Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT)

BYLAWS

I. AUTHORIZATION

The Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT) derives its identity from the policies of its collaborating sponsors and from the Commission on Accreditation of Allied Health Education Programs (CAAHEP), for accreditation of educational programs in the field of Neurodiagnostic Technology (NDT) and Intraoperative Monitoring (IONM).

II. FUNCTIONS

The primary function of the CoA-NDT is to review and evaluate educational programs in neurodiagnostic technology and intraoperative neuromonitoring to determine compliance with the established **Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology** and the established **Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neurophysiologic Monitoring**. Recommendations regarding program accreditation are transmitted to the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

In addition, the CoA-NDT conducts periodic reviews of the **Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology** and the established **Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neurophysiologic Monitoring**, proposes revisions as necessary, maintains policies and procedures that comply with the standards established for national accrediting agencies, and performs other functions pertinent to educational program accreditation.

The CoA-NDT is also responsible for recommending means by which its collaborating sponsors may favorably influence the quality and availability of education for neurodiagnostic and intraoperative neuromonitoring technologists as a service to the public and to the profession.

III. OPERATIONAL POLICIES

The CoA-NDT shall operate as a nonprofit organization and exclusively for charitable, scientific, and educational purposes. No earnings shall inure to the use or benefit of any individual.

The CoA-NDT shall not engage in any activity prohibited by Section 501(c)(3) and other relevant provisions of the Internal Revenue Code.

IV. MEMBERSHIP

A. Membership: The membership shall consist of a minimum of six (6) and a maximum of eighteen (18) members from the collaborating organizations that sponsor the CoA-NDT, with representation as referenced in the CoA-NDT Policies and Procedures. The members shall be appointed by their respective organizations using the Guidelines for Appointees to the CoA-NDT. Alternate members may be appointed by the sponsor organizations to attend meetings in the absence of appointed members.

B. The Corporation may appoint up to four (4) at-large members to meet the needs of the organization.

C. Term of Service: The term of office for membership will be three (3) years. Appointees may be reappointed for two additional terms of three years, for a maximum of nine (9) consecutive years of service. In the event the appointee is elected to a leadership position (e.g., Chair, Vice Chair), the term of service shall not end prior to the end of that leadership term. Appointed at-large members will serve a one (1) year term. Appointed at-large members may be reappointed once for an additional year.

D. Vacancies: Any vacancy occurring on the Committee shall be filled by the sponsor of the retiring member for the remainder of the unexpired term. That individual is subsequently eligible to serve as a new appointee as described in IV.C.

E. Removal: A director may be removed by two-thirds majority vote of the remaining Directors then serving, for failure to perform required duties or for such cause stated in a written notice to such Director.

V. OFFICERS

The officers of the CoA-NDT shall be the Chair, the Immediate Past Chair, the Vice-Chair, and the Secretary-Treasurer.

A. Chair: The Chair shall preside at all meetings of the CoA-NDT and administer all policies, procedures, and functions of the CoA-NDT. The Chair appoints and is an ex officio member of all ad hoc subcommittees; provides supervision and direction for the Executive Director; and reviews correspondence received and sent by the CoA- NDT that pertains to the primary functions of program accreditation and policy.

Duties of the chair include, but are not limited to, (a) selecting CoA-NDT members to review self-study reports and (b) recruiting site visitors, and with the Executive Director, scheduling the site visits. The Chair may be removed without cause by a two-thirds (2/3) majority vote of the Committee.

B. Immediate Past Chair: The Immediate Past Chair provides advice and leadership to the CoA-NDT officers regarding past practices and other matters to assist the officers.

The Immediate Past Chair supports the Chair on an as-needed basis. The term of the Immediate Past Chair will be for one year.

C. Vice-Chair: The Vice-Chair serves in the absence of the Chair, or when the Chair is unable to perform the duties of the position. The Vice-Chair assumes the position of Chair in the event the Chair vacates the position for any reason. The Vice-Chair shall serve as the chairperson of the Standards Review Committee.

D. Secretary/Treasurer: The Secretary/Treasurer serves as the chief financial officer for the CoA-NDT and has the general responsibility for the financial affairs and supervision of all CoA-NDT funds and official records. The Secretary/Treasurer shall ensure that an annual budget is prepared and distributed to the Committee for approval not later than the last meeting of each fiscal year. The Secretary/Treasurer is responsible for identifying responsible spending, looking for trends, and methods to reduce costs. In the absence of an Executive Director, the Secretary/Treasurer shall keep accurate minutes and records of the CoA-NDT meetings and distribute the minutes to members.

E. Terms of Office: Officers shall serve for a term of two (2) years but may be re-elected for one additional term. There shall be staggered terms for the Officers so that the Chair and Vice Chair terms will alternate years of election. The initial implementation of the staggered election schedule shall be established by a transition plan approved by the Committee and maintained with official records.

F. Election of Officers: Officers shall be elected from the members by a majority vote of those present and voting. Voting shall be by secret ballot. Officers shall be elected at an annual meeting, or at a special meeting to fill a vacancy consistent with the staggered election schedule established in section V. E.

VI. STAFF

The CoA-NDT may contract for an Executive Director to assist in carrying out the policies of the Committee. The Executive Director is appointed by a majority vote of the Committee and reports to the Chair. The Executive Director shall execute policy decisions of the Committee and shall assume any duties and responsibilities of the Secretary/Treasurer that may be delegated by the Committee. The duties of the Executive Director include, but are not limited to, (a) recording and preparing the minutes of the Committee meetings; (b) responding to requests for information and/or applications for accreditation; (c) arranging for review of Self-Study Reports; (d) scheduling and coordinating site visits, in consultation with the Chair; (e) arranging for review committee meetings, e.g., obtaining meeting space and accommodations, preparing and distributing agenda materials; (f) organizing site visitor or program development workshops; (g)

preparing the documentation for CAAHEP reviews; and, (h) maintaining files of all accredited programs and committee offices.

A position description for the Executive Director serves as the basis for recruiting and evaluating the individual. The Executive Director is responsible for knowing and guiding the Committee in following CAAHEP Standards and Guidelines, CoA-NDT Bylaws, CoA- NDT Policy and Procedure Manual, and Roberts Rules of Order.

The contract with the Executive Director shall be reviewed each year at the Annual Meeting, in conjunction with a performance evaluation.

VII. MEETINGS

The CoA-NDT shall meet annually and through videoconference as necessary to accommodate Committee business. Members of the CoA- NDT may participate in and act at any meeting of the Committee through the use of conference telephone call, or other communications method by which all persons participating in the meeting can communicate with each other. Such participation shall constitute attendance and presence at the meeting. Meetings shall be conducted in accordance with the latest Robert's Rules of Order. A simple majority of the members shall constitute a quorum.

VIII. STANDING SUBCOMMITTEES

A. Finance Subcommittee: The CoA-NDT Chair shall appoint at least two members from the CoA-NDT Board to serve as members of the subcommittee.

B. Standards and Guidelines Review Subcommittee: The Chairperson of the subcommittee shall be the Vice-Chair of the CoA-NDT. This subcommittee shall be composed of at least one member from each of the collaborating sponsors of the CoA-NDT.

C. Policy and Procedure Subcommittee: The CoA-NDT Chair shall appoint at least two members from the CoA-NDT Board to serve as members of the subcommittee.

D. Bylaws Subcommittee: The CoA-NDT Chair shall appoint at least two members from the CoA-NDT Board to serve as members of the subcommittee.

E. Tenure: Members of subcommittees shall be appointed annually, with no limitation to their service on the subcommittees other than that they are members of the CoA- NDT.

IX. AD HOC SUBCOMMITTEES

Ad Hoc subcommittees shall be appointed at the discretion of the Chair. The objectives of an ad hoc committee shall be stated clearly in the minutes of the CoA-NDT, including a statement of the timeframe in which the ad hoc subcommittee is to accomplish its purpose.

X. REVISION OF BYLAWS

The bylaws of the CoA-NDT may be revised at any Committee meeting provided that no more than one member dissents, and that all sponsors are represented. Otherwise, revision requires approval of a simple two-thirds (2/3) majority of all members responding to an electronic ballot. Changes to the Bylaws require a written notice of at least thirty (30) days.

XI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised (current edition) shall govern the Committee in all cases in which they are not inconsistent with these Bylaws and other rules adopted by the Committee.

XII. DISSOLUTION

In the event of dissolution of the CoA-NDT, the Committee shall pay or make provision for the payment of all its liabilities. All remaining assets shall be liquidated and distributed to a non-profit status organization qualifying under IRS Code 501(c)(3). None of the funds shall inure to the benefit of individuals.

Adopted: 7/31/1985

Revised: 6/1/1986; 1/20/1990; 9/1/1990; 1/10/1996; 5/18/2003; 3/28/2004; 6/8/2004; 6/10/2004; 4/8/2006; 7/17/2007; 6/17/2009; 1/18/2014; 5/15/2024; 10/24/2026.