

## **Michigan Association of Nurse Anesthesia Students Bylaws (Revised on 02/2024)**

### **Purpose**

MANAS, established in 1995, is an educational, professional, and social organization designed to heighten the level of professional awareness of graduate students in nurse anesthesia. It serves as both a catalyst for professional identity and a valuable networking source for those who actively participate.

### **Membership**

Membership is open to all students enrolled in an accredited nurse anesthesia program in the state of Michigan. The association shall not discriminate against members on the basis of race, creed, sex, age, handicap, color, religion, national origin or ancestry, marital status, or veteran status. This organization shall strive to build a community that welcomes and honors all persons and provides equal opportunity in participation.

### **MANAS Executive Committee**

The MANAS Executive Committee shall be composed of the President, Secretary, and Treasurer. The Executive Committee shall manage the affairs of the student association.

### **MANAS Executive Board**

The MANAS Executive Board shall be composed of the President, Secretary, Treasurer, and one Student Representative from each of the educational programs.

### **MANAS Executive Board Objectives**

1. Encourage nurse anesthesia student participation in MANAS.
2. Advance the science and art of nurse anesthesia.
3. Promote progress and stimulate interest in the scientific, cultural, political and economic aspects of the specialty of nurse anesthesia.
4. Promote camaraderie among fellow nurse anesthesia students.
5. Executive Board members shall attend events at the discretion of their program director including but not limited to:
  - MANA board meetings
  - MANAS board meetings
  - MANA Annual Conferences
  - Mid-Year Assembly
  - MANAS Events

Executive Board members shall consider their schedules in advance and work with their faculty to coordinate their attendance at events.

6. Act as an educational, professional, and social organization designed to heighten the level of professional awareness of nurse anesthesia students.
7. Serve both as a catalyst for professional identity and a valuable networking source for those who actively participate.
8. Promote inter-program and MANA membership communication of student activities and research.
9. Provide nurse anesthesia students a forum to express concerns and problems.
10. Facilitate interactions between this association and the faculty of the various programs.
11. Provide a means of exploring approaches for funding student research, trips to state and national meetings, speakers, etc.
12. Recognize, by means of an award, those individuals whom have made a significant contribution to the personal development of graduate nurse anesthesia students.
13. Provide support for student members running for national positions.
14. Provide assistance in the development of other state student nurse anesthesia associations.
15. Influence policy development in areas related to grants, loans, and educational process by coordinating letter writing campaigns and visits to legislators.
16. Enhance public awareness of the roles of nurse anesthetists.
17. Plan two MANAS events, one in the Winter semester and one in the Summer semester.
18. Provide volunteers for MANA conferences where student involvement is needed, and volunteer in the event that no other students are able to volunteer.
19. Provide a Student Update session at each MANA conference.
20. Plan and host a MANA College Bowl between the SRNAs and CRNAs at each Spring or Fall Conference annually.

### **Meetings**

The Executive Board shall meet four times yearly. Meetings shall take place at the Spring and Fall MANA Conference meetings. They shall also take place in between the Spring and Fall MANA Conferences, at such times and locations as the board members of the association designate.

All members of the association may participate in any and all Executive Committee meetings as advisors to the committee, but shall have no executive vote.

Special meetings of the Executive Committee may be called by or at the request of any of the officers of the association and must be given a seven-day notice.

Meetings may be attended via conference call for those executive board members that cannot be present in person.

All members of the MANAS Board shall attend MANA conferences and meetings and aid in the set up, take down, and managing of the MANA booths.

### **MANAS Executive Board Voting Process**

Any topic requiring a vote during MANAS meetings shall be decided by a majority vote.

Since there are eight members on the MANAS Board, there may be circumstances resulting in a tie. In the event of a tie, the majority votes of the Executive Committee (President, Secretary, and Treasurer) shall decide the vote.

### **Executive Board Basic Duties**

1. Respect the wishes of the majority of the membership.
2. Attend meetings of the association.
3. Be the administrative authority of the association and shall consider its activities and determine its policies.
4. Solicit candidates for the office in the association during election periods.
5. Recognize, by means of an award, those individuals whom have made a significant contribution to the personal development of graduate nurse anesthesia students (Guiding Light Award presented yearly).
6. May invite any member or guest to participate in its meetings. Guests and non- Executive Board members cannot vote.
7. MANAS Board members shall conduct themselves professionally at all times
8. MANAS Board members shall resign from their post should they find themselves unable to fulfill their duties

### **Advisors**

Advisors shall be MANA members and are to serve as mentors and provide guidance to the MANAS organization as a whole.

- Each student representative will be assigned a MANA district director as their advisor
- The executive committee as a whole is also assigned a MANA advisor

Advisors may attend Executive Committee meetings only if invited by the Executive Committee and have no voting privileges.

## **Elections**

**For those students interested in holding Executive Board member positions, elections for the positions of President, Secretary, Treasurer, and one Student Representative from each educational program shall be held each year.**

Voting shall take place yearly before the Spring MANA conference via online voting with each member having one vote. Polls shall open by March 1<sup>st</sup> and end one week prior to the spring conference. The results shall be announced during the Student Update at the spring conference.

If there is a tie vote for an Executive Board position, a ballot of the current MANAS Executive Board shall break a tie vote. If then the MANAS Board election results in a tie, the current Student Representatives shall break the tie to avoid bias.

The term of office for those elected shall commence at the Summer MANAS event with a duration of one year.

## **President Duties (Incoming Senior or junior student) –**

The President shall be the principal officer of the association and shall, in general, supervise and direct the affairs of the association.

The President shall preside at all general meetings of the association.

The President may sign any documents, which the Executive Board has authorized to be executed.

The President is authorized to act in the event of any contingency or emergency not covered by the bylaws.

The President shall communicate the student association's goal and activities by contributing to each issue of The Connector.

The President shall speak at the Spring and Fall MANA conference meetings, as well as provide a MANAS Board update during the Board Meetings.

The President shall act as a liaison for communication between the MANA Board and the MANAS Board, coordinating all meetings, events, and other MANA related topics or events.

The President shall coordinate assigning responsibilities of MANAS projects and aid in projects when help is required.

The President will assemble and maintain a google document. This document will encompass the duties of the position, how to perform the duties of that office and any information that is relevant to the position.

**Secretary Duties (Incoming Senior or junior student) –**

The Secretary shall serve as Executive Secretary, documenting the minutes of the Executive Board and other MANAS meetings, and making sure they are available for MANAS members to view.

The Secretary shall perform the duties of the President, in the absence of the President.

The Secretary shall, with the President, coordinate and facilitate communication processes amongst members of the various programs, members of MANA, and program faculty.

The Secretary shall coordinate correspondence of student representatives of each program.

The Secretary shall oversee the printing and distribution of all material presented by the organization.

The Secretary shall oversee communication and entries on the MANAS portion of the MANA website as well as social media sites.

The Secretary shall coordinate and encourage students' participation within the organization and MANAS events.

The Secretary will assemble and maintain a google document. This document will encompass the duties of the position, how to perform the duties of that office and any information that is relevant to the position.

**Treasurer Duties (Incoming Senior or junior student) –**

The Treasurer shall be in charge of the financial affairs of the association and shall keep accurate books of accounts, which are available at all times for inspection by any officer of the association.

The Treasurer shall keep and maintain all records from previous Treasurers.

The Treasurer shall perform the duties of the President, in the absence of the President or Secretary.

The Treasurer shall coordinate and supervise fundraising activities of the association.

The Treasurer shall book all venues and manage payment of vendors for MANAS events.

The Treasurer shall work with MANA's association managers in managing MANAS' budget and finances.

The Treasurer shall work with investors and sponsors of MANAS.

The Treasurer is required to set budget goals for the upcoming year to be implemented into the yearly plan at the spring MANA conference.

The Treasurer will report the account status at the beginning of each MANAS meeting. In the absence of the President or Secretary, the Treasurer shall perform the duties of the President.

The Treasurer will assemble and maintain a google document. This document will encompass the duties of the position, how to perform the duties of that office and any information that is relevant to the position.

**Class Representatives (Incoming Senior or junior Student, one from each school)**

The class representatives shall act as a liaison to coordinate and facilitate communication processes amongst members of the various programs and members of the MANAS Executive Board.

The Class Representatives shall distribute all communications of the MANAS Executive Board to their respective classes including, but not limited to, MANAS Board meeting minutes, newsletters and updates, event information, and student opportunities within a 1 week timeframe unless otherwise specified.

The Class Representatives shall have regular face-to-face dialogue with their respective classes discussing all recent updates in the MANA and MANAS organizations. The Class Representatives shall take on responsibilities of MANAS related projects decided on by the entire MANAS Executive Board and assigned by the President, Secretary, or Treasurer.

The Class Representatives may assist the MANAS President, Secretary, Treasurer or other MANA Executive Board member on projects needing involvement by MANAS members. The class representatives shall aid in recruiting and advising nurse anesthesia students interested in being involved in MANA or MANAS.