

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 1st
- 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 1st following their election.
- C. No officer may serve more that 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 then 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.