

**Association of Perioperative Nurses of Fox Valley  
Illinois Chapter #1412**

**By – Laws  
2003-2004**

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## Article I.

### Name

The name of this professional organization is:

**The Association of Perioperative Nurses of Fox Valley;**  
hereinafter referred to as the Chapter.

## 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 optimum care of the patient before, during and after surgery.
- B. To provide opportunity for continuous learning through diversified educational activities.
- C. To study, discuss, research and exchange information in the field of perioperative nursing.
- D. To hold meetings at intervals for the purposes of this association.
- E. To cooperate lawfully with other professional organizations, 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 perioperative nursing 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 this Chapter is contingent on compliance with requirements as specified in these By-Laws.
- 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, 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. **Retired:** A registered professional nurse who supports the mission of AORN.
    - 1. May not hold an elected office
    - 2. May not serve as a delegate to the AORN House of Delegates

- C. **Student:** An individual pursuing education leading to eligibility to sit for the registered nurse licensing examination.
  - 1. This person may not hold an elected office
  - 2. This person may not serve as a delegate to the AORN House of Delegates
- D. **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 and facility material management, informatics personnel or pharmacist.
  - 1. Qualifies to be an associate at large.
  - 2. May not hold an elected office
  - 3. May not serve as a delegate to the AORN House of Delegates

**Section 4: Termination**

- A. By a majority ballot vote, the Board of Directors and Officers 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 termination.
- B. A terminated 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 Chapter are determined by the Board of Directors and are subject to ratification by the membership.
- B. Dues shall be paid according to established policy.
- C. Delinquency: Any member whose dues are not received by the last working day (at Headquarters) of the member's renewal month is considered terminated as a member and all privileges of the Association are withdrawn.

**Article IV**

**Officers**

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

- A. **President:** Serves as the official representative of the Chapter and presides at all meetings of the Chapter and Board of Directors
- B. **President-Elect:** Observes and assists the President in preparation for assuming the duties and responsibilities of that office and performs the duties of the President in the absence or inability of the President to act.
- C. **Secretary:** Maintains records of the proceedings of all business meetings of the Chapter and the Board of Directors.
- D. **Treasurer:** Monitors the fiscal affairs of the Chapter and provides reports and interpretation to the membership and the Board of Directors.

## **Article V.**

### **Nominating Committee, Nominations, Eligibility, Elections, Terms of Office, Vacancies, Removal**

#### **Section 1: Nominating Committee**

- A. The Nominating Committee consists of three (3) members. One (1) member is elected in the even numbered years, and one (1) is elected in the odd numbered years, each serving for a term of two (2) years.
- B. The immediate past President will automatically become a voting member of the committee for a term of one year following the term of office as President.

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

- A. The Nominating Committee prepares and presents a slate of candidates to serve in elected capacity.
- B. Nominations for elected officers may be made from the floor at the time the slate is presented, 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 the nomination.

#### **Section 3: Eligibility**

- A. To be eligible for elected 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 the patients preoperatively, intraoperatively, and postoperatively.
- B. To be eligible for elective office as an officer, member of the Board of Directors, or as a member of the Nominating Committee, a nominee must be an active member of the Chapter for one (1) year prior to nomination.
- C. To be eligible for the office of President-Elect, a nominee must have served at least one (1) year as a member of the Board of Directors or Officers.
- D. The members of the Nominating Committee may not be listed as candidates for election on a slate that they have prepared.

#### **Section 4: Elections**

- A. The officers, Board of Directors, and Nominating Committee shall be elected by mailed ballot to all active members twenty (20) days prior to the May meeting, and plurality elects. If the slate is unopposed, the slate may be elected by a motion at the May meeting.
- B. Any member holding elective office may not be a candidate for another office unless the current term of the member expires at the impending annual election.

#### **Section 5: Terms of Office**

- A. The President-Elect is elected every year, serves in that capacity for one (1) year and then automatically becomes President for a term of one (1) year.
- B. The Secretary and 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 their successors have assumed office.

- C. 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.
- D. No officer or member of the Board of Directors shall serve more than two (2) successive terms in the same office.
- E. The term of office begins at the adjournment of the installation meeting in June.

**Section 6: Vacancies**

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

**Section 7: Removal**

- A. 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 interest 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**

**Section 1: Chapter 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. Meetings are held on the Third (3<sup>rd</sup>) Tuesday of each month at 6 pm from September to June and notices of monthly meetings will be announced to membership.
- C. The Annual meeting is designated as the May meeting when the election of officers is held.

**Section 2: Special Meetings**

- A. A special meeting may be called by the President, or by request of a majority of the Board of Directors or by request of a simple majority 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 other business other than stated in the call may be transacted.

## **Article VII**

### **Board of Directors**

The Board of Directors consists of the elected officers and three (3) Board members. It has the power, authority and responsibility to manage the affairs of the Chapter.

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

- A. The Board of Directors shall meet at a time and place determined by mutual agreement of this group. A minimum of three (3) business meetings shall be held during the year.
- B. Special meetings of the Board of Directors may be called by the President or upon written request of a majority of the members of the Board of Directors.
- C. A majority of the members of the Board, two (2) of whom are officers, constitutes a quorum.

## **Article VIII**

### **Committees**

#### **Section 1: Standing Committees**

The standing committees of the Chapter are appointed annually by the President with approval of the Board of Directors. Each committee consists of a chairperson and at least two members. A majority of the members constitutes a quorum.

- A. The standing committees of the Chapter are Budget and Finance Committee, By-Laws and Policy Committee, Education and Research Committee, Program/Hospitality Committee, Legislative Committee, Membership Committee, and Foundation Advocate Committee.
- B. The purposes and duties of these committees are listed in the Policy Manual.

#### **Section 2: Special Committees**

- A. 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**

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

#### **Section 2: Representation**

One (1) delegate and one (1) alternate who will be seated in the absence of the delegate will be selected for every twenty-five (25) active members or portion thereof.

- A. The President and President-Elect are automatic delegates.
- B. Delegates to National AORN Congress shall be chosen by established policy.

## **Article X**

### **Fiscal Year**

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

## **Article XI**

### **Parliamentary Authority**

Robert's Rules of Order Newly Revised is the parliamentary authority of this Chapter in all cases not covered in these By-Laws.

## **Article XII**

### **Amendments**

Section 1: Amendments to these By-Laws 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: Amendments to the By-Laws require a two-third (2/3) vote of the members present and voting.

## **Articles XIII**

### **Dissolution**

If the Chapter should dissolve, all funds in the treasury will be given to the appropriate educational endeavor determined by the membership.