



National
Kidney
Foundation®

Council of Nephrology Nurses and Technicians®

BYLAWS OF THE COUNCIL OF NEPHROLOGY NURSES AND TECHNICIANS NATIONAL KIDNEY FOUNDATION

ARTICLE I

NAME

The name of this organization shall be the Council of Nephrology Nurses and Technicians (CNNT), herein referred to as "the Council".

ARTICLE II

OBJECTIVES

CNNT is one of the professional councils of the National Kidney Foundation (NKF) who supports the goals of the NKF to work toward improved care and treatment of those afflicted with diseases of the kidney and urinary tract through improved methods and services in research, prevention, detection, diagnosis and treatment of kidney diseases and disorders. The Council's objectives are:

1. To act as an advisory board to the National Kidney Foundation.
2. To promote, conduct, and evaluate community and patient educational services.
3. To provide nurses and technicians with educational opportunities related to the goals of the Council and practice improvement.
4. To collaborate with the National Kidney Foundation regarding local and federal legislation affecting nurses, technicians and the care of patients with kidney and urological diseases.
5. To promote the development of clinical or research traineeships in Nephrology nursing or technology.
6. To promote and participate in the establishment of public services projects directed to prevention and detection of renal and/or related diseases and care of the persons with renal and/or related diseases.
7. To enhance multidisciplinary professional relationships for the advancement of patient care.

ARTICLE III

MEMBERSHIP

- A. Membership shall be open to any nurse (RN, LPN/LVN) or dialysis technician interested in a professional organization that supports the goals of the NKF. Membership in the NKF is a prerequisite to membership in the Council. Only members may vote, hold office, or serve on

committees. Honorary members are approved by Council officers but shall not have the privilege of voting or holding office.

- B. Fees, dues, and/or memberships are set by the Executive Committee and approved by the National Office. The membership year commences the month a person joins the Council.

ARTICLE IV

EXECUTIVE COMMITTEE

SECTION 1 - PURPOSE

The Executive Committee will work to accomplish the goals established by the Council within a fiscal year in promotion of the objectives set forth in Article II.

SECTION 2 - OFFICERS

The Executive Committee shall consist of the following (10) officers:

Elected Officers:

Chairperson-Elect

Chairperson

Past Chairperson

4 Directors at Large

Appointed Chairpersons of the following committees:

Program Chair

Program Co-Chair

Publications Chair

A. CHAIRPERSON ELECT

1. Term: One year.
2. Qualifications:
 - a. CNNT member
 - b. RN, LPN/LVN, or Technician
 - c. Minimum of one (1) year on the Executive Committee
3. Duties
 - a. Shall serve as the liaison to the Director, CME
 - b. Shall serve as a member of the Program Committee
 - c. Shall chair the membership committee
4. Vacancy:

In the event of a vacancy by the Chairperson-Elect, the Executive Committee will appoint a member of the Executive Committee to serve the remainder of the term

B. CHAIRPERSON

1. Term: One-year term. A second term may be held after a two (2) year absence after the term a Past Chairperson is complete.

2. Qualifications:
 - a. CNNT member
 - b. RN, LPN/LVN, or Technician
 - c. Previous service as Chairperson-Elect
3. Duties:
 - a. Shall preside at all meetings of the Council and the Executive Committee of the Council and shall serve as an ex-officio member of all other standing committees, except the Nomination Committee of the Council, as requested by the National Kidney Foundation.
 - b. Serve as the Executive Council liaison to the program committee
 - c. Serve as Chairperson of the Bylaws Committee
 - d. Shall perform and do all acts and duties incidental to this position and take responsibility for other such duties as requested by the Council and the Executive Committee.
 - e. Shall be responsible for all legislative work with regard to the National Kidney Foundation and its committees.
 - f. Shall work closely with the Chairperson-Elect as a mentor and support person
 - g. The Chairperson may appoint members to attend committees of the National Kidney Foundation including:
 - Affiliate Relations
 - Public Policy
4. Vacancy:

In the event of a vacancy by the Chairperson, the immediate past Chairperson will serve the remainder of the term.

C. PAST CHAIRPERSON

1. Term: One-year term following the two-year term as Chairperson/Chairperson-Elect
2. Qualifications:
 - a. CNNT member
 - b. RN, LPN/LVN, or Technician
 - c. Must have served as Chairperson
3. Duties
 - a. Shall serve as an advisor to the Chairperson and to the Executive Committee.
 - b. In the absence of the Chairperson, shall preside at meetings of the Council and the Executive Committee of the Council
 - c. Shall serve as the chairperson of the Nominations Committee
4. Vacancy:

In the event of a vacancy by the Past Chairperson, the Executive Committee will appoint a member of the Executive Committee to serve the remainder of the term.

D. Directors at Large (4)

1. Term: Two-year term with two (2) Directors elected each year. The slate should include at least one (1) technician and one (1) nurse. If there are multiple nurse and technician candidates, then the nurse and technician with the highest number of votes will be elected.
2. Qualifications:
 - a. CNNT member
 - b. RN, LPN/LVN, or Technician

3. Duties:
 - a. Shall serve on committees within the Council as assigned by the Chairperson to promote the goals of the Council.
 - b. Shall serve on committees of the National Kidney Foundation as appointed by the Chairperson.
 - c. Shall support the local Councils to promote the goals of the NKF and the NKF Affiliates.
 - d. Shall be responsible for communication, awards, nominations, education, research and community/patient services.
4. Vacancy:

In the event of a vacancy by a Director at Large, the Executive Committee will appoint a replacement to serve the remainder of the term.

SECTION 3- COMMITTEES

A. Standing Committees

1. The following are the standing national committees:
 - a. Program Committee:
 - A) Shall consist of the program chair, program co-chair, CNNT Executive Committee Chairperson-elect and at least five (5) members at large.
 - B) This committee will develop and coordinate the national educational program for nurses, technicians, and related professionals not represented by other councils of the National Kidney Foundation.
 - b. Communications Committee:
 - A) Shall consist of the Chair (RenalLink Editor) and a Director at Large
 - B) This committee is responsible for the CNNT editorial content of RenalLink in cooperation with the National Kidney Foundation.
 - C) The committee is responsible for ongoing website review
 - c. The remainder of the committees are committees of the National Kidney Foundation including, but not limited to:
 - Affiliate Relations
 - Public PolicySee National Bylaws of the National Kidney Foundation, Article VIII for descriptions of these committees.
2. Standing Committee Chairpersons
 - a. The Chairperson for the Communications committee will be appointed to serve for a two-year term, with the intent to mentor the Communications Director at Large, who will assume the Communications chair position for the following two (2) years.
 - b. The Chairperson for the Program committee will be appointed to serve for a one-year term, with the intent to select a co-chair that will assume the chair position for an additional one year. Co-Chairs must be approved by the Council Chairperson.
3. Special Committees:

May be appointed as necessary under the authority of the Executive Committee

SECTION 4- EXECUTIVE COMMITTEE MEETINGS

1. The Executive Committee shall meet at least one time each year on the call of the Chairperson. At least twenty (20) days notice of the regularly scheduled Executive Committee Meeting shall be given to all members of the Executive Committee.
2. During the year, a minimum of 2 conference calls will be scheduled by the Chairperson.
3. One-half of the voting members of the Executive Committee shall constitute a quorum for all purposes. All questions shall be decided by a simple majority vote of the quorum present.

SECTION 5 - ACTION WITHOUT A MEETING

The Executive Committee may take action without a meeting provided notice of such action is communicated to all members and a majority of its members have concurred in writing as to such actions.

ARTICLE V

ELECTIONS

- A. Election of Officers will be by electronic ballot.
- B. Candidates will be presented for election by the Nomination Committee by electronic ballot at least 30 days prior to the closing date established by the Executive Committee.
- C. All votes must be received by the closing date to be counted.
- D. Election shall be by majority vote of the ballots returned. In case of a tie vote, the choice shall be determined by lot; said lot to be drawn by Past-Chairperson of the Council.
- E. Election results will be certified by the Official Teller of Votes and the membership will be notified at the next Annual Meeting and published in RenaLink, the official newsletter of the professional councils.
- F. The Election Period will be established by the terms of office as set by the Bylaws of the Council.

ARTICLE VI

PARLIAMENTARY AUTHORITY

- A. CONDUCT OF BUSINESS - Procedural questions and meeting formats will be governed by Robert's Rules of Order.
- B. MINUTES/COMMUNICATIONS - The minutes of the Executive Committee and all Committee reports shall be open to inspection by the membership. Minutes and records of the meetings and proceedings of the Council and its Committees shall be maintained and become a part of the records of the National Kidney Foundation.

ARTICLE VII

AMENDMENT OF BYLAWS

The Bylaws may be amended or revised by the members. A Bylaws Ad Hoc Committee, formed under the direction of the Executive Council, will preview the amendments and revisions within a fiscal year. Proposed Amendments or Amendment revisions can be voted on by electronic ballot

to the membership or by members present at the Annual Meeting. A three-quarters vote of the total votes received by electronic ballot or at the Annual Meeting is required for passage.

Revised and approved by the membership on April 12, 2018 at the 2018 CNNT Annual Meeting at the SCM18 meeting in Austin, TX.