

Nebraska Association of Occupational Health Nurses, Inc.

BYLAWS

ARTICLE I.

Name

The name of this Association shall be the NEBRASKA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES, INC. (NAOHN), a constituent association of the AMERICAN ASSOCIATION OF OCCUPATIONAL HEALTH NURSES, INC. (AAOHN).

ARTICLE II.

Purpose

The purposes of NAOHN are to:

1. constitute the state professional association of registered nurses engaged in the practice of occupational and environmental health nursing;
2. promote and/or provide lifelong learning opportunities in occupational and environmental health nursing;
3. maintain the integrity and character of the nursing profession;
4. develop and promote scope of practice and standards for occupational and environmental health nurses;
5. provide a forum for networking and discussion of issues in the field of occupational and environmental health nursing;
6. promote health and safety of workers and communities, and support occupational and environmental health nursing practice through monitoring and influencing state legislation and regulations;
7. provide opportunities to develop chapter leadership skills; and
8. do within the limits of the law, all things necessary, proper, incidental, suitable, useful and conducive to complete accomplishments of the foregoing purposes.

ARTICLE III.

Membership

SECTION 1. – Classes of Membership

- A. Active

1. A registered professional nurse currently employed in occupational and environmental health.
2. An active member whose employment status changes may maintain active membership for the remainder of that membership year and one additional consecutive year.
3. An active member may apply for inactive status if the member has temporarily left the field of occupational and environmental health nursing due to hardship.
4. Inactive status must be renewed annually and maybe maintained for a maximum of three years.

B. Retired

A member retired from occupational and environmental health nursing.

C. Affiliate

1. A registered professional nurse not eligible for active status, but interested in the field of occupational and environmental health and the purposes of AAOHN.
2. Others, not eligible for active status, but practicing in the field of occupational and environmental health and interested in the purposes of AAOHN.

D. Student

1. A registered professional nurse enrolled as a student in a program of study related to occupational and environmental health;
2. A student in a professional nursing program with interest in occupational and environmental health;
3. This category of membership must be renewed annually.

SECTION 2. – Rights and Privileges

- A. Active members shall have all rights and privileges of membership.
- B. Members in all other classes may attend membership meetings and participate in debates, but shall not vote.
- C. Members in all other classes shall be ineligible to hold office or serve on committees except in an advisory capacity.

SECTION 3. – Application for Membership

Membership shall be granted by AAOHN. A written application submitted to the national office is required for all classes of membership.

- A. The state chapter shall have thirty (30) days to challenge a member.
- B. If a member's application is challenged, the final review and approval shall be the sole discretion of the AAOHN Board of Directors.

SECTION 4. – Dues

- A. Annual dues are payable January 1st.
- B. Each member shall send annual dues of AAOHN and NAOHN to the national office. Chapter dues shall be sent monthly by the national office to each chapter.
- C. New members joining after June 30, shall pay half a year's dues for the balance of the first calendar year of membership.
- D. The Board of Directors may change dues for all classes of membership and any change must be approved by a two-thirds (2/3) vote of the Board of Directors.

SECTION 5. – Forfeiture of Membership

Membership shall be automatically terminated:

- A. for not meeting membership criteria; or
- B. for non-payment of dues.

SECTION 6. – Reinstatement

- A. A former member who forfeited membership for non-payment of dues may be reinstated:
 - 1. during the year of forfeiture by payment of current dues.
 - 2. after the year of forfeiture, by application as a new member and payment of current dues.
- B. A former member who forfeited membership for any other reason may apply as a new member, pay the current dues and meet the requirements then in force.

SECTION 7. – Access to Records

Consistent with legal requirements, a member may inspect the books and records of NAOHN for any proper purpose upon reasonable notice.

ARTICLE IV.

Board of Directors

SECTION 1. – Composition

The Board of Directors shall be comprised of the elected Officers and elected Directors.

SECTION 2. – Duties

The duties of the Board of Directors shall be:

- A. establish mission and goals
- B. transact the general business and affairs of NAOHN
- C. adopt an annual budget;
- D. designate the place of deposit for money;
- E. recommend to membership any proposed changes in state dues structure;
- F. fill any vacancy, except that of the president, by ballot vote;
- G. fill any vacancy on the Nominating Committee;
- H. approve presidential appointments;
- I. appoint Election Tellers and Chairman of Tellers;
- J. process all complaints or requests;
- K. initiate proceedings for the removal of an officer for misconduct or neglect of duty in office, using due process procedures as outlined in the Robert's Rule of Order (Newly Revised) or the corporate code of an incorporated chapter;
- L. establish advisory councils if and when deemed necessary;
- M. determine time and place for annual meeting;
- N. adopt the necessary standing rules and policies to implement these bylaws.

SECTION 3. – Meetings

- A. Regular meetings of the Board of Directors shall be held at least four (4) times yearly.
- B. Special meetings of the Board of Directors:
 - 1. may be called by the President.
 - 2. shall be called by the President upon written request of ~~twelve (12)~~ of the members of the Board of Directors.
 - 3. may be held with at least 24 hours prior notice.
- C. Notices of all regular meetings of the Board of Directors shall be given within a reasonable amount of time.

- D. Meetings may be conducted through the use of any means of communication by which any or all Directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by this means is deemed to be present in person at the meetings.
- E. Quorum: majority of members of the Board of Directors, including the President or the Vice President, shall constitute a quorum at any meeting of the Board of Directors.

SECTION 4. – Officers

- A. Officers shall be the President, Vice-President, Secretary, and Treasurer
- B. Qualifications: To be eligible for election, candidates must be active members.
- C. Duties: The duties shall be such as are implied by the respective titles except as otherwise stated in these bylaws and more specifically include the following:
 - 1. The President shall
 - a. be the chief elected officer and official representative of NAOHN;
 - b. perform duties as set down in the bylaws or standing rules adopted by the Board of Directors;
 - c. appoint, subject to the approval of the Board of Directors, standing and ad hoc committees;
 - d. approve bills for payment, subject to limits prescribed by the Board of Directors;
 - e. establish policies to ensure proper accounting procedures are followed;
 - f. submit a written report at the annual meeting;
 - g. submit to the AAOHN office written reports as requested by AAOHN;
 - h. notify AAOHN in writing of the election or change of officers within 30 days.
 - 2. The Vice President shall
 - a. in the absence of the President, assume the duties of the President;
 - b. succeed to the office of president for the unexpired term in the event of a vacancy in that office;
 - c. assume other duties assigned by the bylaws, standing rules or Board of Directors.

3. The Secretary shall
 - a. prepare the minutes of all meetings of NAOHN and the Board of Directors;
 - b. conduct the general correspondence;
4. The Treasurer shall
 - a. deposit all monies belonging to the chapter in a bank approved by the Board of Directors;
 - b. keep itemized records of receipts and disbursements and book of accounts;
 - c. pay all bills approved by the President;
 - d. submit the books and records every 2 years for an independent review by an external party appointed by the Board of Directors;
 - e. submit an annual financial report at the annual meeting;
 - f. submit a written report at each meeting of the Board of Directors and NAOHN Membership.

D. The directors shall perform such duties as shall be assigned by the President or the Board of Directors.

E. All officers shall deliver to their successors all books, papers, and other property belonging to the chapter, within (30) days after completion of term of office.

SECTION 5. – Directors

There shall be four (4) Directors.

SECTION 6. – Term of Office

- A. The term of office for Officers shall be two (2) years or until a successor has been elected and assumes office.
- B. The term of office for Directors shall be two (2) years or until their successors have been elected and assume office.
- C. The Board of Directors shall assume office on July 1.
- D. No member of the Board of Directors may serve more than two (2) consecutive terms in the same office or as a Director.
- E. Any part of a term in excess of twelve (12) months for Officers or Director shall be considered a term in deciding eligibility for election or re-election.

SECTION 7. – Vacancy in Office

- A. A vacancy in the office of President shall be filled by the Vice President.
- B. Any other vacancy shall be filled by ballot vote of the Board of Directors.

ARTICLE V.

NOMINATIONS AND ELECTIONS

SECTION 1. – Nomination Committee

- A. Composition: The Nominating Committee shall be composed of three (3) members elected by the members.
- B. Chairman: The candidate receiving the highest number of votes shall be chairman.
- C. Qualifications: A member shall have been a member of NAOHN for no less than one (1) year.
- D. Term: Members shall serve two (2) years or until their successors are elected and shall not be eligible for immediate re-election.
- E. Vacancy: Should a member of the Nominating Committee become a nominee for Office or Director, that person shall resign. Any vacancy on the Nominating Committee shall be filled by the Board of Directors with the candidate who received the next highest number of votes, if available. If the member is unable to serve, the vacancy shall be filled by a ballot vote of the Board of Directors.
- F. Duties:
 - 1. Chairman of the Committee on Nominations and the Chairman of Tellers shall obtain an accurate list of voting members.
 - 2. The committee shall request that members recommend the names of candidates for each elective position.
 - 3. The committee shall consider the qualifications of all candidates proposed by the membership or by members of the Nominating Committee and shall select nominees for each office and director and vacancy on the Nominating Committee.
 - 4. The consent of all persons whose names appear on the ballot shall be secured.
 - 5. A ballot shall be prepared with the placement of names chosen by lot, and mailed with voting instructions to each active member;
 - 6. Notify all officers of their election and all committees of their appointments.

SECTION 2. – Ballot

- A. In odd numbered calendar years, the ballot shall contain nominees for:

1. President
2. Treasurer
3. Two (2) Directors – One for Program Development and one for Public Relations (web-site management)
4. Two (2) members of the Nominating Committee

B. In even numbered calendar years, the ballot shall contain nominees for:

1. Vice President
2. Secretary
3. Two (2) Directors - One for Program Development and one for Membership/Bylaws.
4. One member of the Nominating Committee.

C. No member shall be a candidate for more than one (1) position.

SECTION 3. – Elections

A. All elections shall be by ballot prepared by the Nominating Committee.

1. The ballot, together with directions and the accompanying documents of each candidate shall be mailed at least sixty (60) days before the annual meeting.
2. The sealed official envelope containing the marked ballot shall be mailed to the Chairman of Tellers not later than twenty (20) days before the annual meeting.

B. The Nominating Committee shall obtain an official roster of members eligible to vote.

B Tellers: The Board of Directors shall appoint two (2) Tellers and the Chairman of Tellers at least sixty (60) days before the annual meeting.

C The sealed ballots shall be counted prior to the meeting. The full report of the Tellers shall be read at the annual meeting.

D. Decision: A plurality vote shall elect. In the event of a tie vote, a decision shall be determined by lot.

E. Ballots shall be retained for six (6) months.

ARTICLE VI.

Meetings

SECTION 1. – Annual Meeting:

A. There shall be an Annual meeting, which shall be held at such time and place as shall be determined by the Board of Directors.

B. Cancellation of Annual Meeting: In the event of an emergency, the Board of Directors by two-thirds (2/3) vote may cancel or reschedule the Annual Meeting. All members shall be notified of the cancellation or rescheduling and the results of the election.

SECTION 2. – Special Meetings

Special meetings may be called by the President upon written request of at least two-thirds (2/3) of the membership.

SECTION 3. - Notices

Notices of all meetings of the membership shall be communicated at least thirty (30) days before the date of the meeting.

SECTION 4. – Quorum

Majority of active members, including two (2) officers, one of whom shall be the President, or Vice President shall be a quorum.

SECTION 5. – Official Record

An official record of the meeting will be made.

ARTICLE VII.

Committees

SECTION 1. – Standing Committees

Committees shall be established and appointed by the President with approval by the Board of Directors.

SECTION 2. – Ad Hoc Committees

Ad Hoc committees may be appointed as authorized by the general membership or the Board of Directors.

SECTION 3. – Ex-Officio Members

The President shall be an ex-officio member of all committees, except the Nominating Committee.

SECTION 4. – Quorum

The quorum for any committee shall be a majority of the committee.

ARTICLE VIII.

Parliamentary Authority

Robert's Rules of Order (Newly Revised), shall govern the proceedings of this chapter, in all cases not provided for in these bylaws or in the standing rules or policies.

ARTICLE IX.

Indemnification

The Chapter shall indemnify and save harmless directors, officers, employees and agents to the maximum extent possible under the laws of the State of Nebraska.

ARTICLE X.

Mandatory Reporting

According to the Uniform Credentialing Act (<http://www.hhs.state.ne.us/crl/statutes/statutes.htm>), loss of membership in a professional organization (NAOHN) due to alleged incompetence, negligence, impairment or unethical or unprofessional conduct must be reported to the Nebraska Department of Health and Human Services, Division of Public Health, Office of Professional and Occupational Investigations, at <http://www.dhhs.ne.gov/reg/INVEST-P.htm>, (Michael Grutsch, DHHS Division of Public Health Investigations, 1033 O St Ste 500, Lincoln NE 68508, 402-471-0175, Investigations.POL@dhhs.ne.gov).

ARTICLE XI.

Amendments These bylaws may be amended, at any annual meeting or special meeting by a two-thirds (2/3) vote of the members present and voting, provided that the proposed amendments shall have been approved by the Board of Directors and mailed to each voting member at least (30) days in advance.

Revised: 02/27/2000, 01/21/1999, 02/1990, 10/1989, 09/1986, 11/1985, 08/1985, 09/1984, 11/1982

Last Revised: 06/04/10