**MAYWOOD CHAPTER OF**

**THE ASSOCIATION OF PERIOPERATIVE REGISTERED NURSES CHAPTER 1424**

**BYLAWS**

**ARTICLE I**

**NAME**

The name of this professional organization is the Association of periOperative Registered Nurses of Maywood. They are hereafter referred to as the "Association" and/or "Chapter".

**ARTICLE II**

**PURPOSE**

**The purposes of this Association are:**

1. To unite registered professional operating room nurses to maintain 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;
2. To provide opportunities for continuous learning through diversified educational activities;
3. To study, discuss, research, and exchange information in the field of perioperative nursing;
4. To hold meetings at intervals for this Association;
5. To cooperate lawfully with other professional associations, health care facilities, universities, industries, technical societies, research organizations, and governmental agencies in matters affecting the preceding purposes of the Association;
6. To otherwise lawfully adopt policies and conduct programs perioperative nursing practice provided that the policies and programs are consistent with the requirement that the Association is not organized for profit and no part of its earnings is incurred by individuals.

**ARTICLE III**

**MEMBERSHIP AND DUES**

SECTION 1: Membership in this Association is contingent on compliance with requirements specified in these bylaws.

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

SECTION 3: This Chapter's membership categories are chapter members, retired, students, and associates.

1. Chapter Member: A registered professional nurse who supports the mission of AORN.
2. Retired: A retired registered professional nurse who supports the mission of AORN.
3. Student: An individual pursuing education leading to eligibility to sit for the registered nurse licensing examination.
   1. Qualifies to be a non-voting member of our Chapter.
   2. Applicable chapter dues are waived
   3. May not hold elective office.
   4. May not serve as a delegate to the AORN House of Delegates.
   5. May nominate candidates for office.
4. 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/facility materials management personnel, informatics personnel other than Perioperative RN Informaticist, or pharmacist.

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|  | i. | Qualifies to be an associate at large. |
| ii. | Chapter dues will be assessed. |
| iii. | May not hold elective office. |
| iv.  v.  vi. | May not serve as a delegate to the AORN House of Delegates. Non-voting membership.  May nominate candidates for office. |
| SECTION 4: | Dues |  |

1. The Board of Directors determines annual membership dues, which are subject to ratification by the membership.
2. Dues shall be paid according to established policy. No dues are required currently.
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.
4. If the financial need exists, a member may request that their dues be paid by the Chapter with a time payment agreement privately decided upon between the Treasurer and the member.
5. Retired and student members are not assessed chapter dues.

**ARTICLE IV**

**OFFICERS**

The officers of this Association are the President, Vice President, Secretary, and Treasurer.

1. **President:** Serves as the official representative of the Chapter and presides at all meetings of the Chapter and the Board of Directors.
2. **Vice President:** Performs the duties of the President in the absence or inability of the President to act and maintains the AORN Congress delegate point system and the membership attendance at meetings.
3. **Secretary:** Assures records are maintained of the proceeding of all business meetings of the Chapter and the Board of Directors.
4. **Treasurer:** Monitors the fiscal affairs of the Chapter and provides reports and interpretation to the Chapter membership and the Board of Directors.

**ARTICLE V**

**NOMINATIONS – ELIGIBILITY – ELECTIONS – TERMS OF OFFICE - VACANCIES – REMOVAL**

SECTION 1: **Nominations**

1. The Board of Directors/Nominating Committee prepares and presents a slate of candidates to serve in an elected capacity.
2. Nomination for elected officers may be made from the floor when the slate is presented, provided eligibility has been verified and written consent to serve if elected was obtained from the nominee and submitted at the time of Nomination.

SECTION 2: **Eligibility**

1. To be eligible for elective office as a member of the Board of Directors, a nominee must currently provide or have previously provided preoperative, intraoperative, or postoperative nursing care.
2. To be eligible for elective office as a member of the Board of Directors, a nominee must be a member of the Association. In addition, the nominee must have attended two (2) of the chapter meetings the year preceding the Nomination.

SECTION 4: **Elections**

1. The Officers and Board of Directors shall be elected by written ballot at the annual meeting and majority elects. In case of a tie, the choice is by lot.
2. Any member holding an elective office may not be a candidate for another office unless the member's current term expires at the impending annual election or the Board of Directors evaluates the rationale and approves the candidacy. In this case, the Board will either appoint or make available an elective position to fill the remaining term of office.

SECTION 5: **Terms of Office**

1. The President is elected every odd year and serves in that capacity for two (2) year.
2. The Vice-President and Secretary shall be elected in the even-numbered years for a term of two (2) years. They shall serve until their successors have assumed office.
3. The Treasurer shall be elected in the odd-numbered years for a term of two (2) years and shall serve until a successor has assumed office.
4. Two (2) members of the Board of Directors shall be elected in even-numbered years and two (2) in odd-numbered years, each serving for a term of two (2) years and shall serve until their successors have assumed office.
5. No officer or member of the Board of Directors shall serve more than two (2) consecutive terms in the same office unless this is waived by the Officers and Board of Directors due to lack of representations

SECTION 6: **Vacancies**

1. President: The Vice President immediately assumes office.
2. Vice President: A vacancy in the office of Vice President is filled by a vote of the Board of Directors, and 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 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 a two-thirds (2/3) affirmation vote whenever, in its judgment, the best interests of the Chapter 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 VI**

**MEETINGS – QUORUM**

SECTION 1: **Chapter Meetings**

1. 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.
2. Scheduled meetings will be communicated to the membership via email notice. They may be posted on NursingNetwork.org and any other currently used Social Media.
3. 4% of the membership, including two (2) members of the Board of Directors, one (1) of whom is an officer, constitutes a quorum for a business meeting.

SECTION 2: **Special Meetings**

1. A special meeting may be called by the President, by request of a majority of the Board of Directors, or by request of a membership quorum.
2. The membership shall be notified five (5) days before the called special meeting.
3. 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.
4. Two (2) members of the Board of Directors, one (1) of whom is an officer, constitutes a quorum.

**ARTICLE VII**

**BOARD OF DIRECTORS**

The Board of Directors consists of the officers, four (4) elected or appointed members and the immediate past President. It has power, authority, and responsibility to manage the affairs of the Chapter, except to modify the actions of the members.

SECTION 1: **Board Meetings**

1. The Board of Directors shall meet at the time and place determined by mutual agreement of the Board of Directors.
2. Special meetings of the Board of Directors may be called by the President or upon written request of two (2) members of the Board of Directors.
3. Two (2) members of the Board, one (1) of whom is an officer, constitute a quorum.

**ARTICLE VIII**

**ORGANIZATIONAL UNITS**

SECTION 1: **Standing Committees**

The standing committees of the Chapter are appointed annually by the President with the approval of the Board of Directors. Each committee consists of a chairperson.

SECTION 2: **Special Committees**

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

**ARTICLE IX**

**DELEGATES**

SECTION 1: **Eligibility**

1. Delegates to the annual Congress must have a current membership to the Association and Chapter. They will be chosen as outlined in the Chapter point system.
2. Members transferring from another chapter should provide written documentation of earned points and attendance.

SECTION 2: **Representation**

1. Delegates will be based upon the ratio of total Chapter membership to total Association membership as of June 30. This delegate count shall be allocated annually by the Association.
2. Delegates are not required to be members of the Chapter they will represent at the Annual Congress.
3. Each delegate shall serve for a term commencing at the beginning of the 1st Annual Congress following the selection and ending immediately prior to the beginning of the next Annual Congress.

**ARTICLE X**

**OFFICIAL PUBLICATION**: The Association's official publication is the AORN Journal.

**ARTICLE XI**

**PARLIMENTARY AUTHORITY:** "Robert's Rules of Order Newly Revised" is the parliamentary authority of this Chapter in all cases not covered in these bylaws.

**ARTICLE XII**

**FISCAL YEAR:** The Association's fiscal year is July 1 through June 30.

**ARTICLE XIII**

**AMENDMENTS**

1. Amendments to these bylaws may be made at any regular meeting, provided the proposed amendments have been submitted to all members at least thirty (30) days prior to the vote.
2. Amendments to the bylaws require a two-thirds (2/3) vote of the members present and voting.

**ARTICLE XIV**

**DISSOLUTION:** If the Chapter should dissolve, all funds in the treasury will be given to the AORN Foundation.

**Updates:**

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