AORN Chapter Bylaws

ARTICLE I

Name

The name of this professional organization is AORN (Association of periOperative Registered Nurses) Quad Cities Chapter #1408.

ARTICLE II

Purposes

The purposes of this Association are:

A. To unite registered professional operating room nurses for the purpose of maintaining an Association dedicated to the constant endeavor of 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 purpose of this Association;
E. To cooperate lawfully with other professional organizations, 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 2. Membership is unrestricted by consideration of nationality, race, creed, life-style, color, sex, or age.
Section 3. Categories of membership in this Association are chapter member, member-at-large, retired, student and associate.

A. CHAPTER MEMBER: A registered professional nurse who supports the mission of AORN and does not have access to a chapter.
B. MEMBER AT LARGE: A registered professional nurse who supports the mission of AORN living in an area where a chapter does not exist.

C. RETIRED: A retired registered professional nurse who supports the mission of AORN.
   1. Qualifies to be a member at large.
   2. If a chapter membership is selected, applicable chapter dues may be assessed.

D. STUDENT: An individual pursuing education leading to eligibility to sit for the registered nurse licensing examination.
   1. Qualifies to be a member at large.
   2. If a chapter membership is selected, applicable chapter dues may be assessed.
   3. May not hold an elective office.
   4. May not serve as a delegate to the AORN House of Delegates.

E. ASSOCIATE: An individual who supports the mission of AORN and who is primarily engaged in one of the following professions: health care industry representative, central service professional, physician, health care administrator, perioperative and facility material management, informatics personnel or pharmacist.
   1. Qualifies to be an associate at large.
   2. If a chapter membership is selected, applicable chapter dues may be assessed.
   3. May not hold an elective office.
   4. May not serve as a delegate to the AORN House of Delegates.
   5. This is a nonvoting category.
Section 4. Termination

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

Section 5: Dues

A. Annual membership dues in this Association are determined by the Board of Directors and subject to ratification by the membership.

B. Dues shall be paid according to 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 automatically terminated as a member, and all privileges of the Association are withdrawn.

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 the 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 and affairs 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

Board of Directors

The Board of Directors consists of the officers and three (3) elected members. It has the power, authority, and responsibility to manage the affairs of the Association, except to modify action of the members.

ARTICLE VI

Nominating Committee – Nominations – Eligibility

Elections – Terms – Vacancies – Removal

Section 1. Nominating Committee

A. The Nominating Committee consists of at least three (3) members. Two (2) members elected in the even numbered years and one (1) in the odd numbered years. Each serving a term of two (2) years.

B. The immediate past President will automatically become a non-voting member of the committee following the term of office as
Section 2. Nominations

A. The Nominating Committee prepares and presents the slate of candidates to serve in elected capacity.
B. The Nominating Committee prepares and presents a list of eligible nominees for election as delegates to the National AORN Congress.
C. 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, nominee must currently provide or previously provided perioperative care that addresses (ed) the needs of patients preoperatively, intraoperatively, and postoperatively.

B. 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 have been a member of the Association continuously for one (1) year immediately prior to being nominated.

C. To be eligible for the office of President-elect or Vice President, a nominee must have served one (1) year as a member of the Board of Directors.

D. Members of the Nominating Committee may not be listed as candidates for election on the slate that they have prepared.

Section 4. Elections

A. The Officers, Board of Directors, and Nominating Committee shall be elected by written ballot at the annual meeting, and plurality elects. In the case of a tie, revoting will be done by membership present.

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 election.

Section 5. Terms of Office

A. The President-elect is elected each year, serves in that capacity for
one (1) year and then automatically becomes President for a one (1)
year term.

B. The Vice President, Secretary, and Treasurer are elected each year, and
serve for a term of one (1) year and shall serve until their successors
have assumed office.

C. One (1) member of the Board of Directors shall be elected in the even
numbered years, and two (2) members of the Board of Directors shall
be elected in the odd numbered years each for a term of two (2) years
and shall serve until their successors have assumed office.

D. The term of office begins at the end of the June meeting.

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 the office.
B. President-elect and Vice President: A vacancy in the office of President-elect or Vice President is filled by a vote of the Board of Directors from a slate submitted by the Nominating Committee. 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 the one (1) year or more is deemed to have served one (1) term.

Section 7. Removal

A. 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 judgement the best interests of the Association would be served thereby, provided the elected official upon request was offered an opportunity to have an unprejudiced hearing at which the elected official was permitted to defend against the termination.

Article VII

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 is determined by mutual agreement of the Board of Directors and the membership.

B. Notice of the monthly meeting will be sent to the membership.

C. Ten (10) percent of the membership including four (4) members of the Board of Directors, two (2) of whom are officers, 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, the time and place of the meeting. No business other than stated in the call may be transacted.
D. Ten (10) percent of the membership, including three (3) members of the Board of Directors, one (1) of whom is an officer, constitutes a quorum.

Section 3. Board of Directors Meetings

A. The Board of Directors shall meet at a 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 four (4) members of the Board of Directors.
C. Four (4) members of the Board, two (2) of whom are officers, constitutes a quorum.

ARTICLE VIII

Delegates

Section 1. Eligibility

Delegates and alternate delegates to the annual Congress must have current membership status in the chapter.
Section 2. Representation

A. The delegate count shall be allocated to the chapter 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.

B. Nominations for delegates shall be based on a point system.
ARTICLE IX

Committees

Section 1. Standing Committees

The standing committees of the Association are appointed annually by the President with the approval of the Board of Directors.

A. The standing committees of the Association are Budget and Finance Committee, Bylaws and Policy Committee, Education (or Program) Committee, Legislative Committee, Membership Committee, Newsletter Committee, and Perioperative Registered Nurse Day Committee.
B. The purposes 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 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.

ARTICLE XII

Amendments

A. Amendments to these bylaws 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 bylaws require a two-thirds (2/3) vote of the members present and voting.
ARTICLE XIII

Fiscal year

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

ARTICLE XIV

Dissolution

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

Revised 9/13/2001
Reviewed 7/2003
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