**Grand Canyon #310**

**Chapter Bylaws**

# ARTICLE I

The name of this professional organization is Grand Canyon Chapter of AORN, Inc, (Chapter of periOperative Registered Nurses), hereinafter referred to as the “Chapter.”

# ARTICLE II

## PURPOSES

The purposes of this Chapter are:

1. To unite registered nurses for the purpose of maintaining a Chapter 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 Chapter;
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 Chapter is not organized for profit and no part of its earnings inure to individuals.

# ARTICLE III

## MEMBERSHIP AND DUES

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

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

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

1. Voting**:** A registered nurse, or retired nurse who supports the mission of AORN.
   1. May vote for elected officials.
   2. May vote in the House of Delegates.
   3. May hold elective office.
   4. May serve on committees.
2. 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. Chapter dues are determined by the chapter Board of Directors and subject to ratification by the membership
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 Chapter are withdrawn.

# ARTICLE IV

## OFFICERS

The officers of this chapter are president, president-elect, secretary, and treasurer, with responsibilities as outlined in the Chapter Policy Manual. Chapter officers must not allow their AORN National membership to lapse during their term of office.

1. President:
   1. Serves as the official National AORN 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 committee.
   3. Facilitates continuity in transition of the office of the president
   4. Review monthly bank statements
2. President-Elect:
   1. Observes, assists, and consults with the president in preparation for assuming the duties and responsibilities of that office.
   2. Facilitates continuity in transition to the office of the president.
   3. Performs the duties of the president in the absence or inability of the president to act
3. 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, the president-elect, 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 (ORNurseLink or independent web site).

This can also be done through a web master (if appointed).

* 1. May be combined with office of Treasurer

1. 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.
   4. May be combined with the office of the Secretary.

# ARTICLE V

## BOARD OF DIRECTORS

The board of directors consists of the officers and six to eight (6-8) elected members. It has power, authority, and responsibility to manage the affairs of the chapter, except to modify action of the members. The immediate past president serves for one (1) year in an ex-officio office.

Section 1: Meetings

1. 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.
2. Special meetings of the board of directors may be called by the president or upon request of five (5) members of the board of directors.
3. Five (5) members of the board, two (2) of whom are officers, constitutes a quorum.
4. 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 COMMITTEE

Section 1: Committee Composition

1. The nominating committee consists of at least four (4) members. Two (2) members are elected in the even numbered years and two (2) in the odd numbered years, each serving for a term of two (2) years.
2. The immediate past president will automatically become a nonvoting member of the committee for a term of one (1) year following the term of office as president.
3. Members of the nominating committee **may not** be listed as candidates for election on a slate that they have prepared, unless approved by the Board of Directors.

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. Selects a chair from the committee members.

# ARTICLE VII

## ELIGIBILITY - ELECTIONS -TERMS - VACANCIES - REMOVAL

Section 1: Eligibility

1. To be eligible for elective office as a member of the board of directors or member of the nominating committee, a nominee must be a voting member of AORN (as stated in Article III of these bylaws) that addresses the needs of patients preoperatively, intraoperatively, and, postoperatively.
2. To be eligible for elective office as a member of the board of directors or a member of the nominating committee, a nominee must be a current AORN member in good standing and **may not** be an employee of AORN Headquarters.
3. Members of the nominating committee **may not** be listed as candidates for election on a slate that they have prepared, unless approved by the Board of Directors.

Section 2: Elections

1. The officers, board of directors, and the nominating committee shall be elected by ballot either written or electronic of 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 four (4) chapter officers must be elected: president, president-elect, 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 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 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 secretary and three (3) 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.
6. The immediate past president shall serve as an ex-officio member on the Board of Directors for one (1) year following their office termination.

Section 4: Vacancies

1. President: The President-Elect immediately assumes office.
2. President-Elect: A vacancy in the office of president-elect is filled by a vote of the board of directors from a slate submitted by the nominating committee.
3. The board of directors fills all other vacancies.
4. Any member serving more than one-half (1/2) term 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 (3) educational meetings annually with contact hours. 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. Members present, including three (3) of the board of directors, two (2) of whom 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 five (5) 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. Members present, including three (3) 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 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 one (1) additional member. 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 the 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

PARLIAMENTARY AUTHORITY

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

# ARTICLE XI

## DELEGATES

1. The president and President-Elect will serve as automatic Chapter delegates to the AORN Global Surgical Conference & Expo. The President-Elect shall serve as Delegate Chair of the Chapter delegation.
2. The delegate count to National AORN Global Surgical Conference & Expo shall be allocated annually to chapters based on the ratio of total chapter membership to total National AORN membership as of June 10, with each chapter having a minimum of one (1) delegate and one (1) alternate delegate.
3. The balance of allowable Chapter delegates shall be selected based on eligible candidates at the November Chapter meeting. If members are not able to attend the November meeting, they can submit their points to any officer, board of director, or nominating committee member. The points system and candidates' ability to attend shall be used to select the delegates. The Nominating Committee shall verify the Point System applications and announce eligibility according to points. Delegates and alternates selected must have active membership status. The level of funding for delegates shall be decided by the membership at the November meeting based on available chapter financial resources and fiscal responsibility.

# ARTICLE XII

## OFFICIAL PUBLICATION

The official publication of the Chapter is the AORN Journal.

**ARTICLE XIII**

FISCAL YEAR

The fiscal year of the Chapter is July 1- June 30.

# ARTICLE XIV

## REVIEW AND AMENDMENTS

The bylaws may be reviewed every two years and adjusted accordingly to meet the chapter needs.

## Section 2: AMENDMENTS

1. Proposal: Amendments to these bylaws may be proposed by any member of the chapter and made at any regular business meeting.
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 two thirds (2/3) vote of the voting members present.
5. Voting on bylaw changes may be done utilizing electronic communication.

# ARTICLE XV

## DISSOLUTION

If the chapter should dissolve, all funds in the treasury will be given to an appropriate educational endeavor determined by the membership majority. National AORN shall be informed and consulted for any other regulations.

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Revised date President, AORN Grand Canyon Chapter 0310

11/17/2019

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