

**THE ASSOCIATION
OF
PERIOPERATIVE REGISTERED NURSES
OF ORANGE COUNTY CHAPTER 0510
(AORN OF ORANGE COUNTY)**

**POLICY & BYLAWS MANUAL
2025 REVISION**

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Approved by Chapter Leadership: AORN of Orange County Chapter 0510: 11/1/25

AORN OF ORANGE COUNTY CHAPTER 0510

POLICY MANUAL

I. MEETINGS

- A.** AORN of Orange County Chapter 0510 conducts a minimum of three business meetings in a fiscal year. This includes in person or virtual meetings. An additional meeting will be held after election for the installation of officers.
- B.** The order of business shall follow the established protocol or as determined by the President.

II. BOARD OF DIRECTORS (BOD)

A. Definition

The Board of Directors of the Association of perioperative Registered Nurses of Orange County (AORN Of Orange County) is composed of the Chapter officers and a minimum of two with a maximum of four members elected by the membership. Each BOD member serves a term of two years.

Purpose

The BOD acts in the best interest of the membership by conforming to the purpose for which the Association was formed as outlined in the Bylaws.

B. Responsibilities of Board of Directors

- 1. Directs the business and financial affairs of this Chapter.
- 2. Establishes administrative policy.
- 3. Fosters growth and development of the Chapter.
- 4. Assists the president in the structuring of committees.
- 5. Serves as a member of the program committee.
- 6. Approves monetary allocations as submitted by treasurer.
- 7. Approves fundraising functions. Approves agreements/contracts for services using any communication method.
- 8. Fills all vacancies in Chapter leadership with the exception of the office of President.
- 9. Reviews Policies and Bylaws and determines action to be taken.
- 10. Delivers all Chapter property to their successor(s) within thirty

(30) days or at the In/Out Board Meeting, whichever is first, after termination of office. Orientation of their successor(s) is their final duty of office.

C. Individual Board Member Responsibilities

1. The members of the BOD may lead the Program Committee in coordination with the Education Program Coordinator who is appointed by the President.
2. Attends the majority of the BOD meetings. If a member finds that it is impossible to fulfill this obligation the member will be expected to submit a resignation. If a member becomes non-functioning and does not resign voluntarily, the remaining board members of the BOD may request the resignation.
3. Keeps informed on the activities of the Chapter.
4. Arrives promptly for meetings and comes prepared to discuss items of business.
5. Accepts and completes special assignments as made by the President.
6. Advises the President when not available to attend Chapter meetings.

D. Meetings of the Board

1. The BOD will meet as called by the President.
2. A combined Board meeting of the outgoing and incoming officers will be held annually.
3. Other Chapter members may attend Board meetings by invitation of the President with Board approval.
4. Board meeting minutes belong to the Board. A summary of activity may be provided to the membership.

III. OFFICER'S DUTIES

A. DUTIES OF THE PRESIDENT

Definition

Serves as the official representative of the Chapter and presides at all meetings of the Chapter and Board of Directors. The President serves a two-year term as President immediately following a one-year term as President-elect.

Responsibilities

1. Leads activities of the Chapter with the approval of the Board of Directors.
2. Serves as a member ex-officio (without vote) of all committees except the Nominating Committee (NC).

3. Appoints committee chairs and coordinators.
4. Offers guidance to all committees in their activities. Requests reports from chairs as appropriate.
5. Directs the preparation of, and signs when applicable, all official communications.
6. Speaks on behalf of the BOD on all official matters.
7. Keeps BOD and membership informed of all Association activities as received from National AORN.
8. Responds promptly to all communications from National AORN.
9. Maintains close contact with the President-Elect at all times to keep her/him informed of ongoing activities of the Chapter and National AORN.
10. Coordinates with Chapter Leadership to submit AORN Chapter Accountability Standards.
11. Maintains secondary access for banking processes.
12. May request the resignation from office of any officer or Board Member who does not attend three (3) consecutive Chapter business meetings and/or does not fulfill the duties of the office.
13. Automatically serves as a Delegate to Congress.
14. Reports on significant Congress events at Chapter meetings.
15. Informs all Board members prior to Board meetings of the items on the agenda.
16. Updates election results with AORN Headquarters immediately following election.
17. Prepares an agenda in advance of all Board and Chapter Meetings.
18. Establishes a quorum prior to the start of all meetings. Five (5) Chapter members, two (2) of whom are officers, constitute a quorum.
19. Plans installation-meeting agenda.
20. Transfers all Chapter property to their successor.

B. DUTIES OF THE PRESIDENT-ELECT

Definition

The President-Elect is being mentored to serve as President and provides continuity in Chapter Leadership. The President-Elect serves a term of one year.

Responsibilities

1. Represents the President and the Chapter at other professional meetings as delegated by the President.

2. Observes and assists the President in preparation for assuming the duties and responsibilities of that office.
3. Serves as a member ex-officio, without vote, on committees.
4. May serve as Chair of Chapter Delegates to Congress and report on significant Congress events.
5. Obtains and presents the gift of appreciation not to exceed \$50 for outgoing President and presents gift at the installation of officers. Cost of gift is reimbursed by Chapter.

C. DUTIES OF THE VICE PRESIDENT

Definition

The Vice President performs the duties of the President in the President's absence or the President's inability to act. The Vice President serves a term of two years.

Responsibilities

1. Performs duties as delegated by the President.
2. Serves as membership chair by:
 - a. Sending correspondence to members as directed by the President.
 - b. Notifying AORN National when a member dies, if known.
 - c. Transferring all Chapter property to the successor within thirty (30) days of the termination of office.

D. DUTIES OF THE SECRETARY

Definition

The Secretary ensures that records are maintained of the proceedings of all business meetings and the BOD meetings. The Secretary serves a term of two years.

Responsibilities

1. Records the activities of the BOD and Membership meetings and maintains written minutes.
2. Sends copies of business meeting minutes to those in attendance following the meeting for review, revision, and approval prior to publication in the newsletter. Submits copy of meeting minutes after each meeting to the Newsletter Coordinator for inclusion in the Newsletter.
3. Writes official correspondence for the Chapter at the direction of the President.
4. Announces approval of previous meeting minutes at Chapter meetings.

5. Transfers all Chapter property including Board and Membership minutes to their successor within thirty (30) days of the termination of office.

E. DUTIES OF THE TREASURER

Definition

The Treasurer monitors the fiscal affairs of the Chapter and provides reports and interpretation to the membership and BOD. The Treasurer serves a term of two years.

Responsibilities

1. Manages the financial affairs of the Chapter
2. Maintains primary banking access.
3. Presents a financial report at each Chapter meeting and provides a report to the President.
4. Maintains a balanced checking account.
5. Deposits income in a timely manner.
6. Maintains a record of all receipts and disbursements.
7. Prepares annually Federal and State Income Tax Returns after June 30 if needed or files 990-N.
8. Presents financial records for an external audit as requested by the Chapter President.
9. May track registration and collect fees for educational seminars.
10. Transfers to successor physical items and media devices including:
 - a. Checkbook
 - b. Electronic banking records
 - c. Tax Returns (if applicable)
 - d. Tax exempt status
 - e. Tax ID number

IV. NOMINATING COMMITTEE(NC)

Definition

The NC is an elected committee of the Chapter and shall be elected in the manner provided in the Bylaws. The committee shall consist of a minimum of two with a maximum of four members each serving a term of two years. The NC are members of the Chapter Leadership.

Responsibilities

1. Prepares a slate of candidates for Chapter Leadership

- a. Contacts qualified candidates for each office as defined in the Policy Manual and Bylaws to advise the candidates of the demands of the office they seek prior to their commitment to serve and obtain their willingness to serve. Considerations are:
 - i. The individual's attendance at Chapter meetings and active participation in events.
 - ii. A member in good standing of both National AORN and AORN of Orange County.
 - b. Determines eligible candidates for office and presents at the first meeting of the calendar year for inclusion in the April newsletter, in preparation for the election at the May meeting; additional nominations from the floor may be accepted.
 - i. Submits the ballot of candidates for publication in the April newsletter prior to voting.
 - ii. The official ballot in the April newsletter is provided to the membership; no other ballot will be accepted.
 - c. The NC members who are not on the current election ballot will receive and tally the ballot. If the NC members are on the current ballot, the President will appoint a Chapter Leader who is not on the ballot to receive and tally the ballot.
2. Ballot for Chapter Delegates to Congress
 - a. When needed, presents a list of candidates to the membership of eligible delegates to the annual National Congress at the final meeting of the calendar year. (See Delegate Policy for eligibility)
 - i. The official ballot is provided to the membership; no other ballot will be accepted.
 - ii. Ballots are tallied at the first Chapter meeting of the year.
 3. The NC maintains the attendance record for the Chapter business meetings.
 - a. Prepares a slate of Delegates for the annual Congress and presents at the final meeting of the calendar year. (See Delegate policy)
 4. The NC members may coordinate Chapter meeting refreshments. Costs will be reimbursed by the Chapter.
 5. The NC transfers all Chapter property including attendance records to their successors within thirty (30) days of the termination of office.

V. CHAPTER COORDINATORS/COMMITTEES

A. LEGISLATIVE COORDINATOR

Definition and Responsibilities

The Legislative Coordinator informs the membership of current health legislative issues and is appointed by the President with the approval of Chapter Leadership.

B. NEWSLETTER COORDINATOR

Definition

The Newsletter Coordinator is appointed by the President with the approval of the Chapter Leadership. The coordinator is responsible for facilitating the publication and distribution of the Chapter newsletter.

Responsibilities

1. Edits content for the Chapter newsletter.
2. Coordinates advertising opportunities.
3. Content of the newsletter includes, but is not limited to:
 - a. President's message
 - b. List of Chapter Leadership with contact information and term of service
 - c. Minutes of previous meeting(s)
 - d. Future educational programs with BRN Provider number
 - e. Map with directions to meeting site
 - f. Articles submitted by officers, delegates, and members
 - g. Announcements
 - h. Ballot for Delegates to Congress, when applicable
 - i. Ballot for Chapter Leadership, which must be sent twenty (20) days prior to the election meeting
 - j. Advertisements
4. Newsletter is published, posted on the Chapter page in Nursing Network in August, December, and April and whenever deemed necessary by Chapter Leadership.

C. HISTORIAN/ INFORMATICS COORDINATOR

Definition

The Historian/Informatics Coordinator is appointed by the President with the approval of Chapter Leadership. The coordinator is responsible for keeping a record of the history of the Chapter.

Responsibilities

1. Obtains all press clippings, Chapter pictures and other items of interest regarding Chapter activities.
2. Shares historical material with the Chapter membership.
3. Maintains an up-to-date Community of Practice (Nursing Network) independent web site and/or social media site(s).

D. EDUCATION PROGRAM COORDINATOR

Definition

The Education Program Coordinator is appointed by the President with the approval of Chapter Leadership. The coordinator is responsible for educational offerings at Chapter meetings and any additional educational presentations.

The BOD members and the education program coordinator will lead the program committee.

Responsibilities

1. Plans, coordinates, and obtains speakers for all educational programs.
2. Annually accesses the California (CA) Board of Registered Nursing (BRN) instructions for providers and complies with current regulations.
3. Submits schedule of intended educational programs to Newsletter Coordinator for publication.
4. Arranges for necessary audiovisual equipment, printed material, and parking arrangements.
5. Coordinates registration and distribution of CE certificates. Retains course documents required by the CA BRN.
6. Closes CE Program registration ten (10) minutes after start of program.
7. Announces information about the next program at each Chapter meeting.
8. Maintains CA BRN Provider number certificate AORN Chapter of Orange County. Retention: Ongoing
9. Coordinates a thank you note to give to the guest speaker/vendors at the meeting.
10. Transfers to successor within thirty (30) days
 - a. BRN Course Information Sheet, which includes a description of the presentation, program objectives, speaker CV, copy of handouts, and evaluations. Copy of CE certificates. Retention: 4 years
 - b. The California BRN provider number information

E. BYLAWS AND POLICY COMMITTEE

Definition

The Bylaws and Policy Committee is an Ad Hoc committee of the Chapter dedicated to reviewing and revising Policies and Bylaws of the Chapter. Bylaws must be reviewed and signed annually. A current copy is posted on the Nursing Network Chapter page and sent to AORN Chapter Relations upon request.

Responsibilities

1. Maintains a current Policy Manual to ensure consistency with the Bylaws of the Chapter.
2. Reviews the Bylaws following the format suggested by National AORN.
3. Submits to the BOD for approval all proposed amendments and/or changes to the Bylaws.
4. Presents to the membership proposed amendments and/or changes in the Bylaws at least thirty (30) days prior to adoption. This may be done either by email or at a regular meeting. The adoption of an amendment to the Bylaws requires a two-thirds (2/3) approval of those members responding by the specified date.
5. After adoption of Chapter Bylaws, posts a copy on the Nursing Network Chapter page within 30 days.
6. Prepares and/or approves guidelines for any new standing committee before its members are expected to function.
7. Documents original, review and/or revision dates.
8. Provides copy of revised Policy Manual and Bylaws to the President and Historian. Retention: Ongoing

VI. DELEGATE POLICY

Definition

Selected delegates will represent the Chapter at the annual National Congress.

Responsibilities of each Delegate

1. Reviews information on all issues under discussion by National AORN.
2. Adheres to directives forwarded from National Headquarters prior to attending the National Congress.
3. Attends all House of Delegates sessions and Forums at the annual National Congress.
4. Attends educational meetings and exhibits at the annual AORN Global Surgical Conference and Expo.
5. Provides a written report to the Chapter following attendance at the annual AORN Global Surgical Conference and Expo for publication in the Newsletter.

Eligibility and Ballot

1. The President and President-Elect of the Chapter automatically serve as delegates to the annual Congress as available.
2. To be eligible as a delegate an active member is selected from the following criteria:

- a. Attends at least three (3) Chapter business meetings in the prior fiscal year (July 1-June 30). This includes 3-5 Chapter meetings and a Bylaws meeting in person or virtual.
 - b. Currently in a Chapter Leadership role or served in the previous term.
 - c. An AORN member recommended and approved at a Chapter meeting to be a first-time delegate representing the Chapter.
 - d. An established Chapter member who does not meet the above eligibility requirements and is approved at a Chapter meeting.
3. A ballot will be prepared and sent if the number of eligible and willing candidates exceeds the number of delegates allotted by National AORN.
 4. Delegates will be financially assisted, the amount to be determined each year by vote of the membership at a Chapter meeting.

Failure to Fulfill Delegate Responsibilities

Election and subsequent service as a delegate is an honor and privilege earned by the member, therefore, any circumstances which interfere with that representation should be communicated immediately to the Chapter President.

Failure to fulfill delegate responsibilities may and can result in a loss of delegate status and subsequent return of 100% of funding provided by the Chapter.

Any delegate who does not fulfill the responsibilities of the position as outlined in this policy may be disqualified to serve as a delegate to the following Congress.

VII. INSTALLATION OF OFFICERS

Definition

A ceremony to recognize the service provided by the outgoing Chapter Leadership and to welcome the incoming Chapter Leadership will take place post-election.

Responsibilities

1. The incoming President will select the installing officer. The outgoing and incoming President will select the site and theme of the ceremony.
2. Decoration expenses for the installation ceremony will be reimbursed by the Chapter as approved by Chapter Leadership.
3. At a formal installation ceremony, the outgoing President will assure that the table includes:
 - a. The installing officer to be seated at the right of the outgoing President.

- b. The incoming President to be seated at the left of the President.
 - c. All outgoing officers.
 - d. Any other appropriate persons.
- 4. The outgoing President is responsible for assuring preparation of the agenda for the installation ceremony.
- 5. The incoming President is responsible for selecting the gift for the outgoing President. The cost of the gift (under \$50) will be reimbursed by the Chapter.

AORN OF ORANGE COUNTY CHAPTER 0510

BYLAWS

ARTICLE I

NAME

The name of this professional organization is AORN of Orange County, Chapter #0510 of AORN, Inc. (Association of periOperative Registered Nurses), hereinafter referred to as the “Chapter”.

ARTICLE II

PURPOSES

The purposes of this Chapter are:

- A. 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;
- B. To provide opportunities for continuous professional development, to include diversified educational activities;
- C. To generate, evaluate and disseminate scientific evidence to improve professional perioperative practice;
- D. To provide leadership in professional perioperative practice to influence health care delivery locally, nationally, and globally;
- E. 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;
- F. 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.

- A. 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 and on membership matters.
 - 2. May hold elective office.
 - 3. May serve on committees.
- B. 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 the Chapter.
 - 1. May serve on committees and as a Coordinator.
 - 2. May not vote for elected officials or on membership matters.
 - 3. May not hold elective office.

Section 4: Termination

- A. The Chapter 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 Chapter Board of Directors after demonstrating eligibility for membership.

ARTICLE IV

OFFICERS

The officers of this Chapter shall be elected by the members and shall include President, Vice President, Secretary, and Treasurer, and may include a President-Elect, at the members' election. Any two or more offices may be held by the same person except President. Chapter officers must not allow their AORN membership to lapse during their term of office. Duties and responsibilities of the officers are found in the policy manual.

ARTICLE V

CHAPTER LEADERSHIP

Chapter Leadership consists of the officers and any additional elected members (Board of Directors and Nominating Committee). Chapter Leadership has the power, authority, and responsibility to manage the affairs of the Chapter.

Section 1: Meetings

- A. Chapter Leadership shall meet at a frequency and time and place determined by mutual agreement of the Chapter Leadership. Meetings may be in person or virtual where everyone is able to hear one another.
- B. Special meetings of the Chapter Leadership may be called by the President or upon request of any member of the Chapter Leadership.
- C. Five (5) members of the Chapter, two (2) of whom are Chapter leaders, constitute a quorum.

ARTICLE VI
NOMINATING COMMITTEE

Section 1: Committee Composition

- A. The Nominating Committee consists of no fewer than two members and no more than four members. Each member serves a term of two years.

Section 2: Responsibilities

- A. Solicits and receives nominations for potential candidates for all elected positions.
- B. Prepares and presents a slate of candidates to serve for all elected positions.

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 Committee, a nominee must currently provide or have previously provided perioperative nursing care and be a member of the Chapter for one (1) year immediately prior to nomination.
- B. To be eligible for the office of President-Elect or Vice President, a nominee must have served at least one (1) year as a member of the Board of Directors, or member of the Nominating Committee.

Section 2: Elections

- A. The officers, Board of Directors, and the Nominating Committee shall be elected by ballot of the voting members in good standing, with voting rights as defined in Article III, and plurality elects. In case of a tie, choice is by lot.
- B. A minimum of two Chapter officers must be elected: President, Vice President, President-Elect, Secretary, and Treasurer. Additional elected officers are specified by each Chapter in the Bylaws.
- C. Any member can hold two officer positions simultaneously except the President. A current member of the Chapter Leadership may resign their position after one year of service to run on the ballot for a different office.
- D. Elections are held once a year during the May meeting.

Section 3: Terms of Office

- A. When a President-Elect is elected, they will serve in that capacity for one (1) year, and then as President for a term of two years.
- B. The President and Treasurer shall be elected in alternate years from Vice President and Secretary for a term of two years and shall serve until their successors have assumed office.
- C. At least one member of the Board of Directors and one member of the Nominating Committee shall be elected for a term of two years and shall serve until their successors have assumed office.
- D. The term of office begins at the adjournment of the meeting at which they have

been installed.

- E. No Chapter Leader will serve more than two consecutive terms in the same office.

Section 4: Vacancies

- A. President: The Vice President immediately assumes office.
- B. The Chapter Leadership fills all other vacancies.
- C. 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 Chapter Leader, regardless of the manner of election, may be removed from office upon a two-thirds (2/3) affirmative vote of the Chapter Leadership whenever the best interests of the Chapter would be served. The Chapter Leader may request an opportunity to have an unprejudiced hearing at which time the Chapter Leader is permitted to defend against the termination.

ARTICLE VIII

MEETINGS

Section 1: Chapter Educational Meeting

- A. AORN of Orange County conducts a minimum of three educational meetings with contact hours annually. This includes in person or virtual meetings.
- B. 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 Chapter Leadership.
- C. Notices of the Chapter meetings are sent to the membership.

Section 2: Chapter Business Meeting

- A. AORN of Orange County conducts a minimum of three Chapter business meetings in a fiscal year. This includes in person or virtual meetings
- B. 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 Chapter Leadership.
- C. Notices of the Chapter meetings are sent to the membership.
- D. Five (5) members of the Chapter, two (2) of whom are Chapter leaders, constitute a quorum.

Section 3: Special Meetings

- A. Special meetings may be called by the President, by request of the majority of the Chapter Leadership, or by request of a quorum of the membership.
- B. The membership shall be notified at least five days before the called special meeting.
- C. The notice shall state the purpose, time, and place of the meeting. No business other than stated in the notification may be transacted.
- D. Five (5) members of the Chapter, two (2) of whom are Chapter leaders, constitute a quorum.

Section 4: Chapter Leadership Meetings

- A. The Chapter Leadership shall meet at a time and place determined by mutual agreement.
- B. Special meetings of the Chapter Leadership may be called by the President or upon request of five (5) members of the Chapter Leadership.
- C. Five (5) members of the Chapter Leadership constitute a quorum.

ARTICLE IX

ORGANIZATIONAL UNITS

Section 1: Committees

- A. Chapter committees are Ad Hoc, appointed by the President, and approved by Chapter Leadership.
- B. The purpose and duties of these committees are listed in the Policy manual.

Section 2: Coordinators

- A. Coordinators are appointed by the President and approved by Chapter Leadership. They include: Historian/Informatics Coordinator, Legislative Coordinator, Education Program Coordinator, and Newsletter Coordinator.
- B. The purpose and duties of these coordinator sare listed in the Policy Manual.

ARTICLE X

FISCAL YEAR

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

ARTICLE XI

OFFICIAL PUBLICATION

The Chapter Leadership shall establish and maintain vehicle(s) of communication for the Chapter (i.e. Nursing Network, Facebook, and Chapter Newsletter). Information carried therein shall constitute official notification to the membership at all times.

ARTICLE XII

PARLIAMENTARY AUTHORITY

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

ARTICLE XIII

AMENDMENTS

- A. Proposal: Amendments to these Bylaws may be proposed by any member of the Chapter and submitted to the Board of Directors.
- B. Notice: The proposed amendments must be received in written format by all Chapter members at least five (5) days prior to the voting meeting.
- C. The adoption of an amendment to the Bylaws requires a two-thirds (2/3) vote of the voting members present.

ARTICLE XIV

DISSOLUTION

Upon dissolution, all funds in the Chapter treasury will be given to the AORN Foundation, another Chapter, and/or an educational endeavor, determined by a two-thirds (2/3) vote of the voting members present.

Sharon Kleinheinz RN, MSN/MSHCA, CNOR(E)
Chapter President, Chapter 0510

Approved/Revised Date
11/1/25

Debbie Pettitt RN, CNOR(E)
Chapter Treasurer, Chapter 0510

Approved/Revised Date
11/1/25

ARTICLE XIII
AMENDMENTS

- A. Proposal: Amendments to these Bylaws may be proposed by any member of the Chapter and submitted to the Board of Directors.
- B. Notice: The proposed amendments must be received in written format by all Chapter members at least five (5) days prior to the voting meeting.
- C. Adoption: The adoption of an amendment to the Bylaws requires a two-thirds (2/3) vote of the voting members present.

ARTICLE XIV
DISSOLUTION

Upon dissolution, all funds in the Chapter treasury will be given to the AORN Foundation, another Chapter, and/or an educational endeavor, determined by a two-thirds (2/3) vote of the voting members present.

Kristie Koeplin, RN, BSN
Chapter President, Chapter 0510

Approved/Revised Date
11/2/24

Meredith Johnson RNFA
Chapter Treasurer, Chapter 0510

Approved/Revised Date
11/2/24