

# AORN-FORT WORTH

## FORT WORTH, TEXAS

### ARTICLE I

#### NAME:

The name of this professional organization is the Association of periOperative Registered Nurses of Fort Worth, Texas. (AORN-Ft. Worth)

### ARTICLE II

#### PURPOSES:

The purposes of this Association are:

- A. To unite registered professional operating room nurses for the purpose of maintaining an Association dedicated to the constant endeavor of promoting the highest professional standards of perioperative nursing practice for the optimal care of 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 practice.
- 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 Association.
- F. To lawfully otherwise 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.

**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 chapter member, member at large, retired, student and associate.

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

1. Qualifies to be a member-at-large.
  2. If a chapter membership is selected, applicable chapter dues may be assessed.
- D. **STUDENT:** An individual pursuing education leading to eligibility to sit for the registered nurse licensing examination. May choose local chapter affiliation.
1. May not hold elective office.
  2. May not serve as a delegate to the AORN House of Delegates.
  3. This is a nonvoting category.
- E. **ASSOCIATE MEMBER:** An individual who is not a registered nurse, who provides or provided direct or indirect perioperative services, and who supports the mission of AORN.
1. May choose local chapter affiliation.
  2. May not hold elective office.
  3. May not serve as a delegate to the AORN House of Delegates.
  4. May not vote.

#### **Section IV: Termination**

- A. The Board of Directors may terminate a membership for failure to meet membership requirements provided the member was offered an opportunity to have an unprejudiced hearing, if requested, at which the member was permitted to defend against the termination.
- B. If terminated, a member may be allowed to rejoin, by the Board of Directors, after demonstrating eligibility for membership.

#### **Section V: Dues**

##### National Dues

- A. Annual membership dues in this Association are determined by the Board of Directors and subject to ratification by the House of Delegates
- B. Any member whose dues are not received by the last working day of the members' renewal month is automatically terminated as a member and all privileges of the Association are withdrawn.

##### Chapter Dues

- A. Chapter annual membership dues are set/changed by the Chapter membership at any business meeting by a simple majority vote and reported to national AORN when changes are made.
- B. Chapter dues are added and paid through National AORN at the same time as the member submits his/her national dues.

### **ARTICLE IV**

#### **OFFICERS**

The officers of the Association are: President, Vice-President/President-Elect, Secretary and Treasurer.

- A. President:
  1. Serves as the official representative of the Association and presides at all meetings of the Association and the Board of Directors.
  2. Creates; determines duties; appoints, subject to Board approval; and serves ex officio on all committees of the Board and the Association except the Nominating Committee.
  3. Facilitates continuity in transition of the office of the President.

4. Annual AORN Leadership Course - The incoming President and/or President-Elect may be offered the option of attending the Annual AORN leadership Conference held in Denver once a year. The Board will be asked to vote on sending one person prior to the conference.

B. Vice-President/President-Elect:

1. Observes, assists and consults with the President in preparation for assuming the duties and responsibilities of that office.
2. Performs the duties of the President in the absence or inability of the President to fulfill the role.
3. Facilitates continuity in transition to the office of the President.

C. Secretary: Assures accurate records are maintained of the proceedings of all business meetings of the chapter and Board of Directors.

D. Treasurer: Monitors the fiscal affairs of the Association and provides reports and interpretation to the membership and the Board of Directors.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

The Board of directors consists of the officers, the immediate Past President, and four (4) elected members. It has the power, authority, and responsibility to manage the affairs of the Association, except to modify action of the members.

#### **Section 1: Meetings:**

A. Called by the President or at the request of at least two (2) members of the Board of Directors.

B. Quorum for the Board of Directors consists of at least three (3) members, two (2) of whom are officers.

C. Directors may participate in a meeting of the Board or a committee by any means of communication by which all persons participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.

#### **Section 2: Annual AORN Leadership Course**

The Board of Directors will vote to send the incoming President and/or President-Elect to the Annual AORN Leadership Conference.

## **ARTICLE VI**

### **NOMINATING COMMITTEE**

#### **Section 1: Committee Composition**

- A. The Nominating Committee consists of two (2) elected members who are elected each year for a term of one (1) year.
- B. The Immediate Past President will automatically become a member of the Nominating Committee for a term of one (1) year following the term of office as President and will serve as chair of this committee.

## **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 – NOMINATIONS – ELECTIONS – TERMS – VACANCIES – REMOVAL**

#### **Section 1: Eligibility**

- A. To be eligible for elective office, as a member of the Board of Directors, or as a member of the Nominating Committee, a nominee must currently provide or have previously provided perioperative nursing care that addresses(ed) the needs of patients preoperatively, intraoperatively and postoperatively.
- B. To be eligible for elective office, as an officer, member of the Board of Directors, or a member of the Nominating Committee, a nominee must have current membership.
- C. To be eligible for elective office of Vice-President/President-Elect, a nominee must have served at least one (1) year as a member of the Board of Directors.

#### **Section 2: Nominations**

- A. The Nominating Committee prepares and presents a slate of candidates to serve as officers, Board of Directors or Nominating Committee members and presents the slate during the April business meeting.
- B. The Nominating Committee prepares a list of eligible nominees based on a point system for election as delegates to the National AORN Congress and presents that list at the September business meeting.
- C. Nominations for officers, Board of Directors and Nominating Committee may be made from the floor at the time the slate is presented at the April business meeting, provided that the eligibility has been verified and written consent to serve if elected was obtained from the nominee, and is submitted at the time of nomination.

#### **Section 3: Elections**

- A. The Officers, Board of Directors, and Nominating Committee shall be elected by secret ballot at the May business meeting and plurality elects. In case of a tie, choice is by lot.
- B. The Ballot will be published in the May Chapter Newsletter and distributed to those members attending the May Meeting.
- C. 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.
- D. Election of delegates and alternates shall be at the October business meeting by secret ballot. In case of a tie, choice is by lot.

#### **Section 4: Terms of Office**

- A. Vice-President/President-Elect – is elected every year, serves in that capacity for one (1) year and then automatically becomes President.

- B. The President serves a term of one (1) year, and then automatically becomes a member of the Board of Directors for one (1) year and chairs the Nominating Committee as Immediate Past President.
- C. The Secretary and the Treasurer shall be elected for a term of two (2) years, and shall serve until their successors have assumed office.
  - 1. The Treasurer shall be elected in the odd year.
  - 2. The Secretary shall be elected in the even year.
- D. Members of the Board of Directors shall be elected for a term of two (2) years, with two (2) members elected in the even years and two (2) members elected in odd years, and shall serve until their successors have assumed office.
- E. The term of office begins at the adjournment of the meeting at which they have been installed.
- F. No officer or member of the Board of Directors shall serve more than two (2) consecutive terms in the same office.

### **Section 5: Vacancies**

- A. President: The Vice-President/President-Elect immediately assumes office.
- B. Vice-President/President-Elect: A vacancy in this office is filled by a vote of the Board of Directors from a slate submitted by the Nominating Committee and eligibility requires the nominee to have served at least one (1) year on the Board of Directors.
- C. The Board of Directors fills all other vacancies.
- D. Any member serving more than one-half (1/2) term is deemed to have served one (1) term in an elected position.

### **Section 6: Removal**

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

## **ARTICLE VIII**

### **MEETINGS – QUORUM**

#### **Section 1: Association Meetings**

- A. The number of meetings per year, the months in which they are held, and the time and place are determined by mutual agreement of the Board of Directors and the membership.
- B. Notices of the monthly meetings will be sent to the membership either by electronic means or mailed.
- C. The members present and voting, including three (3) members of the Board of Directors, two (2) of whom are officers, constitutes a quorum for a business meeting.
- D. The annual meeting is designated as the June meeting.
- E. Attendance sheets for both the business and education meetings will be retrieved 10 minutes after start of each meeting.

#### **Section 2: Special Meetings**

- A. A special meeting may be called by the President, or by a request of a majority of the Board of Directors, or by request of a quorum of the membership.

- B. The membership shall be notified electronically or by phone at least five (5) days prior to the called meeting.
- C. The notification shall state the purpose of the meeting, the time and place, and no other business other than stated in the notification may be transacted.
- D. The members present and voting, including three (3) members of the Board of Directors, two (2) of whom are officers, constitutes a quorum.

**Section 3:** The business of this organization may be conducted electronically by the Board of Directors and Committees.

## **ARTICLE IX**

### **ORGANIZATIONAL UNITS**

#### **Section 1: Committees and Task Forces**

In order to facilitate the Association'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 desirable. The president shall appoint the members of all such committees and ad hoc task forces. Each committee or task force shall have only such powers as are specifically delegated to it by the Board of Directors.

#### **Section 2: Specialty Assemblies**

Specialty Assemblies are groups that allow members to network with other members of similar interests and share their specialty expertise.

#### **Section 3: Organizational Units**

To achieve the mission and purposes of AORN, the Board of Directors may establish organizational units to serve special interests of the membership.

#### **Section 4: State Councils**

State Councils composed of registered nurses may be recognized as AORN affiliates by the Board of Directors.

## **ARTICLE X**

### **DELEGATES**

#### **Section 1: Eligibility**

Delegates and alternate delegates to annual Congress must have a current membership and meet the point criteria as established in the Chapter Policies.

#### **Section 2: Delegate Allotment**

The delegate count shall be allocated annually to chapters based upon the ratio of total active chapter membership to total active Association membership as of June 30, with each chapter having a minimum of one (1) delegate and one (1) alternate.

### **Section 3: Chairman of Delegation**

The President serves as the chairman of the delegation.

### **ARTICLE XI**

#### **OFFICIAL PUBLICATION**

The official publication of the Association is the AORN Journal.

### **ARTICLE XII**

#### **PARLIAMENTARY AUTHORITY**

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

### **ARTICLE XIII**

#### **AMENDMENTS**

- A. Amendments to these Bylaws may be proposed by any member of the Association, Chapter 4406.
- B. Proposed amendments must be submitted to the Board of Directors prior to being presented at a regular business meeting.
- C. The proposed amendments must be submitted to all members at least 30 days prior to voting.
- D. The adoption of an amendment to these bylaws requires a two-thirds (2/3) vote of the members present and voting.

### **ARTICLE XIV**

#### **FISCAL YEAR**

The fiscal year of the Association is July 1 through June 30<sup>th</sup>.

### **ARTICLE XV**

#### **DISSOLUTION**

If the Association should dissolve, the remaining funds after payment of any debts are to be donated as such: 100% to the AORN Educational Fund at National Headquarters.

Revised:

July 1996; July 2001; July 2002; April 2006; April 2007; October 2009

Reviewed:

September 2004