

AORN CHAPTER # 1411 BY-LAWS

ARTICLE I

NAME

The name of this professional organization is the ASSOCIATION OF PERIOPERATIVE REGISTERED NURSES OF NORTHWEST SUBURBAN CHICAGO CHAPTER. AORN – NWSCC Hereinafter referred to as the “Association”

PART ONE Mandatory compliance with national bylaws and chapter standards.

ARTICLE II

PURPOSES

The purposes of this Association are:

- A.** To unite registered professional perioperative nurses for the purpose of maintaining an Association dedicated to the constant endeavor or promoting the highest professional standards of perioperative nursing practice for the optimum care of the patient before, during, and after surgery;
- B.** To provide opportunity for continuous learning through diversified educational activities;
- C.** To study, discuss, research, and exchange information in the field of perioperative nursing;
- D.** To hold meetings at intervals for the purposes of this Association;
- E.** To cooperate lawfully with other professional associations, health care facilities, universities, industries, technical societies, research organizations, and governmental agencies in matters affecting the foregoing purposes of the Association;
- F.** To otherwise lawfully adopt policies and conduct programs for the improvement of perioperative nursing practice provided that the policies and programs are consistent with the requirements that the Association is not organized for profit and no part of its earnings inure to individuals.

ARTICLE III MEMBERSHIP AND DUES

Section 1: Membership in the Association is contingent on compliance with requirements as specified in these bylaws.

Section 3: Categories of membership in this association are chapter member, retired, student, and associate.

A. CHAPTER MEMBER: a registered professional nurse who supports the mission of AORN living in an area where a chapter exists.

B. RETIRED: a retired registered professional nurse who supports the mission of AORN.

C. STUDENT: An individual pursuing education leading to eligibility to sit for the registered nurse licensing examination.

1. May not hold elective office.

2. May not serve as a delegate to the AORN House of Delegates.

3. This is a non-voting category

D. ASSOCIATE: An individual who supports the mission of AORN and who is primarily engaged in one of the following professions: healthcare industry representative, central service professional, physician, healthcare administrator, perioperative and facility material management, informatics personnel or pharmacist.

1. May not hold elective office.

2. May not serve as a delegate to the AORN House of Delegates.

3. This is a non-voting category.

Section 4: Termination

A. The Board of Directors may terminate a member for failure to meet membership requirements, provided the member was offered an opportunity to have an unprejudiced hearing, if requested, at which the member was permitted to defend against termination.

B. If terminated, a member may be allowed to rejoin by the Board of Directors vote after demonstrating eligibility for membership.

Section 5: Dues

- A.** Annual membership dues in this Association are determined by the Board of Directors and are subject to ratification by the membership.
- B.** Dues shall be paid according to the established policy.
- C.** Delinquency: Any member whose dues are not received by the last working day at Headquarters of the member's renewal month is terminated as a member and all privileges of the Association are withdrawn.

PART TWO Articles tailored to meet specific chapter preferences.

ARTICLE IV OFFICERS

The officers of this Association are: President, President-elect, Vice President, Secretary, and Treasurer, with responsibilities as outlined in the Policy Manual.

A. President:

Serves as the official representative of the Association and presides at all meetings of the Association and Board of Directors.

B. President-elect:

Observes and assists the President in preparation for assuming the duties and responsibilities of that office.

C. Vice President:

Performs the duties of the President in the absence or inability of the President to act.

D. Secretary:

Maintains records of the proceedings of all business meetings of the Association and the Board of Directors.

E. Treasurer:

Monitors the fiscal affairs of the Association and provides reports and interpretation to the membership and the Board of Directors.

ARTICLE V

NOMINATING COMMITTEE - NOMINATIONS - ELIGIBILITY - ELECTIONS - TERMS OF OFFICE - VACANCIES - REMOVAL

Section 1: Nominating Committee

- A.** The Nominating Committee consists of at least three (3) members. Two (2) members are elected in the even numbered years and one (1) member in the odd numbered years, each serving for a term of two (2) years.
- B.** The immediate past President will automatically become the chair of the committee following the term of office as President.

Section 2: Nominations

- A.** The Nominating Committee prepares and presents a slate of candidates to serve in elected capacity.
- B.** Nominations for elected officers may be made from the floor at the time the slate is presented, provided that the eligibility has been verified and written consent to serve if elected was obtained from the nominee, and is submitted at the time of nomination.

Section 3: Eligibility

- A.** To be eligible for elective office as a member of the Board of Directors or as a member of the Nominating Committee, a nominee must currently provide or have previously provided perioperative nursing care that addresses(ed) the needs of patients preoperatively, intraoperatively, and postoperatively.
- B.** To be eligible for elected office as an *officer, member of the Board of Directors, or as a member of the Nominating Committee*, a nominee must be an active member of the Association for one (1) year prior to nomination.
- C.** To be eligible for the office of *President Elect or Vice President*, a nominee must have served at least one (1) year as a member of the Board of directors.

Section 4: Elections

- A.** The Officers, Board of Directors, and Nominating Committee shall be elected by written ballot at the May meeting, and plurality elects. In case of a tie, choice is by lot.
- B.** Any member holding an elective office may not be a candidate for another office unless the current term of the member expires at the impending annual election. However, in the event the Nominating Committee has the need to nominate a candidate currently in another office they may do so. If the position is subsequently vacated, it will be filled by appointment, by the members of the Board of Directors.

Section 5: Terms of Office

- A.** The *President-elect* is elected every year, serves in that capacity for one (1) year and then automatically becomes President for a term of one (1) year.
- B.** The *Treasurer* and *two(2)members of the Board of Directors* shall be elected in the odd numbered years for a term of two (2) years and shall serve until their successors have assumed office.

- C. The *Vice President, Secretary, and two (2) members of the Board of Directors* shall be elected in the even numbered years for a term of two 2 years and shall serve until their successors have assumed office.
- D. The term of office begins at the June meeting, at which time the officers will be installed.
- E. No officer or member of the Board of Directors shall serve more than two (2) consecutive terms in the same office.

Section 6: Vacancies

- A. President: The Vice President immediately assumes office.
- B. President-elect and Vice President: A vacancy in the office the President-elect or Vice President is filled by a vote of the Board of Directors from a slate submitted by the Nominating Committee and eligibility requires the nominee to have served at least one (1) year as a member of the Board of Directors.
- C. The Board of Directors fills all other vacancies.
- D. Any member filling a vacancy for an unexpired term of one (1) year or more is deemed to have served one (1) term.

Section 7: Removal

Any elected official, regardless of the manner of election or appointment, may be removed by the membership upon two-thirds (2/3) affirmative vote; whenever in its judgment the best interests of the Association would be served thereby, provided the elected official upon request was offered the opportunity to have an unprejudiced hearing at which the elected official was permitted to defend against the termination.

ARTICLE VI

MEETINGS - QUORUM

Section 1: Association Meetings

- A. The number of meetings per year, the months in which they are held, and the time and place are determined by mutual agreement of the Board of Directors and the membership.
- B. Notices of the monthly meetings will be sent to the membership.
- C. Ten percent (10%) of the membership including three (3) members of the Board of Directors constitutes a quorum for a business meeting.

Section 2: Special meetings

- A.** A special meeting may be called by the President, or by request of a majority of the Board of Directors or by request of a quorum of the membership.
- B.** The membership shall be notified at least five (5) days prior to the called special meeting.
- C.** The call shall state the purpose of the meeting, the time and place, and no business other than stated in the call may be transacted.
- D.** Ten percent (10%) of the membership including three (3) members of the Board of Directors constitutes a quorum.

ARTICLE VII

BOARD OF DIRECTORS The Board of Directors consists of the officers and four (4) elected members. It has power, authority, and responsibility to manage the affairs of the Association, except to modify action of the members.

- A.** The Board of Directors shall meet at the time and place determined by mutual agreement of the Board of Directors.
- B.** Special meetings of the Board of Directors may be called by the President or upon written request of five (5) members of the Board of Directors.
- C.** Five (5) members of the Board, (1) one of whom is an officer, constitute a quorum.

ARTICLE VIII

COMMITTEES

Section 1: Committees

The committees of the Association are appointed annually by the President with the approval of the Board of Directors. Each committee may consist of, but is not limited to, a chairman and two members. A majority of the members constitutes a quorum.

- A.** The (standing) committees of the Association may include but are not limited to the Budget and Finance Committee, Policy/Bylaws Committee, Workshop/Education Committee, Legislative Committee, Perioperative Nurse Day Committee, Program Committee, Scholarship Committee, Research Committee, Community Outreach Committee.
- B.** The purpose and duties of these committees are listed in the Policy Manual.

Section 2: Special Committees

Special committees may be appointed by the President and cease to exist when the purpose for which they were created is completed.

ARTICLE IX DELEGATES

Section 1: Eligibility: Delegates and alternate delegates to the annual Congress must have membership status.

Section 2: Appointment: The delegates will be chosen by a point system.

Section 3: Representation: The delegate count shall be allocated annually to chapters based upon the ratio of total chapter membership to total Association membership as of June 30, with each chapter having a minimum of one (1) delegate and one (1) alternate delegate.

A. Delegates and alternate delegates are not however, required to be members of the chapter they will represent at the Annual Congress.

ARTICLE X OFFICIAL PUBLICATION

The official publication of the Association is the *AORN Journal*.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised is the parliamentary authority of this Association in all cases not covered in these bylaws.

ARTICLE XII AMENDMENTS

- A.** Amendments to these by laws may be made at any regular meeting provided that the proposed amendments have been submitted to all members at least thirty (30) days prior to the vote.
- B.** Amendments to the by laws requires a two-thirds (2/3) vote of the membership present and voting.

ARTICLE XIII DISSOLUTION

If the Association should dissolve, all funds in the treasury will be given to the AORN Foundation or to another appropriate educational endeavor as determined by the membership majority.

ARTICLE XIV
FISCAL YEAR

The fiscal year of the Association is July 1 through June 30.

Reviewed/Revised/Approved

Board of Directors 4/97, 8/99, 8/00, 8/01, 11/02, 02/07, 03/09

Membership 10/97, 10/99, 10/00, 10/01, 2/03, 3/04