

**A.O.R.N.**

**Central San Joaquin Chapter #0502**

**POLICIES**

**I. ORGANIZATION**

A. Meetings

1. General meetings (C.E. meetings)
  - a. The Website and fliers will announce the time and place of C.E. meetings
  - b. Meeting will be called to order as specified by the Education committee
  - c. The order of business will be determined by the President according to the agenda prepared.
  - d. Business meeting length will be determined by the agenda
2. Board meetings
  - a. Held ten months out of the year.
  - b. The agenda will be prepared by the President
  - c. The May board meeting will be a combined board meeting. The incoming President will chair the meeting. Retiring and incoming officers and members of the board will attend to transfer all records.

B. Membership

1. Criteria for membership is identical to the national A.O.R.N. bylaws
2. Members of the chapter are automatically members of the national association.
3. Membership may be transferred from one chapter to another. All A.O.R.N. chapters will accept members in good standing upon the presentation of a current membership card and completion of transfer form.

C. Annual dues

1. Annual dues include membership to national association, one specialty assembly and local chapter.
2. Dues cover a yearly subscription to the A.O.R.N. *Journal*, chapter website, and monthly chapter C.E. sessions. Special activities and annual workshop are not included in chapter dues.

D. Eligibility Requirements for Elected or Appointed positions

1. Chapter and retired members are eligible to hold office or serve on elected or appointed committees.
2. Elected or appointed positions are limited to two consecutive terms which may be waived with Board approval.
3. Officers and members of the board are required to attend all board meetings. Seventy percent (70%) of the meetings must be attended. If less than 70%, a letter

of resignation will be requested. It is the officer/member's responsibility to notify the President of the absence.

## **II. OFFICERS AND BOARD OF DIRECTORS**

### **A. President**

1. Criteria
  - a. Elected as president-elect first term and serves as president second term
2. Responsibilities
  - a. Official representative of the chapter and presides at all meetings
3. Duties
  - a. Prepares agenda for board and general meetings.
  - b. Member ex-officio of all committees except the Nominating Committee.
  - c. Represents chapter at meetings of other organizations or delegates an alternate.
  - d. Appoints chairpersons to standing and special committees with approval of the board of directors.
  - e. Functions as counselor to all chapter committees.
  - f. Terminates committee appointments with approval from the board of directors.
  - g. Directs, prepares, and signs all official communications.
  - h. Spokesperson for the chapter.
  - i. Keeps the board and membership informed of all activities as received from national A.O.R.N.
  - j. Communicates with president-elect to ensure continuity.
  - k. May sign checks in lieu of treasurer on behalf of the chapter.
  - l. Writes a president's message for the website.
  - m. Prepares installation ceremony in May.
  - n. Serves as parliamentarian and non voting member and advisor to nominating committee for a one year term at the conclusion of term as president.
  - o. Submits list of Congress delegates to national A.O.R.N.

### **B. President-Elect**

1. Criteria
  - a. Elected every year to serve on the board.
3. Responsibilities
  - a. Prepares by observing and assisting the president to assume the duties and responsibilities of the president.
4. Duties
  - a. Assists the president
  - b. Represents the chapter at meetings as delegated by the president
  - c. Acts as parliamentarian in the absence of the parliamentarian.
  - d. Chairperson of the Bylaws and Policy Committee
  - e. Reviews bylaws and policies annually.

### C. Vice President

1. Criteria
  - a. Elected for a two-year term
2. Responsibilities
  - a. Performs the duties of president in the absence of the current president.
  - b. Assumes the office of the president in the event the current president is unable to fulfill the position.
  - c. Serves as chairperson of the Education/Workshop Committee.
3. Duties
  - a. Performs duties as delegated by the president.
  - b. Organizes and presents C.E. meetings, workshop(s), and any other educational activities.

### D. Treasurer

1. Criteria
  - a. Elected for a two-year term
2. Responsibilities
  - a. Manages the financial affairs of the chapter.
  - b. Serves as a member on all fund raising committees.
3. Duties
  - a. Signs checks in lieu of the president on behalf of the chapter.
  - b. Maintains records of all expenses and income of the chapter.
  - c. Presents a financial statement (treasurer's report) at monthly board meetings.
  - d. Prepares financial report for all committees.
  - e. Assumes the duty of registration chairperson at all chapter activities.
  - f. Attends all fund raising activities, collects and disburses funds as needed.
  - g. Prepares financial books for audit if requested.
  - h. Maintain signature cards from the bank and oversees check cashing/credit card.
  - i. Receives and balances monthly bank statements.
  - j. Deposits rebate checks within 90 days.

### E. Secretary

1. Criteria
  - a. Elected for a two-year term.
2. Responsibilities
  - a. Records and maintains all activities of the chapter.
  - b. Handles correspondence on behalf of the chapter.
3. Duties
  - a. Records and files board meeting minutes within 2 weeks of the meeting to the Board.
  - b. Submits minutes of board meeting for approval; once approved submit to webmaster within one week.

- c. Files treasurers' report each month.
- d. Writes correspondence on behalf of the chapter at the direction of the president.
- e. Presents board meeting minutes at the following general meeting.
- f. Maintains chapter stationary.
- g. Records points for membership based on attendance and participation in chapter activities and prepare a list of eligible nominees for election as delegates to the National A.O.R.N. Congress.
- h. In the fall, mail the presidents message with introduction pack to include information regarding the chapter.

#### F. Board of Directors

- 1. Criteria
  - a. Six members: three elected on even years and three elected on odd years.
  - b. Elected for a two-year term
- 2. Responsibilities
  - a. Conducts business on behalf of the chapter to foster growth and development.
  - b. Acts in the best interest of the membership by conforming to the purpose for which the chapter was formed as outlined in the bylaws.
- 3. Duties
  - a. Assist with business and financial affairs of the chapter as directed by the president.
  - b. Establish administrative policies.
  - c. Assist the president in structuring of committees.
  - d. Vote on proposed motions.
  - e. Approve budgetary allocations.
  - f. Review bylaws and policies annually.

#### G. Nominating Committee

- 1. Criteria
  - a. Three members: two elected in odd years and one elected during even years.
  - b. Elected for a two-year term.
  - c. Parliamentarian will serve as a non-voting member and advisor.
- 2. Responsibilities
  - a. Prepare and present ballot to board and chapter members for officers, board members, and nominating committee.
- 3. Duties
  - a. At the October general meeting, announce nominations are open for ballot.
  - b. Distribute willingness to serve forms and include the form in the fall newsletter. The form will also be available on the chapter's website.
  - c. Meet with committee members and parliamentarian to discuss qualifications of applicants.
  - d. Prepare a list of qualified candidates from those who have signed a willingness to serve form.
  - e. Present list to the board for final approval.

- f. Contact each applicant and inform of acceptance or denial for ballot.
- g. Distribute responsibilities of office to candidates.
- h. Inform candidates of their responsibilities to make a brief statement to the membership at the appropriate general meeting.
- i. Submit ballot for the annual election by the 20<sup>th</sup> of the month preceding the spring annual meeting to the webmaster and to be included in the workshop flier mailing.
- j. Tally ballots at the annual spring workshop.
- k. Make a motion to destroy the ballots after 24 hours of results.

#### H. Parliamentarian

- 1. Criteria
  - a. Immediate past president.
- 2. Responsibilities
  - a. Establish quorum at all board and general meetings and notify the president when a quorum is met.

#### I. Historian

- 1. Criteria
  - a. Appointed annually
- 2. Responsibilities
  - a. Maintain memorabilia of the chapter activities.
- 3. Duties
  - a. Attend all activities or appoint an alternate.
  - b. Exhibit memorabilia at general meetings and other appropriate activities.

#### J. Webmaster

- 1. Criteria
  - a. Appointed.
- 2. Responsibilities
  - a. Maintain Chapter website.
- 3. Duties
  - a. Posts items to website from Board Members within 2 weeks of Board meeting.
  - b. Verify website information as current to within one year.

### III. COMMITTEES

#### COMMITTEES

In order to facilitate the Chapter's mission and strategic plan, as well as, the needs of the profession, the Board of Directors shall at least annually create committees as it deems desirable. The president shall appoint the members of all such committees with

volunteers as appropriate. Each committee shall consist of a chair and at least one (1) additional member. Each committee shall have only such powers as are specifically delegated to it by the Board of Directors. A majority of the members of the committee shall constitute a quorum.

#### Committee Chairperson

- a. Appointed by the president with approval by the board.
- b. May only serve for two consecutive years.
- c. Assume the responsibility for fulfilling the objective of the committee.
- d. Solicit committee duties from the general membership and board.
- e. Communicate duties of the committee to its members.
- f. Submit committee reports to the board of directors as appropriate.
- g. Submit earned points to the secretary by June 30<sup>th</sup>.

#### Committee members

- a. Execute the objectives of the committee and perform duties necessary to accomplish goals of the committee.
- b. Attend committee meetings and functions involving the committee.

#### A. Bylaws and Policy Committee

1. Criteria
  - a. President-elect will serve as chairperson with a minimum of one member from the board.
  - b. If there is no president-elect, two members of the board will serve as the committee.
2. Responsibilities
  - a. Establish bylaws and policies for the chapter.
3. Duties
  - a. Enforce current bylaws and policies.
  - b. Submit recommendations for policy and bylaws change to the Board of Directors and chapter.
  - c. Ensure that any proposed policy and bylaws amendments are published and made available to the membership at least thirty days prior to the date of the vote.
  - d. Submit updated copy of bylaws to national A.O.R.N. to document that a review has been done.

#### B. Education/Workshop Committee

1. Criteria
  - a. Vice president is chairperson.
2. Responsibilities
  - a. Ensure educational offerings reflect the philosophy and objective of A.O.R.N.

3. Duties
  - a. Develop and organize educational offerings, annual workshop, and any other educational activities.
  - b. Recruit hospital representatives to prepare and host an education offering.
  - c. Submit C.E. schedule and topics to the board for approval, once approved submit to webmaster for posting.
  - d. Apply for contact hours approval to the B.R.N. or A.O.R.N. for all educational offerings.
  - e. Prepare and distribute C.E. certificates at all educational offerings.
  - f. Submit notification of C.E. offerings to webmaster by the 20<sup>th</sup> of the preceding month.
  - g. Recruit committee members to assist with the preparation and presentation of educational offerings.
  - h. Submit registration flyer for workshops to webmaster one month prior to event.
  - i. Submit copies of attendance sheets for any educational offering to secretary within a week after sessions.
  - j. Submit points awarded to committee members to secretary by June 30<sup>th</sup>.

#### C. Legislative Committee

1. Criteria
  - a. Appointed annually by the president.
2. Responsibilities
  - a. Liaison with state legislative organization - Operating Room Nursing Council of California (O.R.N.C.C).
  - b. Monitors healthcare legislation and regulations that affect nursing at state and national levels.
3. Duties
  - a. Represent chapter at O.R.N.C.C meetings. Registration and lodging to be paid for by the chapter.
  - b. Designate an alternate if unable to attend O.R.N.C.C. meeting. Alternate's registration and lodging to be paid for by the chapter.
  - c. Inform the board and membership of current legislative activities affecting the registered nurse in general and the perioperative nurse in particular.
  - d. Maintain contact with the state legislative representative and with the national A.O.R.N. regional legislative representative.
  - e. Submit a report on O.R.N.C.C. meetings and legislative issues to the webmaster.
  - f. One additional chapter member will be sent to the meeting with registration being paid by the chapter. Determination of this member to be decided by the Board.

#### D. Membership Committee

1. Criteria
  - a. Appointed annually by president.

2. Responsibilities
    - a. Promote and maintain growth of membership in A.O.R.N. at the national and chapter level.
  3. Duties
    - a. Develop local programs or supports nationally planned member recruitment and retention programs.
    - b. Formally welcome all new chapter members.
    - c. Maintain current membership mailing list.
    - d. Encourage member retention. Contact members whose membership will lapse in one month prior to lapse date.
    - e. Ensure that all chapter officers' and board of directors' memberships are current.
    - f. Maintain the supply of current recruiting material received from national A.O.R.N. and provides to members at all chapter events.
    - g. Act as the liaison to the community and local hospitals for the purpose of recruiting members.
- E. Website Committee
1. Criteria
    - a. Chairperson is appointed by the Board.
  2. Responsibilities
    - a. Act as liaison with the webmaster to keep website current
  3. Duties
    - a. Work closely with the webmaster to ensure accurate, up-to-date information on the chapter website.
    - b. Solicit articles, present information on C.E. offerings, and other information.
    - c. Identifies and recruits nurse authors for the website.
    - d. Recruit committee members.
- F. Perioperative Nurse Day Committee
1. Criteria
    - a. Chairperson appointed annually by the president.
  2. Responsibilities
    - a. Promote Perioperative Nurse Day by educating the community about the role of the nurse in the operating room.
  3. Duties
    - a. Organize an event to promote Perioperative Nurse Day Event to coincide with national association date and theme.
    - b. Recruit hospital chairpersons to represent community surgical facilities at the event.
    - c. Obtain authorization for the use of facility at which event will take place.
    - d. Acquire supplies and equipment for the event.
    - e. Acquire promotional materials from national association.
    - f. Generate press releases and advertisements.

- g. Prepare work schedule for day of event.
- h. Submit points awarded to individuals involved in Perioperative Nurse Day event to secretary.

## G. Scholarship Committee

1. Criteria
  - a. Chairperson appointed annually.
2. Responsibilities
  - a. Establish criteria for awarding scholarships with approval from the board.
  - b. Select recipients for the Spring and Fall semester scholarships.
  - c. Recommend amount of scholarship and number of recipients to board for approval with a minimum of \$500 awarded to the recipient.
3. Duties
  - a. Monitor availability of scholarship funds.
  - b. Enlist applicants for scholarship funds.
  - c. Submit scholarship application and deadlines to webmaster.
  - d. Obtain and review scholarship applications.
  - e. Select recipient of scholarship.
  - f. Notify each applicant of the outcome of the scholarship selection process.
  - g. Present scholarship award to recipient at next chapter meeting.
  - h. Submit points awarded to individuals participating in scholarship committee.
4. The Scholarship Process
  - a. Eligibility criteria
    1. Eligibility is limited to registered nurses, licensed vocational nurses, surgical technicians, and student nurses who:
      - a) are enrolled in an A.A., B.S., or higher degree program in an allied health field.
      - b) are currently enrolled and have a minimum of one year's experience in the surgical services arena.
  - b. Scholarship provisions
    1. At least two scholarships will be offered each year, one in the Spring and one in the Fall.
    2. Each scholarship will be a minimum of \$500.
    3. Notification of scholarship awards will be made to recipients within 30 days after the deadline.
    4. Applicants who previously received a chapter scholarship may not apply.
    5. Applicants may reapply if not selected.
  - c. Participation

1. Eligible applicants may apply by submitting a completed application to the Scholarship Committee which includes:
  - a) a form detailing personal data, degree pursuing, and employment information
  - b) letter of recommendation listing specific strengths and/or contributions to O.R. nursing demonstrated in the work setting.
  - c) personal statement of professional goals and why applicant should be considered for scholarship
  - d) written evidence of formal enrollment in an accredited institution
2. This application must be sent to the home address of the Scholarship Committee chairperson with application deadlines of April 1<sup>st</sup> and November 1<sup>st</sup>.

d. Scholarship forms will be available on the chapter website.

#### H. Ways and Means Committee

1. Criteria
  - a. Chairpersons appointed per event.
2. Responsibilities
  - a. Responsible for acquiring funds for the chapter.
3. Duties
  - a. Prepare and organize fund raising event.
  - b. Recruit committee members.
  - c. Work with treasurer to dispense and collect moneys for fundraiser.
  - d. Assist treasurer with an expense and profit report.
  - e. Submit points awarded to individuals who have participated in event to secretary.

### IV. CONGRESS DELEGATE/ALTERNATE SELECTION

1. Criteria
  - a. The number of delegates and alternates are determined by the national association.
  - b. Chairperson for delegates at Congress will be the president. President-elect assumes responsibilities in the absence of the president.
  - c. Delegates and alternate delegates to the annual Congress must be members in good standing of AORN.
2. Responsibilities
  - a. Attend all Forums, Candidate Caucus, and House of Delegate sessions.
  - b. Prior to Congress, delegates and alternates are to review the issues and candidates to be presented at Congress.
3. Duties

- a. Vote on behalf of the chapter at the House of Delegates.
4. Delegate Selection
    - a. President and president-elect are automatically delegates regardless of point status.
    - b. Chapter delegates will be selected based on the chapter's point system with highest points earned during fiscal year of July 1 to June 30 (see attachment). Should there be a tie in points for the last delegate slot it will be decided by toss of the coin.
    - c. Maximum number of times a member may attend Congress as a chapter delegate is four (4) consecutive years.
  5. Alternate selection
    - a. The number of alternates to be selected will be determined by the board based on the financial position of the chapter.
    - b. Alternates will be selected from the general membership from members who have earned a minimum of thirteen (13) points during the fiscal year of July 1 to June 30.
    - c. In the event a general member does not qualify for an alternate position, an eligible board member will be designated.
    - d. Maximum number of times a member may attend Congress as an alternate is four (4) consecutive years.
  6. Point system
    - a. The form for recording points will be available on the chapter website.
    - b. All points must be turned in by June 30th.
    - c. All compilations of points will be completed and verified by the first Board meeting in September.
    - d. Dispute of point totals must be presented to the Board by the October Board meeting. After that, all point totals will be considered final.
    - e. The secretary will keep a record of all points.
    - f. It is the chairperson of each committee to submit points for member's participation.
    - g. It is the member's responsibility to keep track of their points and to verify totals with the secretary.
    - h. Extra points may be awarded by the board as deemed appropriate.

Reviewed 07/08