

## By-Laws

### 1. Name

1.1. The name of this organization shall be: The Northwest Society of Anesthesia Technologists and Technicians.

1.1.1. This organization may also be referred to as the: NWSATT.

### 2. Officers

2.1. The officers of the board shall be members of the NWSATT in good standing and consist of:

#### 2.1.1. President

2.1.1.1. Serve a term of 3 years

2.1.1.2. Shall preside at all Board meetings

2.1.1.3. Perform other duties as associated with the office

#### 2.1.2. Vice-President

2.1.2.1. Serve a term of 3 years

2.1.2.2. Shall assume the duties of the President in case of the absence of the President.

#### 2.1.3. Secretary/Treasurer

2.1.4. Serve a term of 3 year

2.1.5. Maintain minutes of meetings of the board

2.1.5.1. Maintain minutes of all board meetings in a central location and make copies available to members upon request

# Northwest Society of Anesthesia Technologists and Technicians

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PO Box 22183 Seattle, WA 98122

- 2.1.6. a record of the organization's budget and prepare financial reports at least semiannually
- 2.2. Officers shall serve without pay
  - 2.2.1. Reimbursement for expenses shall be approved by the board
- 2.3. There are no term limits at this time
- 3. Membership
  - 3.1. Membership fees:
    - 3.1.1. Active: \$25.00 for two fiscal years
    - 3.1.2. Associate: \$25.00 for two fiscal years
    - 3.1.3. Membership fees can be prorated with the approval of the board and in 6 month increments
  - 3.2. All individual members in good standing shall be considered "active"
    - 3.2.1. Active members will have voting rights
  - 3.3. All businesses shall be considered Associate members
    - 3.3.1. Associate members do not have voting rights
- 4. Committees
  - 4.1. The board may appoint standing and ad hoc committees as needed
  - 4.2. Committees shall report to the board quarterly
- 5. Meetings
  - 5.1. Meetings shall be held on a quarterly basis at a minimum

# Northwest Society of Anesthesia Technologists and Technicians

5.2. Notice of meetings shall be posted at least 5 days in advance along with an agenda

5.3. Special meetings may be held at anytime, without prior notice, when called for by the chair or a majority of the board

## 6. Voting

6.1. A majority of the board members constitutes a quorum.

6.1.1. In the absence of a quorum, no action shall be taken except to adjourn the meeting to another date

6.2. Passage of a motion requires a simple majority

## 7. Elections

7.1. Elections shall be held in March of each year

7.2. Elections will consist of voting by the membership

7.3. A winning vote will consist of a simple majority

## 8. Fiscal Policies

8.1. The fiscal year of the board shall begin January 1 and end on December 31

8.2. The annual report shall be ready for presentation to the membership by January 31, unless an exception is granted by the board

## 9. Amendments

9.1. These by-laws may be amended by a two-thirds vote of the board members.

# Northwest Society of Anesthesia Technologists and Technicians

9.2. Amendments shall be provided to board members at least 10 days prior to the vote

9.3. Membership shall have 10 days notice and be given the opportunity for input

## 10. Business

10.1. Any activities that may result in the generation of revenue shall require a vote of the board.