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## Section 1

### *President*

**Term of office:** Two years [BOARD POSITION]

**Qualifications:** RN with current active membership in NJSAOHN  
Served one year as President-Elect

### **Position Purpose:**

- ⊗ Serve as chief executive officer and official representative of NJSAOHN;
- ⊗ Be an ex-officio member of all committees (except the Nominating Committee);
- ⊗ Liaison to Awards Committee;

### **Responsibilities:**

- ~~Prepare President's annual budget with assistance from treasurer;~~
- ⊗ Present goals and objectives at first meeting of the year;
- ⊗ Facilitate implementation of strategic plan and needs assessment as appropriate;
- ⊗ Approve bills for payment subject to the limits prescribed by the NJSAOHN budget;
- ⊗ Report actions of the Board of Directors at the annual meeting of NJSAOHN;
- ⊗ Submit written reports to AAOHN as requested;
- ⊗ Appoint Board Members as liaison to all standing committees and provide input to committee formation as needed;
- ⊗ Provide leadership for annual evaluation of effectiveness of the committees' goals, strategies, and outcomes;
- ⊗ Coordinate/direct interaction of NJSAOHN with AAOHN staff and officers;
- ⊗ Appoint Tellers, Parliamentarian and Timekeeper for Board elections for Annual Business Meeting;
- ⊗ Present outcome of any electronic board activity to the Board of Directors
- ⊗ Update with coordination of the President Elect job descriptions/manual
- ~~Submit written reports for Board meetings at least one week prior to all board members~~
- ⊗ Review all submitted reports prior to board meeting
- ⊗ Submit agenda a week ahead for all board meetings
- ⊗ Submit and prepare annual AAOHN chapter report due July 31.

### **Meeting Responsibilities:**

- ⊗ Coordinate and preside over NJSAOHN Board Meetings and Annual Business Meeting;
- ⊗ Report actions of Board of Directions at following NJSAOHN meeting;
- ⊗ Attend AAOHN National Symposium or appoint alternate;
  - ⊗ Minimum requirements to attend the and represent the state of New Jersey at:

- ⊗ Annual AAOHN meeting
- ⊗ The AAOHN Awards program
- ⊗ The ABOHN Awards program
- ⊗ Attend Conference of Leader (COL) or appoint alternate
- ⊗ Coordinate and publish agenda for all Board meetings;
- ⊗ Coordinate and preside at program/business meetings (including, but not limited to, introductions, announcements, recognitions, financial reports);

### ***President Elect***

***Term of Office:*** Two year (followed by two year as NJSAOHN President)  
[BOARD MEMBER]

***Qualifications:*** RN with current active membership in NJSAOHN  
A minimum of one term as an officer or on the Board of Directors

### ***Position Purpose:***

- ⊗ Assumes duties of President when absent;
- ⊗ Liaison between the Board and the Bylaws and Nominating Committee;

### ***Responsibilities:***

~~Present goals and objectives at first Board meeting of the year;~~  
~~Prepare President Elect annual budget;~~

- ⊗ Actively participates in Board decision-making processes;
- ⊗ Communicate reports/requests from Bylaws and Nominating Committees;
- ⊗ Receives special project assignments from President;
- ⊗ Recruits Committees' Chairperson and assists with selection and formation of committees;
- ⊗ Keep Board of Directors manual current and orient replacement at the end of term;
- ~~⊗ Coordinates, updates preparation and presentation of Bylaws and Nominating Committees' accomplishments;~~
- ⊗ Report to NJSAOHN about occupational health events (i.e., national and regional events)
- ⊗ Update with coordination of the President Elect job descriptions/manual
- ~~Submit written reports for Board meetings at least one week prior to all board members~~
- ⊗ Review all submitted reports prior to board meeting

### ***Meeting Responsibilities:***

- ⊗ Attend all NJSAOHN meetings and conferences;
- ⊗ Attend all NJSAOHN Board Meetings;
- ⊗ Meet with President to help plan the next year;

- ⊗ Attend AOHC in Spring of each year (recommended);
- ⊗ Attend COL in Fall of each year (recommended);

***Vice President***

***Term of office:*** Two years term limit – two consecutive terms [BOARD MEMBER]

***Qualifications:*** RN with current active membership in NJSAOHN

***Position Purpose:***

- ⊗ Liaison to all committees;
- ⊗ Gatekeeper for all continuing education information;
- ⊗ Assists in the preparation and submission of contact hours/CCM applications for state and regional activities as requested

***Responsibilities:***

- ⊗ Prepare vice president annual budget;
- ⊗ Present goals and objectives at first meeting of the year with emphasis on educational support of the regions;
- ~~⊗ Report actions of the Board of Directors at the annual meeting of NJSAOHN;~~
- ⊗ Prepare Education Committee annual report for annual meeting of NJSAOHN;
- ⊗ Submit written reports for Board meetings at least one week prior to all board members
- ⊗ Review all submitted reports prior to board meeting

***Meeting Responsibilities:***

- ⊗ Coordinate with committee and region NJSAOHN Annual Meeting;

***Secretary - Recording***

***Term of Office:*** Two years term limit – two consecutive terms [BOARD MEMBER]

***Qualifications:*** RN with current active membership in NJSAOHN

***Position Purpose:***

- ⊗ Record and distribute minutes from Board Meetings;

- ⊘ Record and distribute minutes from NJSAOHN Annual Meeting;

### ***Responsibilities:***

#### **~~Prepare secretarial annual budget;~~**

- ⊘ Retention of all permanent records as define by National AAOHN and/or By Laws;
- ⊘ Actively participate in Board decision-making processes;
- ⊘ At the discretion of the President serve as liaison between the Board and a committee;
- ⊘ Prepare copies of previous Annual Meeting for membership and present for approval at the annual meeting;
- ⊘ Update with coordination of the President Elect job descriptions/manual
- ⊘ Submit written reports for Board meetings at least one week prior to all board members
- ⊘ Review all submitted reports prior to board meeting

### ***Meeting Responsibilities:***

- ⊘ Attend NJSAOHN Board Meetings;
- ⊘ Attend all NJSAOHN meetings and conferences;
- ⊘ Attend AOHC in Spring of each year (recommended);

### ***Secretary - Corresponding***

***Term of Office:*** Two years term limit – two consecutive terms [BOARD MEMBER]

***Qualifications:*** RN with current active membership in NJSAOHN

### ***Position Purpose:***

- ⊘ Responsible for business correspondence;

### ***Responsibilities:***

- ⊘ Actively participate in Board decision-making processes;
- ⊘ Notification of any events/promotions activity (i.e., National Occupational Health Week) to members via e-mail;
- ⊘ Maintain of the template for state/regional meeting and announcements;
- ⊘ Maintain and distribute bi-annually a current list of all board members and distribute at board meetings;
- ⊘ Maintain a current list of all current NJSAOHN e-mail addresses;
- ⊘ Prepare and distribute employer letter of notification of election to NJSAOHN office;
- ⊘ Notify AAOHN of any change of Officers immediately following their appointment;
- ⊘ Prepare and distribute letter of congratulations to NJSAOHN members receiving ABOHN certification(s).

- ⊗ Send letter to the member's employer for recognizing position on Board of Directors or awards received;
- ⊗ Send notification to Nursing Spectrum and Advance to recognize member's position on Board of Directors or awards received
- ⊗ Purchase recognition gift(s) for designated meeting(s)
- ⊗ Provide ongoing communication to membership through written articles, on website, and promotion of membership activities via nursing publications;
- ⊗ Update with coordination of the President Elect job descriptions/manual
- ⊗ Submit written reports for Board meetings at least one week prior to all board members
- ⊗ Review all submitted reports prior to board meeting

### ***Meeting Responsibilities:***

- ⊗ Attend NJSAOHN Board Meetings;
- ⊗ Attend all NJSAOHN meetings and conferences;
- ⊗ Attend AOHC in Spring of each year (recommended);

### ***Treasurer***

***Term of Office:*** Two years – No term limit [BOARD MEMBER]

***Requirements:*** RN with current active membership in NJSAOHN

### ***Position Purpose:***

- ⊗ Maintain accurate records of all NJSAOHN financial transactions

### ***Requirements:***

- ⊗ Present Goals and Objectives at first Board meeting of the year;
- ⊗ Prepare Treasurer's and Finance Committee annual budget;
- ⊗ Present to the Board of Directors for a vote any expenses over \$500.00 before approval to pay
- ⊗ Actively participates in Board decision-making processes;
- ⊗ Communicate reports, requests and recommendations to the Board;
- ⊗ Serves as Chairperson for the Finance Committee;
- ⊗ Assist with selection and formation of Finance Committee;
- ⊗ Instruct all Committee Chairs on budgeting process and procedures;
- ⊗ Communicate Board decisions and requests to Finance Committee;
- ⊗ Pay or arrange for payment of all expenses in a timely manner;
- ⊗ Arrange for alternate signature on checks with the President
- ⊗ Deposit all checks into NJSAOHN bank account in a timely manner;
- ⊗ Keep records of all membership dues and deposit checks from AAOHN into NJSAOHN accounts;

- ⊗ Record members check numbers on attendees log for audit purposes;
- ⊗ Pay reimbursements only after check requests with receipts are received;
- ⊗ If applicable file tax form per State Law;
- ⊗ Collect the following for yearly audit (auditor determined by Board)
  - ⊗ Bank Statements
  - ⊗ Monthly meeting attendees documentation
  - ⊗ Any income received required documentation
  - ⊗ Itemized report for fiscal year
- ⊗ Prepare annual NJSAOHN budget based on each committee's budget with the President;
- ⊗ Maintain active retiree's list and coordinate collection of dues with Membership Committee;
- ⊗ Manage NJSAOHN checking account;
- ⊗ Manage investment(s);
- ⊗ Prepare annual Financial Report for Annual Business Meeting;
- ⊗ Coordinates preparation and presentation of Financial Committee report on accomplishments;
- ⊗ Correspond with AAOHN names of new Honorary/Life members who are waived chapter dues following assignment of membership status;
- ⊗ Notify NJSAOHN Board and AAOHN of recommendation for dues increase for the next year;
- ⊗ Update with coordination of the President Elect job descriptions/manual
- ⊗ Submit written reports for Board meetings at least one week prior to all board members
- ⊗ Review all submitted reports prior to board meeting

***Meeting Responsibilities:***

- ⊗ Attend all NJSAOHN Board Meetings;
- ⊗ Attend all NJSAOHN meetings and conferences;
- ⊗ Attend AOHC in Annual of each year (recommended);
- ⊗ Attend Finance Committee meetings;

## ***Regional Board of Directors***

***Term of Office:*** Two years term limit – two consecutive terms [BOARD MEMBER]

***Requirements:*** RN with current active membership in NJSAOHN

### ***Position Purpose:***

- ⊗ To serve as a liaison to an appointed NJSAOHN committee

### ***Requirements:***

- ⊗ Adhere to By laws for Regional Board of Directors
- ⊗ Actively participates in Board decision-making processes;
- ⊗ Serve as liaison between Board, region and assigned committee;
- ⊗ Communicate committee reports and recommendations to the Board;
- ⊗ Assist chairperson with selection and formation of assigned committee;
- ⊗ By September (first) Board Meeting obtain assigned committee goals/objectives and programs (target of three networking activities) for the up- coming year;
- ⊗ Partner with the Vice-President to obtain contact hours
- ⊗ Have the authority to spend up to \$300.00 per regional educational meeting (maximum of \$900.00 per year) to cover the costs associated with meeting
- ⊗ Assist with development of committee budget by first Board meeting;
- ⊗ Communicate Board decisions and requests to assigned committee and region;
- ⊗ Assist with special committee functions as assigned by NJSAOHN President;
- ⊗ Coordinate preparation and presentation of assigned committee accomplishments at Annual Business Meeting;
- ⊗ Update with coordination of the President Elect job descriptions/manual
- ⊗ Submit written reports for Board meetings at least one week prior to all board members
- ⊗ Review all submitted reports prior to board meeting

### ***Meeting Responsibilities:***

- ⊗ Attend all NJSAOHN Board Meetings;
- ⊗ Attend all NJSAOHN meetings and conferences;
- ⊗ Attend AOHC of each year (recommended)
- ⊗ Attend committee meetings

## ***Membership Chair***

***Term of Office:*** Two years – No term limit [BOARD MEMBER]

***Requirements:*** RN with current active membership in NJSAOHN

### ***Position Purpose:***

- ⊘ To serve as a liaison to an appointed NJSAOHN committee
- ⊘ Serve as a liaison between NJSAON and AAOHN

### ***Requirements:***

- ⊘ Actively participates in Board decision-making processes;
- ⊘ Serve as liaison between Board and assigned committee
- ⊘ Communicate committee reports and recommendations to the Board
- ~~⊘ By first Board Meeting obtain assigned committee goals/objectives and programs for the up-coming year~~
- ~~⊘ Assist with development of committee budget by first Board meeting~~
- ⊘ Communicate Board decisions and requests to assigned committee
- ⊘ Submit written reports for Board meetings at least one week prior to all board members
- ⊘ Review all submitted reports prior to board meeting
- ⊘ Provide regional directors with membership list
- ⊘ Contact and provide all new members with a welcome letter and scholarship information
- ⊘ Contact all non-renewing members for feedback

### ***Meeting Responsibilities:***

- ⊘ Maintain a current list of all active/students/retiree/honorary members
- ⊘ Prepare mailing labels as requested by Board/Regions
- ⊘ Attend all NJSAOHN Board Meetings
- ⊘ Attend all NJSAOHN meetings and conferences
- ⊘ Attend AOHC of each year (recommended)
- ⊘ Attend committee meetings

## ***Nominations – Chair and members***

### ***Term of Office:***

- ⊘ ***Chairperson:*** Two years term limit – two consecutive terms [BOARD MEMBER]  
Chair will be determined by the highest number of votes.

- ⊗ **Member:** Two years term to include most recent past president [Board MEMBER]

**Qualifications:** RN with current active membership in NJSAOHN for minimum of one year

***Position Purpose:***

- ⊗ Facilitate the annual recruitment, nomination and election of NJSAOHN Officers and Board of Directors.

***Responsibilities:***

- ⊗ Chairperson and Nominating Committee Members meet to review nominating process and make any necessary changes to nominating materials
- ⊗ Present any suggested Bylaws changes regarding nomination process to Bylaws Committee
- ⊗ Facilitate preparation, distribution and collection of flier used for candidate nominations
- ⊗ Facilitate validation of candidates for a contested ballot
- ⊗ Preparation/ mailing of ballot
- ⊗ Prepare and submit budget to President-Elect by first Board meeting
- ⊗ Prepare and report Committee activities at Annual Business meeting
- ⊗ Request current active membership list from Treasurer for nominee recruitment, mailing(s) and Teller's validation of voters
- ⊗ Receive two qualified members from President to act as Tellers at least 30 days prior to Annual meeting
- ⊗ Keep committee manual current and orient replacement by end of term
- ⊗ Submit written reports for Board meetings at least one week prior to all board members
- ⊗ Review all submitted reports prior to board meeting

***Meeting Responsibilities:***

- ⊗ Chair to attend Board of Directors meeting
- ⊗ Members to attend Board of Directors meeting (recommended)
- ⊗ Attend NJSAOHN meetings
- ⊗ Attend all Committee meetings

~~Election Teller~~

~~Term of Office: Minimum 30 days prior to the Annual meeting to be appointed by the Board of directors~~

~~Qualifications: RN with current active membership in~~

## ~~NJSAOHN~~

~~Position Purpose: Assure valid election process of NJSAOHN officers and Board of Directors~~

### ~~Responsibilities:~~

~~Obtain current roster of NJSAOHN members from Nominating Committee~~

~~Receive completed ballots two weeks prior to Annual meeting~~

~~Verify validity of ballots~~

~~Tally votes for each nominee~~

~~Maintain confidentiality of election results and totals for each nominee~~

~~Present written tally of votes to President with totals for each nominee prior to Annual meeting and the names of other Tellers who counted ballots~~

~~Read full report of tellers at the Annual meeting. If unable to attend the current president will read the report~~

~~Make motion of the at the Annual meeting to destroy ballots~~

### ~~Meeting Requirements:~~

~~Attend all NJSAOHN meetings~~

~~Attend all assigned meetings~~

## Section 2

### By-Law

## Section 2

### By-Law

# NJSAOHN BYLAWS

## **Article I. Name**

The name of this chapter shall be New Jersey State Association of Occupational Health Nurses (NJSAOHN), Inc., a chapter of the American Association of Occupational Health Nurses (AAOHN), Inc.

## **Article II. Purpose**

The purposes of NJSAOHN are to:

- A. Constitute the state professional association of registered nurses engaged in the practice of occupational and environmental health nursing;
- B. Promote and/or provide continuing education to occupational and environmental health nurses;
- C. Maintain the integrity and charter of the nursing profession;
- D. Promote scope of practice and standards for occupational and environmental health nurses;
- E. Provide a forum for networking and discussion of issues in the field of occupational and environmental health nursing;
- F. Promote health and safety of workers and communities and support occupational and environmental health nursing practice through monitoring and influencing state legislation and regulations;
- G. Promote occupational and environmental health nursing through public relations activists;
- H. Provide opportunities to develop chapter's leadership skills; and
- I. Do within the limits of the law all things necessary, proper, incidental, suitable, useful and conducive to complete accomplishments of the foregoing purposes.

## **Article III. Membership**

### Section 1. Classes of membership

- A. Active
  - a. A registered professional nurse currently employed in occupational and environmental health;
  - b. An active member whose employment status changes may maintain active membership for the remainder of that membership year and one additional consecutive year.
  - c. An active member may apply for inactive status if the member has temporarily left the field of occupational and environmental health nursing due to hardship.
  - d. Inactive status must be renewed annually and may be maintained for a maximum of three years.

- B. Retired
  - a. A member retired from occupational and environmental health
- C. Affiliate
  - a. A registered professional nurse not eligible for active status, but interested in the field of occupational and environmental health and the purposes of AAOHN.
  - b. Others, not eligible for active status, but practicing in the field of occupational and environmental health and interested in the purpose of AAOHN.
- D. Student
  - a. A student in a professional nursing program with interest in occupational and environmental health ;
  - b. This category of membership must be renewal annually
- E. Honorary

Honorary membership shall be conferred upon a past president of NJSAOHN upon retirement from employment in occupational and environmental health and other occupational and environmental health nurses selected by the Board of Directors for outstanding service to the organization and/or profession. Upon unanimous recommendation of the Board of Directors, this requires a two-thirds (2/3) vote at any annual meeting.

## Section 2. Rights and Privileges

- A. Active members shall have full rights and privileges of membership.
- B. Members in all other classes:
  - a. May attend membership meetings and participate in debates but shall not vote.
- C. Members in all classes may serve on committees.

## 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.

- A. The state chapter shall have thirty (30) days to challenge a member.
- B. If a member's application is challenged, there shall be an automatic review by the AAOHN Membership Committee.
- C. Final approval of applications for membership shall be within the sole and absolute discretion of the AAOHN Board of Directors.

## Section 4. Dues

- A. Annual dues of members are payable January 1<sup>st</sup>

- B. Each member shall send annual dues of AAOHN and NJSAOHN to the national office.
- C. New members, joining after June 30, shall pay half a year's national dues and full local, state, and regional dues for the balance of the first calendar year of membership
- D. A change of dues structure for any class of member shall, upon recommendation of the Board of Directors, be submitted to the members at the annual meeting. Approval shall be a two-thirds (2/3) vote. Notice of such recommendation shall be sent to each member with the call of the annual session
- E. The fiscal year shall be the calendar year.

#### Section 5. Forfeiture of Membership

Membership shall be automatically terminated:

- A. For not meeting membership criteria or
- B. For non-payment of dues

#### Section 7. Reinstatement

- A. A former member who forfeited membership for non-payment of dues may be reinstated:
  - a. During the year of forfeiture by payment of current dues.
  - b. 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 may apply as a new member, pay the current dues and meet the requirements then in force.

#### Section 8. Access to Records

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

### **Article IV. Board of Directors**

#### Section 1. Composition

The Board of Directors shall be comprised of the elected Officers, elected Directors, and the membership secretary and the chair of nominations.

#### Section 2. Duties

The duties of the Board of Directors shall be:

- A. Establish missions and goals;
- B. Transact the general business affairs of NJSAOHN

- C. Adopt an annual budget;
- D. Designate the place of deposit for money
- E. Provide bond for any person handling funds
- F. Provide for an independent review by an external party of the books and records of NJSAOHN;
- G. Recommend to membership any proposed changes in dues structure
- H. Fill any vacancy of the Board of Directors, except that of President, by ballot vote;
- I. Fill any vacancy on the Nominating Committee
- J. Approval of Presidential appointments
- K. Appoint election Teller and Chairman of Tellers
- L. Process all complaints or requests for disciplinary action against a member;
- M. Initiate proceedings for the removal of an officer for misconduct or neglect of duty in office using due process procedures as outlined in Robert's Rules of Order: Newly Revised or the corporate code of an incorporated association;
- N. Establish advisory councils if and when deemed necessary;
- O. Adopt the necessary standing rules and policies to implement these bylaws.

### Section 3. Meetings

- A. Regular meetings of the Board of Directors shall be held at least three (3) times yearly.
- B. All members of the Board of Directors shall be notified not less than ten (10) days before the day of the Board meeting.
- C. Special meetings of the Board of Directors:
  - a. Shall be called by the President upon request of one half (1/2) of the members of the elected members of the Board of Directors.
- D. Quorum:
 

A simple majority of the members of the Board of Directors, including the President or the President-elect shall constitute a quorum at any meeting of the Board.
- F. Business telephone:
 

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 next Board meeting.
- G. Business by e-mail
 

The Board of Directors has the discretion in order to expedite NJSAOHN business to communicate and vote via e-mail provided:

  - A Board member initiates the motion via e-mail to the entire Board of Directors, any replies should be to the entire board.
  - Another Board member seconds the motion

- President or designee re-states the motion and asks for discussion
- When discussion is complete, President or designee puts the motion to a vote
- President or designee communicates the result of the vote to the BOD via e-mail
- A report of any action taken shall be verified and made part of the next Board meeting to be included in the board minutes.

#### Section 4. Officers

The officers shall be the President, President-elect, Vice- President, Corresponding Secretary, Recording Secretary, Membership Secretary, Nomination Chair and Treasurer.

#### Section 5. Qualifications

- ~~A.~~ To be eligible for election the candidates must be active members.
- B. President and President-elect shall have served a minimum of one (1) term as an elected member of the Board of Directors.
- C. Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, Nominations Chair and Membership Secretary shall be a member of NJSAOHN.

#### D. 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:

The President shall:

- Be the chief officer and official representative of NJSAOHN;
- Perform duties as set down in the bylaws or standing rules adopted by the Board of Directors;
- Appoint, subject to approval of the Board of Directors, standing and special committees and an advisor, who may be a Past President;
- Be an ex-officio member of all committees except the committee on nominations;
- Approve bills for payment, subject to limits prescribed by the Board of Directors;
- Sign all checks in the absence of the Treasurer;
- Submit a written report at the Annual Meeting;
- Submit to the AAOHN offices written reports as requested by AAOHN.
- Notify AAOHN in writing of the election or change of officers within 30 days.

The President-Elect shall:

- In the absence of the president, assume the duties of the president;
- Ascend to the office of president at the expiration of the president's term;
- Assume other duties assigned by the bylaws or standing rules or the board of directors;
- Serve as chairperson of the bylaws committee;
- Succeed to the office of president for the unexpired term in the event of a vacancy in that office

c. The Vice-President

- Serve as the chairperson of the education committee
- Serve as the board liaison to all committees of NJSAOHN
- Assume other duties assigned by the bylaws or the Board of Directors.

d. The Treasurer shall:

- Assume responsibility for the financial affairs of NJSAOHN;
- Serve as chair of the Finance Committee;
- Deposit all money belonging to NJSAOHN in a bank approved by the Board of Directors;
- Keep itemized records of receipts and disbursements and book of accounts;
- Pay all bills approved by the President;
- Submit the books and records for an annual independent review by an external party appointed by the Board of Directors;
- Submit an annual financial report to the annual meeting;
- Submit written reports at each meeting of the Board of Directors and NJSAOHN.

e. The Recording Secretary shall:

- Record the minutes of all meetings of NJSAOHN and the Board of Directors.
- Send minutes to the members of the Board of Directors

f. The Corresponding Secretary shall:

- Conduct the general correspondence;
- Notify members and directors in writing of the time and places of meetings and appointments.

g. The Membership Secretary shall:

- Keep an accurate classified file of the name, addresses and places of employment of members;
- At least ninety (90) days before the annual meeting mail to the Chairperson of the Committee on Nominations and the Chairperson of Tellers, upon appointment, an accurate list of the voting members;
- Be responsible for validating membership status and reporting to AAOHN within forty-five (45) days.

E. The Directors shall perform such duties as shall be assigned by the President or the Board of Directors.

F. All officers shall deliver to their successors all books, papers, and property belonging to the association within thirty (30) days after completion of term of office. Records should be retained in accordance with the AAOHN retention policy.

#### Section 6. Directors

A. There shall be six (6) elected Directors, two each from Region I, II and III who hold active membership status -

- Region I consists of Essex, Hudson, Bergen, Passaic, Morris, Sussex and Warren Counties;
- Region II consists of Union, Hunterdon, Somerset, Middlesex, Monmouth and Mercer Counties;
- Region III consists of Ocean, Burlington, Camden, Gloucester, Atlantic, Salem, Cumberland, and Cape May Counties.

B. Duties:

- Should represent their region at all board meetings
- Should strive to increase membership in their region
- Should plan timely informative educational offerings for their Region and to include by invitation other regions. The Directors will report this activity to Vice President/Educational Chair and submit an annual report to President on activities.

#### Section 7. Term of Office

A. The term of office for Officers shall be for two (2) years or until a successor has been elected and assumes office.

B. The Board of Directors shall assume office on July 1<sup>st</sup> following their election.

C. No officer may serve more than two (2) consecutive terms in the same office, except the Treasurer and Membership Secretary whose eligibility for re-election shall not be limited.

- D. Any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for re-election.
- E. Members of the Board of Directors are required to attend at least 50 percent of meetings of the Board or position shall be reviewed.

#### Section 8. Vacancy in Office

- A. A vacancy in the office of President shall be filled by the President-elect.
- B. The vacancy in the office of President-elect and any other office shall be filled by ballot vote of the Board of Directors.

### **ARTICLE V. Nominations and Elections**

#### Section 1. Nominating Committee

- A. Composition:
  - a. The Nominating Committee shall be composed of three (3) members elected by the members.
  - b. The Past President may serve as an ex-officio member of this committee
- B. Qualifications:
  - a. A member shall have been a member of NJSAOHN for no less than one (1) year.
- C. Term:
  - a. Members shall serve two (2) years or until their successors are elected and shall not be eligible for immediate re-election.

#### A. Vacancy:

Should a member of the Nominating Committee become a nominee for Officer or Director, that person shall resign. Any vacancy on the Nominating Committee shall be filled by the Board of Directors with the candidate who received the next highest number of votes, if available. If the member is unable to serve, the vacancy shall be filled by a ballot vote of the Board of Directors.

#### E. Chairperson:

- a. The candidate receiving the highest number of votes in the even year shall be the chairperson in the next year (odd).
- b. The candidate in the odd year will be chair in the next even year.

#### F. Duties:

- a. The committee shall request that members of the NJSAOHN board of directors or NJSAOHN members recommend the names of candidates for each elected position and the Committee shall list all eligible candidates submitted.
- b. The Committee shall consider the qualifications of all candidates proposed by the membership or by members of the Nominating Committee and shall select nominees for each office and vacancy on the Nominating committee.
- c. The consent of all persons whose names appear on the ballot shall be secured.
- d. A ballot shall be prepared with the placement of names chosen by lot.

G. Preparation of the Ballot:

- a. The committee shall prepare a ballot in even numbered calendar years containing the names of one or more nominees for the office of President Elect, Membership Secretary, Recording Secretary and three directors - one each from Region I, II AND III and two members for the Committee on Nominations.
- b. In odd numbered calendar years, the Committee shall prepare a ballot containing one or more nominees for the office of Vice President, Treasurer, Corresponding Secretary and three directors, one each from Region I, II and III and one member of the Committee on Nominations.

Section 2. Method

A. All elections shall be by ballot prepared by the Nominating Committee:

- a. The ballot, together with directions and the biographies and qualifications of each candidate shall be mailed forty (40) days before the annual meeting.
- b. The sealed official envelope containing the marked ballot shall be mailed to the Chairperson of the Tellers not later than twenty (20) days before the annual meeting.
- c. The Membership Secretary shall deliver an official roster of members eligible to vote to the Chairperson of Tellers.

B. Tellers:

- a. The Board of Directors shall appoint a minimum of one (1) Teller and the chairperson of tellers at least ninety (90) days before the annual meeting..

C. The sealed ballots shall be counted prior to the annual meeting. The full report of the Tellers (Chair and member) shall be read at the annual meeting.

D. Decision:

A plurality vote shall elect. In the event of a tie vote, a decision shall be determined by lot.

**Article VI. Membership Meetings**

Section 1. Annual Meeting

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

B. Cancellation of the Annual meeting:

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

#### Section 2 Regular meetings

The regular meetings of NJSAOHN shall be held at such times and places as determined by the Board of Directors.

#### Section 3. Special Meetings

Special meetings may be called by the President upon written request of 3 % of NJSAOHN membership

#### Section 4. Notices

Notices of all meetings of the membership shall be mailed not less than ten (10) days and not more than forty (40) days before the date of the meeting.

#### Section 5. Quorum

Twenty (20) active members, including two (2) officers, one of whom shall be the President or President-Elect shall constitute a quorum of all meetings of the membership.

#### Section 6. Official Record

An official record of the meetings will be made.

### **Article VII. Committees**

#### Section 1. Standing Committees

A. There shall be the following standing committees:

- a. Finance
- b. Education
- c. Scholarship

B. Each committee shall consist of at least two (2) members.

C. Detailed duties and procedures shall be as set down in the standing rules or policies and procedures.

#### Section 2. Ad Hoc Committees

Ad Hoc committees may be appointed as authorized by the Board of Directors.

### Section 3. Quorum

Quorum for any committee meeting shall be a simple 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. AMENDMENT WITH PRIOR NOTICE

These bylaws may be amended at any annual meeting or special meeting by two-third (2/3) vote of the active members present and voting, provided that the proposed amendments shall have been approved by the Board of Directors and communicated to each member at least thirty (30) days in advance.

### Section 2. AMENDMENT WITHOUT PRIOR NOTICE

These bylaws may be amended at any annual meeting or special meeting without previous notice by a seventy five (75%) percent vote of all active members present and voting, provided the proposed amendments shall have been approved by the Board of Directors.

### Section 3. AMENDMENTS ADOPTED AT ANNUAL OR SPECIAL MEETING

Any amendment to the AAOHN bylaws adopted at any annual meeting or special meeting which directly relates to the business of NJSAOHN shall automatically and immediately effect the necessary amendments to 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.

### Section 3

## State Meeting

**Coordinator:** Appointed by the president and the Board of Directors

**Qualifications:** Organizational skills, effective communication skills, knowledge of computer programs (i.e. Windows) and e-mail capabilities.

**Accountable to:** Board of Directors

### **Position Purpose:**

- ∅ To coordinate Annual State Meeting by sourcing out the location(s), arranging for applicable audiovisual needs for the speaker, making copies of handouts, etc.

### **Responsibilities:**

- ∅ Facilitate location selection for Annual State meeting;
- ∅ Arrange for appropriate audiovisual needs for each program/meeting;
- ∅ Arrange for necessary copies of presenter handouts for each meeting;
- ∅ Assist with selection of meal choices for meeting;
- ∅ Ensure presenter has his/her needs met for program/meeting;
- ∅ Follow up with the facility location verifying the proper room set up, audiovisual availability, etc.;
- ∅ Obtain honorarium for presenter(s) from the NJSAOHN Treasurer. Ensure the honorarium is routed to the applicable Program Committee member for disbursement;
- ∅ If needed, obtain contract with the selected facility for the program and obtain appropriate NJSAOHN officer signature for approval; and
- ∅ Following meeting, assist with the verification of meeting/program charges to assure they are correct prior to payment by NJSAOHN;

### **Other Requirements:**

- ∅ Must have access to a telephone with the ability to make local and long distance phone calls; and
- ∅ Must have access to a personal computer with internet and e-mail capabilities.

## **Time Frame**

September:

1. Determine date
2. Determine locations
3. Determine topic
4. Assign committee and duties

October

November

December

1. Confirm speakers
2. Confirm vendors

January

1. Send mailer
2. Select tellers/parliamentarian
3. Assign motions

February

1. Determine gifts
2. determine flowers
3. Prepare information for binders for members

March

## **Section 4**

**TAX/INCORPORATION will be maintained by the treasurer**

### **REIMBURSEMENT:**

- A. Any member requesting reimbursement for expenses must complete a **REQUEST FOR REIMBURSEMENT FORM** found on the NJS AOHN website and submit form with attached receipts

### **ATTENDANCE AT ANNUAL SYMPOSIUM**

- A. Any member being sponsored to attend the AAOHN Annual Symposium will be reimbursed for travel cost to and from the Symposium, lodging for Monday, Tuesday, and Wednesday night and the cost of meals.
  - a. Member is expected to attend the annual meeting and the annual award ceremony
  - b. A written report is to be submitted to the BOD post symposium

## **Section 5**

### **Awards**

- A. Bell Medical Services
  - i. This annual, \$300 scholarship is awarded for educational programs or membership dues.
  - ii. The scholarship is available to NJSAOHN.
  - iii. The deadline for applying is January 31st.
- B. Edwards Medical Scholarship
  - i. This annual, \$300.00 scholarship is offered to encourage continuing education in the field of Occupational Health.
  - ii. The scholarship committee seeks to reward a member in good standing who demonstrates dedication and professionalism in their pursuit of educational goals.
  - iii. The deadline for applying is January 31<sup>st</sup>.
- C. Founder's Scholarship
  - i. This educational scholarship seeks to honor the dedication and professionalism of the nurses who founded the state and local regional organizations by encouraging current members in their pursuit of educational goals.
  - ii. The award will be made in March depending on the availability of funds.
  - iii. No award will exceed \$500.00. In the event that a lesser amount is required,
  - iv. The \$500.00 award may be divided between several applicants.
  - v. If no award is given for a specific time period, the annual award will be allowed to accrue in the scholarship fund.
  - vi. The deadline for applying is January 31st.
- D. The Debra Lynn Gibbon Nurse of the Year Award
  - i. This annual award is to provide recognition for outstanding service to Occupational Health nurses through exceptional day-to-day performance of professional responsibilities in all facets of this specialty.
  - ii. The deadline for applying is January 31<sup>st</sup>.

## **Section 6**

### **National Awards**

#### **AAOHN/ACOEM Joint Research Award**

**Purpose** - To recognize joint research projects conducted by collaborative research teams of nurses and physicians for the purpose of improving the knowledge base or practice of occupational and environmental health.

**Eligibility** - Collaborative research teams of nurses and physicians are eligible to participate. The research award is open to all interested occupational and environmental health nurses and physicians. Preference will be given to AAOHN and ACOEM members.

**Award Details** - Recipients receive their award at AAOHN Symposium & Expo.

#### **Innovations in Occupational Health Award**

**Purpose** - To recognize individual occupational health nurses or nurse teams with innovative ideas to improve the delivery of occupational health care services.

**Eligibility** - Any nurse or team of nurses who are current COHN-S/COHN or active members of AAOHN. Whole Health Management associates are not eligible.

**Award Details** - The recipient(s) will receive \$2,500, funded by Whole Health Management.

#### **Mary Louise Brown Research Recognition**

**Purpose** - To promote and recognize occupational and environmental health nurses who have contributed significantly to the advancement of occupational and environmental health nursing or the occupational and environmental health field through research.

**Eligibility** - AAOHN registered nurse members who have demonstrated evidence of outstanding research accomplishments that have contributed to the understanding and improvement of occupational and environmental health nursing are eligible to participate.

**Nominations** - One AAOHN member is required to place an individual in nomination (note: the individual may be self-nominated or nominated by another member).

**Award Details** - The recipient will receive \$2,500 at the AAOHN Symposium & Expo and a crystal sculpture.

## **AAOHN Fellowship**

**Purpose** - To recognize occupational and environmental health nursing leaders and AAOHN members who demonstrate outstanding accomplishments through significant contributions to the field of occupational and environmental health nursing in the areas of clinical practice, education, research, management or policy. As members of AAOHN, Fellows comprise a group of leaders who provide vision to advance the skills, knowledge and abilities of occupational and environmental health nurses, influence formation of policy, contribute to research and exemplify highly effective management and clinical practices.

**Eligibility** - Must be nurse members of AAOHN. Must be nominated by two sponsors: the primary sponsor (must be an active member of AAOHN) and a secondary sponsor (must be a professional in the field, but is not required to be an AAOHN member). Self-nomination is not accepted.

**Nominations** - AAOHN will send a letter to the candidate indicating that he/she has been nominated.

**Award Details** - Recipients will be recognized at the AAOHN Symposium & Expo with a plaque.

## **Nurse in Washington Internship Grants**

**Purpose** - To encourage AAOHN members at the grassroots level to learn more about the legislative/regulatory process by attending the Nurse in Washington Internship (NIWI), sponsored by the Nurses Organization Alliance.

**Eligibility** - Active membership in AAOHN for at least one year, willingness to serve or history of serving in a leadership role in a local or state AAOHN chapter.

**Award Details** - Three grants of up to \$2,000 toward reimbursement of expenses related to attending NIWI are offered. Recipients participate in NIWI the year following the Dec. 1 deadline.

## **Business Recognition Awards**

**Purpose** - To recognize small and large businesses that support and promote the occupational and environmental health nursing profession.

**Eligibility** - Any business, corporation or government agency engaged in legal commerce, trade or service.

**Award Selection** - A business may be recognized for support of occupational and environmental health nursing in one of two ways:

1. The business has an occupational and environmental health nursing service within the corporate structure. *Two categories are awarded: a business with 750 or fewer employees and a business with more than 750 employees.*  
**OR**
2. The business provides funding for research, continuing professional development or recognition awards at the national or local level.

**Award Details** - The recipient(s) receive a crystal sculpture at AAOHN Symposium & Expo.

### **Chapter of the Year Award**

**Purpose** - To encourage AAOHN chapters to develop strong association programs in all areas.

**Eligibility** - All AAOHN chapters in good standing at the time of entry and selection are eligible to compete.

**Award Details** - There are two categories for this award:

1. Chapters with up to 50 members.
2. Chapters with more than 50 members.

Two \$300 prizes will be awarded at the AAOHN Symposium & Expo.

### **State Chapter Governmental Affairs Award**

**Purpose** - To promote and recognize state chapter governmental affairs activities, with either a legislative or regulatory focus, that effectively influence health policy, as it relates to the practice of occupational and environmental health nursing.

**Eligibility** - All state chapters in good standing at the time of entry and selection are eligible.

**Categories** - Chapters may apply for only one category:

1. **Best Overall Program:** Management and/or development of an overall governmental affairs program at the state chapter level. Components of an overall program should include: grassroots structure, communications vehicles, position statement development, evidence of achievement of

program goals and objectives, coalition activities and political education programs.

2. **Single Issue Campaign:** A specific effort to influence policy that significantly affected the outcome of a specific issue or issues.

**Award Details** - One \$300 award in each category will be presented at the AAOHN Symposium & Expo.

### **Chapter Communications Award**

**Purpose** - To encourage AAOHN chapters to enhance their communications program through use of timely communications media.

**Eligibility** - All AAOHN chapters in good standing at the time of entry and selection are eligible.

**Categories** - The award is given to chapters, in either category, that enter outstanding examples in each of the required criteria:

1. Chapters with up to 50 members.
2. Chapters with more than 50 members.

**Award Details** - One \$300 prize for each category

### **Chapter Public Service Award**

**Purpose** - To recognize the contributions of chapters in promoting a society of healthy individuals and communities\* through volunteer efforts, and to increase the visibility and recognition of occupational and environmental health nursing.

\*Society of healthy individuals and communities speaks to a broad notion of health that includes community and environmental issues such as poverty, drug abuse, safe and decent housing, etc., as well as the more traditional areas of health promotion and disease and injury prevention.

**Eligibility** - All AAOHN chapters in good standing at the time of entry and selection are eligible.

**Award Details** - One \$300 award

### **Chapter Education Awards**

**Purpose** - To foster quality, ongoing professional development opportunities for occupational & environmental health nurses through the AAOHN chapters.

**Eligibility** - All chapters in good standing may apply.

**Categories** - Chapters may apply for only one category:

1. **Best Short Educational Activity** (*1-3.9 contact hours\**): An educational activity that reflects principles of adult learning. Examples include but are not limited to a one-hour CE activity presented at a monthly chapter meeting or an afternoon presentation featuring speakers for one or more different topics.
2. **Best One-Day Educational Activity** (*4-8 contact hours\**): An educational activity of greater than 3.9 but no more than eight contact hours in length that reflects principles of adult learning. Examples include, but are not limited to, a one-day workshop that provides a variety of sessions on a common theme.
3. **Best Multi-Day Educational Activity** (*more than eight contact hours\**): An educational activity that reflects principles of adult learning. Examples include but are not limited to a state convention or a company conference that allows the learner to select from various sessions.

\*A contact hour is 50 minutes of instructional time of an approved, organized learning activity.

**Award Details** - The recipient in each category will receive \$300

*2005 Professional Development Scholarships*  
**Continuing Education**



**Application submission timeframe: July - Dec. 1**

**Purpose**

To support occupational and environmental health professionals in attending and successfully completing continuing education activities that will further their professional development and continued competence. These grants are not intended to supplement tuition in an academic program.

**15 Scholarships Offered**

- Five \$1,500 scholarship is funded by the Alcoa Foundation
- Three \$1,000 scholarships are funded by Bristol Myers Squibb

- Two \$1,500 scholarships are funded by Edwards Medical Supply
- One \$1,500 scholarship is funded by the Liberty Leadership Fund
- One \$1,000 scholarships are funded by North Carolina Leaders
- One \$1,500 scholarship is funded by OMI
- Two \$1,000 scholarships are funded by the Texas State AOHN

### **Use of the Scholarships**

Grants to be applied to continuing education activity/program registration, travel, and/or associated subsistence (food and lodging) fees.

### **Eligibility Criteria**

Candidates must be employed in the field of occupational and environmental health nursing and demonstrate an interest in, and commitment to, occupational and environmental health.

### **Selection Criteria**

1. **500 words or less narrative** (double spaced with one-inch margins in 12-point font) addressing:
  - A. **Career goals:** Describe goals as they pertain to applicant's professional development and continued competence. (30%)
  - B. **Developing skills:** How continuing education activity will further applicant's goals. (30%)
  - C. **Financial Support:** Demonstrate need for financial support. (15%)
  - D. **Commitment:** Demonstrate commitment to ongoing continuing education activities. (15%)
2. **Letter of support:** Submit letter of support from employer/supervisor and copy of continuing education activity brochure or other printed information describing the activity. (10%)

### **Academic Study**



**Application submission timeframe: July - Dec. 1**

### **Purpose**

To provide opportunities to further professional education for occupational and environmental health professionals. (Bachelor or graduate degree)

### **Five Scholarships Offered**

- One \$3,000 scholarship is funded by the AAOHN Foundation
- Two \$3,000 scholarship is funded by the Alcoa Foundation
- One \$3,000 scholarship is funded by the Liberty Leadership Fund
- One \$3,000 scholarship is funded by Medtronic Emergency Response Systems

### **Eligibility Criteria**

### **Bachelor's Degree:**

The candidate must be a registered nurse enrolled full or part time in a nationally accredited school of nursing baccalaureate program and demonstrate an interest in, and commitment to, occupational and environmental health. Applicants must submit documentation of enrollment status.

### **Graduate Degree**

The candidate must be a registered nurse enrolled full or part time in a graduate program that has application to occupational and environmental health and demonstrate an interest in, and commitment to, occupational and environmental health. Applicants must submit documentation of enrollment status.

### **Selection Criteria**

1. **500 words or less narrative** (double spaced with one-inch margins in 12-point font) addressing:
  - A. **Professional goals:** Professional goals as they pertain to the academic activity and the field of occupational and environmental health. (50%)
  - B. **Impact of education on career:** Address impact of education on applicant's career in occupational and environmental health nursing. (20%)
2. **Letters of recommendation:** Submit two letters of recommendation, one from an occupational/environmental health professional. (30%)

### **Leadership Development**



**Application submission timeframe: July - Dec. 1**

### **Purpose**

To support volunteer leadership development in occupational and environmental health nursing. These scholarships are awarded to **individuals only** and are not intended to supplement tuition in an academic program.

### **Three Scholarships Offered**

- One \$1,500 Scholarship is funded by the Alcoa Foundation
- One \$1,000 scholarship is funded by the AAOHN Foundation
- One \$1,000 scholarship is funded by the Texas State AOHN

### **Use of the Scholarships**

These scholarships are to be applied to leadership development activity/program registration, travel and/or associated travel-related expenses (e.g. food and lodging). Types of activities that will be considered for funding include the AAOHN Conference of Leaders, Nurse in Washington Internship Program, mentoring development program, etc.

## Eligibility Criteria

Candidates must be employed in the field of occupational and environmental health nursing and demonstrate an interest in, and commitment to, occupational and environmental health.

## Selection Criteria

1. **500 words or less narrative** (double spaced with one-inch margins in 12-point font) addressing:
  - A. **Leadership goals:** Why applicant considers self an emerging leader in volunteer service. (25%)
  - B. **Developing skills:** Leadership skills applicant would develop by participating in the selected leadership development activity/program. (20%)
  - C. **Applied skills:** How these skills will be applied serving in a volunteer leadership role within the profession of occupational and environmental health nursing. (30%)
  - D. **Skills development:** Quality/relevance of leadership development activity/program to stated goals (e.g. continuing education activity brochure or other printed information describing the activity). (15%)
2. **Letter of Support** - Submit letter of support from employer/supervisor. (10%)

## Section 7

### YEARLY TIME LINE FOR THE BOARD OF DIRECTORS

July:

- All members review the Board of Directors manual and prepare to discuss changes/additions at the September meeting

August:

September:

- Appoint Chairperson/Coordinator for the state meeting
- Actively recruit members for BOD

October:

November:

December:

- Submission of all annual reports from all directors/officers

January:

February:

March:

April:

May:

June:

- Turnover meeting

## **Section 8 Policies and Procedures**

### **AWARDS**

#### A. Purpose/Mission Statement

- a. The purpose of the Awards Committee is to promote nominations and applications of members for the annual awards and to have the award recipients selected for presentation at the annual state NJSAOHN meeting.

#### B. Policy

- a. The awards process will be implemented as organized and established and revised if/when needed to meet the purpose in a timely manner.

#### C. Procedure

##### a. Members

- i. A minimum of three members are needed. Award winners from the previous three years who are currently active NJSAOHN members will be asked to serve on this committee

##### b. Duties of Committee Members

- i. The Chairperson is responsible for organization of the awards process and for delegating tasks.

- ii. Co-chairperson may be named by the Chairperson and delegate tasks/duties as needed.
  - iii. The current President is the committee's official organization representative.
  - iv. As each year's winners are named and honored, they become committee members for the upcoming year. In the event there are not three award recipients, then the member(s) from the previous year who received that same award will remain on the committee.
- c. Meetings
  - i. The January/February meeting will be held to select the award winners; other meetings are scheduled between October and March depending on committee needs.
  - ii. Meetings are scheduled by the chairperson as needed during the year. Communication by telephone, fax, e-mail may take the place of some meetings.
  - iii. The length of meetings depends on the agenda. Meeting arrangements and locations are mutually agreed upon and scheduled by the Chairperson.
- d. Minutes
  - i. The Chairperson (or as delegated) takes minutes as needed. Documentation is kept in the Award manual for a minimum of three years. This will include a summary of the year's accomplishments and recommendations for the following year.
- e. Function/Projects
  - i. The Awards chairperson determines and assigns tasks based on procedure and time- line requirements.
- f. Budget
  - i. The Awards budget is part of the NJSAOHN President's budget. Anticipated changes are communicated to the president when/if they occur. The NJSAOHN Board at the first meeting approves the budget. Award amounts will be recommended by the committee and approved by the Board at the first meeting.
  - ii. Bills and receipts are submitted to the Treasurer by the chairperson using the Check Request Form. The chairperson will document all transactions for committee manual.
- g. Communication/Report
  - i. The written report is submitted and presented at the Annual Meeting.
  - ii. Written reports/articles to accompany photos of annual winners are submitted to AAOHN and NJSAOHN for NJSAOHN website within 30 days of awards presentation.
  - iii. Committee Chairperson or a committee alternate informs the award winners.
- h. Other Commitments

## **BY LAWS**

### **A. PURPOSE/MISSION STATEMENT**

- a. Maintain the NJSAOHN bylaws.

### **B. POLICY**

- a. Add, change, or delete by-laws as approved by the NJSAOHN membership and ensure compliance to AAOHN bylaws.
- b. Communicate bylaw changes to the Board of Directors & Officers and the NJSAOHN membership.
- c. Review current NJSAOHN bylaws annually and bring potential concerns to the attention of the NJSAOHN Board of Directors & Officers.
- d. Maintain a current bylaws record and historical document manual.

### **C. PROCEDURE**

- a. Members
  - i. A minimum of three members is recommended. No previous committee experience is necessary. Recruitment is done by President Elect.
- b. Duties of Committee Members
  - i. Chairperson leads committee through process of assigned projects, plans agenda, and records committee actions and meeting minutes.
  - ii. President Elect serves as liaison between the Board and the committee. Coordinates preparation and presentation of bylaws at annual meeting.
  - iii. Committee members participate in activities of committee at the direction of chairperson.
- c. Meetings
  - i. Committee members will determine the frequency and location of meetings depending on work projects.
- d. Minutes
  - i. Minutes will be recorded by the designated person. Minutes are kept in the bylaws committee manual and retained for three years.
  - ii. The format for the minutes will include the following:
    1. Meeting time and location
    2. Members present
    3. Project(s) addressed
    4. Action items and person(s) assigned to task
- e. Functions/Projects
  - i. The primary project of this committee is listed in the mission and policy statement and/or projects as assigned by the NJSAOHN Board.
  - ii. Project implementation is governed under bylaws or as directed by the NJSAOHN Board.
- f. Budget
  - i. Chairperson prepares proposed budget prior to first meeting and makes suggestions to the Board at the first meeting. The NJSAOHN Board at the first meeting approves the budget.

- ii. Bills and receipts are submitted for payment by using the NJSAOHN Check Request Form.
- g. Communication/Reports
  - i. Objectives and actions are developed before first meeting. Outcomes are submitted to NJSAOHN Board before Business Meeting. The NJSAOHN Committee Report form will be used for formatting.
  - ii. The committee will maintain a current bylaws record and historical document manual.
- h. Other Commitments
  - i. All bylaw changes will be posted on the NJSAOHN website immediately upon AAOHN approval.
- i. Equipment/Supplies
  - i. The bylaws have been maintained electronically and computer access by committee will be necessary.

## **Communication**

### A. PURPOSE/MISSION STATEMENT

- a. The purpose of the Communications Committee is to enhance communication to all members, create visibility to the community and educate public of the role of Occupational and Environmental Nurses.

### B. POLICY

- a. Maintain current and accurate information on NJSAOHN website.
- b. Recognize newly ABOHN certified OHN's.
- c. Recognize significant events of the membership.
- d. Promote the occupational health nurse with professional and community recognition.
- e. Organize utilization of tabletop display, brochures, and business cards.

### C. PROCEDURES

- a. Members
  - i. A minimum of 3 members is recommended.
  - ii. Previous committee experience is not required.
  - iii. Recruitment is completed by committee members, chairperson, and NJSAOHN Board Representative.
- b. Duties of Committee Members
  - i. Chairperson:
    - 1. Provides direction for committee; assigns accountability for minutes; makes meeting agenda; maintains committee resource manual.
    - 2. Provides feedback to NJSAOHN Board regarding committee activities and informs committee of Board input.
  - ii. Committee member - participates and supports committee by being an active participant.
- c. Meetings

- i. Frequency and duration of meetings are determined based upon the goals and objectives for the year and the needs of the membership.
- d. Minutes
  - i. Minutes are taken by an assigned committee member or the chairperson. Minutes are kept in the Communications manual and retained for three years.
- e. Functions/Projects
  - i. Projects are developed and assigned by both the chairperson and the committee as a whole. NJSAOHN Board approval requested as needed.
- f. Budget
  - i. The chairperson completes proposed budget at first meeting and maintains ongoing tracking of expenses. The Board gives final approval on the budget.
  - ii. Bills and receipts are submitted to the Treasurer for payment by using the NJSAOHN Check Request Form.
- g. Communication/Reports
  - i. NJSAOHN committee report identifying goals/objectives is completed by the first meeting of the year. The NJSAOHN Committee Report form will be used for formatting.
- h. Other Commitments
  - i. Research and project follow-up as identified at committee meetings.
- i. Equipment/Supplies
  - i. Electronic communication is necessary.
  - ii. NJSAOHN Tabletop Display, Brochures/ Business cards

## **GOVERNMENTAL AFFAIRS**

### **A. PURPOSE/MISSION STATEMENT**

- a. The purposes of the Governmental Affairs Committee are:
  - i. To monitor legislative and regulatory issues affecting occupational and environmental health nursing.
  - ii. To keep membership informed of these issues via the NJSAOHN website.
  - iii. To encourage active participation by members in the legislative process.

### **B. POLICY**

- a. The Governmental Affairs Committee has the responsibility for translating association goals and objectives in the legislative/regulatory arena into a program of action at the state and local levels.
- b. The Governmental Affairs Committee has three basic functions; liaison between members and the national governmental affairs program,

education and public relations as it relates to the legislative/regulatory arena, and legislative/regulatory activity.

- c. The liaison function includes recommending policy and positions to the national committee based on the recommendations of local members. The Governmental Affairs Committee also keeps members informed of national goals, priorities, and calls for action.
- d. The public relations and education function has several facets:
  - i. Educating members about the legislative process and developing their skills to promote involvement;
  - ii. Informing members of current legislation and regulations via the NJSAOHN website within 30 days of introduction of legislative initiative;
  - iii. Educating individuals in industry and business and other occupational health professionals about health care issues.
  - iv. Increasing awareness among legislators, leaders in business and industry, and other occupational health professionals about occupational health nursing as an expert resource.
- e. Legislative and regulatory activity includes monitoring proposed legislation and regulations, interpreting their impact on occupational health, and coordinating activity in support or opposition.
- f. The Governmental Affairs Committee may also recommend actions, initiate legislation, and respond to legislation through the Board of Directors.

### C. PROCEDURES

- a. Members
  - i. A minimum of 5 members is recommended. No previous committee experience is required.
  - ii. Recruitment for committee is done by Board liaison and chairperson
- b. Duties of Committee Members
  - i. Chairperson leads committee through process of assigned projects, by maintaining focus, designing agenda and assigning action items.
  - ii. Board Representative is liaison for communication with NJSAOHN Board.
  - iii. Committee member actively participates to support, research, and complete action items.
- c. Meetings
  - i. Meeting duration and frequency will be determined by committee based on legislative activity.
- d. Minutes
  - i. A recorder is assigned at meetings. Minutes are in the Governmental Affairs manual and recommend retaining for a minimum of three years. Older years will be sent to Archives through the NJSAOHN Secretary.
- e. Functions/Projects

- i. The NJSAOHN Board and Governmental Affairs Committee chairperson and committee members determine and assign projects. Committee members will agree on implementation of projects and who is responsible.
- f. Budget
  - i. Prepare annual budget by first meeting of year. The Board reviews before approval of budget.
  - ii. Bills and receipts are submitted for payment to the Treasurer by using the Check Request Form. The chair will document budget activity in the committee manual.
- g. Communications/Reports
  - i. Goals and objectives are developed by the first meeting of the year. Outcomes are submitted to NJSAOHN Board before the Business Meeting. The NJSAOHN Committee Report form will be used for formatting.
- h. Other Commitments

## **MEMBERSHIP**

### A. PURPOSE/MISSION STATEMENT

- a. To promote NJSAOHN through maintenance and growth of membership.

### B. POLICY

- a. To maintain current membership via NJSAOHN website database
- b. Welcome new members via mailings/e-mails.
- c. Greet and introduce at meetings.
- d. Maintain retiree membership list.
- e. Recognition of new retirees with a gift at pre-determined meeting.

### C. PROCEDURES

- a. Members
  - i. Six to eight members are recommended.
  - ii. No previous committee experience is necessary.
- b. Duties of Committee Members
  - i. Chairperson - organizes and coordinates activities of committee.
  - ii. Board Representative serves as liaison to Committee for addressing issues.
  - iii. Committee members attend meetings and carry out projects.
- c. Meetings
  - i. Committee members will determine the frequency, location and length of meetings depending on work projects and organizational needs.
- d. Minutes
  - i. Minutes are taken by the Chairperson and kept in the Membership manual for three years. This includes a summary and recommendations for the upcoming year.
- e. Functions/Projects

- i. Projects are developed and assigned by the Chairperson based on organizational needs and projections. The Chairperson assigns the projects to be completed.
- f. Budget
  - i. The Chairperson will complete the proposed budget by the first meeting of the year.
  - ii. Bills are paid with the NJSAOHN check request form and receipt(s) sent to the Treasurer.
- g. Communication/Reports
  - i. The Committee Report with objectives and strategies is due by the first meeting of the year, followed with outcomes by the Annual Business Meeting. The NJSAOHN Committee Report form will be used for formatting
- h. Other Commitments
  - i. Equipment/Supplies
    - i. Nametags
    - ii. Mailing labels

## **NOMINATIONS**

### **A. PURPOSE/MISSION STATEMENT**

- a. The purpose of the Nominating Committee is to process nomination and election of officers for NJSAOHN.

### **B. POLICY**

- a. The duties of the Nominating Committee are determined by Bylaws Article VI.

### **C. PROCEDURES**

- a. Members
  - i. The Nominating Committee shall be composed of three members determined by election by the MOAHN membership
  - ii. A member shall have organization experience and have been a member of NJSAOHN for no less than one (1) year. Members shall serve two (2) years or until their successors are elected and shall not be eligible for immediate re-election.
  - iii. Should a member of the Nominating Committee become a nominee for office, that person will resign from the Committee. Any vacancy on the Nominating Committee will be filled by the Board of Directors with the candidate who received the next higher number of votes. If the member is unable to serve, the vacancy will be filled by a ballot vote by the Board of Directors from nominees recommended by the Nominating Committee.
  - iv. The candidate receiving the highest number of votes on the even year shall be chairperson the following year. The candidate elected on the odd year shall be chairperson the following even year.
- b. Duties of Committee Members

- i. On or before ninety (90) days prior to the April meeting each year, the Nominating Committee shall notify each member of the list of Officers and Nominating Committee members then serving, and whose terms of office expire at the end of the next annual meeting. The Committee shall specify which officers are eligible for re-election.
- ii. The Committee shall request nominations for elective positions. Candidates may nominate themselves or be nominated by other members. The Committee shall consider all candidates proposed and validate nominees' qualifications for each position.
- iii. The consent of all persons whose names appear on the ballot shall be secured.
- iv. A ballot shall be prepared with the placement of names chosen by lot (as opposed to alphabetically arranged).
- v. Ballot shall allow for a write in candidate.
- vi. In the event that a member is nominated and qualifies for more than one office, the member shall select an office.
- vii. Upon notification, submit to the AAOHN Nominating Committee the names of candidates for the AOHC ballot.
- viii. Preparation of the ballot:
  1. In even numbered calendar years, the ballot shall contain nominees for each office of:
    - a. President
    - b. Vice President
    - c. Recording Secretary
    - d. Three (3) Directors
    - e. Two (2) members of the Nominating Committee
  2. In odd numbered calendar years, the ballot shall contain nominee(s) for the office of:
    - a. President-elect
    - b. Treasurer
    - c. Corresponding Secretary
    - d. Three (3) Directors
    - e. One (1) member of the Nominating Committee
- ix. All elections shall be by ballot prepared by the Nominating Committee
  1. The ballot, together with directions and the accompanying documents of each candidate shall be mailed at least forty (40) days prior to the April meeting.
  2. The ballot, after being marked by the member, shall be sealed in the envelope provided for the ballot. The sealed official envelope containing the marked ballot shall be sealed in the outer envelopes bearing the name and address of the voter in the upper left hand corner and mailed to the Chairperson of Tellers not later than twenty (20) days prior to the April meeting.

3. The Treasurer shall deliver an official roster of members eligible to vote to the Chairperson of Tellers.
- c. Meetings
    - i. At first meeting, activities and completion dates will be determined by committee members and the Board of Directors (if applicable).
    - ii. Committee members determine the frequency, location, and duration of meetings.
  - d. Minutes
    - i. The Chairperson records the project activities. Minutes are in the Nominating Committee manual and recommend retaining for a minimum of three years.
  - e. Functions/Projects
    - i. NJSAOHN Board determines and assigns projects based on needs of the organization. Committee members will implement and complete projects.
  - f. Budget
    - i. Propose budget for year will be complete by the first meeting of the year. The budget is approved by the NJSAOHN Board.
    - ii. Bills and receipts are submitted for payment to the NJSAOHN Treasurer on the Check Request Form.
  - g. Communication/Reports
    - i. Objectives and actions are developed by the first meeting of the year. Outcomes are submitted to NJSAOHN Board by Annual Business Meeting. Format to be used is the NJSAOHN Committee Report.
  - h. Other Commitments
    - i. Teller responsibilities assigned by President: Bylaws V Section 2 B. It shall be the policy of the Association that officers and board members not serve as Tellers for the election. Member(s) of the Nominating Committee may serve as Tellers.
    - ii. The President shall select three (3) qualified persons to act as tellers at least ninety (90) days prior to the April meeting.
    - iii. The Tellers shall check the eligibility of the voter on the roster provided by the Treasurer, remove the outer envelope and deposit the sealed inner envelope in the ballot box. The sealed ballots shall be counted prior to the April meeting. The full report of the Tellers shall be read at the April meeting.
    - iv. Decisions: A plurality vote shall elect. In the event of a tie vote, decision shall be determined by lot of the Tellers.
  - i. Equipment/Supplies

## **EDUCATION**

### **A. PURPOSE/MISSION STATEMENT**

- a. To offer programs to NJSAOHN membership which provide opportunities for networking and professional education.
- b. To create a collaborative relationship between vendors and NJSAOHN in an annual fundraising exhibition.

### **B. POLICY**

- a. The program committee's role is to plan, implement and evaluate the NJSAOHN periodic meetings.

### **C. PROCEDURES**

- a. Members
  - i. Recommend 10-12 members. Previous experience is not required. Recruitment is completed by the chairperson and other committee members.
- b. Duties of Committee Members
  - i. Chairperson/Board Representative
    1. Liaison between the committee and NJSAOHN Board.
    2. Assists the committee chairperson/ members as needed.
    3. Leads the committee through the planning, implementation and evaluation of each of NJSAOHN periodic meetings.
    4. Maintains, or delegates, communication with the chosen facility where periodic meetings are held (including obtaining and completing the needed contracts).
    5. Maintains the committee resource manual.
  - ii. Committee Member
    1. Program Coordinator(s)
      - a. Completes the needed activities for assigned periodic NJSAOHN meeting.
    2. CEU Coordinator(s)
      - a. Completes the necessary application forms and maintains CEU records according to National and/or State licensure.
- c. Meetings
  - i. Meeting frequency, duration and location will be determined by the Regional directors and the committee. It is helpful to try and schedule the first meeting as soon as possible after the first board meeting of the new year.
- d. Minutes
  - i. Minutes are taken by the committee chairperson or the designee.
  - ii. Minutes are kept in the Program Committee manual and retained for 3 years.
- e. Function/Projects
  - i. Projects are developed and assigned by the committee board representative, committee chairperson or committee as the whole.

- ii. NJSAOHN Board approval as needed.
- f. Budget
  - i. The chairperson will review the proposed budget prior to the first meeting of the year.
    - 1. Regional directors have the authority to expend up to \$300.00 per educational program (maximum of \$900.00 per year) with prior Board of Directors approval.
  - ii. Bills and receipts are submitted to the Treasurer with the completion of a Check Request Form.
  - iii. All donated supplies, equipment, faxing, or copying should be tracked by committee members and submitted to the chairperson.
- g. Communication/Reports
  - i. The committee will develop the year's goals/objectives and strategies prior to the first meeting of the year.
  - ii. The Committee Board Representative will submit these to the NJSAOHN Board for approval.
  - iii. Outcomes are submitted to NJSAOHN Board by the Annual Business Meeting
  - iv. All meetings, dates, times, and locations will be posted on the NJSAOHN website a minimum of six weeks prior to the meeting date.
  - v. Program summary reports will be posted on the NJSAOHN website within 30 days following the program.
- h. Other Commitments

#### D. Co-sponsored Activities

- a. Educational activities planned and supported financially by NJSAOHN in conjunction with other organizations or associations will agree upon a program coordination responsibilities and review content with the Board of Directors.

#### E. Collaborative Activities

- a. Educational activities planned but *not* financially supported by NJSAOHN will note: "In collaboration with [name]" or "In Cooperation with [name]". Content will be reviewed by the Board.

#### F. Equipment/Supplies

- a. Paper, envelopes, nametags, mailing labels
- b. Proxima projector

### Section 9

### FORMS



Dear XXXXXXXXXXXXX,

Congratulation on your recent accomplishment.

- A. Appointment to the NJSAOHN as \_\_\_\_\_
- B. Winning of the \_\_\_\_\_ Award
- C. Winning of the \_\_\_\_\_ Scholarship
- D. Your recognition as \_\_\_\_\_

The Officers and Board of Directors of the NJSAOHN would like to ensure your accomplishments are acknowledged. Please complete the information below:

Full names and credentials:

---

Company name and address:

---

---

Supervisor/Manager:

---

Local Newspaper:

---

Contact number and town:

---

Information will also be sent to: Nursing Spectrum (Nursing Spectrum 900 Merchants Concourse, Suite 216 Westbury NY 11590) and Advance for Nurses (Lyn A. E. McCafferty: [imccafferty@merior.com](mailto:imccafferty@merior.com))

If you have a digital picture, please attach it with this form and return to: XXXXXXXXXXX



September 23, 2008

Mary Jones, Manager  
ABC Organization  
3325 Highway 35  
Anytown NJ 07730

**SUBJECT: Notification**

Dear XXXXX:

It is with great pleasure, that the New Jersey State Association of Occupational Health Nurses inform you that XXXXXXXX has been XXXXXXXXXXXXXXXXXXXX.

We know that the growth and success of our organization is largely dependent on having strong and capable members. We recognize the contribution XXXXXX has made in helping us maintain the position we enjoy as an organization and her ongoing support of the New Jersey State Association of Occupational Health Nurses

Sincerely,

# APPLICATION FOR THE BELL MEDICAL SERVICES OCCUPATIONAL HEALTH NURSING SCHOLARSHIP

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: H: \_\_\_\_\_ W: \_\_\_\_\_

Region \_\_\_\_\_ AAOHN Membership # \_\_\_\_\_

## CURRENT EMPLOYER

Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not currently employed, please list recent work history:

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATIONAL GOALS

Please list the proposed educational program to which scholarship would be applied:

\_\_\_\_\_

Name of Course/Books/Materials:

\_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL INFORMATION (complete for Educational program application only)

Costs:

Tuition: \$ \_\_\_\_\_ Books: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Are you receiving any financial assistance: yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please specify \_\_\_\_\_

Any personal comments you wish to make on your reason for applying for this scholarship would be welcome.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To evaluate the effectiveness of the scholarship program, please submit confirmation of contact hours, receipts, or certification to the scholarship committee.

Further, it is required that:

1. Any award made by NJAOHN will be used exclusively in pursuing the above stated goals.
2. Any monies not so used will be returned to the committee.

In signing this application, the applicant agrees to the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
**Received by committee:** \_\_\_\_\_

Disposition: \_\_\_\_\_

Notification of applicant: \_\_\_\_\_

Confirmation of goals completion: \_\_\_\_\_

Return completed applications by deadline date to:

XXXXXXxx  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX

**FAX: #####**

**APPLICATION FOR THE  
EDWARDS MEDICAL SCHOLARSHIP**

PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Region \_\_\_\_\_ AAOHN Membership # \_\_\_\_\_

CURRENT EMPLOYER

Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not currently employed, please list recent work history:

\_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL GOALS

Please list the proposed educational program to which scholarship would be applied:

\_\_\_\_\_

Name of Course/Books/Materials:

\_\_\_\_\_  
\_\_\_\_\_

FINANCIAL INFORMATION

Costs:

Tuition: \$ \_\_\_\_\_ Books: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Are you receiving any financial assistance: yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please specify \_\_\_\_\_

Any personal comments you wish to make on your reason for applying for this scholarship would be welcome.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To evaluate the effectiveness of the scholarship program, please submit confirmation of contact hours, receipts, or certification to the scholarship committee. Further, it is required that:

- 3. Any award made by NJAOHN will be used exclusively in pursuing the above stated goals.
- 4. Any monies not so used will be returned to the committee.

In signing this application, the applicant agrees to the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

Received by committee: \_\_\_\_\_

Disposition: \_\_\_\_\_

Notification of applicant: \_\_\_\_\_

Confirmation of goals completion: \_\_\_\_\_

Return completed applications by deadline date to:

XXXXXXXXXXXXXXXXXXx

**APPLICATION FOR THE  
FOUNDER'S SCHOLARSHIP**

PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Region: \_\_\_\_\_ AAOHN Membership # \_\_\_\_\_

CURRENT EMPLOYER

Employer: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If not currently employed, please list recent work history:

\_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL GOALS

Please list the proposed educational program to which scholarship would be applied:

\_\_\_\_\_

Name of Course/Books/Materials:

\_\_\_\_\_  
\_\_\_\_\_

FINANCIAL INFORMATION

Costs:

Tuition: \$ \_\_\_\_\_ Books: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Are you receiving any financial assistance: yes \_\_\_\_\_ no \_\_\_\_\_

If yes, please specify \_\_\_\_\_

Any personal comments you wish to make on your reason for applying for this scholarship would be welcome.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To evaluate the effectiveness of the scholarship program, please submit confirmation of contact hours, receipts, or certification to the scholarship committee. Further, it is required that:

- 5. Any award made by NJAOHN will be used exclusively in pursuing the above stated goals.
- 6. Any monies not so used will be returned to the committee.

In signing this application, the applicant agrees to the above requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

Received by committee: \_\_\_\_\_

Disposition: \_\_\_\_\_

Notification of applicant: \_\_\_\_\_

Confirmation of goals completion: \_\_\_\_\_

Return completed applications by deadline date to:

XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

Debra Lynn Gibbons

Occupational Health Nurse Of the Year Award

**RULES FOR APPLICATION:**

- A. Nominee must be a registered nurse, employed full or part-time in Occupational Health Nursing.
- B. No one may nominate a relative or him/herself.
- C. Past recipients of the Schering or NJ Nurse Award may not apply.
- D. Nominations must contain a full and factual explanation and justification.
- E. Applications **MUST** be received by the date set.
  - a. Any application received beyond this date will be disqualified.

**APPLICATION GUIDELINE**

Use this as your guide. On a separate sheet of paper, assemble comments in this order. You may, also, include a current resume.

- A. Nominee's name and address
- B. Educational background: can use a current resume
- C. Current position and employer's address
- D. Brief career summary, to include dates, places and job responsibilities.
- E. Additional professional responsibilities related to Occupational & Environmental Health Nursing.
  - a. Examples: teaching, conducting workshops)
- F. Services to the community, including dates.
- G. Professional affiliations. (Include offices held, awards received and honor societies)
- H. Original research, professional writing, poster presentation
- I. Additional contributions to Occupational & Environmental Health Nursing (not covered in data above).
- J. Nominator's name, position, address and letter of support.

The committee notifies nominee of their nomination and will advise the nominee of required information that is missing.

Return the completed application materials to:

XXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXX

New Jersey State Association of Occupational Health Nurses

**Request for Reimbursement**

Date: \_\_\_\_\_ to \_\_\_\_\_

Amount of reimbursement: \_\_\_\_\_

Reason for expense: \_\_\_\_\_

\_\_\_\_\_

Are receipts attached?

Yes \_\_\_\_\_

No \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Send reimbursement to:

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day time contact number \_\_\_\_\_

**Return form / receipts to the Treasurer**

\*\*\*\*\*

Check #: \_\_\_\_\_