

American Association of Occupational Health Nurses

Chapter Organization

- The chapter may have at a minimum a President and Treasurer/Secretary. Optional officers include First-Vice-President, President-Elect, etc. Chapter officers, their duties and terms of office, may be similar to those set forth in the Association's bylaws. Additional board members, committee chairs, etc. may be added as Directors, depending on the size of the chapter and its needs. The officers and the Directors shall comprise the Governing Board. An odd number of voting Board members ensures fair voting outcomes.
- There may be a Nominating Committee which shall compile nominations for a slate of officers and board members. Officer and Board members may serve a minimum of one year and shall be elected by an affirmative vote of the majority of the ballots cast.
- Terms of office may be staggered so that all officers and board members do not begin and end their terms at the same time.
- The number and types of committees shall be designed to meet the chapter's needs. The chapter shall define the purpose and responsibilities of the committees. Suggestions for chapter committees include nominating, bylaws, program, fund raising, and newsletter.
- The chapter may hold meetings on a periodic basis for the purpose of transacting business and presenting educational programs. *Chapters may not sponsor a conference within two weeks before or after the national annual conference.*
- Chapters can determine their own fiscal year period; however, a calendar year fiscal year is recommended as annual reports are based on a calendar year.
- The following records of each chapter shall be kept according to the regulations of the state in which they are incorporated:
 - Minutes of all Governing Board meetings
 - Minutes of all general membership meetings
 - Program offerings and attendance
 - Checkbooks, account statements, receipt books, audit reports, annual financial reports, tax submissions, and any other items of a fiscal nature
 - Membership lists including name, address, and contact information
 - Chapter activity reports