

GAOHN BYLAWS

**GEORGIA ASSOCIATION OF
OCCUPATIONAL HEALTH NURSE, INC.**

**A CHAPTER OF THE AMERICAN ASSOCIATION
OF
OCCUPATIONAL HEALTH NURSE, INC.**

ARTICLE 1

Name

The name of this chapter shall be Georgia Association of Occupational Health Nurses (GAOHN), a chapter of the American Association of Occupational Health Nurses (AAOHN), Inc.

ARTICLE II

Purpose

The purposes of GAOHN are to:

1. Constitute the state professional association of registered nurses engaged in the practice of occupational and environmental health nursing.
2. Promote and/or provide continuing education in occupational and environmental health nursing;
3. Maintain the integrity and character of the nursing profession;
4. Promote scope of practice and standards for occupational and environmental health nurses;
5. Provide a forum for networking and discussion of issues in the field of occupational and environmental health nursing;
6. Promote health and safety of workers and communities and support occupational and environmental health nursing practice through monitoring and influencing state legislation and regulations;
7. Promote occupational and environmental health nursing through public relations activities;
8. Provide opportunities to develop association leadership skills;
9. Do within the limits of the law all things necessary proper, incidental, suitable, useful and conducive to complete accomplishment of the foregoing purpose.

ARTICLE III

Membership

Section 1. CLASSES OF MEMBERSHIP

A. ACTIVE

1. A registered professional nurse currently employed in occupational and environmental health;
2. An active member whose employment status changes may maintain active membership for the remainder membership year and one additional consecutive year.
3. An active member may apply for inactive status if the member has temporarily left the field of occupational and environmental health nursing due to hardships.
4. Inactive status must be renewed annually and may be maintained for a maximum of three (3) years.

B. RETIRED

1. A member retired from occupational and environmental health.

C. AFFILIATE

1. A registered professional nurse not eligible for active status, but interested in the field of occupational and environmental health and the purpose of AAOHN.
2. Others, not eligible for active status, but participating in the field of occupational and environmental health and interested in the purposes of AAOHN.

D. STUDENT:

1. A registered professional nurse enrolled as a student in a program of study related to occupational and environmental health;
2. A student in a professional nursing program with interest in occupational and environmental health;

3. This category of membership must be renewed annually.

E. HONORARY MEMBER:

Honorary membership shall be conferred upon a past GAOHN president upon retirement from employment in occupational and environmental health nursing and other occupational and environmental health nurse selected by the Board of Directors for outstanding service to the organization and/or the profession.

F. CORPORATE/ BUSINESS:

Those individuals or organizations who desire to support the goals of the chapter, who are not eligible for any other class of membership and who contribute at least \$1,000 per year.

Section 2. RIGHT AND PRIVILEGES

- A. Active members shall have full rights and privileges of membership.
- B. Members in all other classes:
 1. may attend membership meetings and participate in debates but shall not vote.
- C. Member in all classes may serve on committees.
- D. Honorary members shall not pay state dues.
- E. Members who have retired from occupational and environmental health nursing and who are no longer practicing may decline membership, and all right and privileges in AAOHN and only belong to GAOHN.

Section 3. APPLICATION FOR MEMBERSHIP

- A. 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.
 1. The state chapter shall have thirty (30) days to challenge a member.
 2. If a member application is challenged, there shall be automatic review by the AAOHN Membership Committee.
 3. 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. 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.
- C. Each member shall send annual dues of AAOHN and GAOHN to the national office.
- D. The Finance Committee may recommend changes in dues for all classes of membership. Any such change must be approved by 2/3 vote of the Board of Directors.

Section 5. FORFEITURE OF MEMBERSHIP

- A. Membership shall be automatically terminated:
 1. for non-payment of dues;
 2. for not meeting membership criteria.

Section 6. REINSTATEMENT

- A. A former member who forfeited membership for non-payment of dues may be reinstated;
 1. during the year of forfeiture by payment of current dues.
 2. 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 7. ACCESS OF RECORD

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

ARTICLE IV Board of Directors

Section 1. COMPOSITION

- A. The Board of Directors shall be held four (4) times yearly to include immediately before and after the Annual Sessions.

Section 2. MEETINGS

- A. Regular meetings of the Board of Directors shall be held four (4) times yearly to include immediately before and after the Annual Sessions.
- B. Special meetings of the Board of Directors:
 - 1. may be called by the president;
 - 2. shall be called by the president upon written request of five (5) of the members of the Board of Directors.
 - 3. may be held with at least 24 hours prior notice.
- C. Notice of all regular members of the Board of Directors shall be notified not less than ten (10) days before the date of the Board meeting.
- D. QUORUM: Five of the members of the Board of Directors, indicating the President or the Vice President, shall constitute a quorum at any meeting of the Board.

Section 3. BUSINESS BY MAIL OR TELEPHONE

- A. The Board may conduct business by mail or telephone conference call when necessary. At least eight (8) of the members must participate in such action. A report of any action taken shall be verified and made a part of the minutes of the next Board meeting.

Section 4. OFFICERS

- A. The officers shall be the President, President-Elect Secretary, and Treasurer.
- B. Qualifications: To be eligible for election, candidates must be active members. In addition, candidates for President shall have served a minimum of one (1) term as a Director on the Board of Directors.
- C. Duties: The duties shall be such as are implied by the respective titles except as otherwise stated in these bylaws and more specifically shall include the following:
 - 1. The President shall:
 - a. be the chief elected officer and official representative of GAOHN;
 - b. perform duties as set down in the bylaws or standing rules adopted by the Board of Directors;
 - c. appoint, subject to the approval of the Board of Directors, standing and ad hoc committees;
 - d. approve bills for payment, subject to limits prescribed by the Board of Directors;
 - e. establish policies to ensure proper accounting procedures are followed;
 - f. submit a written report at the annual meeting;
 - g. submit to the AAOHN office written reports as requested by AAOHN;
 - h. notify AAOHN in writing of the election or change in officers within 30 days;
 - 2. The President Elect shall:
 - a. in the absence of the President, assume the duties of the President;
 - b. succeed to the office of President for the unexpired term in the event of a vacancy in that office;
 - c. assume other duties assigned by the bylaws or standing rules, or the Board of Directors.
 - d. Fill the office of the President upon completion of the term of President Elect

- e. If the President elect is unable to complete the term, the position will be filled by ballot vote of the Board of Directors until the next member election even if it is not on the current rotation schedule for elections.
- f. The resident elect must meet the same qualifications as the President.

3. The Secretary shall:

- a. prepare the minutes of all meetings of GAOHN and the Board of Directors;
- b. notify all officers of their elections and all committees of their appointments;
- c. conduct the correspondence;
- d. notify members and directors in writing of the time and place of meetings.

4. The Treasurers shall:

- a. chair the Finance Committee;
- b. deposit all monies belonging this association in a bank approved by the Board of Directors;
- c. keep itemized records of receipts and disbursements and book of accounts;
- d. pay all bills approved by the President;
- e. submit the books and records for an annual independent review by an external party appointed by the Board of Directors;
- f. submit an annual financial report to the annual meeting;
- g. at least ninety (90) days before the meeting, mail to the Chairman of the Committee on Nominations and the Chairman of Tellers upon appointment, an accurate list of the voting members;
- h. submit a written report at each meeting of the Board of Directors and GAOHN.

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

1. The duties of the Board Of Directors shall be to:

- a. establish mission and goals;
- b. transact the general business and affairs of GAOHN
- 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 record of this association;
- g. recommend to membership any proposed changes in state dues structure;
- h. fill any vacancy, except that of President, by ballot vote;
- i. fill any vacancy on the Nominating Committee;
- j. approve presidential appointments;
- k. appoint election tellers and Chairman of Teller;
- l. process all complaints or requests;
- m. initiate proceedings for the removal of an officer for misconduct or neglect of duty in office using the 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. determine time and place for annual meetings;
- p. adopt the necessary standing rules and polices to implement these bylaws

- E. All Officer shall deliver to their successors all books, papers, and other property belonging to the association, within thirty (30) days after completion of term of office

Section 5. DIRECTORS

- A. There shall be four (4) Directors.

Section 6. TERM OF OFFICE

- A. The term of office 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 (January 1).
- C. No member of the Board of Directors may serve more than two (2) consecutive terms in the same office or as a Director.
- D. Any part of a term in excess of twelve (12) months for Officers of Directors shall be considered a term in deciding eligibility for re-election.

Section 7. VACANCY IN OFFICE

- A. A vacancy in the office of President shall be filled by the Vice President.
- B. Any other vacancy shall be filled by ballot vote of the Board of Directors with 60 days of the vacancy.

**ARTICLE V
Nominations and Elections**

Section 1. NOMINATING COMMITTEE

- A. Composition:
The Nominating Committee shall be composed of three (3) members elected by members.
- B. Chairman:
The candidate receiving the highest numbers of votes shall be chairman.
- C. Qualifications:
A member shall have been of GAOHN for no less than one (1) year.
- D. Term:
Members shall serve two (2) years or until their successors and elected and shall not be eligible for immediate re-election.
- E. 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 numbers 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.
- F. Duties:
 - 1. The committee shall request that members recommend the names of candidates for each elective position.
 - 2. 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 director vacancy on the Nominating Committee.
 - 3. The consent of all persons whose names appear on the ballot shall be secured.

- 4. A ballot shall be prepared with the placement of names chosen by lot.

Section 2. BALLOT

- A. In odd numbered calendar years, the ballot shall contain nominees for the office of:
 - 1. President-Elect
 - 2. Secretary
 - 3. Two (2) Directors
 - 4. Two (2) Members of the Nominating Committee.
- B. In even numbered calendar years the ballot shall contain nominees for:
 - 1. Treasurer
 - 2. Two (2) Directors
 - 3. One (1) Member of the Nominating Committee.

Section 3. METHOD

- A. All elections shall be ballot prepared by the Nominating Committee.
- B. The ballot, together with directions and the accompany documents of each candidate shall be mailed 40 days before the annual meeting either electronically or by paper.
- C. The sealed official envelope containing the marked ballot shall be mailed or transmitted to the Chairman of Tellers not later than 20 before the annual meeting.
- D. The treasurer shall deliver an official roster of members eligible to vote to the Chairman of Tellers.
- E. Tellers:
The Board of Directors shall appoint one (1) Teller and the Chairman of Tellers at least 90 days before the annual meeting.
- F. Decision:
A plurality vote shall elect. In event of a tie vote, a decision shall be determined by the Tellers.
- G. Ballots shall be retained for six (6) months.

**ARTICLE VI
Meetings**

Section 1. ANNUAL MEETING

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

Section 2. SPECIAL MEETING

- A. Special meetings may be called my president upon written request of two-thirds (2/3) of the membership.

Section 3. OFFICIAL RECORD

- A. An Official record of all meeting shall be made.

Section 4. NOTICES

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

Section 5. QUORUM

- A. Ten percent (10%) of active members including two (2) officers, one of whom shall be the President or Vice President, shall constitute a quorum of all meetings of the membership.

Section 6. CANCELLATION OF ANNUAL MEETING

- A. In the event of an emergency, the board of Directors by two-third (2/3) vote may cancel or reschedule the annual session. All members shall be notified of the cancellation and the result of the election.

**ARTICLE VII
Committees**

Section 1. Committees shall be established and appointed

- by the President with approval by the Board of Directors.

Section 2. Ex-Officio members

- A. The president shall be an ex-officio member of all committees except the Nominating Committee.
- Section 3. Quorum
- A. Quorum for any meeting shall be a majority of the committee.

the business of this state chapter association, shall automatically and immediately affect the necessary amendments to these bylaws.

- Section 2.
- These bylaws may be amended, at any annual meeting by a two-thirds vote of the members present and voting, provided that the proposed amendments shall have been approved by the Board of Directors and mailed to each voting members at least 30 days in advance.

- Section 3.
- These bylaws may be amended at any annual meeting, without previous notice, by a 99% vote of all members present and voting, provided the proposed amendments shall have been approved by the Board of Directors.

- Section 4.
- No bylaws shall be effective until approved by the Board of Directors of the American Association of Occupational Health Nurses, (AAOHN), Inc.

**ARTICLE VIII
Parliamentary Authority**

Robert's Rules of Order Newly Revised shall govern the proceedings of this association in all cases not provided for in these bylaws or in the standing rules or policies.

**ARTICLE IX
Amendments**

- Section 1.
- Any amendments to the GAOHN bylaws adopted at any annual meeting or special meeting, which directly relates to

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**Revised-1999
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2005
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