Affiliate Representative, and/or Past President.
- E. Term served as President of the board will be for one year, during the fiscal year established by the CACNS board, which is January through December. Consecutive terms shall be permitted. After a one-year term as President, this individual is to assume the position of Immediate past president for a one-year term.
- F. If an officer, regional director, or committee chair resigns, the Board of Directors may appoint a replacement as appropriate to assume appointed responsibilities and complete the term of office.

Section 3. Removal of Board Member

A member of the Board of Directors may be removed by the vote of the members present or represented at a duly called meeting at which a quorum is present whenever, in their judgment, the best interests of the CACNS would be served by such removal. A board member may be removed if the individual has not met their responsibilities and expectations as detailed in these bylaws. The process of removing a board member will first require the president to contact the officer and

confirm their commitment, if the officer does not respond in 30 days then the president will present this to the four officers for voting.

Section 4. Scope of Authority

The Board will have the authority delegated to it by the membership, including the duty and power of acting for the membership during intervals between meetings.

Section 5A. Duties of Officers

President

The President shall serve as the spokesperson for the CACNS, act as a resource/advisor, supervise the conduct of the CACNS business and activities, maintain current records of the CACNS (i.e., report of annual activities, and minutes,), and preside at meetings.

President-Elect

The President-Elect shall act in place of the President when necessary and assume all the duties of the President upon his/her resignation. The President-Elect is mentored by the Board six months to one year prior to assuming the position of President.

Recording Secretary/Historian

The Recording Secretary shall be responsible to keep a true record of the proceedings of all meetings of the CACNS and to distribute these minutes to the Board of Directors within a timely manner. The Recording Secretary shall also be responsible for electronically storing and archiving all records (documents, photographs, electronic media, etc.) related to the activities of the CACNS.

Treasurer/Membership Secretary

The Treasurer shall be responsible for monitoring the fiscal affairs of the CACNS (this shall include monitoring of the electronic payment site) and shall provide reports of the financial condition to the Board and membership of the CACNS on a quarterly and annual basis.

Section 5B. Duties of the **CACNS Regional Directors**

The Regional Director(s) (Northern, Central and Southern) shall be responsible for soliciting feedback from members designated as residing in counties in the Northern California region as determined by the CACNS. This director shall be responsible for communicating pertinent information back to the regional members from the CACNS and/or board members as needed. Each Regional Director shall also be responsible for keeping a current updated list of hospital/facility liaisons and communicating CACNS activities for dissemination of information to each site on a quarterly basis. This shall include communication of upcoming conferences or meetings to foster dissemination of information by each liaison at the hospital/facility level to other clinical nurse specialists or other parties with an interest in the CNS role.

Section 5C. Duties of **CACNS Committee Chairs:**

The Program Liaison Committee Chair shall be responsible for providing a Quarterly Conference Planning Checklist to the Host Hospital and review/follow up if any questions. This person shall also review dates, locations, and program topics for the year and discuss with Board members. This person shall also assist the chosen host site contact where needed and may also serve as the contact person for registration.

The **Legislative/Regulatory Chair** shall be responsible for representing the CACNS at local, regional, and national conferences or meetings where pertinent legislative or regulatory issues are discussed. In turn, this information shall be communicated back to the CACNS board and membership body in a timely manner.

The **Marketing Committee Chair** supports a broad range of marketing activities and/or promotes the activities of the CACNS creating goodwill for continued growth of the CACNS among prospective members or other interested parties.

The **Research Committee Chair** shall be responsible for keeping abreast of the latest evidence based practice models and research projects that impact the role of the CNS. This person shall also be responsible for coordinating annual research abstract submissions by the membership body as well as screening and awarding of the annual CACNS Research Grant.

Section 5D. Duties of Additional CACNS Board Member Roles

The **CACNS Communications Director** shall work with an established web designer or provide his/her own web design and be responsible for monthly maintenance of the website domain assigned to the CACNS. This shall include posting of pertinent information as requested by the CACNS board or membership body which may include quarterly newsletters, upcoming conferences or meetings, legislative/regulatory updates, research activities, and/or links to other pertinent websites that affect the practice of the CNS. This may also include routine monitoring of the electronic payment system associated with the web site portal with assistance as needed from the treasurer and membership secretary. The Communications Director shall also be responsible for gathering written information pertinent to the activities of the CACNS and its membership body, editorializing this information, and publishing an electronic newsletter on a quarterly basis. This shall include working with advertisers for newsletter space as needed.

The **NACNS Affiliate Representative for the CACNS** shall be responsible for reporting NACNS Affiliate activities, issues and action items to the California Association. In addition, the affiliate representative will author the yearly NACNS affiliate report and submit CACNS Affiliate news for the CNS Journal upon approval by the chair.

The **Past President for the CACNS** shall be responsible for staying on as a member of the CACNS board for at least one year past his/her term as CACNS President and shall be available as needed to assist the newly elected President in transitioning to leadership responsibilities and duties within the organization.

Section 5E. Voting at board meetings

V.1 Votes regarding CACNS business may be obtained from Board Members on association business regarding the following:

1. Financial decisions;
2. Program changes;
3. Solicited opinions regarding political issues/input regarding the CNS role at the state or national level;
4. General organization business; and
5. Other as deemed appropriate by the President or Board members present.

V. 2 Members shall be invited to attend Board Meetings give opinions/discuss issues, and submit reports at these meeting but do not have voting privileges on CACNS business decisions as defined above.

ARTICLE VII: MEETING TIMES

The CACNS shall meet on a quarterly basis. Meeting lengths may vary and additional meetings may be necessary. In addition, or in place of one of the quarterly meetings, an annual full day workshop may be planned and implemented.

ARTICLE VIII: GIFTS

The Board of Directors may accept on behalf of the CACNS any contribution, gift, bequest or device for general or specific purposes of the CACNS.

ARTICLE IX: AWARDS

The Board of Directors may, under regulations that it may adopt, create and offer awards to current regular or student members of the CACNS for scientific investigations or contributions consistent with the purposes of the Network. The cost of such awards may be authorized by the Board of Directors from the funds of the CACNS or from funds that may be donated, entrusted, or bequeathed to the CACNS for such purposes. This will be determined on an annual basis and communicated to the membership body in a timely manner.

ARTICLE X: AMENDMENT OF THE BYLAWS

Amendments to the Bylaws must be proposed in writing and circulated electronically to the membership body within 30 days prior to a quarterly or annual CACNS meeting. The amendments shall then be voted on by the membership at a quarterly or annual meeting of the CACNS.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the CACNS, the Board of Directors, after making provision for the payment of all of the liabilities of the CACNS, shall dispose of all remaining assets of the CACNS exclusively for the purposes of the CACNS in such manner to the NACNS Foundation or such organization or organizations, that qualifies as a tax-exempt organization, or as the Board determines.

Adopted October 1998

Amended June 2000

Amended April 2004

Amended March 2007

Reviewed January 2008

Amended November 2008

Amended April 2010

Amended August 2012

Amended January 2016