

**POLICY MANUAL
AORN OF CENTRAL NEW MEXICO**

I. BOARD OF DIRECTORS

Definition: The Board of Directors is composed of the officers and at least one person elected from the membership. The Board is charged with the overall responsibility of conducting the affairs of the Chapter.

Philosophy: The philosophy of the Board of Directors is to act in the best interest of the membership by conforming to the purposes of the Chapter and the Association as outlined in the bylaws.

Responsibilities:

The Board shall:

1. Direct the business and financial affairs of the Chapter.
2. Establish administrative policies.
3. Fill vacancies on the Board with the exception of the President and President-Elect (see Bylaws--Article VI, Section 6).
4. Foster growth and development of the Chapter.
5. Review committee reports and determine action to be taken.
6. Approve budgeting allocations as submitted by the Treasurer.
7. Approve fund raising functions.
8. Function as credentials committee in determining membership status.
9. May select the slate of candidates for elected office in the presence of inactivity by the Nominating Committee.

Individual Responsibilities:

1. Serve on committees as assigned.
2. Be expected to attend all Board of Directors' meetings. If unable to do so, or if has two unexcused absences, should resign or be asked to resign.
3. Keep well informed on local and national issues.
4. Conduct one's self in accordance with position held, be spokesperson for the Chapter and AORN.

II. OFFICERS

President Duties:

1. Shall be responsible to the Board of Directors and have the approval of the Board for the activities of the Chapter.
2. Shall preside at all meetings of the Chapter and of the Board of Directors.
3. Appoints committee chairpersons and special committees.
4. Shall be member ex-officio of all committees, except the Committee on Nominations.
5. Represents the Chapter at meetings of other organizations, or designates an alternate to serve in the President's place.
6. Receives correspondence from National and handles it promptly and appropriately, including copies of the national membership printout to the Treasurer and to the Secretary.
7. Shall be responsible for and/or delegates the duty of producing and distributing the monthly announcements and/or newsletters.
8. Terminates committee appointments when appointees are nonfunctioning.
9. Signs checks in the absence of the Treasurer.

Vice President Duties:

1. Performs the duties of the President in the absence or incapacity of the President.
2. Acts as a member of the Board of Directors.
3. Serves as the Chairperson of the Program Committee.

4. Serves as an ex-officio member on other committees as requested by the Board and may chair such committees.

Secretary Duties:

1. Takes and maintains original minutes of all meetings of the Board and the Chapter.
2. Preserves correspondence, reports, and records in a permanent file.
3. Writes correspondence for the Chapter at the direction of the President.
4. Provides a copy of the minutes to the Newspaper committee for publishing in the monthly newsletter.
5. Completes the election results form and mails it to Headquarters immediately after the election.
6. Keeps a complete list of elected officials, including term dates.

Treasurer Duties:

1. Is in charge of all funds for the Chapter.
2. Signs all checks and provides receipts for all donations.
3. Presents financial statement at each meeting and a written report/audit at the end of each term.
4. Notifies National of any dues change.
5. Deposits monthly membership rebate checks promptly.
6. Keeps a record of all receipts and disbursements.
7. Serves as Chairperson of the Budget and Finance Committee.

III. COMMITTEES

General Duties:

1. Chairman receives written or verbal instructions as to duties when accepting Chairmanship.
2. Provides oral reports at monthly meetings as requested by the President, which are noted in the minutes.
3. Provides brief annual report to the President at the end of each fiscal year.

NOMINATING COMMITTEE:

The Committee consists of three members elected by the membership as stated in the Bylaws--two members in the odd numbered years and one in the even years, each serving a term of two years.

Purpose: To solicit candidates for elective offices and to prepare a slate of qualified candidates for the elective offices/positions in the Chapter.

Duties of the Nominations Committee:

1. Solicits candidates for elective office vacancies and verifies their eligibility for office. Reviews all materials submitted by each candidate and provides Newsletter Committee with candidates' biographical information.
2. Advises candidates as to the demands of the offices they seek; obtains signed consents to serve.
3. Presents the slate of candidates for officers, Board of Directors, and the Committee on Nominations to the membership at the March meeting. This slate will be completed and approved by the membership at the April meeting.
4. Prepares the ballot for distribution to the membership via mail (see "Ballot by Mail" guidelines), e-mail, or in person. A deadline date for returning the ballots will be decided annually.
5. Counts the ballots and compiles the results. Informs the President who then notifies the candidates of the results of their election status prior to notification of general membership. Nominating Committee members that are candidates for office may not assist in the counting of ballots.
6. Prepares a written report of the election including the following: office vacancies for election, number of votes cast, number of illegal votes cast, reasons for disqualification of votes, results of the vote tally for each candidate, and signature of the tally chairperson. Submits this report to the Secretary for record keeping.
7. Destroys ballots after the results have been announced to the membership.

Ballot by Mail Guidelines:

1. Ballots will be mailed to general membership at least fourteen (14) days prior to election date. The ballot will contain a self-addressed envelope for the purpose of returning the ballot for tallying.
2. Vote for each office as directed, i.e. vote one or vote for two, by placing an “x” in the appropriate box or boxes beside the candidate/candidates of your choice for each office.
3. Fold the ballot and place it in the pre-addressed envelope.
4. Write your membership number or return address in the upper left corner and affix the appropriate postage prior to mailing. If you fail to provide these, your ballot will be declared null and void.
5. All ballots must be postmarked by the designated deadline. Ballots postmarked after that date will be considered void and will not be counted. Designated deadlines will be determined by the Board of Directors annually.

Eligibility to Serve in an Elected Capacity:

1. A nominee for nominating office must have active AORN membership status for one year prior to the month of nomination.
2. Any member holding elective office may not be a candidate for another office unless his/her current term expires at the impending annual election.

BYLAWS AND POLICY COMMITTEE

The Bylaws and Policy Committee may a committee of the Chapter. The Chairperson is appointed annually by the President after consultation with the Board of Directors. The committee consists of two or more volunteer Chapter members appointed annually by the President.

Purpose: To review the Chapter bylaws and policy manual on a regular basis and to recommend changes that meet the needs of the membership.

Responsibilities:

1. Review bylaws and policy manual on an annual basis, recommend Bylaws amendments and changes in writing 30 days prior to voting.
2. Prepare proposed changes in the following format:
Present wording Proposed Wording Rationale
3. Submit membership approved Bylaws changes to AORN Headquarters--Two copies.
4. Make copies of new Bylaws and provide them to Board Members, committee chairpersons, and the membership. AORN no longer provides copies of approved changed bylaws.

MEMBERSHIP COMMITTEE

The Membership Committee may be a committee of the Chapter. The chairperson is appointed annually by the President after consultation with the Board of Directors. The committee consists of two or more volunteer members appointed annually.

Purpose: To promote and maintain membership in AORN at the National and local levels.

Responsibilities:

1. Provides name tags and distributes them at meetings.
2. Introduces new members and guests at the meetings.
3. Maintains Chapter membership list and attendance sign-in book used for determining officer and delegate eligibility.

4. Notifies the Center for Membership Services at AORN Headquarters of errors in the membership list and of chapter members who have moved or changed chap
5. Maintains a supply of membership applications and current recruiting materials received from AORN.

PROGRAM COMMITTEE

The Program Committee may be a committee of the Chapter and consists of two or more volunteer chapter members. The Chairperson is appointed annually by the President.

Purpose: To provide quality educational programs for the membership.

Responsibilities:

1. Plans and presents educational programs and social functions of the Chapter.
2. Secures and introduces speakers, providing the necessary audio-visual equipment.
3. Obtains CEU credits as appropriate and distributes forms at end of programs.
4. Presents each guest speaker with one of the following: a small gift, an honorarium, or makes a contribution on behalf of the speaker to the speaker's favorite charity. Honorariums for seminar or workshop speakers will not exceed \$100 per speaker and honorariums for monthly educational program speakers will not exceed \$25 per speaker.
5. Writes a thank you note to each speaker within two weeks of the program.

BUDGET AND FINANCE COMMITTEE

The Budget and Finance may be a committee of the Chapter and the chairperson is the Treasurer. Committee members consist of the Vice President and at least two (2) volunteer chapter members who are not currently serving on the Board of Directors.

Purpose: To establish the monetary obligations and limitations for the financial operation of the Chapter organization and to monitor all accounts.

Responsibilities:

1. Prepares an annual budget, including travel expenses for Congress delegates, and submits it to the Board of Directors for approval at the July BOD meeting.
2. Reviews Chapter ledgers and prepares them for audit at the close of Treasurer's term.
3. Reviews the needs of the Chapter and makes recommendations regarding fund raising projects.
4. Plans and coordinates fun raising projects, including the 50/50 Scholarship Raffle at the monthly meetings.
5. Secures items used in fund raising projects.
6. Collects all monies raised and turns them over to the Treasurer with a statement of expenditures and income from each project.

FUNDRAISING COMMITTEE

This is a subcommittee of the Budget and Finance Committee and consists of two or more volunteer Chapter members.

Purpose: To plan and execute various events for the purpose of raising funds to support Chapter educational activities—Congress delegates, educational scholarship fund, and Chapter seminars/workshops/programs.

Responsibilities:

1. Selects the date and site for the specific event.
2. Sets the fee structure.
3. Creates and distributes the brochures and letters soliciting participation.
4. Solicits donations for the participant goodie bags that will be distributed on event day.

5. Solicits input and assistance from Chapter members, as needed.
6. Provides progress reports to members in a timely fashion.
7. Collects all monies and turns them over to the Treasurer with a statement of expenditures and income.
8. All decisions made by this committee are binding to the Chapter.

HOSPITALITY COMMITTEE

The Hospitality Committee may be a committee of the Chapter and consists of two or more volunteer Chapter members who are appointed annually by the President.

Purpose: To provide refreshments at all Chapter meetings.

Responsibilities:

1. Coordinate the provision of refreshments with the host hospital for each Chapter meeting--particularly the Thursday evening meetings that are not scheduled as dinner meetings.
2. Maintain the Chapter coffee pot and paper goods for each meeting.
3. Submit receipts and appropriate forms to the Treasurer for reimbursement from the Chapter treasury for expenses.

NEWSLETTER COMMITTEE

The Newsletter Committee may be a committee of the Chapter and consists of two or more volunteer Chapter members appointed annually by the President.

Purpose: To provide communication to the members and to the community regarding the activities of the Chapter.

Responsibilities:

1. Solicit information for presentation in the newsletter.
2. Compile the information and create the monthly newsletters.
3. Newsletters will be mailed on time for members to receive them at least ten (10) days prior to the meetings.
4. Submit receipts and appropriate forms to the Treasurer for reimbursement for expenses from the Chapter Treasury.
5. Investigate and stimulate the use of AORN public service announcements.
6. Provide local media with monthly programs.

SCHOLARSHIP COMMITTEE

The Scholarship Committee may be a committee of the Chapter and is composed of the scholarship recipients from the previous two years, and one or more members-at-large, appointed annually by the President, in order to maintain an uneven number of committee members. Members-at-large will serve for one year, while recipients will serve for two years.

Purpose: To solicit applications for nursing educational scholarships and to select recipients annually.

Responsibilities:

1. Create and present scholarship applications to the membership no later than the April meeting-- Applications must be returned by May meeting.
2. Meet at committee's convenience before the June meeting to select the recipients for the following scholarships:

- a. ZIMMER--funded by an annual donation of \$1000.00 by Zimmer-Baker and Associates. This may be one scholarship or divided into two separate scholarships, with ideally \$500.00 being awarded to a nursing student and \$500.00 to a Chapter member.
 - b. CHAPTER--funded by 10% of monies from annual Chapter fund raising. Award is not less than \$250.00 annually. If not awarded, money is kept on account for future years.
 - c. MOBILE INSTRUMENTS--funded by an annual donation of \$1000.00 by Joel and Marcia Hall on behalf of Mobile Instruments. May be awarded as two \$500.00 scholarships or a single scholarship to Chapter members, preferably to first time attendees at Congress.
3. Revises scholarship policy as necessary with the approval of the Board of Directors.
 4. At least two weeks prior to the June meeting, notify Zimmer-Baker and Mobile Instruments of the recipients' names and invite the Zimmer-Baker and Mobile Instruments Representatives to attend the dinner meeting to present the scholarships.

Applicant Responsibilities and Scholarship Limitations:

1. The applicant should state specifically what educational endeavor he or she plans to use the money for.
2. If the recipient does not use the money for the educational endeavor as applied for, the committee should be notified immediately by the recipient.
3. The committee reserves the right to distribute the unused money as it sees fit (ie. either to that same recipient for another educational experience, to donate the money to the Chapter Scholarship fund, or to apply towards the next year's Zimmer Scholarship.)
4. The committee requests a receipt for the educational endeavor in the form of a certificate of attendance (CE form) or a grade slip (for college credits).
5. The money should be used within one year of receipt. If the educational endeavor was less than the scholarship awarded, the recipient should return the unused portion to the committee.
6. These scholarships are specifically designated for nursing education.
7. Recipients are not eligible to reapply for the same scholarship until two calendar years have passed.

PROJECT ALPHA/RESEARCH COMMITTEE

This is an ADHOC committee of the Chapter and consists of two or more volunteer Chapter members who are appointed by the President.

Purpose: To stimulate interest in perioperative nursing throughout the local nursing community and to promote perioperative nursing research at the local level.

Responsibilities:

1. Acts as liaison between local nursing programs and AORN in order to increase awareness of perioperative nursing.
2. Encourages nursing students to participate in Chapter meetings and activities.
3. Solicits topics for potential perioperative nursing research.
4. Coordinates Chapter poster project for Congress.

IV. DELEGATE POLICY

Definition: Delegates shall represent the local chapter at the annual Congress and for one year following Congress in order to expedite AORN matters as directed by the AORN BOD. The chapter is allowed a minimum of one delegate and one alternate.

Credentials: The President shall send a list of delegates and alternates to Headquarters. All pertinent data pertaining to each delegate and alternate shall be included and the letter shall be post-marked no later than six weeks prior to Congress. Delegates and alternates shall preregister for Congress.

Requirements:

1. Be an active member of AORN for one (1) year.
2. Have attended 50% of the previous year's meetings (Nov. to Nov.) before being elected as a delegate.
3. The President and the Vice President shall automatically have the "benefit and privilege" of attending Congress as delegates if so desired.
4. Elected at least two months prior to Congress by plurality vote. The nominees receiving the least number of votes shall be alternates.
5. Must attend all delegate business and special sessions, acting in an informed and conscientious manner and in the best interests of the Chapter.
6. Shall give a meaningful report to the membership at the meeting following Congress.
7. Registration will be paid by the Chapter. Funding will be determined annually by the Board of Directors, based on recommendations of the Budget and Finance Committee.
8. Shall be paid in advance, if possible, with reconciliation dependent upon original receipts for expenses accompanied by Cash Receipt/Disbursement Control Sheet to Treasurer following Congress.
9. Delegates and alternates are expected to be forthright in not accepting reimbursement from more than one source for the same expenses.
10. If a delegate fails to comply with these requirements, he/she must reimburse the Chapter for Congress expenses and will be ineligible to serve next year.

V. MEETING POLICY

1. The Board of Directors will establish the upcoming year's meeting schedule at their annual summer Board meeting.
2. The location of the meetings will be determined at the summer Board of Directors meeting.
3. An announcement of the meetings will be sent at least 10 days prior to the meetings, either to individual members or to hospital ORs.
4. Name tags, paid for by the chapter, will be worn at each meeting. New members and guests will be introduced at meetings, when necessary.
5. No smoking is permitted during meetings.
6. A 50/50 cash door prize will be raffled at each meeting.

VI. VOTING POLICY

1. The monthly meeting for the election of Congress delegates will be determined annually based upon Congress preregistration deadline; the number of delegates to be determined by AORN based upon active Chapter membership at the end of June.
2. Chapter officer elections will be conducted during the Spring.
3. Only active members are eligible to vote.
4. Ballot by Mail guidelines are located on page 3, under the Committee on Nominations.

VII. MEMBERSHIP AND DUES

1. Membership is contingent upon compliance with the requirements specified in the Chapter Bylaws.
2. Chapter member is a registered professional nurse living in the surrounding area.
3. Active membership is hereby defined as attendance of 50% chapter meetings during the proceeding year. This is in reference to eligibility for holding elective office and Congress delegates only.
4. Current Chapter dues are \$20.00 per year. Retired members and Student members do not pay Chapter dues.

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Janet Baca, Chairperson