



American Association of Occupational Health Nurses Bylaws

ARTICLE I NAME

The name of this association shall be the American Association of Occupational Health Nurses, Inc. (AAOHN).

ARTICLE II PURPOSE

The purposes of AAOHN are to:

1. Constitute the professional association of licensed nurses engaged in the practice of occupational and environmental health nursing;
2. Promote and provide lifelong learning opportunities in occupational and environmental health for members;
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 to improve population-focused nursing services;
5. Advance the profession through discussion of issues in the field of occupational health 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 legislation and regulations;
7. Stimulate occupational and environmental health nurse participation in all activities within AAOHN and its constituencies; and,
8. Do within the limits of the law all things necessary, proper, incidental, suitable, useful, and conducive to complete the accomplishments of the foregoing purposes.

ARTICLE III MEMBERSHIP

Section 1 Classes of Membership

A. Regular (Active)

1. A licensed nurse currently engaged in occupational and environmental health impacting the health and well-being of worker populations.

2. Regular (Active) members shall have all rights and privileges of membership including voting, holding AAOHN office, serving on AAOHN committees or panels (e.g., CNE review panel).
3. A regular (active) member may apply for inactive status if the member has temporarily left the field of occupational and environmental health due to hardship.
4. Regular (Active) members may participate in local, state and regional chapters as supported by local, state and regional chapter bylaws.

B. Inactive

1. A licensed nurse who temporarily changed their engagement in occupational and environmental health (e.g. hardship or employment status change).
2. Inactive members will have voting rights but are not able to hold AAOHN office.
3. Inactive status is only available for one year. (A member who faces a hardship may apply for this status when it is time to renew his or her membership. It is only good for one year; after that if the member is still not employed in OHN, then he or she may choose to renew as an Affiliate Member.)

C. Retired

1. A previously regular (active) member; now retired but continues to be interested in occupational and environmental health and supports the purposes of AAOHN.
2. Retired members have voting status in AAOHN, may not hold an elected AAOHN office, but may serve as a committee or panel member.
3. Retired members may participate in local, state and regional chapters as supported by local, state and regional chapter bylaws.

D. Affiliate

1. A licensed nurse not eligible for regular (active) status, but interested in the field of occupational and environmental health and the purposes of AAOHN.
2. Individuals who are not licensed nurses but who are engaged in the field of occupational and environmental health or are interested in the purposes of AAOHN.
3. Affiliate members have no national voting privileges, but may serve as a committee or panel member.
4. Affiliate members may participate in local, state and regional chapters as supported by local, state and regional chapter bylaws.

E. International

1. A licensed nurse currently engaged in occupational and environmental health impacting the health and well-being of worker populations, who is a citizen of and resides in a country besides the U.S., U.S. Territories and Canada.
2. International members have no national voting privileges, but may serve as a committee or panel member.
3. International members may participate in local, state and regional chapters as supported by local, state and regional chapter bylaws.

F. Student

1. A licensed nurse enrolled as a student in a program of study related to occupational and environmental health.
2. A student in a nursing program with interest in occupational and environmental health.
3. Student members have national voting privileges but are not eligible to hold AAOHN office and may serve as a committee or panel member.
4. Student members may participate in local, state and regional chapters as supported by local, state and regional chapter bylaws.

G. Life

1. Life membership shall be conferred upon AAOHN past presidents at the completion of their terms of office.
2. Life members shall not pay dues.
3. Life members have all regular (active) member rights.

H. Honorary

1. Honorary membership may be conferred upon an individual selected by the Board of Directors for outstanding service to AAOHN and/or the profession of occupational and environmental health nursing. A majority vote of the Board of Directors shall be required for confirmation of Honorary Memberships.
2. Honorary members shall not pay dues and have no member benefits.

Section 2

Regular (Active), Inactive, Retired, Affiliate, International, Student and Life members who reside or work in the area of a local, state, or regional chapter may be members of those chapters. If more than one chapter exists in an area, the membership may be in the chapter or chapters of the member's choice.

Section 3 Applications for Membership

Applications for membership shall be granted by AAOHN. An application submitted to the National Office is required for all classes of membership, except honorary.

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

Section 4 Dues

- A. Dues are revolving on a 12-month basis and collected by AAOHN.
- B. Each member shall send National Dues and Chapter Dues to AAOHN National Office.
- C. Chapter dues shall be sent by AAOHN to each chapter.
- D. The Board of Directors may change dues for all classes of membership and any change must be approved by a majority 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 Disciplinary Action

- A. The Board of Directors may censure, suspend, expel, or otherwise discipline any member of AAOHN for violation of the Code of Ethics, the purposes of AAOHN, these bylaws, or other causes deemed sufficient by the Board of Directors.
- B. Disciplinary Procedures
 - 1. The member shall receive 30 days' prior written notice of proposed expulsion, suspension, or termination and the reasons therefore sent by certified mail.
 - 2. The member shall have an opportunity to be heard, orally or in writing, not less than five days before the effective date of action, by the Board of Directors
 - 3. Any disciplinary action shall require a majority vote of the Board of Directors.

Section 7 Reinstatement

A former member who forfeited membership may be reinstated by applying as a new member, paying the current dues, and meeting the requirements then in force.

Section 8 Access to Records

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

ARTICLE IV CHAPTERS

Section 1 Formation

- A. Chapters
 - 1. A chapter may be formed by at least fifteen (15) AAOHN members.
- B. Regional Chapters
 - 1. A regional chapter may be formed by chapters in one of the AAOHN established regions.
 - 2. The name of the regional chapter shall be the name of the AAOHN established region.

- C. Designations: A local, state, or regional chapter may be designated by the Board of Directors as a chapter of AAOHN if an application has been sent to the National Office on the official form and approved by the Board of Directors.

Section 2 Bylaws

- A. Chapters may follow AAOHN guidelines in writing their own bylaws.

Section 3 Responsibilities

- A. Submit to AAOHN National Office reports as requested by AAOHN.
- B. Notify AAOHN in writing of the election or change in officers within 30 days.
- C. Failure to submit the requested annual reports will result in withholding of chapter dues payments.

Section 4 Revocation of Designation

- A. If a chapter fails to comply with the purposes of AAOHN, the membership requirements, or for other cases deemed sufficient by the Board of Directors, the chapter's designation shall be revoked by a two-thirds vote of the Board of Directors, provided due notice has been given to such chapter at least three (3) months before the vote is to be taken, and the chapter has had an opportunity to be heard.
- B. A chapter may dissolve by notifying AAOHN in writing of their intent, including a report of intent to disperse funds.

Section 5 Reinstatement

A chapter whose designation has been revoked/dissolved may apply for reinstatement and may be re-designated as a chapter by a majority vote of the AAOHN Board of Directors.

ARTICLE V AAOHN BOARD OF DIRECTORS

Section 1 Composition

The Board of Directors shall be comprised of the elected Officers and elected Directors. The Executive Director is an ex-officio member without voting privileges.

Section 2 Duties

The duties of the Board of Directors shall be to:

- A. Ensure that the organization is both effective and prudent in accomplishing organizational goals;
- B. Authorize the formation of chapters and decide all membership appeals;
- C. Establish geographic boundaries of regions;

- D. Determine the time and place of AAOHN and Board of Directors meetings;
- E. Set membership dues

Section 3 Meetings

- A. Regular meetings of the Board of directors shall be held at least annually.
- B. Notices of all regular meetings of the Board of Directors shall be electronically transmitted at least five (5) days prior to the date of the meeting.
- C. 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 four (4) members of the Board of Directors;
 - 3. may be held with at least twenty-four (24) hours prior notice.
- 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. A report of any action taken shall be verified and made a part of the minutes of the next Board of Directors meeting.
- E. Quorum: A majority of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

Section 4 Officers

- A. The officers shall be the President, President-elect and Secretary.
- B. Qualifications: To be eligible for election, candidates for President, President-elect and Secretary shall have served a minimum of two (2) years as a Director within the preceding five (5) years.
- C. Duties: The duties shall be such as are implied by the respective titles except as otherwise stated in these bylaws and more specifically shall include the following:
 - 1. The President shall:
 - a. be the chief governance officer and be accountable for the integrity of the Board's governance;
 - b. perform duties as assigned by the bylaws and governance policies accepted by the Board of Directors.
 - 2. The President-elect shall:
 - a. automatically succeed to the office of President after a two-year term;
 - b. in the absence of the President, assume the duties of the President;
 - c. assume other duties assigned by the bylaws, governance policies or Board of directors;
 - d. Succeed to office of President in accordance with provisions in Section 7. A. in event of vacancy of that office.
 - 3. The Secretary shall be responsible for the integrity of the Board's documents.

Section 5 Directors

The Directors shall consist of (5) five Directors, three (3) elected from each region and two (2) at-large. No more than (2) two Directors can represent each region.

Section 6 Terms 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 three (3) years or until their successors have been elected and assume office.
- C. The term of office shall begin at the close of the Annual Business Meeting in the year of their election.
- 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 Officer or eighteen (18) months for Director shall be considered a term in deciding eligibility for election or re-election.
- F. The absence of any member of the Board of Directors per the Policies and Procedures without sufficient reason, as determined by the majority of the entire Board, shall be considered a resignation from the elected office.
- G. If an Officer or Director shall become ineligible for office, the Officer or Director shall submit a resignation to the Board of Directors.
- H. Any Officer or Director may be removed from office for just cause by a majority vote of the Board of Directors.

Section 7 Vacancy in Office

- A. A vacancy in the office of President shall be filled by the President-elect.
- B. A vacancy in the office of President-elect who has served less than twelve (12) months will be filled by membership vote in the next election. If the President-elect has served twelve (12) months or more in office, the Board of Directors shall elect a president-elect pro tem who shall serve until an election is conducted in accordance with provisions in the procedure manual.
- C. A vacancy in the office of Secretary shall be filled by the Board of Directors with an election by ballot vote. The nominee(s) shall be current member(s) of the Board of Directors.
- D. A vacancy in the office of Director shall be filled by a ballot vote of the Board of Directors with a member from the region where the vacancy occurred or if the vacancy occurred with a member at-large, by a ballot vote of the Board of Directors with any qualified candidate.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1 The AAOHN Board of Directors shall provide oversight of the nominations and elections process according to policies and procedures.

Section 2 Leadership Succession Committee

- A. The Leadership Succession Committee shall be comprised of at least three (3) and no more than five (5) members appointed by the AAOHN Board of Directors. AAOHN Board of Directors shall not be eligible to serve on the committee.
- B. The Chair shall be the Immediate Past President of the AAOHN Board of Directors.
- C. Members shall serve staggered (odd & even years) two (2) year terms or until their successors are appointed and shall not be eligible for immediate re-appointment.
- D. Should a member of the Leadership Succession Committee become a nominee for office, that person shall resign from the Leadership Succession Committee.
- E. A vacancy on the Leadership Succession Committee shall be filled via appointment by the Board of Directors to complete the unexpired term.:

Section 3 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 a position.

Section 4 Elections

- A. Elections shall be established by the Board of Directors.
 - 1. The ballot shall be prepared by the Leadership Succession Committee and approved by the Board of Directors.
 - 2. The Board of Directors shall be comprised of one (1) President, one (1) President-elect, one (1) Secretary, and five (5) Directors.
- B. Method for voting will be determined by the AAOHN Board of Directors.
- C. Vote Requirement: A plurality vote shall elect. In the event of a tie, a decision shall be determined by a majority vote of the Leadership Succession Committee.
- D. The ballots shall be retained for three (3) months.

ARTICLE VII MEETINGS OF MEMBERS

Section 1 Annual Business Meeting

There shall be an Annual Business Meeting, which shall be held each year at such time and place as determined by the Board of Directors.

- A. Cancellation of the Annual Business Meeting
 - 1. In the event of an emergency, the Board of Directors by a majority vote may cancel the Annual Business Meeting.

2. All members shall be mailed and/or electronically transmitted notification of the cancellation and the results of any election or bylaws amendments.

Section 2 Special Meetings

Special meetings may be called by the President and shall be called by the President upon written request of a majority of the chapters.

Section 3 Notices

Members shall be notified at least thirty (30) days before the date of all meetings of the membership.

Section 4 Quorum

At all meetings of the membership a simple majority of voting members present, including one officer who shall be the President or the President-elect, shall constitute a quorum.

Section 5 Meeting Business

- A. The only matters which may be voted on are those matters described in the notice of the meeting.
- B. New business will be submitted to the Secretary two (2) weeks prior to the date of the Annual Business Meeting.

Section 6 Official Record

An official record of the meeting will be made.

ARTICLE VIII COMMITTEES

Section 1

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

Section 2 Ex-Officio Members

The President and the Executive Director shall be ex-officio members of all committees, except the Leadership Succession Committee. The Executive Director shall not have voting privileges.

Section 3 Quorum

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

**ARTICLE X
OFFICIAL PUBLICATIONS**

The official publications of AAOHN shall be determined by the Board of Directors.

**ARTICLE XI
OFFICIAL LOGO AND SEAL**

The official logo and seal may be used or changed only upon approval of the Board of Directors.

**ARTICLE XII
PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the proceedings of AAOHN in all cases not provided for in these bylaws, standing rules, policies, or other legal requirements such as the Georgia Non-Profit Corporation Code.

**ARTICLE XIII
INDEMNIFICATION**

The Association shall indemnify and save harmless Directors, Officers, employees, and agents to the maximum extent possible under the laws of the State of Georgia. The provisions of the Georgia Nonprofit Corporation Code are incorporated by reference into these bylaws.

**ARTICLE XIV
AMENDMENTS**

- A. These bylaws may be amended by voting members. Bylaws amendments that receive an affirmative majority vote of the votes cast will become effective immediately upon certification of the voting results.
- B. Proposed amendments shall have been approved by the Board of Directors.
- C. A copy of the proposed amendments shall be sent to voting members at least thirty (30) days in advance of the vote.