

BYLAWS

ARTICLE I NAME

The name of this association shall be the Southern California Association of Occupational Health Nurses, Inc. (SCAOHN), a chapter of the American Association of Occupational Health Nurses (AAOHN), Inc.

ARTICLE II PURPOSE

The purposes of SCAOHN are :

1. Constitute the local professional association of registered (Licensed) nurses engaged in the practice of occupational and environmental health nursing;
2. Promote and/or provide lifelong learning opportunities in occupational and environmental health for members;
3. Maintain the integrity and character of the nursing profession;
4. Promote scope of practice and standards for occupational and environmental health nurses improve population-focused nursing services;
5. Advance the profession through discussion of issues in the field of occupational and environmental health nursing;
6. Participate in the process of monitoring and influencing state legislation and regulations;
7. Promote occupational and environmental health nursing through local communications activities;
8. Provide opportunities to develop chapter leadership skills; and
9. Do within the limits of the law all things necessary, proper, incidental, suitable, useful and conducive to complete accomplishment of the foregoing purposes.

ARTICLE III MEMBERSHIP

SECTION 1. Classes of Membership

- A. Active
 1. A Licensed 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 due to hardship.
 4. Inactive status must be renewed annually and may be maintained for a maximum of three years.
- B. Retired
A member retired from occupational and environmental health.
- C. Affiliate
 1. A Licensed 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.
- E. Honorary
Honorary membership shall be conferred upon a past president upon retirement from employment in occupational health nursing and other occupational health nurses selected by the Board of Directors for outstanding service to the organization and/or the profession. A two-thirds (2/3) vote of the Board of Directors shall be required for confirmation of Honorary membership.

SECTION 2. Rights and Privileges

- A. Active members and life members shall have full rights and privileges of membership.
- B. Members in all other classes:
 1. May attend membership meetings and participate in debate but shall not vote.
 2. Shall be ineligible to hold office (or serve on committees) except in an advisory capacity.
 3. Members in all classes may serve on committees.
- C. Honorary members shall not pay local dues.
- D. Members who have retired from occupational health and who are not practicing nursing have the option to belong to only local and/or state association.

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, except honorary and life.

1. If a member's application is challenged, final review and approval shall be the sole and absolute discretion of the AAOHN Board of Directors.

SECTION 4. Dues

- A. Annual dues of members are payable on a 12 month rolling cycle.
- B. Each member shall send annual dues of AAOHN and SCAOHN to the national office.
- C. A change in the dues structure for any class of membership shall, upon recommendation to the Board of Directors, be submitted to the members at a regular or special meeting. Notice of such recommendation shall be sent to each member with the call to the meeting. Approval shall be by a two-thirds (2/3) vote.

SECTION 5. Transfer of Membership

- A. A member who wishes to transfer from SCAOHN to another AAOHN chapter shall notify the AAOHN Membership Department directly.

- B. Any member of another AAOHN constituent association who wishes to join SCAOHN will be given courtesy membership in SCAOHN for the remainder of the member's dues period after AAOHN has made the appropriate changes in the member's computer records and notified SCAOHN.

SECTION 6. Forfeiture of membership

- A. Membership shall be automatically terminated:
 - 1. for not meeting membership criteria; or
 - 2. for non-payment of dues.

SECTION 7. 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 shall apply as a new member, pay the current dues and meet the requirements then in force.

SECTION 8. Access to Records.

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

**ARTICLE IV
BOARD OF DIRECTORS**

SECTION 1. Board of Directors

The officers shall be composed of the elected officers and elected Directors.

SECTION 2. Duties

The duties of the Board of Directors shall be to:

- A. Establish the mission and goals of SCAOHN.
- B. Transact the general business and affairs of SCAOHN.
- C. Adopt an annual budget.
- D. Designate the place of deposit for money.
- E. Recommend to membership any proposed changes in dues structure.
- F. Consider and vote on applications for members.
- G. Fill any vacancy except that of President, by ballot vote.
- H. Approve Presidential appointments.
- I. Appoint election Tellers and Chairman for Tellers.
- J. Process all complaints on requests for disciplinary action against a member.
- K. Remove any member of any committee or any office for good cause – a hearing shall be held following the same procedure described for disciplinary action against a member.
- L. Determine time and place for annual meeting.

SECTION 3. Meetings

- A. Regular meetings for the Board of Directors shall be held nine (9) times yearly preceding all membership meetings.

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 three (3) or more of the Board of Directors

C. All members of the Board of Directors shall be notified not less than seven (7) days before the date of the board meeting.

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 meeting. At least five (5) members must participate in such action. A report of any action taken shall be verified and made a part of the minutes of the next board meeting.

E. Quorum

Five (5) of the members of the Board of Directors, including the President or the Vice President shall constitute a quorum at any meeting of the Board.

SECTION 4. Term of Office

- A. The term of office shall be for two (2) years or until the successor has been elected and assumes office.
- B. No officer may serve more than two (2) consecutive terms in the same office, except the Treasurer whose eligibility for reelection shall not be limited.
- C. Any part of a term in excess of twelve (12) months shall be a term in deciding eligibility for reelection.
- D. The absence of any member of the Board of Directors from more than two (2) consecutive sessions of the Board of Directors without sufficient reason as determined by the majority of the entire Board, shall be considered a resignation from the elected office.
- E. Chapter officers shall assume office January 1.

SECTION 5. Vacancy in Office

- A. A vacancy in the office of President shall be filled by the Vice President.
- B. A vacancy in the office of Vice President and any other vacancy shall be filled by a ballot vote of the Board of Directors from at least two (2) nominees provided by the Committee on Nominations.

SECTION 6. Officers

The officers shall be President, Vice President, Treasurer and Secretary.

SECTION 7. Qualifications

To be eligible for election candidates must be active members and for President shall have served a minimum of one (1) term as a member of the Board of Directors within the last five (5) years.

SECTION 8. Duties

The duties shall be as such as are implied by the respective titles except as otherwise stated in these bylaws and more specifically shall include the following:

- A. The President shall:
 - 1. Be the chief executive officer and official representative of SCAOHN.
 - 2. Perform duties as set down in the bylaws or standing rules adopted by the Board of Directors.
 - 3. Appoint, subject to the approval of the Board of Directors, all Standing and Ad Hoc Committees.
 - 4. Approve bills for payment, subject to limits prescribed by the Board of Directors.
 - 5. Sign all checks in the absence of the Treasurer.
 - 6. Submit a written report at the annual meeting.
 - 7. Submit to the AAOHN office written reports as requested by AAOHN.
 - 8. Notify AAOHN in writing of the election or change in officers within 30 days.
- B. The Vice President shall:
 - 1. In the absence of the President, assume the duties of the President.
 - 2. Succeed to the office of President for the unexpired term in the event of a vacancy in that office.
 - 3. Assume other duties assigned by the bylaws or standing rules, or the Board of Directors.
- C. The Treasurer shall:
 - 1. Be the Chairman of the Finance Committee.
 - 2. Deposit all monies belonging to this association in a bank approved by the Board of Directors.
 - 3. Keep itemized records of receipts and disbursements and book of accounts.
 - 4. Pay all bills approved by the President.
 - 5. Submit an annual financial report to the annual meeting.
 - 6. Work with Membership Chair to keep accurate membership records using the AAOHN Membership database.
 - 7. Submit a written report at each meeting of the SCAOHN Board of Directors.
- D. The Secretary shall:
 - 1. Record the minutes of all meetings of SCAOHN and of the Board of Directors.
 - 2. Conduct the general correspondence as directed by the Board of Directors.
- E. All officers shall deliver to their successors all books, papers, and other property belonging to the association, within thirty (30) days after completion of term of office.

SECTION 9. Directors

There shall be minimum of 3 Directors

ARTICLE V

NOMINATIONS AND ELECTIONS

SECTION 1. Committee on Nominations (*thereafter the Committee*)

- A. Composition.

1. Committee shall be composed of two (2) members assigned by the President, with approval of the Board of Directors.

B. Duties

- 1. The Committee shall request that members recommend the names of candidates for each elective position. If none are obtained, the Committee shall contact members and ask if they wish to run.
- 2. The consent of all persons whose names are to appear on the ballot shall be secured.

SECTION 2. Ballot

- A. Names of all qualified nominees shall be placed on the ballot.
- B. No member shall be a candidate for more than one (1) position.
- C. In the event that a member is nominated and qualifies for more than one (1) position, the member shall select an office.

SECTION 3. Elections

- A. All elections shall be held annually and a emailed ballot prepared by the Committee on Nominations.
 - 1. In even numbered calendar years, the ballot shall contain nominees for the office of:
 - a. President
 - b. Vice President
 - c. Two (2) Directors
 - 2. In odd numbered years the ballot shall contain nominees for the office of:
 - a. Treasurer
 - b. Three (2) Directors
 - c. Secretary
 - 3. A ballot shall be prepared with the placement of names chosen by lot.
 - 4. The ballot, together with directions and the accompanying documents of each candidate shall be emailed..
- B. Tellers
 - 1. The Nominations Committee shall serve as the Tellers.
 - 2. The Nominating Committee shall obtain an official roster of members eligible to vote from the AAOHN website.
- C. The results and full report of the Tellers shall be read at the September meeting.
- D. Vote Requirement
 - A plurality vote shall elect. In the event of a tie vote, a decision shall be determined by lot by the Teller committee.

**ARTICLE VI
MEETINGS**

SECTION 1. Annual Meeting

There shall be an annual meeting held at such time and place as shall be determined by the Board of Directors.

A. Cancellation of Annual Meeting

In the event of a national emergency, the Board of Directors by a two-thirds (2/3) vote in meeting, may cancel the annual session. All members shall be notified of the cancellation or rescheduling and the results of the election by email.

SECTION 2. Special Meetings

Special meetings may be called by the President upon written request of fifteen (15) members.

SECTION 3. Notices

Notices of all meetings of the membership shall be emailed and posted to the web site.

SECTION 4. Quorum

Ten (10) active members, including two (2) officers, one of whom shall be the President, or Vice President, shall constitute a quorum of all meetings of the membership.

SECTION 5. Regular Meetings

- A. Regular meetings of SCAOHN shall be the third Wednesday of each month, during the months of September through May of each year.
- B. The date of a regular meeting may be changed by a majority vote of the Board of Directors.

SECTION 6. Official Record

An official record of the meetings will be made.

**ARTICLE VII
COMMITTEES**

SECTION 1. Standing Committees

- A. The Board of Directors shall create the necessary standing committees to carry the goals and objectives, and all programs of work of this chapter.
- B. All members of the Finance Committees shall be members of the Board of Directors.
- C. Detailed duties and procedures shall be set down in the Policy and Procedure manuals.

SECTION 2. Ad Hoc Committee

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 Committee on Nominations.

SECTION 4. Quorum

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
AMENDMENTS**

SECTION 1. 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, providing that the proposed amendments shall have been approved by the Board of Directors and emailed to each voting member.

SECTION 2. These bylaws may be amended at any annual meeting or special meeting without previous notice, by a ninety-nine percent (99%) vote of all members present and voting, providing the proposed amendments shall have been approved by the Board of Directors.

SECTION 3. Any amendment to the AAOHN bylaws proposed at any Annual Session and adopted by the membership via ballot vote which directly relates to the business of this local chapter shall automatically and immediately effect the necessary amendments of these bylaws.

SECTION 4. No bylaws shall be effective until approved by the Board of Directors of the American Association of Occupational Health Nurses (AAOHN), Inc.

Revised June 2014

SCAOHN

Southern California Association of Occupational Health Nurses, Inc.
<http://www.scaohn.org>