

North Carolina Wound, Ostomy and Continence Nurses Group

Bylaws

Article I—Name

The name of this organization shall be the North Carolina Wound, Ostomy and Continence Nurses Group (NC WOC Nurses Group).

Article II—Mission and Purpose

Section 1. Mission:

The NC WOC Nurses Group is a professional nursing organization that promotes the delivery of expert health care for individuals with ostomies, wounds, or continence issues and seeks to provide continuing professional development of its members and other nurses interested in these specialty areas.

Section 2. Purpose:

The NC WOC Nurses Group shall:

- Foster high standards of practice related to the care, teaching and rehabilitation of individuals with ostomies, wounds or incontinence.
- Assume an active role as patient advocate in regard to health policy and governmental programs.
- Offer peer support and mentoring to fellow members to promote ongoing professional development.
- Support the mission, goals and endeavors of the Wound Ostomy and Continence Nurses Society (WOCN) and the Southeast Region affiliate (SER WOCN).

Article III. Membership and Dues

Section 1. Membership

An active member shall be any licensed nurse who supports the mission and purpose of the NC WOC Nurses Group. They are required to pay dues and shall have all the privileges of membership. Membership in the WOCN Society is encouraged.

Section 2. Dues

Dues for all members shall be twenty dollars (\$20.00) per year (as of January 2019) to be paid at the first meeting of the calendar year. Dues can also be paid online through the website via PayPal. There will be a \$1 increase to cover credit card transaction fees (total: \$21). Dues will be considered delinquent after March 31.

Article IV. Meetings

Section 1. Frequency

The NC WOC Nurses Group meetings shall be held a minimum of three (3) times per year. Additional meetings may be held at the discretion of the officers and/or membership.

Section 2. Quorum and Voting

Attendance of at least ten (10) members in good standing shall constitute a quorum at any meeting. In all matters requiring a vote by the membership, a two-thirds (2/3) majority vote of the members in attendance shall determine the outcome.

Section 3. Inclement Weather Policy

In the event of inclement weather, the Executive Committee will decide whether or not to cancel or postpone any meetings by 6:00 PM the preceding day. The decision will be communicated to the membership via email.

Article V. Officers and Committees

Section 1. Elected Officers

The elected officers shall be President, President-Elect, Secretary and Treasurer. These officers shall comprise the Executive Committee. Elected officers shall hold office for two (2) years. Elected officers shall act on behalf and in the best interest of NC WOC Nurses Group.

Section 2. Qualifications for Officers

- An active member of the NC WOC Nurses Group in good standing for a least 1 year prior to election
- Willingness to serve

Section 3. Term

Each officer shall be elected for a term of two (2) years. President-Elect shall serve a two (2) year term and shall succeed to the office of President. Secretary and Treasurer may serve for up to two (2) consecutive terms.

Section 4. Order of Election and Elections

The President-Elect, Secretary, and Treasurer shall be elected in odd numbered years. The Treasurer shall be elected in even numbered years. Elections shall be held at the fall meeting of the NC WOC Nurses Group with the officers taking office at the beginning of the calendar year.

Section 5. Vacancy

In any position becomes vacant, the remaining officers shall appoint a qualified person to fill the vacancy and complete the term.

Section 6. President's Duties

The President shall serve as chief executive officer of the organization and shall serve as primary contact for business matters addressed to the membership. The President shall decide the agenda for the meetings and shall appoint committee chairs and members as necessary. The President shall call meetings of the Executive Committee as needed.

Section 7. President-Elect's Duties

The President-Elect shall perform the duties of the President in the absence or incapacity of the President. In addition, the President-Elect shall serve as Education Coordinator to arrange for educational offerings, as suggested by the membership, to be presented at regularly scheduled meetings. The President Elect may appoint a committee to assist with educational endeavors as necessary.

Section 8. Secretary's Duties

The Secretary shall record the minutes of all meetings along with decisions of the membership and the Executive Committee. The Secretary shall assure distribution of the

minutes to the membership. The Secretary shall be responsible for reviewing the Bylaws for needed changes every two years.

Section 9. Treasurer's Duties

The Treasurer shall be in charge of the NC WOC Nurses Group funds and records. The Treasurer shall collect the dues, maintain records of membership, maintain bank account and disperse funds as directed by the membership or the Executive Committee. The Treasurer shall keep accounting records that are open to review by the membership upon request. The Treasurer shall report on the financial condition of the NC WOC Nurses Group at each scheduled meeting.

Section 10. Executive Committee Duties

The Executive Committee shall convene at the discretion of the President to conduct business that requires action prior to the next scheduled meeting. The Executive Committee is authorized to disperse up to five hundred dollars (\$500) on behalf of the NC WOC Nurses Group without membership vote. All members of the executive committee must discuss by phone or in person to authorize any disbursement of funds.

Section 11. Public Relations/Marketing Committee

The Public Relations/Marketing Committee shall promote the nursing specialty of wound, ostomy and continence nursing to the public, other nursing organizations and to healthcare organizations and shall recruit new members to the organization. The Committee consists of interested members of the NC WOC Nurses Group with the chair appointed by the President.

Article VI. Amendments

Proposed Bylaw changes shall be presented to the membership at a scheduled meeting and shall be open to discussion prior to vote. These Bylaws may be amended by the membership by a two-thirds (2/3) majority vote of those present.

Approved: March 1994
 Amended: May 2007
 Amended: August 2011
 Amended: February 2017
 Amended: August 2018
 Amended: February 2019