

AORN NYC Chapter

Bylaws and Policy Manual

Chapter 3304

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**ARTICLE I**

The name of this professional organization is New York City chapter of AORN, Inc, (Association of periOperative Registered Nurses), hereinafter referred to as the “Association.”

**Part One**

**ARTICLE II**

PURPOSES

The purposes of this Association are:

1. To unite registered nurses for the purpose of maintaining an Association dedicated to promoting the highest professional standards of perioperative nursing practice for the optimal care of the patient before, during, and after operative and other invasive procedures;
2. To provide opportunities for continuous professional development, to include diversified educational activities;
3. To generate, evaluate and disseminate scientific evidence to improve professional perioperative practice;
4. To provide leadership in professional perioperative practice to influence health care delivery locally, nationally, and globally;
5. 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;
6. To otherwise lawfully adopt policies and conduct programs for the improvement of professional perioperative 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 and the Code of Ethics adopted by the members.

Section 2: Membership is unrestricted by consideration of nationality, race, creed, lifestyle, color, sex, or age.

Section 3: Categories of membership in this Association are voting and non-voting.

1. Voting**:** A registered nurse, or a previously registered nurse who is retired and whose license was in good standing at the time of non-renewal, who supports the mission of AORN.

1. May vote for elected officials.

1. May vote in the House of Delegates.
2. May hold elective office.
3. May serve on committees.
4. Non-voting: An individual who is not defined as a voting member, who provides or provided direct or indirect perioperative services, and who supports the mission of AORN.
   1. May serve on committees.
   2. May not vote for elected officials or in the House of Delegates.
   3. May not hold elective office.

Section 4:Termination

1. 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.
2. If terminated, a member may be allowed to rejoin by the Board of Directors after demonstrating eligibility for membership.

Section 5: Dues

1. Annual membership dues in this Association are determined by the Board of Directors and subject to ratification by the House of Delegates.
2. Dues shall be paid according to established policy.
3. Delinquency: Any member whose dues are not received by the last working day of the member's renewal month is automatically terminated as a member, and all privileges of the Association are withdrawn.

**ARTICLE XIII**

PARLIAMENTARY AUTHORITY

*Robert's Rules of Order Newly Revised* is the parliamentary authority of this Association.

**Chapter Bylaws Guidelines**

**Part Two**

**ARTICLE IV**

OFFICERS

The officers of this chapter are president, president-elect, vice president, secretary, and treasurer. Chapter officers must not allow their AORN National membership to lapse during their term of office.

1. President:
   1. Serves as the official National representative and contact of the chapter and presides at all meetings of the chapter and the board of directors.
   2. Creates; determines duties; appoints, subject to board approval; and serves ex officio on all committees, special committees, and subcommittees of the board and the chapter, except the nominating and leadership development committee.
   3. Facilitates continuity in transition of the office of the president.
   4. Assigns a chapter liaison to work with NYC state council.
   5. Review monthly bank statements
2. President-Elect:
3. Observes, assists, and consults with the president in preparation for assuming the duties and responsibilities of that office.
4. Facilitates continuity in transition to the office of the president.
5. Performs the duties of the president in the absence or inability of the president to fulfill the role
6. May serve as a chair of a committee, such as membership or education.
7. Vice President:
8. Observes, assists, and consults with the president.
9. Performs the duties of the president in the absence or inability of the president or president-elect to fulfill the role.
10. Secretary:
    1. Ensures accurate records are maintained of the proceedings of all business meetings and affairs of the chapter.
    2. Convenes chapter meetings in the absence of the president and the vice president, and presides at the election of the chair pro tem.
    3. Provides AORN Chapter Relations with a copy of updated bylaws no less than every two years.
    4. Provides one copy of business meeting minutes to AORN Chapter Relations per year.
    5. Maintains an up-to-date Community of Practice (OR Nurse Link or independent web site). This can also be done through a web master (if appointed).
    6. Provide 3 copies of business meeting minutes to AORN Chapter Relations every year by 12/31.
11. Treasurer:
    1. Monitors the fiscal affairs of the chapter and provides reports to the membership and the board of directors.
    2. Maintains tax exempt status through annual filling of the IRS 990 form and provide proof of filing to AORN Chapter Relations.
    3. Provides a yearly financial report to AORN Chapter Relations to demonstrate appropriate use of funds.

**ARTICLE V**

BOARD OF DIRECTORS

The board of directors consists of the officers and seven (7) elected members. It has power, authority, and responsibility to manage the affairs of the chapter, except to modify action of the members.

Section 1: Meetings

A. The board of directors shall meet at a time and place determined by mutual agreement of the board of directors. Optional conference calls or webinars may also constitute as a meeting.

B. Special meetings of the board of directors may be called by the president or upon request of four (4) members of the board of directors.

C. Six (6) members of the board, two (2) of whom are officers, constitutes a quorum.

D. The board of directors may participate in meetings by any means of communication where all persons participating in the meeting are able to hear one another. Such participation shall constitute presence in person at the meeting.

**ARTICLE VI**

Nominating and leadership development committee

Section 1: Committee Composition

1. The nominating and leadership development committee consists of at least three (3) members. Two (1) member are elected in the even numbered years and two (2) members in the odd numbered years, each serving for a term of two (2) years.
2. The immediate past president will automatically become a non‑voting member of the committee for a term of one (1) year following the term of office as president.
3. Members of the committee **may not** be listed as candidates for election on a slate that they have prepared.

Section 2: Responsibilities

* 1. Solicits and receives nominations for potential candidates for all elected positions.
  2. Verifies potential candidates for voting AORN membership status.
  3. Prepares and presents a slate of candidates to serve for all elected positions.
  4. Establishes effective processes for the development of members to serve in leadership roles at all levels of the chapter.
  5. Selects a chair from the committee members.

**ARTICLE VII**

ELIGIBILITY - ELECTIONS -TERMS ‑ VACANCIES - REMOVAL

Section 1: Eligibility

A. To be eligible for elective office as a member of the board of directors or member of the nominating and leadership development committee, a nominee must be a voting member of AORN (as stated in Article III of these bylaws) 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 a member of the nominating and leadership development committee, a nominee must have been a member of the Association and chapter continuously for one (1) year immediately prior to being nominated and may not be an employee of AORN Headquarters.

C. To be eligible for the office of president-elect and vice president, a nominee must have served at least two (2) years as a member of the board of directors.

D. Members of the nominating and leadership development committee **may not** be listed as candidates for election on a slate that they have prepared.

Section 2: Elections

1. The officers, board of directors, and the nominating and leadership development committee shall be elected by the voting members in good standing, as defined in Article III, and plurality elects. In case of a tie, choice is by lot.
2. A minimum of three chapter officers must be elected: president, vice president or president-elect, and secretary/treasurer. Additional elected or appointed officers are specified by the chapter in these bylaws.
3. 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 or a vacancy occurs.
4. Nominations for all elected positions may be made no later than thirty (30) days prior to the commencement of voting, provided that eligibility has been verified and written consent to serve, if elected, was obtained from the nominee and is submitted to the nominating and leadership development committee.
5. Elections shall be held once a year, no less than every two (2) years.

Section 3: Terms of Office

1. The president-elect is elected every year, serves in that capacity for one (1) year, and then as president for a term of one (1) year (if applicable).
2. The treasurer and three (3) 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.
3. The vice president, secretary, and four (4) 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.
4. The term of office begins at the adjournment of the meeting at which they have been installed.
5. No officer or member of the board of directors shall serve more than two (2) consecutive terms in the same office.

Section 4: Vacancies

1. President: The president-elect or vice president immediately assumes office.
2. 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 and leadership development committee. Eligibility requires the nominee to have served at least one (1) year as a member of the board of directors.
3. The board of directors fills all other vacancies.
4. Any member serving more than one-half term (1/2) is deemed to have served one (1) term in an elected position.

Section 5: Removal

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

**ARTICLE VIII**

MEETINGS

Section 1: Chapter Meetings

1. Conduct a minimum of three educational meetings annually with contact hours (depending on state requirements). This includes, but is not limited to face-to-face meetings, webinars, and/or conference calls.
2. 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.
3. Notices of the monthly meetings will be sent to the membership.
4. Three (3) % of the membership, including six (6) members of the board of directors, two (2) of who are officers, constitutes a quorum for a business meeting.

Section 2: Special Meetings

1. Special meetings may be called by the president, by request of the majority of the board of directors, or by request of a quorum of the membership.
2. The membership shall be notified at least 7 days before the called special meeting.
3. The notice shall state the purpose, time, and place of the meeting. No business other than stated in the notification may be transacted.
4. Three (3) % of the membership, including six (6) members of the board of directors, two (2) of whom are officers, constitutes a quorum.

**ARTICLE IX**

ORGANIZATIONAL UNITS

Section 1: Committees and Task Forces

1. In order to facilitate the Association’s and chapter’s mission and strategic plan, as well as the needs of the profession, the board of directors shall at least annually create such committees and ad hoc task forces as it deems fit. The president or president-elect may appoint the members of such committees and ad hoc task forces. Each committee or task force shall consist of a chair and at least two (2) additional members. Each committee or task force shall have only such powers as are specifically delegated to it by the board of directors. A majority of the members of the committee or task force shall constitute a quorum.
2. Standing committees of this chapter may include (but are not limited to) budget and finance, bylaws and policies, education, legislative, membership, newsletter, communications, web, OR Nurse Day, research, and scholarship.
3. The purpose and duties of these committees should be listed in the chapter policy manual.

Section 2: Special Committees

1. Special committees may be appointed by the president or president-elect and cease to exist when the purpose for which they were created is completed.

### ARTICLE X

AMENDMENTS

1. Proposal: Amendments to these bylaws may be proposed by any member of the chapter.
2. Submission: Changes to the bylaws must be submitted to the president or chair of the bylaws committee.
3. Notice: The proposed amendments must be received in written format by all members at least thirty (30) days prior to the voting meeting.
4. Adoption: The adoption of an amendment to the bylaws requires a two‑thirds (2/3) vote of the voting members present.

### ARTICLE XI

### DISSOLUTION

If the chapter should dissolve, all funds in the treasury will be given to the AORN Foundation.

Approved/Revised Date Officer Name, Signature, and Title

Approved/Revised Date Officer Name, Signature, and Title

AORN, Inc.

(Association of periOperative Registered Nurses)

2170 South Parker Road, Suite 400

Denver, CO 80231-5711 *Revised 05/16*

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**AORN NYC Member Code of Ethics and Conduct**

**Overview**

The AORN NYC requires board of directors, officers, committee members, and all members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Chapter 3304 and the Association of periOperative Registered Nurses (herein AORN), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Purpose**

In accordance with the mission statement of AORN, the following Code of Ethics and Conduct applies to all members of the Association in all membership categories.

**Standards of Ethics and Conduct**

1. Members’ professional conduct shall remain consistent with the vision, mission, and core values of AORN.
2. Members shall conduct themselves in a manner that does not bring discredit upon AORN or its members.
3. Members shall refrain from abusing their relationship with AORN in an improper economic, professional, or other manner.
4. Members shall treat their peers with the utmost dignity and respect, both personally and professionally.
5. Members must feel comfortable to express their concerns, particularly with respect to ethical concerns. Officers have a responsibility to create an open and supportive environment where member concerns and questions are responded to without retaliation.
6. Members shall not misuse information communicated or disseminated through any AORN program or media of any type, whether in person, electronic, or otherwise.
7. Members shall comply with all laws, regulations, and AORN policies regarding privacy and copyright, as well as other tangible and intangible property.

**Vision Statement**

AORN will be the indispensable resource for evidence-based practice and education that establishes the standards of excellence in the delivery of perioperative nursing care.

**Mission Statement**

The Association of periOperative Registered Nurses’ (AORN) mission is to promote safety and optimal outcomes for patients undergoing operative and other invasive procedures by providing practice support and professional development opportunities to perioperative nurses. AORN will collaborate with professional and regulatory organizations, industry leaders, and other health care partners who support the mission.

**AORN Core Values**

The Association of periOperative Registered Nurse’s (AORN) core values reflect what is truly important to the Association.

Communication: Open, Honest, Respectful Innovation: Creative, Risk Taking, Leading Edge

Quality: Reliable, Timely, Accountable Collaboration: Teamwork, Inclusion, Diversity

*AORN affords equal opportunity to all persons and does not discriminate with regard to race, color, creed, religion, age, sex, sexual orientation, national origin, ancestry, disability, veteran status, marital status, or any other legally protected status in accordance with applicable local, state, and federal laws.*

**Appendix A**

**Chapter Officer and Committee Job Descriptions**

**President**

*Definition*

The President is the chief officer of the Chapter. The membership elects a President every year or every other year to coordinate Board and Chapter activities. The President is the official AORN representative of the Chapter and presides at all meetings of the Chapter and Board of Directors.

*Responsibilities*

* Serves as the official AORN representative of the Chapter.
* Presides at all business meetings of the Chapter and Board of Directors.
* Appoints committee chairs and members of all standing and special committees after consulting with the Board of Directors.
* Terminates committee appointments when appointees are non-functioning.
* Directs the preparations of and signs all official correspondence of the Chapter.
* Speaks on behalf of the Board on all official matters.
* Participates as an ex-officio member of all committees, except the Nominating Committee.
* Keeps Board and membership informed of all Association activities as received from National AORN.
* Facilitates continuity in transition of the office of the President.
* Assigns a Chapter liaison to work with your State Council (if applicable).
* Review monthly bank statements.

*\*\* Immediate Past President automatically serves as non-voting member of Nominating Committee or voting member of the Board.*

**President-Elect**

*Definition*

The membership elects a President-Elect every year to serve with the Board of Directors in conducting the affairs of the Chapter. The President-Elect is being mentored to serve as President and provide continuity in Chapter leadership.

*Responsibilities*

* Observes, assists, and consults with the President in preparation for assuming the duties and responsibilities of that office.
* Performs the duties of the President in the President's absence or inability to fulfill the role.
* Represents the President and the Chapter as requested or required.
* May serve as a chair of a committee, such as membership or education.
* May act as parliamentarian, if the regular parliamentarian is not available, using *Robert's Rules of Order Newly Revised*.

**Vice President**

*Definition*

The membership elects a Vice President for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter. The Vice President is an aide and alternate to the President. The Vice President is required to assume the office of President in the event that the President resigns or is permanently absent, and the President-Elect is not ready/willing to step in, unless otherwise stated in the Chapter bylaws.

*Responsibilities*

* Performs the duties of the President in the President's or President-Elect’s absence or inability to fulfill the role.
* Maintains the delegate point system, if used by the Chapter to select Delegates.
* Maintains the membership attendance and activity files in a master file for use by the Nominating Committee.
* Prepares an annual written report and presents it at the annual meeting.
* Observes, assists, and consults with the President.

**Secretary**

*Definition*

The Secretary ensures that records are maintained for the proceedings of all business meetings of the Chapter. The Secretary also handles the Chapter correspondence at the direction of the President. The members elect a Secretary for a two-year term to serve with the Board of Directors in conducting the affairs of the Chapter.

*Responsibilities*

* Ensures accurate records are maintained of the proceedings of all business meetings and affairs of the Association and the Board of Directors.
* Prepares an agenda for all business meetings of the Chapter and Board of Directors.
* Provides copies of Board minutes and business meeting minutes to committee chairs, members, and Board members before each meeting.
* Secures Chapter stationery.
* Notifies committee chair when annual reports are due.
* Completes online update of officers once election results are known or emails information to Chapter Relations each year.
* Maintains record of communications sent to committees for two years.
* Corresponds for the Chapter at the direction of the President.
* Assists committees with correspondence pertaining to their activities.
* Convenes the Board of Directors in the absence of the President and the Vice President, and presides at the election of the chair pro tem.
* Provide AORN Chapter Relations with a copy of updated bylaws every year by 12/31.
* Provide 3 copies of business meeting minutes to AORN Chapter Relations every year by 12/31.
* Maintain an up-to-date online community web site. This can also be done through a web master (if appointed).

**Treasurer**

*Definition*

The Treasurer manages the financial affairs of the Chapter. The membership elects the Treasurer for a term of two years to serve with the Board of Directors in conducting the affairs of the Chapter. The Treasurer may be a member of the Chapter finance and budget committee.

*Responsibilities*

* Formulates an annual budget for the fiscal year in conjunction with the Chapter Board of Directors.
* Prepares a monthly financial statement for presentation at each Chapter business meeting and/or Board meeting.
* Maintains the Chapter bank accounts.
* Maintain tax exempt status through annual filling of the IRS 990 form.
* Provides proof of filing 990 to AORN Chapter Relations by 12/31.
* Pays all bills, signs all checks, and oversees additional transactions.
* Maintains income records from dues for Chapter.
* Maintain and monitor budget.
* Provide a yearly budget to AORN Chapter Relations by 12/31 to demonstrate appropriate use of funds.
* Maintains accurate Chapter accounting records.
* Ensures that records are audited or reviewed annually or before turning them over to the newly elected Treasurer.
* Provides copy of recent bank statement to AORN Chapter Relations by 12/31.

**Chapter Board of Directors**

*Definition*

The Board of Directors of the Chapter is composed of the officers and a specified number of members elected by the membership. The term of office for all Board members should be specified in the Chapter bylaws. The Board of Directors is charged with the overall responsibility of conducting the affairs of the Chapter.

*Purpose*

The Board of Directors represents the entire membership and acts in the best interest of the membership, by conforming to the purposes for which the Association and Chapter were formed, as stated in the bylaws and/or articles of incorporation.

*Responsibilities*

* Directs the business and financial affairs of the Chapter.
* Formulate the annual goals and objectives of the Chapter.
* Establish administrative policies and procedures.
* Authorize the formulating and awarding of all contracts.
* Foster growth and development of the Chapter.
* Review committee reports and determine action to be taken.
* Formulate and approve the yearly Chapter budget.
* Assists with Chapter Award for Excellence submission.

*Operating Guidelines*

1. The President, President-Elect, or Vice President will preside at all meetings of the Board of Directors as described in the bylaws.
2. Meetings are conducted according to *Robert's Rules of Order* *Newly Revised*.
3. Meetings of the Board of Directors are scheduled at the beginning of each administrative year for the period of one year. Emergency meetings are scheduled as necessary.
4. Agenda, minutes, and written committee reports are prepared and distributed to Board members before each meeting.

***Committee Descriptions***

**Committee Chair**

*Responsibilities*:

* In conjunction with the President and the Board of Directors, committee chair appoints members to the committee.
* Prepares agenda for committee meetings.
* Presides at committee meetings.
* Ensures that minutes/recordings are done at all committee meetings or conference calls and distributed to committee members and the Secretary.
* Submits periodic written reports to the Board of Directors and membership on the activities and progress of the committee.
* Maintains committee records.
* Provides the Chapter Budget and Finance Committees or Treasurer with a proposed committee budget for the upcoming year.
* Evaluates committee activities and makes recommendations as needed to the Chapter Board of Directors.
* Submits an annual report to the Chapter Board of Directors two weeks before the annual meeting. This report should summarize the committee's progress, accomplishments, expenditures, and recommendations.
* Submits recommendations for committee members to the President-Elect for the upcoming year.

**Committee Member**

*Responsibilities*:

* Supports the purpose and goals of the committee and the Chapter.
* Attends and participates in committee meetings as scheduled by the committee chair.
* Participates in the planning, implementation, and evaluation of projects/work of the committee.

**Program/Education Committee**

*Definition*

The Education Committee is a standing committee of the Chapter. A chair is appointed annually by the President. The committee consists of members who are appointed for terms of one year.

*Purpose*

The Education Committee plans and implements educational activities related to perioperative nursing. These educational activities may be in the form of offerings, programs, webinars, or independent studies. They may vary in length from one hour to several days. Three meetings per years must contain contact hours, depending on state contact hour requirements.

*Responsibilities*:

* Assesses the continuing education needs of Chapter members.
* Plans and implements educational activities based on the needs of Chapter members.
* Submits educational activities for contact hour approval. Contact hours can be provided by AORN through the CE Approval Process or another CE provider (university, sponsor, facility, etc).
* Incorporates the following activities into educational activity planning:
  1. Select education topic and schedule speaker
  2. Set date and time for activity
  3. Arrange for the meeting site
  4. Obtain necessary audiovisual equipment
  5. Arrange parking, refreshments, seating
  6. Prepare publicity for activity
  7. Submit educational activity for approval of contact hours to accrediting agency
  8. Maintain educational activity attendance roster
  9. Distribute evaluation
  10. Maintain attendance roster and education files that contain a copy of the application for contact hours, and posts activity evaluations summary and certificates of attendance
  11. Distribute honorarium and write thank you notes to speakers
* Submits an annual written report to the Chapter Board of Directors.

*National Support:* Continuing Education Approval Committee (CEAC), National Committee on Education (NCE), and Chapter Relations

**Membership Committee**

*Definition*

The Membership Committee is a standing committee of the Chapter. The committee chair is appointed by the President after consultation with the Board of Directors. The committee consists of members who are appointed for a one-year term.

*Purpose*

The Membership Committee promotes and maintains membership in AORN at the National and Chapter level.

*Responsibilities*:

* Develops local programs and supports nationally-planned member recruitment and retention programs.
* Formally welcomes all new Chapter members. Plans new member orientation activities.
* Encourages member retention. Contacts members whose membership will lapse one month prior to lapse date.
* Ensures that all Chapter officers' and Board of Directors' memberships are current.
* Notifies the Customer Service Department at AORN Headquarters of errors in the membership list and Chapter members who have moved or changed Chapters.
* Maintains the supply of current recruiting material received from National AORN.
* Acts as the liaison to the community and local hospitals for the purpose of recruiting members. Speaks at local meetings about AORN membership.
* Provides publicity information to hospitals about AORN.
* Submits an annual report to the Chapter Board of Directors.

*National Support:* Membership Committee and Chapter Relations

**Nominating Committee**

*Definition*

The Nominating Committee is an elected/appointed committee or a standing committee of the Chapter. Members of the committee elect a chair or the President can appoint the role.

*Purpose*

The Nominating Committee prepares a slate of qualified candidates for the elected offices/positions in the Chapter.

*Responsibilities*:

* In conjunction with the Chapter Board of Directors, establishes candidate qualifications.
* Advertises vacancies. States the vacant position, the length of term, qualifications for the position, the time commitment, and the date the nominations close.
* Verifies candidates' eligibility for office (ie, makes sure the candidate is an AORN member is good standing and not lapsed). Reviews all material submitted by each candidate.
* Prepares a slate of candidates and presents the slate to the Chapter Board of Directors and membership.
* Prepares the ballot for distribution to the membership.
* Compiles results of voting and announces results to Chapter Board of Directors and possibly membership.
* Submits an annual report to the Chapter Board of Directors.

*National Support:* Nominating Committee and Chapter Relations

**Legislative Committee**

*Definition*

**An ad hoc committee of the Chapter**. The President appoints the chair that selects committee members. The chair is designated as a liaison with the National Legislative Committee.

*Purpose*

The Legislative Committee monitors health care legislation and regulations that affect nursing on the state and national levels.

*Responsibilities*:

* Monitors pending legislation on the local, state, and national level affecting the registered nurse in general and the perioperative nurse in particular.
* Seeks current knowledge about the legislative process.
* Informs the Chapter member when there is legislation that may affect nursing or perioperative nursing in particular.
* Maintains a list of all the current national and local legislators who may be needed by the Chapter for lobbying or contact purposes.
* Maintains contact with state nursing legislative representatives, AORN Government Affairs, and your state coordinator.
* Submits an annual report to the Chapter Board of Directors.

*National Support:* National Legislative Committee and AORN Government Affairs

**Awards and Scholarship Committee**

*Definition*

The Awards and Scholarship Committee is a standing or ad hoc committee of the Chapter. The committee chair is appointed annually by the President. The committee chair selects committee members.

*Purpose*

The Awards and Scholarship Committee manages the Chapter award submission and scholarship activities.

*Responsibilities*:

* Reviews all scholarship applications received by the Chapter and awards money when appropriate.
* Administers the Chapter awards program, which recognizes outstanding Chapter members within the Chapter.
* Plans a formal recognition of new and recertified CNORs and CRNFAs.
* Promotes Chapter involvement in various awards and scholarship opportunities at the national level (ie, Chapter Award for Excellence or Individual Awards).
* Contacts student financial assistance offices of schools of nursing in the area and the AORN Foundation to find out what scholarships might be available for Chapter members and students.
* Submits an annual report of activities to the Chapter Board of Directors.

*National Support:* Awards Committee and AORN Foundation Scholarship Committee

**Web/Newsletter Committee**

*Definition*

The Web/Newsletter Committee is an ad hoc committee of the Chapter. The committee chair is appointed by the President or President-Elect annually for a term of one to two years. The committee chair selects other committee members.

*Purpose*

The Web/Newsletter Committee maintains the Chapter web site and/or Chapter newsletter.

*Responsibilities:*

* Update calendar with current and upcoming Chapter events.
* Posts current Chapter officers and contact information, brochures, newsletters, pamphlets, educational program handouts, or any other communication designated by the Board of Directors or committee chair.
* Distributes all information/updates to the Chapter members via email blast.
* Acts as central contact for commercial companies that are interested in sponsoring the web site.
* Submits an annual report of activities to the Chapter Board of Directors.
* Acts as editor for Chapter newsletter.

*National Support:* Membership Committee and Chapter Relations Coordinator