

**MICHIGAN ASSOCIATION OF
OCCUPATIONAL HEALTH
NURSES**

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The purposes of MAOHN 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 to 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 chapter leadership skills; and

9. do within the limits of the law all things necessary, proper, incidental, suitable, useful, and conducive to complete accomplishment of the foregoing purposes.

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 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 nursing 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 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 purposes of AAOHN.
2. Others, not eligible for active status, but practicing 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

The title of Honorary Member may be conferred upon a person who has rendered service to MAOHN or upon a person whom MAOHN desires to honor.

Section 2. RIGHTS 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.
 2. shall be ineligible to hold office.
- C. Members in all classes may serve on committees.
- D. Members who have retired from occupational and environmental health nursing and who are not practicing may decline membership and all rights and privileges in AAOHN and only belong to MAOHN.

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 MAOHN to the national office.
- C. New members joining after June 30, shall pay half a year's national dues and full local and state dues for the balance of the first calendar year of membership.
- D. A change in the state dues structure for any class of membership shall, upon recommendation of the Board of Directors, be submitted to the members at a regular or special meeting. Notice of such recommendation shall be sent to each member with the call of the meeting. Approval shall be by a two-thirds (2/3) vote.
- E. Honorary members shall be exempt from the payment of state chapter dues.

Section 5. FORFEITURE OF MEMBERSHIP

Membership shall be automatically terminated:

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

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 MAOHN for any proper purpose upon reasonable notice.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. COMPOSITION

A. The Board of Directors shall consist of the elected officers, three (3) elected directors, the Chairman of the Committee on Nominations, and the president or designee of each local chapter.

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

B. The Parliamentarian shall serve in an advisory capacity.

C. Other members may be invited to attend meetings of the Board of Directors by the President as provided in the standing rules.

Section 2. DUTIES

- A. The Board of Directors shall:
 - 1. Establish mission and goals, and direct the business and financial affairs of MAOHN.
 - 2. Approve the place for deposit of money.
 - 3. Provide bond for any person handling MAOHN funds.
 - 4. Provide for an independent review by an external party of the books and records of this chapter.
 - 5. Adopt an annual budget at its first meeting after the beginning of the new fiscal year.
 - 6. Recommend to MAOHN members any proposed changes in state dues structure.
 - 7. Authorize the payment of unbudgeted bills in excess of \$200.00.

8. Fill any vacancy, except that of President, by ballot vote from qualified nominees nominated by the Board of Directors. In the event there is but one nominee the election may be by voice vote.

9. Fill any vacancy on the Committee on Nominations.

10. Approve president appointments.

11. Process all complaints or requests for disciplinary action against a member.

12. Establish advisory councils if and when deemed necessary.

13. Approve time and place for all MAOHN membership and Board of Directors meetings.

14. Transact the general business and affairs of MAOHN not provided for in these bylaws.

15. 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

- 1. immediately preceding the annual meeting.
- 2. during the month of March.
- 3. the incoming Board of Directors may meet immediately following the annual meeting at which elected or at such time prior to January 1st for the purpose of approving presidential appointments, establishing missions and goals, and conducting such other business required before the beginning of the official term.

B. Special meetings of the Board of Directors:

- 1. may be called by the President;
- 2. shall be called by the President upon request of two-thirds (2/3) of the members of the Board of Directors.

- C. Notices of all meetings of the Board of Directors shall be mailed or sent by electronic means not less than ten (10) days before the date of the 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 at the meeting. A report of any action taken shall be verified and made a part of the minutes of the next Board meeting.
- E. A majority of the members of the Board of Directors, including the President or the President-Elect, shall constitute a quorum at any meeting for the transaction of business.

Section 4. OFFICERS

- A. The officers shall be a President, a President-Elect, a Secretary, and a Treasurer.

Proviso: The Secretary elected in 2006 who assumes office on January 1, 2007, will assume the duties of the Membership Secretary on January 1, 2008.

- B. To be eligible for election, candidates must be active members. In addition, candidates for President-Elect and Treasurer shall have served a minimum of two years as a member of the Board of Directors.
- C. The duties of all officers shall be such as are implied by their respective offices except as stated otherwise in these bylaws and more specifically shall include the following:

- 1. The President shall:
 - a. Be the chief executive officer and official representative of MAOHN.
 - b. Preside at all meetings of MAOHN and of the Board of Directors.
 - c. Perform duties as set down in the bylaws, standing rules, and procedure manual of MAOHN.

- d. Appoint, subject to the approval of the Board of Directors: chairmen of unassigned standing committees as provided in these bylaws, a custodian for a term of two years, a registered or certified parliamentarian, and all ad hoc committees.
- e. Submit to the AAOHN Office written reports as requested by AAOHN
- f. Notify AAOHN in writing of the election or change in officers within thirty (30) days.

- 2. The President-Elect shall:
 - a. In the absence of the President, assume the duties of President.
 - b. Be Chairman of the Committee on Governmental Affairs.
 - c. Assume other duties as assigned by the bylaws, standing rules, procedure manual, and the Board of Directors.
 - d. Succeed to the office of President.

- 3. The Secretary shall:
 - a. Record the proceedings of all meetings of the membership and Board of Directors of MAOHN.
 - b. Be responsible for the general correspondence of MAOHN.
 - c. Be Chairman of the Membership Committee.
 - d. Serve as Historian.

Proviso: The Secretary elected in 2006 who assumes office on January 1, 2007, will assume the duties of the Membership Secretary on January 1, 2008.

- e. Assume duties assigned by the bylaws, standing rules, procedure manual, and Board of Directors.

4. The Treasurer shall:
 - a. Be the Chairman of the Finance Committee.
 - b. Assume the responsibility for the financial affairs of MAOHN.
 - c. Submit the books and records for an annual independent review by an external party appointed by the Board of Directors.
 - d. Submit an annual financial report to the annual meeting.
 - e. Assume duties assigned by the bylaws, standing rules, procedure manual, and Board of Directors.

Section 5. DIRECTORS

There shall be three Directors. The Directors shall:

- A. Be chairman of one of the following committees: Bylaws, Procedure and Policy; Education; or Safety and Awards.

 Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.
- B. Assume other duties as assigned by the bylaws, standing rules, procedure manual, and the Board of 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 January 1.
- C. An officer or director shall be eligible for re-election to the same office for one (1) successive term, except the Treasurer whose eligibility for re-election shall not be limited, and except the President-Elect who shall serve one term in that capacity and then succeed to the office of President.

- D. Any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for re-election.
- E. The absence of any member of the Board of Directors for more than two (2) consecutive meetings of the Board of Directors without sufficient reason, as determined by the majority of the entire Board, shall be considered a resignation from elected office.

Section 7. VACANCY IN OFFICE

A vacancy in the office of President shall be filled by the President-Elect. The vacancy thus created in the office of President-Elect and any other vacancy shall be filled by ballot vote from qualified nominees nominated by the Board of Directors. In the event there is but one nominee, the election may be by voice vote.

ARTICLE V.

NOMINATIONS AND ELECTIONS

Section 1. COMMITTEE ON NOMINATIONS

- A. Composition

The Committee on Nominations shall be composed of three (3) members elected by MAOHN.

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

- B. Chairman

The nominee receiving the highest number of votes shall be chairman and shall serve as chairman of the Communications Committee.

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

- C. Qualifications

A member shall have been a member of MAOHN for no less than one (1) year.

D. Term

Members shall serve two (2) years and shall be eligible for re-election for one (1) successive term.

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

E. Vacancy

A vacancy in the office of Chairman of the Committee on Nominations/Communications Committee Chairman shall be filled by the committee member who received the next highest number of votes at the most recent election. Any other vacancy on the Committee on Nominations shall be filled by the Board of Directors with the candidate who received the next higher number of votes if available; if not available, by a ballot vote of the Board of Directors. In the event there is but one nominee, the election may be by voice vote.

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

F. Duties

1. The committee shall request that members and/or local chapters recommend the names of candidates for elective position and shall actively seek additional candidates..
2. The committee shall consider the qualifications of all candidates proposed, and shall select at least one (1) and preferably two (2) or more nominees for each office and at least three (3) and preferably five (5) or more for the Committee on Nominations.
3. The consent of all persons whose names appear on the ballot shall be secured.
4. A printed ballot shall be prepared with the placement of names chosen by lot.

Section 2. BALLOT

1. In the odd-numbered calendar years, the ballot shall contain nominees for:
 - a. President-Elect

- b. Two (2) Directors
- c. Three members for the Nominating Committee.

Proviso: The Secretary elected in 2006 who assumes office on January 1, 2007, will assume the duties of the Membership Secretary on January 1, 2008.

2. In the even-numbered calendar years, the ballot shall contain nominees for:
 - a. Secretary
 - b. Treasurer
 - c. One Director

Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.

Section 3. ELECTIONS

- A. All elections shall be by ballot prepared by the Committee on Nominations.
 1. The ballot, together with accompanying documents of each candidate, shall be mailed at least forty (40) days before the fall meeting.
 2. The sealed official ballot containing the marked ballot shall be mailed to the Chairman of Tellers not later than twenty (20) days before the fall meeting.
 3. An official roster of members eligible to vote shall be obtained by the Chairman of Tellers from the Secretary.

Proviso: The Secretary elected in 2006 who assumes office on January 1, 2007, will assume the duties of the Membership Secretary on January 1, 2008.

- B. A Chairman of Tellers and at least three (3) other members shall be appointed by the President.
- C. The sealed ballots shall be counted prior to the fall meeting. The full report of the tellers shall be read at the fall meeting.
- D. A plurality vote shall elect. In the event of a tie vote, a decision shall be determined by lot at the fall meeting by the tellers with the candidates or representatives present.

ARTICLE VI

MEETINGS

Section 1. ANNUAL MEETING

There shall be an annual meeting. This meeting shall be held in the fall at such time and place as approved by the Board of Directors.

Section 2. SPECIAL MEETINGS

Special meetings shall be called by the President upon written request of two-thirds (2/3) of the local chapters.

Section 3. 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 4. QUORUM

Fifteen (15) active members including two (2) officers, one of whom shall be the President or the President-Elect, shall constitute a quorum at all meetings of the membership.

Section 5. EMERGENCY ACTION

In the event of any emergency which would prevent the execution of the education program at its scheduled time with the members in place, the Board of Directors may change the time for the scheduled MAOHN meeting.

Section 6. CANCELLATION OF ANNUAL MEETING

In the event of an emergency, the Board of Directors by a two-thirds (2/3) vote may cancel the annual meeting. All members shall be notified of the election results by electronic means.

Section 7. OFFICIAL RECORD

An official record of the meetings shall be made.

ARTICLE VII

COMMITTEES

Section 1. STANDING COMMITTEES

- A. There shall be the following standing committees:
1. Governmental Affairs
 2. Finance
 3. Membership
 4. Bylaws, Procedure and Policy
 5. Communications
 6. Education
 7. Safety and Awards
- B. Each committee shall consist of at least three (3) members. The chairman of each committee shall be an elected officer, chairman of the Committee on Nominations, or director who shall select members of the standing committee.
- Proviso: Effective with the election in 2007 for officers assuming office on January 1, 2008.
- C. Detailed duties and procedure shall be approved by the Board of Directors and entered in the standing rules and the procedures manual.
- D. Additional standing committees may be established as deemed necessary by the Board of Directors.
- E. The President shall be ex-officio a member of all committees, except the Committee on Nominations.

Section 2. AD HOC COMMITTEES

Ad hoc committees may be approved as authorized by the general membership or the Board of Directors.

Section 3. QUORUM

A majority of committee members shall constitute a quorum for the transaction of business in any committee meeting.

Section 4. TERM

- A. The term of office of all members of standing committees shall commence on January 1 and continue for two years.
- B. No member shall be eligible to serve as chairman of the same committee for more than two (2) consecutive terms except the chairman of the Finance Committee. Any part of a term in excess of twelve (12) months shall be considered a term in deciding eligibility for a second term.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of this chapter, in all cases not provided for in these bylaws, the standing rules, or policies.

ARTICLE IX

ADVISORY COUNCIL

Section 1. COMPOSITION

There shall be an advisory council consisting of representatives of interests allied to occupational health nursing from medical, management, safety, and other allied health fields. The number on the Council shall be determined by the Board of Directors.

Section 2. APPOINTMENT

Members of the Advisory Council shall be appointed by the Board of Directors.

Section 3. TERM

The term of the members of the Advisory Council shall be determined by the Board of Directors.

Section 4. MEETINGS

- A. The Council shall meet with the Board of Directors immediately following the Board of Directors meeting which precedes the annual meeting.
- B. Special meetings of the Council may be called by the chairman of the Council and shall be called at the request of any three members of the Council.

Section 5. DUTIES

- A. The Advisory Council shall:
 1. consider and promote the interests of MAOHN;
 2. direct and promote good public relations with the authorization of the Board of Directors; and
 3. consider and make recommendations on all questions referred to it by the Board of Directors.

ARTICLE X

FISCAL YEAR

The fiscal year shall be from January 1 to December 31.

ARTICLE XI

HEADQUARTERS OFFICE

The location of the Headquarters Office shall be at a location in the State of Michigan as determined by the Board of Directors and approved by the membership.

ARTICLE XII

AMENDMENTS

Section 1.

These bylaws may be amended, in whole or in part, at any annual or special meeting by a two-thirds (2/3) vote provided the proposed amendments shall have been approved by the Board of Directors and

mailed to each voting member at least thirty (30) days in advance of the annual or special meeting together with the notice of the meeting.

Section 2.

These bylaws may be amended at any annual or special meeting, without previous notice, by ninety-nine (99%) percent of all members present and voting, provided the proposed amendments have been approved by the Board of Directors.

Section 3.

Any amendment to the AAOHN bylaws adopted at any annual or special meeting which directly relates to the business of MAOHN shall automatically and immediately effect the necessary amendments to these bylaws. No bylaws shall be effective until approved by the Board of Directors of the American Association of Occupational Health Nurses, Inc.

Revised 1/30/82
Amended 1/29/83
Amended 1/28/84
Amended 1/26/85
Amended 2/01/86
Amended 1987 (Mandatory)
Amended 1/30/88
Amended 4/26/88 (Mandatory)
Amended 6/10/89
Amended 3/24/90
Amended 4/06/91
Amended 4/03/93
Amended 11/93 (Mandatory)
Amended 01/94 (Mandatory)
Amended 01/99
Amended 10/99
Amended 11/00
Amended 10/02
Amended 06/06 (Mandatory)
Amended 10/06