

By Laws

Society of Otorhinolaryngology and Head-Neck Nurses

Maryland/Washington D.C. Chapter

## **ARTICLE I**

### **NAME**

THE NAME OF THIS professional organization shall be the Maryland/Washington, D.C. chapter of the Society of Otorhinolaryngology and Head-Neck Nurses, Inc. hereafter referred to as “the chapter”.

## **ARTICLE II**

### **PURPOSES**

The purpose of this chapter shall be:

- A. To encourage higher levels of education in Otorhinolaryngology and Head-Neck nursing through study, discussion, exchange of information, experiences and ideas.
- B. To unite registered professional Otorhinolaryngology and Head-Neck Nurses for the purpose of maintaining a society dedicated to the constant endeavor of promoting the highest professional standards of Otorhinolaryngology and Head-Neck nursing for the netter and safer care of the patient.
- C. To hold meetings at intervals for the purposes of this chapter and the Society.
- D. To cooperate lawfully with other professional associations, hospitals, universities, industries, technical societies, research organizations, and government agencies in matters affecting the foregoing purposes of the chapter and Society.

## **ARTICLE III**

### **MEMBERSHIP – MEMBERSHIP CATEGORIES – REPRESENTATION – ETHICAL STANDARDS - DUES**

#### **SECTION 1:**

Membership in this Society and chapter shall be a privilege and contingent on compliance with requirements as specified in these bylaws.

#### **SECTION 2:**

Categories of membership in this Society and chapter shall be: Chapter Member, Full; Member at Large, Full; Chapter Member, Associate; Member at Large, Associate; Retired Chapter Member, Full; Retired Chapter Member at Large, Full; Retired Chapter Member, Associate; and Retired Member at Large, Associate.

##### **A. Chapter members:**

A registered professional nurse or a licensed practical or vocational nurse with an interest in Otorhinolaryngology and Head-Neck nursing living in an area where a chapter exists.

1. Full: A registered professional nurse with an interest in Otorhinolaryngology and Head-Neck nursing.
2. Associate: A licensed practical or vocational nurse with an interest in Otorhinolaryngology and Head-Neck nursing.
3. Retired: a registered nurse (Full) or licensed practical nurse/vocational nurse (Associate) over the age of 62 who is retired from the health care industry with an interest in Otorhinolaryngology and Head-Neck nursing. The category is also inclusive of the registered nurse or licensed practical/vocational nurse who is totally disabled and unable to work in the health care industry.

##### **B. Members at large:**

An Otorhinolaryngology and Head-Neck nurse living in an area where a chapter does not exist.

1. Full: A registered professional nurse with an interest in Otorhinolaryngology and Head-Neck nursing.
2. Associate: A licensed practical or vocational nurse with an interest in Otorhinolaryngology and Head-Neck nursing.
3. Retired: a registered nurse (Full) or licensed practical nurse/vocational nurse (Associate) over the age of 62 who is retired from the health care industry with an interest in Otorhinolaryngology and Head-Neck nursing. The category is also inclusive of the registered nurse or licensed practical/vocational nurse who is totally disabled and unable to work in the health care industry.

### **SECTION 3: Representation**

- A. Full members shall be eligible to hold office, serve on elected or appointed committees and exercise delegated power.
- B. Associate members shall be eligible to service on appointed committees.
- C. Retired members shall be eligible to serve on elected or appointed committees.

### **SECTION 4: Ethical Standards**

- A. By two-thirds ballot vote, the Board of Directors may censure or expel a member for cause, provided there was an unprejudiced hearing at which the member was permitted to defend him/herself.
- B. A member suspended or expelled may be reinstated by majority vote of the Board of Directors, making application as a new member, and paying current dues and assessments.

### **SECTION 5: Dues**

- A. Annual national membership dues in this Society shall be determined by the National Board of Directors subject to ratification by the House of Delegates.
- B. Chapter Dues
  - 1. 60 days prior to the member's renewal date, an annual dues bill for the chapter and national dues will be sent to each member. The member shall complete the form and return it together with chapter plus national dues to the treasurer by March 1. A late penalty will be charged for these dues received after March 1. When the dues are received the form will be processed, a membership card sent to the members, and a check for the amount of chapter dues forwarded to the chapter treasurer on a biannual basis.
  - 2. Membership application forms for new members shall be sent annually, and as needed, to the chapter treasurer from the national treasurer. After the application has been processed by the National Credentials Committee, a membership card will be sent to the member, and a check for the amount of the chapter dues forwarded from the national treasurer to the chapter.
  - 3. Members at large dues: Renewal notices should be sent to members at large by national treasurer in the same manner as for chapter members. National and chapter dues will be due March 1.
- C. Delinquency and Reinstatement
  - 1. Any member whose dues are not received by April 1<sup>st</sup> shall be removed from the membership roster and all privileges of the Society are withdrawn.
  - 2. Reinstatement will require application as a new member and payment of current dues.

## **ARTICLE IV**

### **MEETINGS – QUORUM - VOTING**

#### **SECTION 1: Meetings**

##### **A. Society Meetings:**

1. The May meeting of the chapter will be designated as the annual business dinner meeting. The annual financial and budgetary statements and the committee and officers reports shall be presented at that time.
2. Regular meetings of the chapter shall be held on the second Wednesday of February, April, June, August and November.
3. Robert's Rules of Order, Newly Revised, will govern the meetings.

#### **SECTION 2: Quorum**

The presence of twenty percent (20%) of the total voting members registered constitute a quorum for all meetings of the chapter.

#### **SECTION 3: Voting**

- A. A two-thirds majority vote shall apply to all bylaw changes. A majority (one-half plus one of those present and voting) shall apply to all other matters brought to vote.
- B. Each person entitled to vote (as established under ARTICLE IV, SECTION 1B) at any Congress, shall not cast more than one vote on any question.

## **ARTICLE V**

### **OFFICERS AND DUTIES**

#### **SECTION 1:**

Officers: The officers of this chapter will be: President, Vice President, Secretary and Treasurer.

#### **SECTION 2: Duties**

##### **A. President:**

1. Shall be responsible to the board of Directors and have approval of the board for the activities of the chapter.
2. Shall preside at all meetings of the Board of Directors and Chapter.
3. Shall appoint all committee chairs with approval of the Board, and be a member ex-officio, therefore, except the Nominating Committee and those otherwise provided for in the bylaws or the order creating the same.
4. Shall terminate non-functioning committees with the approval of the Board of Directors.
5. Shall be the official representative of the chapter at meeting of other organizations. In the event the President is unable to attend, the Vice

President is to attend. If the Vice President is unable to attend, an alternate may be designated by the President.

6. Shall perform such other duties as they pertain to the office.

**B. Vice President:**

1. Shall perform the duties of the President in the absence or inability of the President to act.
2. Shall assist the President in bylaws interpretation and procedures.
3. Shall perform such other duties as may be delegated by the President or the Executive Committee.

**C. Secretary:**

1. Shall maintain a record of proceedings of all business meetings of chapter and board of Directors.
2. Shall return approved minutes for duplication and distribution to the Board of Directors.
3. Shall excerpt and submit pertinent data to respective committee chairmen.
4. Shall carry on all correspondence between members.
5. Shall keep copies of the bylaws and standing rules of the chapter on and during all meetings.

**D. Treasurer:**

1. Shall assume responsibility for the financial affairs of the chapter.
2. Shall present a written report of the financial standing of the chapter at the annual dinner business meeting of the chapter.
3. In conjunction with the President, prepare an annual financial report to be sent to the Chairperson of the Chapter Coordinating Committee.
4. Shall act as chairman of the Budget and Finance Committee.

## **ARTICLE VI**

### **Nominating Committee – Eligibility to Serve – nominations – Elections – Terms – Vacancies**

#### **SECTION 1: Nominating Committee**

- A.** Nominating Committee shall consist of two elected members.
  1. Members shall be elected for a term of two years on alternating years.
  2. Eligibility for this committee shall be the same as for the other elected positions in the chapter as shown in SECTION 2 of this article.
- B.** The nominating committee shall prepare a list of nominees accompanied by written consent to serve, and submit it to the Board of Directors for review and information prior to the election.

## **SECTION 2: Eligibility to serve in an elected capacity**

To be eligible for elected office as a member of the Board of Directors or as a member of the nominating committee, a nominee must have been a full member of the Society for two (2) years preceding nomination.

## **SECTION 3: Nominations**

A slate of officers will be prepared by the nominating committee for presentation as specified in Article VI, SECTION 1B.

- A. Elections of officers and Nominating Committee shall be held at the May meeting and majority wins. In case of a tie, choice is by lot.
- B. Any member holding an elected office may not be a candidate for another office in the chapter unless his current term expires at the impending annual elections, or resignation to the Executive Board prior to elections.
- C. The President shall appoint a tellers committee to serve.

#### **SECTION 4: Terms of Office**

- A. The President, Vice President, Secretary, and Treasurer shall be elected for a term of two years and shall serve until one's successor has assumed office.
- B. No officer, member of Board of Directors, or nominating committee member shall serve more than two (2) consecutive terms in the same office.

#### **SECTION 5: Vacancies**

- A. Vacancies that occur in any elected office of the chapter, due to inability or ineligibility of the incumbent to perform the duties of the office, or the incumbent's removal from office, are filled in the following manner:
  - 1. President: The Vice President shall immediately assume office.
  - 2. Vice President: Appointment will be made to fill this office by the Executive Committee.
  - 3. Secretary: Same as Vice President. See above.
  - 4. Treasurer: Same as Vice President. See above.
  - 5. The Executive Committee will fill other vacancies.
  - 6. Any member filling a vacancy for an unexpired term for six months or more will be deemed to have served for one year.

### **ARTICLE VII**

#### **Committees**

##### **SECTION 1: Executive Committee**

- A. Executive Committee shall consist of President, Vice President, Secretary and Treasurer and shall:
  - 1. Assist the President in expediting the business of the Chapter.
  - 2. Prepare and present proposals to be presented to the members.

## **SECTION 2: Standing Committee**

The Standing Committee of the chapter shall be appointed annually by the President with the approval of the Executive Committee, except as otherwise provided in the bylaws or the order creating the same. Each committee shall consist of a chairperson and at least two members and a majority of members constitute a quorum.

### **A. Budget and Finance Committee**

- 1.** Shall prepare the annual budget and submit it to the Executive Committee in March. The budget is approved at the annual business meeting.
- 2.** Submit an annual report to Headquarters.
- 3.** Coordinate fund raising activities

### **B. Membership Enhance Committee**

- 1.** Shall promote growth and development of the chapter and the National Society.

### **C. Education Committee**

- 1.** Establish education calendar and obtain CEU's.
- 2.** Plan and coordinate workshops, seminars, etc., at local and regional level.
- 3.** Conduct a needs assessment as necessary.

### **D. Strategic Planning Committee**

- 1.** To establish long range goals in a format consistent with the society involves working with committee chairpersons and updating and revising the goals as needed.

### **E. Government Relations Committee**

- 1.** To keep abreast of legislative and regulatory health policy issues of concern on a state and national level.
- 2.** To maintain a current telephone tree and activate that tree and various legislative alerts as directed.

## **SECTION 3: Special Committees**

Special Committees may be appointed by the President and cease to exist when the purpose for which they were created is complete.

## **SECTION 4: Committee Reports**

- A. An outgoing committee chairperson shall submit a written report of the committee's work during the preceding year at the annual meeting in April.
- B. Verbal committee reports shall be given as requested or needed at the monthly meetings.

## **ARTICLE VIII**

### Fiscal Year

The fiscal year shall be January 1 through December 31.

## **ARTICLE IX**

### Parliamentary Authority

The parliamentary writing of General Henry M. Robert, Robert's rules of order, Newly revised, shall govern the chapter in all cases not covered in these bylaws.

## **ARTICLE X**

### Amendments

Amendments to the bylaws may be made at any regular meeting by a 2/3 majority vote of those registered voting members present provided that written notice was given at the meeting preceding the one at which the proposed amendment is to be voted upon.

## **ARTICLE XI**

### Asset and Dissolution

(This section will vary depending on the tax laws in each state. If you are not required to file taxes in your state the following is to be followed. If you do file in your state, you must write this section according to your state law.)

### **SECTION 1: Assets**

The Maryland/Washington, D.C. Chapter of the Otorhinolaryngology and Head-Neck Nurses, Inc. having granted a charter by the National Society, do hereby certify:

- A. Said organization is formed exclusively for charitable, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (3) if the Internal Revenue Code of 1954 (or the corresponding provision of any further United States Internal Revenue law.)

- B. The Chapter shall account to the National Society all financial proceedings of the Chapter by November 30 of each year.
- C. No part of the net earnings of the chapter shall inure to the benefit of, are to be distributed to its members, officers, or other private persons, except that the chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions furtherance of the purposes set forth in Article XII, Section 1-A. No part of the activities of the chapter shall be carrying on propaganda, or otherwise attempting to influence legislation, and the chapter shall not participate or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the chapter shall not carry on any activities not permitted to be carried (a) by a corporation exempt from Federal Income Tax under Section 503 (3) of the Internal Revenue Code of 1954 or by (b) by a corporation, contributions of which are deductible under Section 170 (2) of the Internal Revenue Code of 1954.

## **SECTION 2: Dissolution**

- A. Upon dissolution of the chapter, the present officers shall, after paying on making provisions for the payment of all liabilities of the chapter, turn over all remaining funds to the National Society.

Revised: January 2002, April 2005, June 2009