



AORN of Central New Mexico Chapter Bylaws

ARTICLE I

The name of this professional organization is AORN, Inc, (Association of periOperative Registered Nurses), *the local organization is AORN OF CENTRAL NEW MEXICO*, hereafter referred to as the “Chapter”.

ARTICLE II PURPOSES

The purposes of this Association are:

- A. To unite registered professional 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;
- 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 Association;
- 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 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, life-style, 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 chapter.
- C. **RETIRED:** A retired 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. This is a nonvoting category.

Section 4: Termination

- A. The Board of Directors may terminate a member 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 5: 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. Dues shall be paid according to established policy.
- C. **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 IV

OFFICERS

The officers of this Chapter are President, Vice President, Secretary, and Treasurer, with responsibilities as outlined in the Policy Manual.

- A. **President:**
 - a. Serves as the official representative of the Chapter and presides at all meetings of the Chapter and the Board of Directors.
 - b. 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.
 - c. Facilitates continuity in transition of the office of the President.



- B. Vice President:
 - a. Observes, assists, and consults with the President.
 - b. Performs the duties of the President in the absence or inability of the President to fulfill the role.
- C. Secretary:
 - a. Maintains records of the proceedings of all business meetings of the affairs of the Chapter and the Board of Directors.
- D. Treasurer:
 - a. Administers the fiscal affairs of the Chapter and provides reports and interpretations to the membership and the Board of Directors.
- E. Officers:
 - a. The duties of the officers are listed in the Policy Manual.

ARTICLE V

BOARD OF DIRECTORS

The Board of Directors consists of the officers and at least one (1) elected member. It has the power, authority, and responsibility to manage the affairs of the Chapter, except to modify the 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.
- B. A minimum of two (2) business meetings shall be held during the year.
- C. Special meetings of the Board of Directors may be called by the President or upon written request of the majority of the Board of Directors.
- D. A majority of the Board of Directors constitute a quorum.

ARTICLE VI

NOMINATING COMMITTEE

Section 1: Committee Composition

- A. The Nominating Committee consists of at least three (3) members. Two (2) members are elected in the even numbered years and one (1) in the odd numbered years, each serving a term of two (2) years.

Section 2: Responsibilities

- A. The Nominating Committee prepares and presents a slate of candidates to serve in elected capacity.
- B. The slate of candidates is submitted in writing to the membership at least thirty (30) days prior to the election.
- C. Nominations for elected officers may be made from the floor at the time the slate is presented, provided that eligibility has been verified and written consent to serve if elected was obtained from the nominee, and is submitted at the time of nomination.

ARTICLE VII



ELIGIBILITY - ELECTIONS - TERMS - VACANCIES - REMOVAL

Section 1: Eligibility

- A. 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 be an active member of AORN for one (1) year immediately prior to nomination.

Section 2: Elections

- A. The Officers, Board of Directors, and Nominating Committee shall be elected by written ballot *IN THE SPRING*, and plurality elects. In case of a tie, choice is by lot.
- B. No member holding elective office may be a candidate for another office unless the current term of the member expires at the impending annual election.

Section 3: Terms of Office

- A. The President and Vice President are elected every year and serve in that capacity for one (1) year.
- B. The Treasurer and one (1) member 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.
- C. The Secretary and, if desired, one (1) member of the Board of Directors shall be elected in the even numbered years for a term of two (2) years and shall serve until the successor/successors has/have assumed office
- D. The terms of office begin at the adjournment of the June meeting.

Section 4: Vacancies

- A. President: The Vice President immediately assumes office.
- B. The Board of Directors fills all other vacancies.
- C. Any member filling a vacancy for an unexpired term of one (1) year or more is deemed to have served one (1) term.

Section 5: Removal

Any elected 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 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 VIII **MEETINGS**

Section 1: Chapter Meetings

- A. There shall be a minimum of FOUR (4) chapter meetings per year. The day, 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 at least ten (10) days prior to the meetings.
- C. Five (5) percent of the membership, including three (3) members of the Board of Directors, constitute a



quorum for a business meeting.

Section 2: Special Meetings

- A. A special meeting may be called by the President, by request of a majority of the Board of Directors, or by request of a quorum of the membership.
- B. The membership shall be notified at least five (5) days prior to the called special meeting.
- C. The call shall state the purpose of the meeting, the time and place, and no business other than that stated in the call may be transacted.
- D. Five (5) percent of the membership, including three (3) members of the Board of Directors, constitute a quorum.

Section 3: Board of Directors Meetings

- A. The Board of Directors shall meet at a time and place determined by mutual agreement of the Board of Directors.
- B. Special meetings of the Board of Directors may be called by the President or upon request of three (3) members of the Board of Directors.
- C. Three (3) members of the Board of Directors, constitute a quorum.

ARTICLE IX **ORGANIZATIONAL UNITS**

Section 1: Committees and Task Forces

In order to facilitate the Chapter's mission and goals 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 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. The Majority of the members of the committee or task force shall constitute a quorum.

ARTICLE X **DELEGATES**

SECTION 1: Eligibility

Delegates and alternate delegates to the annual AORN Congress must have active Chapter membership status.

SECTION 2: Representation

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

ARTICLE XI **PARLIAMENTARY AUTHORITY**



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

ARTICLE XII
FISCAL YEAR

The fiscal year of the Chapter is January 1 through December 31.

ARTICLE XIII
AMENDMENTS

SECTION 1: Notification

Amendments to these bylaws may be made at any regular meeting provided that the proposed amendments have been submitted to all members at least thirty (30) days prior to the vote.

SECTION 2: Voting

Amendments to the bylaws requires 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 or to an appropriate educational endeavor determined by the membership majority.

Amendments approved by Chapter membership on

Date

(Signed) _____
Chapter President

(Signed) _____
Chapter Bylaws Chairman



TABLE OF CONTENTS

| | |
|--------------------------------------|--------------------------|
| A | |
| AMENDMENTS | 6 |
| B | |
| BOARD OF DIRECTORS | 3 |
| C | |
| COMMITTEES AND TASK FORCES | See ORGANIZATIONAL UNITS |
| D | |
| DELEGATES | 5 |
| E | |
| ELIGIBILITY - ELECTIONS -TERMS | 3 |
| F | |
| FISCAL YEAR..... | 5 |
| M | |
| MEETINGS | 4 |
| MEMBERSHIP AND DUES | 1 |
| N | |
| NOMINATING COMMITTEE..... | 3 |
| O | |
| OFFICERS..... | 2 |
| ORGANIZATIONAL UNITS | 5 |
| P | |
| PARLIAMENTARY AUTHORITY | 5 |
| PURPOSES..... | 1 |
| V | |
| VACANCIES - REMOVAL..... | 3 |