

AORN of the QUAD CITIES

POLICY MANUAL

The number of meetings per year, the months in which they are held and the time and place is determined by mutual agreement of the Board of Directors and the membership.

The order of business shall be determined by the President.

The business meetings should not exceed one hour in length. In case of special programs, the business meeting will be held at the convenience of the membership.

In the event of inclement weather, scheduled meetings will be cancelled at the President's discretion with notification to the hospital captains and on Facebook by the President.

Association of perOperative Nurses will herein be AORN.

AORN Headquarters in Denver, Colorado will herein be Headquarters.

SPECIAL NOTE: Members will refrain from smoking during programs and business meetings.

I

BOARD OF DIRECTORS

Definition: The Board of Directors is composed of the officers and members elected by the membership. The Board of Directors is charged with the overall responsibility of conducting the affairs of the chapter.

Philosophy: The philosophy of the Board of Directors is to act in the best interest of the membership by conforming to the purpose for which the Chapter was formed as outlined in the Bylaws.

Responsibilities:

1. Direct the business and financial affairs of this chapter.
2. Establish administrative policy.
3. Foster growth and development of the chapter.
4. Assist the President in the structuring of committees.
5. Review committee reports and determine action to be taken.
6. Approve budgetary allocations as submitted by the Treasurer, including reimbursement for the AORN Global Surgical Conference and Expo attendees.
7. Approve fund raising functions.
8. Establish policies regarding the purchasing of supplies, equipment and charitable donations.
9. Shall review the Code of Conduct, Bylaws and Policy Manual annually and update as necessary.

10. Appoint eligible members to fulfill any vacancies among elected officials, with the exemption of the President, which is filled by the Vice-President. Prior to appointment, a slate of candidates will be prepared by the nominating committee for a vacancy in the office of Vice-President.
11. Shall as retiring officers deliver all chapter property to their successors within 30 days after termination of office.

Individual Responsibilities:

1. Serve on committees as assigned.
2. Attend all Board of Directors meetings. If a member becomes non-functioning and does not resign voluntarily, an unexcused absence from two consecutive board meetings means automatic resignation. Any member who has two consecutive unexcused absences shall be considered self-resigned and shall be replaced by special election of the membership.
3. Keep one-self well informed on the activities of the Chapter and AORN.
4. Conduct oneself in accordance with the position held, so as to reflect prestige upon the Chapter.
5. Arrive promptly for meetings and come prepared to discuss items of business.
6. Accept and complete special assignments as made by the President.

Meetings of the Board:

1. The Board of Directors will meet as necessary, with a minimum of two meetings per year.
2. A combined Board meeting of the outgoing and incoming officers may be held to facilitate transition.
3. Other chapter members may attend Board meetings without voting privileges.
4. Board meeting minutes belong to the Board and are not required to be given to the membership. A Board report or summary of activity may be given at the chapter meetings.

II

PRESIDENT

Duties of the President:

1. Shall be a member ex-officio, of all committees except the committee on Nominations.
2. Represents the Chapter at meetings of other organizations or designates an alternate.
3. Appoints chairman of all standing committees.
4. Offers guidance to all committees in their activities.
5. Terminates committee appointments when such appointees are non-productive.
6. Directs the preparation and signs, when applicable, all official communication.

7. The President will be responsible for disseminating information on National Perioperative Nurse Week to the local newspapers, radio and TV stations. Is responsible for disseminating information relating to National Perioperative Nurse Week to the appropriate agencies and legislators.
8. Speaks on behalf of the Board on all official matters.
9. Keeps Board and membership totally informed of all Chapter activities as received from AORN.
10. Responds promptly to all communication from AORN Headquarters and insists that all officers communicate promptly as necessary with AORN Headquarters.
11. The President and Vice President/President Elect must maintain close contact at all times. This assures continuity when the President-elect becomes President.
12. Serves as chairman of the delegation to the AORN Global Surgical Conference & Expo.
13. Signs checks written for the chapter in the absence of the Treasurer.
14. Notifies membership of the number of eligible delegates to the AORN Global Surgical Conference & Expo
15. The outgoing President is responsible for recording the results of the annual election on the AORN website.

III

PRESIDENT-ELECT

Duties of the President-Elect:

1. Represents the President and the Chapter at other professional meetings as delegated by the President.
2. Acts as a member of the Board of Directors with full power and responsibility of that office.
3. Serves as a member ex-officio on standing committees and may chair committees as delegated.
4. Serves as a delegate to the AORN Global Surgical Conference & Expo.

IV

VICE PRESIDENT

Duties of the Vice President:

1. Performs the duties of the President in the absence of the President.
2. Performs duties as may be delegated by the President.
3. Shall serve on committees as delegated.
4. Insures that all programs planned reflect the philosophy and objectives of AORN.

5. Organize educational offerings & location of each meeting. A minimum of 3 contact hours per year will be offered by the Chapter.
6. Submit information about the next month's program to the Chapter Secretary for the newsletter.

V

SECRETARY/TREASURER

Duties of Secretary/Treasurer:

1. Takes and maintains original minutes of all meetings of the Board of Directors and of the Chapter.
2. Receives and maintains all committee reports.
3. Takes attendance at all meetings and keeps the attendance list on file seven years.
4. Maintains records of all communications sent to the committees.
5. At regular meetings, submits for approval the minutes of the previous meeting as published in the newsletter.
6. Is responsible for publication of the newsletter. Selects minutes from previous Chapter and/or Board meetings and other information to include in the newsletter. The newsletter should be available to the membership a minimum of seven days prior to the meeting.
7. Send a copy of the newsletter to the membership department at Headquarters as directed by the Accountability Standards.
8. Conducts financial business of the chapter.
9. Presents financial statement at each Board meeting and business meeting.
10. Notifies AORN Headquarters immediately if dues are changed.
11. Review the needs of the chapter and make recommendations to the membership regarding fund raising projects.
12. Complete the Chapter Accountability Standards and Review Checklist.
13. Renew the Tax Exempt status filing annually.

VI

BYLAWS AND POLICY COMMITTEE

Definition: The Bylaws and Policy committee is an ad hoc committee of the chapter to be appointed by the President annually.

Responsibility: B

1. Review the Bylaws and Policy Manual and recommend amendments to ensure consistency with the action of the policy making bodies of the chapter.

2. Prepare amendments which are considered advisable to facilitate the work and best interests of the chapter and submit the same for consideration of the membership.
3. Any amendment to the Bylaws and Policy Manual adopted by the Chapter will be forwarded to Headquarters.

Method of Functioning:

1. The chairman shall present, at a regularly scheduled meeting, proposed amendments to the membership thirty days prior to voting. These proposed amendments shall be published in the monthly newsletter immediately following presentation.
2. Amendments require a 2/3 vote of members present for passage.

VII

NOMINATING COMMITTEE

Definition: The Committee on nomination is an elected committee of the Chapter and shall be elected in the manner provided by the Bylaws. The chairman of this committee shall be elected by the committee members.

Responsibilities:

1. Present a slate of candidates to the membership for delegates and alternate delegates to the AORN Global Surgical Conference & Expo at the January meeting.
2. Select qualified candidates for each office considering the individual's active participation and attendance at meetings and contributions to the organization.
3. Present a ballot to the membership for Officers, Board members at the May meeting prior to the annual elections, providing for nominations from the floor.

Method of functioning:

1. Shall meet following the annual meeting to elect a chairman.
2. Provide ballots and envelopes for use during elections.

Voting Policy:

In the event selection should be made from multiple candidates, the following process will be used. If each position has one candidate, no ballot will be necessary.

1. The ballot will be printed in the newsletter prior to the balloting.
2. The President will appoint a tellers committee of two to tally the votes and verify membership status.
3. Results will be announced before the end of the meeting.
4. All ballots must be received no later than call for election at the meeting.
5. All ballots:

- a. Shall be placed in a sealed envelope with the member's signature on the sealed envelope.
 - b. Absentee ballots shall be handled in the same manner.
6. Instructions for voting are to be printed on the ballot:
 - a. Vote for no more than the indicated number by placing an "X" in the boxes.
 - b. If members vote for more than the indicated number, that portion of the ballot is invalid.
7. Tellers committee will destroy ballots at the announcements of the election results.

LEGISLATIVE REPRESENTATIVE

Definition: The Legislative Representative is a standing position of the Chapter and shall represent both Iowa and Illinois.

Responsibility: Seek out and keep the Chapter informed of pertinent local, state and national legislative activity and direct local involvement in the legislative process when necessary.

Method of functioning: Seek out possible information relative to nursing in relation to legislation on the state and federal government level.

1. Keep the chapter informed of pertinent health care legislation and suggest appropriate action to be taken by members.
- ~~2~~ Act as a liaison with state government nursing organizations in regard to legislation.
- ~~3~~ Maintain membership in the Illinois Council of Operating Room Nurses (ICORN) and encourage a member of the Chapter to attend bi-annual meetings.

MEMBERSHIP REPRESENTATIVE

Definition: The Membership representative is a standing position of the Chapter. One representative from each member institution shall be designated Hospital Captain

Responsibility: The membership representative will promote and maintain growth of the Chapter. They will act to welcome new members and potential members to the Chapter

Method of Functioning:

1. Circulate chapter sign in sheet at meetings.
2. AORN captains will introduce new members in attendance at meetings.
3. Make personal contact with visitors for membership recruitment purposes.
4. Do follow-up on non-attending members.
5. Provide a copy of chapter bylaws and policy manual to all new members.
6. Educate members on accessing bylaws, policies and newsletters on line at <http://www.genesishealth.com/careers/nursing/aorn/>

AORN GLOBAL SURGICAL CONFERENCE & EXPO DELEGATES

Definition: Delegates shall represent the Chapter at the annual Surgical Conference & Expo. Each local chapter is entitled to elect delegates and alternate delegates as determined by National on the June membership printout. An alternate delegate is one who shall be seated in the delegate section only in the absence of the delegate. Once an alternate has been moved up to delegate status, the status is maintained for the duration of the AORN Global Surgical Conference & Expo.

Criteria:

1. Candidates shall be active members in good standing.

Credentials:

1. The President shall send a list of delegates and alternate delegates for the annual AORN Global Surgical Conference & Expo to Headquarter.
2. Delegates shall register at the delegate's booth.
3. Delegates are required to wear the official badge at all business meetings.

Responsibilities:

1. Delegates and alternates shall attend all business sessions and special delegate activities at the AORN Global Surgical Conference & Expo.
2. Delegates and alternates shall seek information on all issues under discussion and act in the best interests of the chapter.
3. Delegates must vote as recommended by the Chapter on all issues and for National officers, Board members and Nominating Committee members.
4. Delegates and alternates shall give a meaningful report to the Chapter following attendance at the AORN Global Surgical Conference & Expo.
5. All members are encouraged to vote online in the election of officers.

FAILURE TO FULFILL DELEGATE/ALTERNATE DELEGATE RESPONSIBILITIES

Selection and subsequent service as a delegate or alternate delegate is to be considered an honor and privilege earned by the member, therefore, any circumstance which would interfere with that representation should be communicated immediately to the Chapter President and/or the Board of Directors. Failure to observe any aspect of the above protocol and policy may result in loss of delegate or alternate position and up to 100% of funding for that AORN Global Surgical Conference & Expo as determined by the Board of Directors.

Any delegate or alternate delegate who does not fulfill the responsibilities of the position as outlined in this policy will not be eligible to serve as a delegate to the next year's AORN Global Surgical Conference and Expo.

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