

North Carolina Council Of perioperative Registered Nurses

Bylaws Manual

Approved and Revised August 2024

Table of Contents:

Article I: Name

Article II: Mission, Vision, and Values

Article III: Memberships and Dues

Article IV: Executive Committee

Section 1: Council Chair

Section 2: Chair-Elect

Section 3: Secretary

Section 4: Treasurer

Article V: Board of Directors

Article VI: Nominating Committee

Article VII: Elections

Section 1: Eligibility

Section 2: Nominations

Section 3: Elections

Section 4: Term of Office

Section 5: Vacancies

Section 6: Removal

Article IX: Meetings

Section 1: Meetings

Section 2: Quorum

Article X: Parliamentary Authority

Article XI: Amendments

Article XII: Dissolution

North Carolina Council of periOperative Registered Nurses

Bylaws

Approved: September 23, 2006, revised: September 13, 2008, revised: October 29, 2011, Revised: October,2018,
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Article I Name

The name of this professional organization is the North Carolina Council of periOperative Registered Nurses, also known as NCCORN.

Article II Mission, Vision, and Values

Mission

The North Carolina Council advocates for excellence in practice and safety in healthcare policy as we unite to empower perioperative nurses through professional collaboration, continuing education, and practice resources.

Vision

The North Carolina Council is the collective voice on issues that impact perioperative nurses and healthcare policy at the local, state, and national level.

Values

Inclusive – maintain an intentional environment of letting all people in and welcoming them.

Innovative – open to change and creative responses to strive for perioperative excellence.

Empower – giving perioperative nurses a voice and power of representation.

Article III Membership and Dues

A. Membership in the North Carolina Council is unrestricted by consideration of nationality, race, creed, color, lifestyle, sex, or age.

- B. Membership is voluntary for state AORN chapters.
- C. Each Chapter should designate delegates and the authority or limits of authority to speak for that Chapter spelled out by Chapter policy.
- D. Chapters with current paid dues shall have four (4) votes. Chapters with unpaid dues will not be allowed to vote.
- E. Members at Large are welcome.

Membership: Categories of membership in this organization are AORN chapter members, representative members, and associate members.

- A. AORN Chapter Members
 - 1. An AORN chapter member is a North Carolina AORN chapter that wishes to participate.
 - 2. All AORN chapters in the state will be informed of activities of the NC Council in order to encourage chapter interest and participation.
- B. Representative Members
 - 1. An AORN chapter that has paid annual dues is entitled to two (2) representatives.
 - 2. Each chapter representative has four (4) votes.
 - 3. Only official representatives may vote.
 - a. It will be the responsibility of the chapter President to notify the NC Council Secretary 30 days prior to voting who the voting members for the chapter will be.
 - b. After the names have been submitted to the Secretary, the chapter president must submit a letter substituting a designee for any representative unable to attend. This designee then has voting privileges.
 - c. It is the recommendation of the NC Council Board of Directors that the Representative Members be the chapter's current President and President-Elect.
- C. Associate Members (either non AORN members or Non-NC 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, participate in discussions, but have no voting privileges.
 - 3. Associate members will receive information of Council business regardless of meeting attendance.

Section 4. Dues

- A. Annual membership dues are recommended by the Board of Directors and are subject to ratification by the membership.
- B. The fiscal year will be July 1 through June 30.
- C. Chapter dues will be an annual fee of \$1.00 per the number of members as of January 1 of each year. Chapters will be billed in February. Dues are payable in March of each year. This is for Chapter membership.
- D. Associate member (either non AORN members or Non-NC AORN Chapter members) dues will follow the above schedule and the yearly cost is \$20.
- E. Failure to pay associate member dues will result in removal of the member's name from the Council roster.

Article IV Executive Committee

The Executive Committee of the North Carolina Council consists of the Council Chair, Council Chair-Elect, Secretary, and Treasurer. For elections and for any business issues of the organization requiring a vote, each member of the Executive Committee shall have one vote whether or not they are representing their respective chapter as a delegate.

Section 1: 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. Directs communication to the Secretary for forwarding to the members.
- C. Solicits members for ad hoc committees or task forces.
- D. Assists with projects.
- E. Mentors Chair-Elect.
- F. Appoints the Nominating Committee annually at the first meeting after assuming office.
- G. Term of office - one year

Section 2: Chair-Elect

- A. Shall be prepared to serve specifically as Council-Chair.
- B. In the event the Council Chair is unable to fulfill responsibilities, assumes the Council Chair role.

- C. Observes and assists the Council Chair in preparation for assuming those duties.
- D. Serves as the Chairperson of the Nominating Committee.
- E. Assists hosting Chapter to plan and coordinate Council meetings.
- F. Term of office - one year.

Section 3: Secretary

- A. Maintains minutes of all business meetings of the Council and the Board of Directors.
- B. Sends minutes to the Council Chair for approval within thirty (30) days of the meeting.
- C. Post minutes to ORNurselink, located on the state page, within thirty (30) days of the meeting.
- D. Keeps a current on-going roster of meeting sign-in sheet and officers available at each meeting and emailed with the minutes to the Chair.
- E. Term of office - two years.

Section 4: 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 Chapter Presidents when voting status will be denied due to delinquency of dues at least one month prior to meeting date.
- C. Monitors and notifies Council Chair at beginning of meeting, those Chapters who may vote according to status of dues.
- D. Accepts and pays bills after the proper procedure is followed:
 - 1. Purchases over \$150 must have approval of at least two members of the Board of Directors.
 - 2. Checks will be sent upon receiving request.
 - 3. Individuals may choose to pay bills and submit a copy of the receipt for reimbursement.

4. Term of office - two years.

Article V Board of Directors

- A. The Board of Directors consists of the Executive Committee and three (3) elected members.
- B. The recent Council Chair shall serve as an ex-officio member of the Board for one year.
- C. The Board of Directors has power, authority, and responsibility to manage the affairs of the Council.
- D. The Elected Board of Directors members:
 - 1. Shall consist of three (3) Council members elected by ballot. Two (2) members shall be elected in even years and one (1) member shall be elected in odd years.
 - 2. Works in conjunction with the Executive Officers to manage the affairs of the Council.
 - 3. Term of office - two years.
- E. Special meetings of the Board of Directors may be called by the Chair or upon written request by at least four (4) members of the Board.
- F. Four (4) members of the Board of Directors, two (2) of who are members of the Executive Committee shall constitute a quorum for a special meeting of the Board of Directors.
- G. For elections and for any business issues of the organization requiring a vote, each member of the Board of Directors shall have one vote whether or not they are representing their respective chapter as a delegate.

Article VI Nominating Committee

- A. The Nominating Committee shall consist of three (3) members appointed by the Council Chair for the purpose of formulating a slate of eligible candidates for office.
- B. To be eligible for appointment, a "willingness-to-serve" form must be completed.
- C. The Chair-Elect shall serve as Chairperson of the Nominating Committee.
- D. Term of office - two years.

Article VII Elections

Section 1: Eligibility: To Be eligible for elected Council office, a nominee must be an active member of the Council and willing to fulfill responsibilities of the office. This is indicated by the completion of a signed willingness-to-serve form.

Section 2: Nominations

- A. Members willing to serve must submit a willingness-to-serve form to the Nominating Committee Chair.
- B. A slate of candidates will be compiled and presented to the membership at the spring meeting.
- C. Nominations for elected office may be made from the floor at the time the slate is presented. Floor nominees must be eligible for office. A willingness-to-serve form must be completed.

Section 3: Elections

- A. The Executive Committee and the Board of Directors shall be elected by written ballot at the spring Council meeting and plurality elects. If tied, choice is by lot.
- B. Any member holding elected office may not be a candidate for another elected office unless their current term expires at the time of the impending fall meeting.
- C. Newly elected officials will assume office at the spring election meeting.

Section 4: Term of Office

- A. The Chair-Elect shall be elected each year.
- B. The Treasurer and two (2) members of the Board of Directors shall be elected in even years for a term of two (2) years or until their successor has assumed office.
- C. The Secretary and one (1) member of the Board of Directors shall be elected in odd years for a term of two (2) years or until their successor has assumed office.
- D. The term of office begins at the installation of officers, which is held at

the spring meeting immediately following the election. 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: the vacancy is filled by a vote of the Board of Directors from a slate submitted of eligible members.
- C. The Board of Directors fills all other vacancies.
- D. Any member filling a vacancy for an un-expired term of one year or more is deemed to have served one term.

Section 6: Removal

- A. The Board and / or Membership may remove any elected official, regardless of the manner of election or appointment, upon two-thirds affirmative vote; of the quorum present of either the Board of Directors or the membership whenever the best interest of the Council would be served.
- B. The elected official will be offered an opportunity to have an unprejudiced hearing before the Executive Officers and three (3) Council members to be chosen by the elected official in question.

Article VIII Meetings

Section 1: Meetings

- A. The Council shall meet three (3) times each year.
 - 1. AORN Global Surgical Conference and Expo Meeting: to be held at the AORN Global Surgical Conference and Expo meeting as an information meeting for networking and recognition of the Perioperative Nurse of the Year. No formal business meeting is to be conducted.
 - 2. Spring Meeting: will be a combined educational and business meeting. Council meetings will rotate among Chapters willing to co-host the event. If not conference a virtual meeting will be held in its place.
 - 2. Fall Meeting: will be a combined educational and business meeting

to be known as the Carolinas' Perioperative Conference. If not conference a virtual meeting will be held in its place. The time and place of meetings will be determined by the board.

- C. The Annual Meeting will be held either during the spring conference or a virtual meeting.
- D. Notices of the meeting will be posted online and disseminated to the membership.
- E. The Council Chair, Board of Directors quorum, or membership quorum may call special meetings.
- F. 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 with currently paid Council dues and four (4) members of the Board of Directors [two (2) of who are members of the Executive Committee] shall constitute a quorum of a business meeting. (Adopted: 9.23.2008)
- B. Roll call shall be done at the beginning of the meeting to establish a quorum.

**Article IX
Parliamentary Authority**

- A. Robert's Rules of Order shall be the parliamentary authority source of the Council in all cases not covered by these bylaws.
- B. The Council Chair shall appoint a Parliamentarian at each meeting.

**Article X
Amendments**

- A. Amendments to these Bylaws may be made at any regular meeting (provided that the proposed changes have been submitted to the AORN Chapter Presidents at least thirty (30) days prior to voting.
- B. Amendments to the Bylaws require a two-thirds vote of the members present.

Article XI Dissolution

If the Council should dissolve, all funds in the treasury will be given 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

North Carolina Council of periOperative Registered Nurses **Policy Manual**

Approved: September 23, 2006, Revised: September 2008 Revised: April 16, 2011

Meetings:

1. The Council shall meet three (3) times per year, two (2) of which shall be business meetings. The spring meeting will be a business meeting held within the state. The fall meeting will be a business meeting held at the fall meeting. A third meeting will be held during AORN Expo (this will not be a business meeting for the Council).
2. The Council shall have one half day of the spring meeting devoted to business and one-half day devoted to educational offerings.
3. Each Chapter may send four (4) delegates to the business meetings. Chapters with current dues paid up may vote.
4. The minutes of the business meeting will be distributed to the Chapter liaisons and Chapter presidents within 14 days after each Council meeting.
5. Elections will be held at the spring meeting. The officers shall be elected by written ballot. Plurality of the ballot elects the nominee. The Chair-Elect is elected annually, serving one year as Chair-Elect and the next year as Chair of the Council. The Treasurer and two (2) members of the Board of Directors are elected in even years. The Secretary and one (1) member 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 - North Carolina Council of periOperative Registered Nurses.
2. Whenever a Chapter sponsors a workshop in conjunction with the North Carolina State Council meeting, the first \$300 profit from the Spring workshop will be given to NCCORN. Whenever a Chapter partners with the combined-Council the first \$500 profit from the Fall conference will be given to NCCORN.
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. NCCORN 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 NCCORN in March of each year.
7. NCCORN will award the North Carolina 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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