

Carolinas Council
Of periOperative
Registered Nurses

Bylaws

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Carolinas Council of periOperative Registered Nurses

Bylaws

Approved: September 23, 2006

Revised: September 13, 2006, October 29, 2011, October ** 2018, January **2025

Article I

Name

The name of this professional organization is the Carolinas Council of Perioperative Registered Nurses, also known as CCORN.

Article II

Mission, Purpose, Vision, and Values

Mission

- The Carolinas Council advocates for excellence in practice and safety in healthcare policy. We unite to empower perioperative nurses through professional collaboration, continuing education, and practice resources.

Purpose

- Establish and encourage open communication among the South Carolina and North Carolina AORN chapters and members-at-large.
- Monitor and disseminate information regarding state and local issues potentially impacting perioperative nursing.

Vision

- The Carolinas Council is the collective voice on issues impacting perioperative nurses and healthcare policy at the local, state, and national levels.

Values

- **Inclusivity**– maintain an intentional environment that lets all people in and welcomes them.
- **Innovation**– open to change and creative responses to strive for perioperative excellence.
- **Empowerment** – gives perioperative nurses a voice and power of representation.

Article III

Membership and Dues

Section 1 Overview

- A. Membership in the Carolinas Council is unrestricted by consideration of nationality, race, creed, color, lifestyle, sex, or age.
- B. Membership is voluntary for state AORN chapters.
- C. Members at Large are welcome.
- D. Each Chapter designates delegates and the authority, or limits of authority, to speak for that Chapter spelled out by Chapter policy.
- E. Chapters with current paid dues shall have four (4) votes. Voting is denied for Chapters with unpaid dues to CCORN

Section 2 Membership

The organization's membership consists of AORN chapter members, representative members, and associate members.

A. AORN Chapter Member

- 1) An AORN Chapter Member is a North and South Carolina AORN chapter member in good standing who wishes to participate.
- 2) CCORN notifies chapters in both states of the activities of the Carolinas Council.

B. Representative Members

- 1) Paid dues entitle the AORN chapter to two (2) representatives.
- 2) Each chapter representative has four (4) votes.
- 3) Only official representatives may vote.
- 4) The Council Board of Directors recommends that the Representative Members be the Chapter's current President and President-Elect.

C. Associate Members (either non-AORN members or Non-AORN Chapter members)

- 1) An associate member is any perioperative team member or member-at-large who wishes to participate and pays annual dues.
- 2) Associate members may attend meetings and participate in discussions but do not have any voting privileges.
- 3) Associate members will receive information on Council business regardless of meeting attendance.

Section 4 Dues

- A. The Board of Directors recommends annual membership dues, which are subject to ratification by the Membership.
- B. The fiscal year will be July 1 through June 30.
- C. Chapter membership dues will be an annual fee of \$1.00 amount is ratified per number of members as of January 1 of each fiscal year. Billing is in February, and dues are payable in March each year.
- D. Associate member dues (non-AORN members or non-AORN Chapter members) will follow the above schedule, and the yearly cost is \$20.
- E. The Council removes Associate Member names from the roster for failure to pay dues.

Article IV **Executive Committee**

Section 1 Overview

The Executive Committee of the Carolinas Council consists of the Council Chair, Council Chair-Elect, Secretary, and Treasurer. For elections and any business issues of the organization requiring a vote, each Member of the Executive Committee shall have one voice, one vote. This applies when they are also representing their respective Chapter as a delegate. A completed "willingness-to-serve" form determines eligibility for an appointment.

Section 2 Council Chair

- A. Serves as the official representative of the Council and presides at all the meetings of the Council and the Board of Directors.

- B. Approves all the communication to the Secretary to forward to the members.
- C. Solicits members for ad hoc committees or task forces.
- D. Assists with projects.
- E. Mentors the Chair-Elect.
- F. Appoint the Nominating Committee annually at the first meeting after assuming office.
- G. The term of office is two (2) years.

Section 3 Chair-Elect

- A. Prepared to serve specifically as Council Chair.
 - 1) If the Council Chair cannot fulfill responsibilities, assume the Council Chair's role.
 - 2) Observe and assist the Council Chair in preparation for the assumption of duties.
- B. Serves as the Chairperson of the Nominating Committee.
- C. Assists in hosting the Chapter to plan and coordinate Council meetings.
- D. The term of office is two (2) years.

Section 4 Secretary

- A. Maintains minutes of all business meetings of the Council and the Board of Directors. Notes expenses approved for payment.
- B. Sends minutes to the Council Chair for approval within thirty (30) days of the meeting.
- C. Post minutes to the Council website within thirty (30) days of the meeting.
- D. Keeps a current roster of meeting sign-in sheets and officers available at each meeting and emails the minutes to the Chair.
- E. Initiates other pertinent communication as requested by members/members of the Board of Directors.
- F. The term of office is two (2) years.

Section 5 Treasurer

- A. Monitors the fiscal affairs of the Council and provides reports and interpretation to the Membership and Board of Directors.
- B. Monitors and notifies the Chapter President at least thirty (30) days before the meeting of members denied voting status related to unpaid dues.
- C. Monitors and notifies the Council Chair at the beginning of the meeting of those Chapters that may vote, according to the status of unpaid dues.
- D. Accepts and pays bills following the proper procedure:
 - 1) Purchases over \$150 must have the approval of at least two members of the Board of Directors.
 - 2) Upon receiving the request, send payments. ?how savings account.
- E. Individuals may pay Council bills. approves expenses and submit a copy of the receipt for reimbursement.
- F. The term of office is two (2) years.

Article V **Board of Directors**

The Board of Directors comprises the Executive Committee and five (5) elected members. The Board of Directors has the power, authority, and responsibility to manage the affairs of the Council. The Board of Directors comprises the Executive Committee and five (5) elected members. The recent Council Chair shall serve as an ex-officio member of the Board for two (2) years. Complete a "willingness-to-serve" form and submit it for eligibility for an appointment.

Section 1 Elected Board of Directors members:

- A. The Board consists of five (5) members elected by ballot. Three (3) members are elected in even years and two (2) members are elected in odd years.
- B. Works in conjunction with the Executive Officers to manage the affairs of the Council.
- C. The boards are comprised of members from both states if attainable.
- D. The term of office is two (2) years.

- E. The Chair or at least four (4) members of the Board may request a special meeting of the Board of Directors.
 - 1) Four (4) members of the Board of Directors, two (2) of whom are members of the Executive Committee, shall constitute a quorum for a special meeting of the Board of Directors.
- F. For elections and any business issues of the organization requiring a vote, each Member of the Board of Directors shall have one voice, one vote. This applies when they are also representing their respective Chapter as a delegate.

Article VI **Nominating Committee**

Section 1 Overview

The Nominating Committee shall consist of three (3) members appointed by the Council Chair to formulate the slate of eligible candidates for office. Complete the "willingness-to-serve" form and submit it for appointment eligibility. The term of office is one (1) year.

Section 2 Duties

- A. Once appointed in the fall, members will prepare a ballot to present to the Membership before the spring meeting.
- B. The Chair-Elect shall serve as Chairperson of the Nominating Committee.

Article VII **Elections**

Section 1 Eligibility

To be eligible for elected Council office, a nominee must be an active member of the Council in good standing and willing to fulfill the responsibilities of the office. Complete a "willingness-to-serve" form and submit it for eligibility.

Section 2 Nominations

- A. Members willing to serve must submit a willingness-to-serve form to the Nominating Committee Chair.
- B. The committee presents Membership with a slate of candidates at the Spring meeting.

- C. During the presentation of the slate of candidates for elected office, nominations made from the floor must be eligible for office and submit a willingness-to-serve form.

Section 3 Elections

- A. The Executive Committee and Board of Directors are determined at the spring council meeting and elected by majority vote on a written ballot.
- B. If the election results in a tie, the choice is made by lot drawing.
- C. Any member holding elected office may not be a candidate for another office unless their current term expires at the next voting meeting.
- D. Newly elected officials will assume office at the spring election meeting.

Section 4 Term of Office

- A. The elected term for the Chair-Elect is every two (2) years.
- B. Election by ballot determines the Treasurer and three (3) members of the Board of Directors. Their terms are two (2) years in even years or until their successor has assumed office.
- C. The Secretary and two (2) members of the Board of Directors are elected on odd years for a two (2) year term or until their successor has assumed office.
- D. The term of office begins with the installation of officers, held at the spring meeting immediately following the election.
- E. No officer or Member of the Board of Directors shall serve more than two (2) consecutive terms in the same office.

Section 5 Vacancies

- A. Council-Chair: The Chair-Elect immediately assumes office.
- B. Chair-Elect: a vote of the Board of Directors from a slate of eligible members fills the vacancy.
- C. The Board of Directors fills all other vacancies.
- D. Filling a vacancy for an unexpired term of one (1) year or more deems the Member to have served one (1) term.

Section 6 Removal

- A. In the best interest of the Council, the Board and/or Membership may remove any elected official, regardless of the manner of election or appointment, upon a two-thirds affirmative vote of the quorum present of either the Board of Directors or the Membership.
- B. The elected official is offered an unprejudiced hearing before the Executive Officers and three (3) Council members chosen by the elected official in question.

Article VIII

Meeting

Section 1 Overview

- A. The Council shall meet three (3) times each year.
 - 1) AORN Global Surgical Conference and Expo Meeting: This is an information meeting for networking and recognition of the Perioperative Nurse of the Year. A formal business meeting will follow.
 - 2) Spring Meeting: This will be the annual combined educational and business meeting. The Council meetings will rotate among Chapters willing to co-host the event. If the conference is not held, a virtual meeting will be conducted.
 - 3) Fall Meeting: This will be a combined educational and business meeting called the Carolinas Perioperative Conference. If the conference is not held, a virtual meeting will be conducted.
- B. The Board will determine the time and place of the meetings.
- C. Meeting notices are posted online and disseminated to the Membership.
- D. The Council Chair, Board of Directors quorum, or membership quorum may call special meetings.
- E. Minutes of Council meetings shall be open to inspection by the Membership at the meetings.

Section 2 Quorum

- A. One-third of the delegates present from Chapters in good standing with Council dues, four (4) members of the Board of Directors, and two (2) members of the Executive Committee shall constitute a quorum of a business meeting. (Adopted: 09.23.2008).

- B. Conduct a roll call to establish a quorum at the beginning of the meeting.

Article IX

Parliamentary Authority

Section 1 Overview

In all cases not covered by these bylaws, the Council's parliamentary authority source is Robert's Rules of Order, the most current edition.

Article IX

Amendments

Section 1 Overview

- A. Members can make amendments to the Bylaws at any regular meeting. Submit proposed changes to the AORN Chapter President thirty (30) days before voting.
- B. Amendments to the Bylaws requires a quorum and a two-thirds vote of the members present.

Article X

Dissolution

If the Council should dissolve, the Council relinquishes all funds in the treasury to the AORN Foundation following payment of any outstanding debts.

Approved: September 23, 2006
Revised: September 13, 2008
Revised: October 29, 2011
Revised: October 2018

Carolinas Council of periOperative Registered Nurses

Policy Manual

Approved: September 23, 2006

Revised: September **,2008, April 16, 2011,

Meetings:

- A. The Council shall meet three (3) times yearly to conduct business. The spring meeting is within the states, the fall meeting is at the Carolinas Perioperative Conference, and a third meeting is during the AORN Expo.
- B. The Council shall have three annual meetings devoted to business and education.
- C. Each Chapter may send four (4) delegates to the business meetings. Chapters with current dues paid may vote.
- D. The business meeting minutes are distributed to the Chapter liaisons and Chapter presidents within 14 days after each Council meeting.
- E. The spring meeting holds elections of officers by written ballot. A plurality of the ballot elects the nominee. The Chair-Elect is elected on even years, serving two (2) years as Chair-Elect and the next two (2) years as Chair of the Council. The Treasurer and three (3) members of the Board of Directors have election in even years. The Secretary and two (2) members of the Board of Directors are elected in odd years.

Funding:

- 1. All funds accumulated by the Council will be placed in a savings account in a statewide bank under the name – Carolinas Council of periOperative Registered Nurses.
- 2. Whenever a Chapter sponsors a workshop in conjunction with the Carolinas State Council meeting, the first \$300 profit from the Spring workshop will be given to CCORN. Whenever a Chapter partners with the combined Council the first \$500 profit from the Fall conference will be given to CCORN.
- 3. The Treasurer will file the necessary financial reports.

4. There will be an audit of the financial status of the Council by two (2) persons, when a newly elected Treasurer assumes office. The out-going Treasurer will be present at the audit.
5. CCORN will be given a stipend of \$1000 to AORN Expo each Year for the Council Chair to attend.
6. Annual dues of \$1.00 per member per Chapter is due to CCORN in March of each year.
7. CCORN will award the Carolinas periOperative Nurse of the year recipient \$350.00. (Adopted 9.23.2006)

Policy/Meeting Rules Original – April 22, 1989

Original: June 2002

Adopted May 31, 2003 – Spring Council Meeting, Mooresville, NC

Revised: September 23, 2006 – Fall Council Meeting, Charleston, SC

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