BYLAWS OF THE NEVADA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES, INC.  
(NVAOHN)

Chartered April 24, 1993                                Amended March 1994, March 1998, November 2005
By: Sheryl M. Clark, RN, BS, COHN

ARTICLE I
NAME

The name of this chapter shall be the NEVADA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES, INC., (NVAOHN), a chapter of the American Association of Occupational Health Nurses (AAOHN), Inc.

ARTICLE II
PURPOSE

The purposes of NVAOHN, as set forth in the Articles of Incorporation, are to:
- Constitute the state professional association of nurses engaged in the practice of occupational & environmental health nursing;
- Promote and/or provide continuing education in occupational & environmental health nursing;
- Maintain the integrity and character of the nursing profession;
- Provide a forum for networking and discussion of issues in the field of occupational & environmental health nursing;
- Promote scope of practice and standards for occupational & environmental health nurses;
- Promote health and safety of workers and communities and support occupational & environmental health nursing practice through monitoring and influencing state legislation and regulations;
- Promote occupational & environmental health nursing through public relations activities;
- Provide opportunities to develop chapter leadership skills; and
- Do, within the limits of the law, all things necessary, proper, incidental, suitable, useful and conducive to the complete accomplishment of the foregoing purposes.

ARTICLE III
MEMBERSHIP

SECTION 1.  CLASSES OF MEMBERSHIP
The membership of the chapter shall consist of the following:
A. Active
   1. A registered professional nurse currently employed in occupational & environmental health.
   2. An active member whose employment status changes may maintain active membership for the remainder of that 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 due to hardship.
   4. Inactive status must be renewed annually and may be maintained for a maximum of three years.
B. Retired
   A member retired from occupational & 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 purposes of AAOHN;
2. Others not eligible for active status, but practicing in the field of occupational & 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 & environmental health;
2. A student in a professional nursing program with interest in occupational & environmental health;
3. This category of membership must be renewed annually.

E. Honorary
Honorary membership may be conferred on any occupational health nurse selected by the Board of Directors for outstanding service to the organization or the profession.

F. Corporate/Business
Any person, agency, organization or company interested in promoting the purposes of the State association.

SECTION 2. RIGHTS AND PRIVILEGES
A. Active Members
All 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.
2. Members in all classes may serve on committees.

C. Honorary and Corporate/Business Members
Honorary and patron members shall have only such privileges as may be specifically conferred upon them by the Board of Directors and shall not pay state constituent association dues.

D. Members who have retired from occupational health and who are not practicing nursing have the option to belong to only local and/or state association.

SECTION 3. APPLICATION TO 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 Corporate/Business.

A. The state chapter shall have thirty (30) days to challenge a member.
B. If a member's application is challenged, there shall be automatic review by the AAOHN Membership Committee.
C. Final approval of challenged applications for membership shall be within the sole and absolute discretion of the AAOHN Board of Directors.
D. Honorary membership shall be conferred by a three-fourths (3/4) vote of the directors present and voting at the regular meeting of the Board of Directors held immediately preceding the Annual Meeting.

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 NVAOHN to the national office.
D. A change in the dues structure for any class member shall, upon recommendation of the Board of Directors, be submitted to the members at a regular or special meeting; or by a letter from the board. Approval shall be by a two-thirds (2/3) vote of the membership.

SECTION 5. FORFEITURE OF MEMBERSHIP
Membership shall be automatically terminated:
A. For non-payment of dues; or
B. 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 TO RECORDS
Consistent with legal requirements, a member may inspect the books and records of NVAOHN 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 and elected directors.

SECTION 2. DUTIES
The duties of the Board of Directors shall be:
   A. Establish mission and goals;
   B. Transact the general business of NVAOHN;
   C. Designate the place of deposit of money;
   D. Provide bond for any person handling funds at the discretion of the board;
   E. Provide for an independent review, by an external party of the books and records of NVAOHN at least annually;
   F. Adopt annual budget;
   G. Recommend to membership any proposed change in state dues structure;
   H. Fill any vacancy, except that of the President, by ballot vote;
   I. Fill any vacancy on the Committee on Nominations;
   J. Approve presidential appointments;
   K. Process all complaints or requests;
   L. Initiate proceedings for the removal of an officer for misconduct or neglect of duty in office using due process procedures as outlined in Roberts Rules of Order Newly Revised or the corporate code of an incorporated association;
   M. Establish advisory councils if and when deemed necessary;
   N. Determine the time and place for Annual Meeting;
   O. Adopt the necessary standing rules and policies to implement the bylaws.

SECTION 3. MEETINGS
A. Regular meetings of the Board of Directors shall be held at least quarterly.
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 two-thirds (2/3) of the members of the Board of Directors.
   3. May be held with at least 24 hours prior notice.
C. All members of the Board of Directors shall be notified no less than ten (10) days before the date of the Board meeting.
D. 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.
E. QUORUM: Four (4) of the members of the Board of Directors, including the President or Vice President, shall constitute a quorum at any meeting of the Board.
SECTION 4. OFFICERS
A. The officers shall be the President, Vice-President, Secretary, and Treasurer.
B. Qualifications: To be eligible for election, candidates must be active members, with candidate for President having served a minimum of 1 term as a member of the Board of Directors.
C. Duties: The duties shall be such as are implied by their 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 NVAOHN;
      b. Perform duties as set down in the bylaws of standing rules adopted by the Board of Directors;
      c. Appoint, subject to the approval of the Board of Directors, all standing and Ad Hoc Committees;
      d. Approve bills for payment, subject to limits that may be prescribed by the Board of Directors;
      e. Sign all checks in the absence of the Treasurer and co-sign any checks as established by policy;
      f. Submit 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 Vice-President 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.
   3. The Treasurer shall:
      a. Chair the Committee on Finance;
      b. Deposit all monies belonging to 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. Keep an accurate classified file of the names, addresses and places of employment of members;
      h. Submit a written report at each meeting of the Board of Directors of NVAOHN.
   4. The Secretary shall:
      a. Prepare the minutes of all meetings of NVAOHN and of the Board of Directors;
      b. Conduct the general correspondence;
      c. Notify members and Directors in writing of the time and place of meetings.
D. The Directors shall perform such duties as shall be assigned by the President or the Board of Directors.
E. All officers 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
   There shall be three 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. All officers shall assume office January 1st, following their election.

C. An officer or director shall be eligible for re-election to the same office for one (1) successive term except the Treasurer and Secretary whose eligibility for re-election shall not be limited.

E. Any part of the term in excess of twelve (12) months shall be considered a term in deciding eligibility for re-election.

F. The absence of any member of the Board of Directors from more than two (2) consecutive sessions of the Board of Directors without sufficient reason, as determined by the majority of the entire board, shall be considered a resignation from the elected office.

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 majority vote of the Board of Directors.

ARTICLE V
NOMINATIONS AND ELECTIONS

SECTION 1. COMMITTEE ON NOMINATIONS
A. Composition
The Committee on Nominations shall be composed of one to three (1-3) members elected by the NVAOHN membership or appointed by the board if necessary.

B. Qualifications
A member shall have been an active member of NVAOHN for no less than one (1) year.

C. Term
The members of this committee shall serve two (2) years and shall be eligible for immediate re-election.

D. Vacancy
Should a member of the Committee on Nominations become a nominee for office, that person shall resign. The Board of Directors shall fill any vacancy on the Committee of Nominations 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 appointment of nominee selected by the Board of Directors.

E. Chair
The Chair shall be the member who received the highest number of votes or who is appointed by the board.

F. Duties
1. At least ninety (90) days before the Annual Meeting, the Chair of the Committee of Nominations shall obtain an accurate list of voting members from the AAOHN website.
2. Sixty days prior to the election, the Committee shall send to each member a list of offices to be filled and request names of members eligible and willing to serve.
3. The Committee shall consider the qualifications of all candidates proposed by the membership or by members of the Nominating Committee and shall select two (2) or more nominees (unless only one person has accepted the nomination) for each office, director and vacancy on the Nominating Committee.
4. Consent of all persons whose names appear is to be secured.
5. A ballot shall be prepared with the placement of names chosen by lot.
6. Notify all officers of their election and all committee chair of their appointments.

SECTION 2. BALLOT
A. In uneven number of years, the ballot shall contain nominees for the office of:
   a. President
   b. Vice-President
c. Secretary
d. One Director
e. One member of the Committee on Nominations (1)

B. In even number of years, the ballot shall contain nominees for the office of:
a. Treasurer
b. One to two Directors
c. One to two members of the Committee on Nominations(2)

C. Members may be a candidate for more than one position if needed and if agreeable with the Board of Directors by a 2/3 vote.

SECTION 3. ELECTIONS
A. All elections shall be by written or electronic ballot prepared by the Committee on Nominations from a roster of eligible NVAOHN members.
1. The ballot with directions, together with the accompanying documents of each candidate shall be mailed at least twenty (20) days before the annual meeting.
2. The sealed official envelope containing the marked ballot shall be mailed to the Chairman of Tellers not later than ten (10) days before the annual meeting.

B. Tellers: The Board of Directors shall appoint two (2) Tellers and the Chair of Tellers at least twenty (20) days before the Annual Meeting.

C. The sealed ballots shall be counted prior to the annual meeting. The full report of Tellers 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.

E. Ballots shall be retained for six (6) months.

ARTICLE VI
MEETINGS

SECTION 1. ANNUAL MEETINGS
A. There shall be an Annual Meeting at such time and place as shall be determined by the Board of Directors.

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

SECTION 2. SPECIAL MEETINGS
Special Meetings may be called by the President upon the written request of 25% of the membership.

SECTION 3. NOTICES
Notices of all meetings of the membership shall take place at least thirty (30) days before the date of the meeting.

SECTION 4. QUORUM
A quorum of any meeting of the membership of this state association shall be 25% of active members including two (2) officers, one of whom shall be the President or Vice-President.

SECTION 5. OFFICIAL RECORD
The Secretary shall record the proceedings of the Annual Meeting. An Official record of the meetings will be made.

ARTICLE VII
COMMITTEES
SECTION 1. STANDING COMMITTEES
   C. The following Standing Committees are recommended:
      1. Membership
      2. Professional Affairs
      3. Finance
      4. Government Affairs
      5. Communications
      6. Policy and Procedures
      7. Bylaws
   D. Each committee shall consist of at least one to two (1-2) members.
   E. When necessary, committee members may consist of officers and/or other board members except as otherwise noted in these bylaws.
   F. Detailed duties and procedures shall be as set by Policies and Procedures.

SECTION 2. AD HOC COMMITTEES
Ad Hoc committees may be appointed as authorized by the general membership or the Board of Directors.

SECTION 3. EX-OFFICIO MEMBERS
The President shall be an ex-officio member of all committees except the Nominating Committee.

SECTION 4. QUORUM
A quorum for any meeting shall be a majority of the committee.

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.
These bylaws may be amended at any Annual Meeting or Special Meeting by a two-thirds (2/3) vote of the members present and voting; or by a (2/3) electronic vote, provided that the proposed amendments shall have been approved by the Board of Directors and the changes provided to the membership at least thirty (30) days in advance.

SECTION 2.
These bylaws may be amended at any Annual Meeting or Special Meeting without previous notice, by a ninety-nine percent (99%) vote of all membership present and voting, provided the Board of Directors shall have approved the proposed amendments and the proposed changes are given to those members in attendance at the Annual Meeting.

SECTION 3.
No bylaws shall be effective until approved by the Board of Directors of the American Association of Occupational Health Nurses (AAOHN), Inc.

SECTION 4.
Any amendment to the AAOHN Bylaws adopted at any Annual or Special Meeting which directly relates to the business of this state constituent association shall automatically and immediately effect the necessary amendments to these bylaws.

Revised 11/05
ATTEST:  NEVADA ASSOCIATION OF OCCUPATIONAL HEALTH NURSES

________________________________________
Nancy Menzel, President, Nevada Association of Occupational Health Nurses

________________________________________
Helen Lyden, Secretary, Nevada Association of Occupational Health Nurses

________________________________________
Date