



The American Association for Men in Nursing Bylaws

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BYLAWS ADOPTED AUGUST 8, 1975

BYLAWS AMENDED:

JULY 11, 1976

JULY 20, 1982

DECEMBER 9, 1982

DECEMBER 9, 1983

JUNE 24, 1988

OCTOBER 12, 1991

DECEMBER 2, 1993

DECEMBER 2, 1994

DECEMBER 7, 1996

DECEMBER 4, 1998

DECEMBER 2, 2000

DECEMBER 3, 2004

OCTOBER 20, 2006

OCTOBER 25, 2007

OCTOBER 24, 2008

OCTOBER 23, 2009

SEPTEMBER 25, 2010

OCTOBER 26, 2012

OCTOBER 24, 2013

OCTOBER 16, 2014

SEPTEMBER 23, 2016

Role Descriptions

Board of Directors

Includes Chairman of the Board, Executive Committee, six Board Members-at-Large, and the Immediate Past President. Duties include the coordination of activities, the development of policy, management of finances and action on committee reports.

Executive Committee

A two-year term of office, except for the President-Elect. Includes President, President-Elect, Vice-President, Secretary, and Treasurer. Duty is to run the daily business of AAMN.

Board Members-At-Large

All serve two-year terms; three are elected on odd years, and three on even years. (See Board of Directors above for duties)

Chairman of the Board

Is an honorary position, selected by the board and has voting rights and privileges.

President

Serves as spokesperson, presides over Meetings, appoints Ad Hoc Committee members. Is Ex-officio member of all committees, and supervises general business.

President-Elect

Learns for one year about the Presidency, and assumes the Presidency at the end of that year; assumes the Presidency if the President is absent or unable to assume duties.

Vice-President

Assumes Presidency if President is absent or unable to assume duties, during the year without a President-Elect, assists President, Parliamentarian, confers with Committees, and chairs Bylaws Committee.

Secretary

With the support of the Account Executive, keeps minutes and records, including attendance, committee and officer reports, roll of members, conducts official correspondence, and is Chairperson of *Interaction*.

Treasurer

With the support of the Account Executive, keeps records of accounts, deposits and disburses as directed by Board, recommends investments, maintains records of dues paying members and notifies those in arrears, and presents budget to the Board for approval prior to the start of the next fiscal year.

Standing Committees (Members serve a one-year term for all Committees).

AAMN Leadership Succession Committee shall consist of at least three (3) members elected at the Annual meeting to serve until the next Annual meeting.

Bylaws Committee has at least three members and Vice President and is purposed to interpret Bylaws, review and prepare amendments to Bylaws.

Membership and Chapters Committee has at least three members plus one Board Member and is to assist members in forming Chapters.

Communication Committee has at least three members plus one Board Member one of which is Secretary whose responsibility is to publish quarterly newsletter and oversee on-going implementation of website.

Education Committee has at least three members plus one Board Member and is to secure location and presenters for annual conference along with reviewing abstracts and posters for annual conference.

Awards Committee has at least two members and one Board Member and has the responsibility to recommend award recipients to the Board

Recognition Review Committee of the Excellence in Nursing Education Program The Recognition Review Committee of the Excellence in Nursing Education Program shall consist of at least: one (1) current AAMN Board member and four current AAMN members, of whom at least one (1) shall be employed full time as a nurse educator and one (1) shall be employed full time as a nurse clinician, appointed by the Board to serve a two-year term. To assure continuity of the committee, there shall be no limit on the number of times a member may be reappointed to the committee. The Board of Directors may appoint additional members as needed.

Succession Planning Committee includes a Past President and two members and has the primary responsibility promoting leadership succession.

Article I. NAME

Section A.

The name of this organization is The American Association for Men in Nursing (AAMN), referred to herein as "the Association".

Section B.

The principle office of the Association shall be at 3600 Market Street, Suite 350, Philadelphia, PA 19104. The Association may have such other offices within or without the State of Pennsylvania, as the Board of Directors may determine from time to time. NOTE: AAMN is incorporated in Alabama and this verbiage shall remain in the bylaws until such time as incorporation is changed to another state.

Section C

The Association is incorporated as a 501(c)6 tax exempt organization.

Article II PRIMARY MISSION

The primary mission of AAMN is to be the acknowledged national organization for men in nursing which influences national policy, research and education about men in nursing and men's health issues.

Article III PURPOSE

The purpose of this organization is to provide a framework for nurses as a group to meet, to discuss, and influence factors which affect men as nurses.

Article IV OBJECTIVES

1. Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
2. Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions made by men within the nursing profession.
3. Advocate for continued research, education and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.
4. Support members' full participation in the nursing profession and its organizations, and use this Association for the limited objectives stated above.

Article V MEMBERSHIP

Membership in the Association shall be available by application, and by election as herein provided, to Registered Nurses (Sec. C), Licensed Practical/Vocational Nurses, and nursing students in entry level programs (Sec. D) International nurses (Sec. F), Corporate membership (Sec. G), and High School students (Sec. H).

Section A. Equal Opportunity Statement

Membership in the AAMN is unrestricted by consideration of age, color, creed, handicap, sexual orientation, lifestyle, nationality, race, religion, or gender.

Section B. Membership Levels

There shall be five levels of membership: Full Membership, Associate Membership, Honorary Membership, International Membership, and Corporate Membership.

Section C. Full Membership

Full members must be Registered Nurses and are entitled to these membership privileges: To speak and to vote at Association Meetings, to be appointed or elected to Association office, to receive the quarterly newsletter and reports, and to have Chapter membership privileges as specified in the Chapter Bylaws.

Section D. Associate Membership

Associate members are Licensed Practical/Vocational Nurses, students enrolled in a pre-licensure program, and members of the public. Associate members may serve on Chapter committees, hold Chapter office and vote at Chapter meetings if permitted by Chapter Bylaws. Associate members may serve on national committees but may not vote at Association Meetings, may not be counted as part of a quorum at Association Meetings, and may not hold Association office or be a member of the Board of Directors.

Section E. Honorary Membership

Honorary membership in the Association, upon recommendation of the Board of Directors, may be conferred by vote at any annual Association meeting upon those who have rendered distinguished serve or valuable assistance to organized nursing service, science, education, or leadership. All persons receiving the Luther Christman Award shall receive honorary membership. Honorary members may participate in discussions at all meetings, but may not vote at Association Meetings or be counted as part of a quorum. Honorary members shall not be required to pay dues to the Association and shall have all membership privileges except making motions, voting, and holding office. Honorary members may also be regular dues paying members and fully participate in a all activities, offices, etc. open to regular members. Chapter Bylaws will determine honorary membership privileges at Chapter meetings and activities.

Section F. International Membership

International members will be any registered nurse who is a non-United States resident. International members are entitled to membership privileges including access to "Members Only" section of the web site with access to **InterAction** and attendance at AAMN annual conference at member rate. International members may not hold any national AAMN office but may be a member of a non-elected committee.

Section G. Corporate Membership

Corporate memberships will include educational institutions, health care institutions, and corporations wishing to support the work of the association through corporate membership or donations. The amount of corporate dues will be determined by the Board of Directors. Corporate members will receive all privileges of regular membership with the exception of holding office. The number of people who will receive mailings from the association will be limited to two people per corporate membership.

Section H. High School Student Membership

High School Student memberships will anyone who has not yet graduated from high school and is interested in the nursing profession. Members will receive the newsletter and other communications, but will not have voting privileges and may not serve on a committee or hold office.

Section I. Obtaining Membership

Membership in the Association shall be by electronic application to the Association. Membership shall not be transferable from one individual to another.

Section J. Suspension and Reinstatement

The Board of Directors of the Association, by majority vote, may censure, suspend, or expel any member for cause after giving such member an opportunity to have a hearing. Any member suspended or expelled may be reinstated by an affirmative majority vote of the Board of Directors. Procedures "for cause" will be determined in accordance with the Code For Nurses of the American Nurses Association.

Article VI. CHAPTERS AND CONFERENCES

Section A. Chapters

1. Chapters composed of members of the Association may be formed by action of the Board of Directors upon petition of such members.
2. All officers and advisers to program-based Chapters will be required to be members of the Association in addition to membership in the program-based chapter. Student officers will pay Associate membership rates to the Association. Faculty chapter advisers will pay full membership rates to the Association.
3. All officers and members of a community-based Chapter will be required to be full members of the Association and pay full membership rates to the Association. If a student belongs to a community-based Chapter, the student will pay the Associate membership rate to the Association.
4. A Chapter may adapt its own Bylaws, which shall not conflict with the Association's Bylaws. The Chapter Bylaws shall be submitted for review at the time of petition. Chapters must resubmit their Bylaws for review when major changes are made in the Association's Bylaws.
5. A Chapter may establish its own dues structure, which shall not conflict with that of the Association.
6. A Chapter may not act in the name of the Association unless the Executive Committee of the Board of Directors has given consent.
7. A Chapter may elect to pursue its own nonprofit status, upon approval of the Executive Committee.

Section B. Conferences

There shall be conferences of the Association as the Board of Directors may deem necessary.

Article VII. OFFICERS AND DUTIES

Section A. Officers

1. Officers of the Association shall include the President, the President-Elect, the Vice President, the Secretary, the Treasurer, Immediate Past-President, Chairman of the Board, and six (6) Board Members-at-large.
2. These members shall comprise the Board of Directors, referred to herein as "the Board". The President, President-Elect, Vice President, Secretary, and Treasurer shall be known as the Executive Committee.
3. The term of office for each officer, except that of the President-Elect, shall be two (2) years or until a successor has been elected and qualified. No officer shall hold the same office more than two consecutive full terms (four years). The term of the President-Elect shall be one (1) year, after which the President-Elect shall ascend to the office of President for two (2) years. The Chairman of the Board serves at the will of the Board.

4. Executive Committee Members must have previously served on the Board of Directors and/or as an elected officer of a local AAMN chapter to be eligible for nomination and election to President-Elect, Vice President, Secretary, and Treasurer. The exception to this occurs in the event that none of the current Board Members-at-large run for said position.
5. The officers and Board Members at Large shall be elected prior to the annual Association conference via electronic secret ballot by voting members in good standing. The Chairperson of the AAMN Leadership Succession Committee will review, determine, and certify the election results.

Section B. Duties of Officers

The powers and duties of elected officers shall be those pertaining to the office and such other duties as may be designated by the Board of Directors.

1. The President shall be the Chief Elected Officer of the Association and shall, subject to the control of the Board, have general supervision, direction, and control of the Association's business, together with the general powers and duties of leadership, strategic planning, governance, and management vested in the Association's outsourced management service. In addition to the duties specified below, the President shall have such other power and duties as may be prescribed by the Board or the Bylaws. The President works closely with the Account Executive of the Association who has the responsibility for the operations and management of the Association's business.

The President's duties shall include:

1. To act as spokesperson for the Association.
2. To plan agendas with the Account Executive and preside over meetings of the Board, the general membership, and the Association's annual conference, or to delegate these duties to the President-Elect or the Vice-President.
3. Appoint board members (officers, members at large) when a vacancy exists outside the election cycle, pending approval of the board.
4. Appoint Chairmen and members for Standing Committees, AdHoc Committees and Task Forces annually or when a vacancy exists, pending approval of the board.
5. To serve as ex-officio member of all Committees except the AAMN Leadership Succession Committee.
6. To serve as Immediate Past President for a two-year term following expiration of the Presidential term.
7. To orient the President-Elect.

2. The President-Elect shall assume the duties of the President in one (1) year. In addition to the duties stated below, the President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the Bylaws.

The President-Elect's duties include:

1. To learn the duties of the President during the one (1) year prior to becoming President.
2. To assist the President as requested.
3. In the event the President is unable to serve, the position of President will be assumed by the President-Elect.

3. The Vice President in the event the office of President becomes vacant during a year in which no President-Elect is serving, assumes the office of President. In addition to the duties stated below, the Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed by the board.

The Vice-President's duties include:

1. To assist the President.
2. To serve as parliamentarian at general membership meetings.
3. To confer with Committee Chairpersons to assure Committee reports are prepared and are to be presented at meetings.
4. To serve as ex-officio member of all committees except the AAMN Leadership Succession Committee
5. To serve as Chairperson of the Bylaws Committee.
6. To orient the newly elected Vice-President.
7. Upon completion of the term(s) as Vice-President, to serve when invited by the Board as an Advisor to the Board for a two-year term.

4. The Secretary shall, with the support from Account Executive, keep minutes of Meetings and actions of the Board, in addition to the duties stated below, the Secretary shall have such other powers and perform such other duties as from time to time may be prescribed by the Board.

The Secretary's duties include:

1. To serve as Chairperson of the Communications Committee.
2. Review and approve minutes and other records associated with board meetings prior to Account Executive distribution to the board.
3. To note attendance and present Minutes for approval at meetings.
4. To keep copies of all formal reports of the officers and Committee Chairpersons.
5. To conduct official correspondence of the Association.
6. Identify for the Account Executive all papers, letters, and transactions of the Association that require custodial filing in the office and require originals or copies to be forwarded to the AAMN Archives at least annually.
7. To serve as Editor of *InterAction*, the newsletter of the Association.
8. To have posted a current roster of officers, Standing and Ad Hoc Committee members
9. To plan and execute the media and communication efforts of the Association in a manner that meets the objectives of the Association.
10. To orient the newly-elected Secretary.

5. The Treasurer, with the support of the Account Executive, shall keep and maintain adequate and correct books and accounts of the business transactions of the Association. Such books and accounts shall at all reasonable time be available to the Executive Board and/or Board. The Treasurer shall have such powers and duties as those stated below, and from time to time shall have such other powers and duties as may be prescribed by the Board.

The Treasurer's duties include:

1. To monitor the deposit process of all money and other valuables in the name and to the credit of the Association with such depositories as may be ordered by the Board.
2. To oversee the disbursement of funds of the Association as may be ordered by the Board.
3. To recommend to the Board possible avenues of investment for the funds and to invest such funds as directed by the Board.
4. To serve in the lead capacity and work directly with the Account Executive, contracted staff (e.g. Certified Public Accountant) and others as deemed appropriate on the annual accounting of the financial status, including but not limited to an annual report to the Board, completion of required annual federal tax filing, and an annual summary report to the membership.
5. To assist in the development of the annual budget and present to the Board for approval.
6. To present at the Annual Conference a financial report consisting of income and expenses for the current year, and projections for the following year.
7. To orient the newly-elected Treasurer.

6. The Chairman of the Board is an honorary position and does not have a defined term of office. The Chairman is selected by the Board and has voting rights and privileges. The Chairman shall have such other powers and perform other such duties from time to time as prescribed by the Board or the Bylaws.
7. Immediate Past President serves for a two-year term following expiration of the Presidential term. The Immediate Past President has voting rights and privileges and serves in an advisory capacity and provides for organizational history on board and Association matters. The Immediate Past President shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or the Bylaws.
8. Vacancies in the offices of President-Elect, Vice President, Secretary, Treasurer, Board Members at Large, and Chairman of the Board shall be filled by appointment by the President pending approval by the Board usually at the next regularly scheduled meeting.
9. The Association and its members shall not hold any Board Member personally liable for his/her actions taken within the scope of his/her duties as described within these Bylaws.

Section C. Removal of an Officer

1. Any officer may be removed from office for serious misconduct, failure to perform his/her duties and/or two (2) consecutive, unexcused absences from scheduled Board Meetings, including those meetings held per Conference Call. Notification of the President in advance of the Meeting constitutes a valid excuse. The President may request the Board member to appoint a representative to participate in the meeting in the Board member's absence.
2. A charge against an officer may be brought by:
 - a. A written charge signed by at least thirty percent of the Board, or
 - b. A petition to the Board signed by ten percent of the membership.
3. Hearing Board
 - a. The Hearing Board shall be comprised of a quorum of the Board as defined in Article VII.
 - b. The written notice composed by the President or designee must indicate the specific charges and the date, time, and location for the Hearing to be held.
 - c. The person so charged and/or the Hearing Officers may call witnesses to testify at the Hearing, which may be open/closed at the discretion of the person charged.
 - d. The Hearing Board must render a decision no later than 72 hours after the hearing. The Hearing Board shall render a decision including specific finding which led to that decision.
 - e. An officer accused may have another member, not on the Board, assist them at such Hearing.
 - f. Any officer who fails to respond to charges brought by the Hearing Board shall be subject to the decision of the Board of Directors, which is final.

Article VIII BOARD OF DIRECTORS

Section A. Membership

Consist of all elected Officers and Board Members and the Chairman of the Board (an honorary position selected by the Board), and the immediate Past President.

Section B. Duties of the Chairman

The AAMN Chairperson is appointed by the Board of Directors for an unspecified and indefinite term. The appointment is made by the Association to an individual who has had many years of experience and promises to bring continuity to the organization. The Chairman serves as a member of the Board of Directors and is an ambassador to the nursing profession at large.

Section C. Duties of the Board

1. The duties of the Board shall be to develop and coordinate the activities and general policies of the Association, to act for the membership as a whole under such limitations as may be imposed by AAMN Bylaws Amended July, 2016

general membership, manage the finances of the Association, and to receive and to act upon the reports of all Committees.

2. The Board shall meet at least two (2) times annually. The Executive Committee or a quorum of the Board may call other meetings of the Board.
3. The Board shall have the power to transact all regular and special business of this Association, providing that any actions which it shall take do not conflict with these Bylaws.
4. The Board may call general membership meetings not provided by these Bylaws.
5. A quorum at Board Meetings shall consist of at least fifty (50) percent of the voting members of the Board.
6. The Board shall have the power to appoint as hoc committees or taskforces as they may arise.
7. The Immediate past president and the Chairperson of the Board will serve as advisors to the Officers of the Board of Directors and shall retain voting rights on all issues before the Board of Directors.
8. In addition to regularly scheduled Board meetings via conference call and at the annual Conference, the Board shall be free to communicate electronically (via e-mail or other forms) to communicate items of business needing Board discussion and approval. The person initiating the electronic vote shall
 - a. record the detailed motion,
 - b. the board member seconding the motion,
 - c. the voting outcome (number of ayes, nays and abstentions). This person shall submit these details to the President for inclusion as a consent agenda item on the subsequent board meeting.

Article IX GENERAL MEMBERSHIP MEETINGS AND QUORUM

Section A. Meetings

1. There shall be a Conference and Business Meeting annually at a time and place designated by the Board.
2. Each member of this Association in good standing shall be notified verbally at a Board of Directors meeting and/or electronically, at least sixty (60) days prior to such a meeting.
3. Special meetings: Special business meetings shall be called by the Account Executive upon written request of the Chairman of the Board, President, or a majority of the Board, or by petition signed by one-third of the membership. A special Meeting shall be held at such a time and place determined by the Board.
4. Program Meetings for the membership may be held at such times and at such locations as the Board deems advisable.

Section B. Quorum

A minimum of ten (10) percent of the total membership of this Association and two (2) officers, one of whom is the President, president-Elect, or Vice-President, shall constitute a quorum for the transaction of the business of this Association at any duly authorized general membership meeting.

Section C. Parliamentary Procedure

Annual, Business, and Special Meetings shall be conducted in accordance with **Roberts Rules of Order**.

Article X COMMITTEES

Section A. Types of Committees

There shall be such Standing Committees as are provided by these Bylaws. The Board also may establish additional Committees unless otherwise stipulated in these Bylaws. The President, with the approval of the board, shall appoint the Chairperson and members of Ad Hoc Committees. Where Chairs of Standing Committee are not specified by these Bylaws, the President shall appoint the Chairperson of Standing Committees. Additionally, the President may appoint members of Standing Committees when sufficient candidates for election have not appeared, or when a vacancy occurs in either Standing or Ad Hoc Committees during their terms.

Section B. Standing Committee

AAMN Leadership Succession Committee: The AAMN Leadership Succession Committee shall consist of a Past President and two (2) members elected by electronic ballot at the same time the Board of Directors election process, who shall serve from the close of the upcoming annual conference until the election process is complete by the next annual conference. The Leadership Succession Committee is to be chaired by a Past President. In the event that one or more members of the AAMN Leadership Succession Committee become unable to serve during the term of office, the Board will appoint a replacement.

Duties of AAMN Leadership Succession Committee are:

1. To promote leadership succession within AAMN;
2. To manage the AAMN election process inclusive of announcements of officer vacancies, nomination process, candidate vetting process, preparation of a slate of candidates, voting process, and reporting election results to the Board of Directors and AAMN membership;
3. Monitor the integrity of the voting process;
4. Compose policies and procedures regarding the Leadership Succession Committee duties and responsibilities for approval by AAMN Board of Directors; and
5. Secure election results and credentials for one (1) year.

Bylaws Committee: The Bylaws committee shall consist of the Vice President and at least three (3) members appointed by the Board to serve a one-year term.

Duties of the Committee are:

1. To Interpret the Bylaws as needed, which shall be binding.
2. To review the Bylaws annually and make recommendations regarding any changes, alterations, or deletions.
3. To review suggestions from members regarding changes to assure that the Bylaws reflect the current needs and requirements of the Association.
4. To prepare amendments after published notification in *InterAction* of intent to revise before the Annual Conference.
5. To present to the Annual Conference any proposed changes in the Bylaws for consideration.
6. To recommend rules for conducting the Annual Conference and Business Meeting.
7. To review Chapter Bylaws, talk/correspond as needed with Chapter submitting, and make recommendations to the Board of Directors.

Membership and Chapters Committee: The Membership and Chapters Committee shall consist of a Board Member as Chairman, and at least three (3) members appointed by the Board to serve a one year term.

Duties of the Committee are:

1. To oversee the maintenance of a current roster of all dues-paying members, and the notification of each arrears, in writing, by mail, email or other correspondence.
2. To provide information on Chapter formation and general inquiries regarding membership.
3. To assist members in forming new Chapters.
4. To serve as liaison between the Board and members forming Chapters.
5. To monitor chapter compliance with annual Chapter requirements.
6. To act as a point of contact for member and chapter concerns/issues to brought to the Board.
7. To assist Chapters as needed in continuing activities and member recruitment and retention.
8. To provide Chapter news to InterAction.

Communication Committee: The Communication Committee shall consist of two (2) Board members, one of which must be the Secretary who shall serve as chairman, and at least (3) members appointed by the Board to serve a two-year term.

Duties of the committee are:

1. Publish in the name of the Association, a quarterly newsletter titled the InterAction to document the historical significance of Association activities, position statements, chapter development, contributions of members to the nursing profession, articles of interest, and content relevant to men in nursing.
2. Establish standards and guidelines to structure the design, features, and content of the Association's website and provide members with current and accurate information related to Association initiatives, professional issues, chapter functions, and membership development.
3. Develop processes to coordinate communication activities among diverse media applications and explore innovative avenues to inform and engage the membership.
4. Forward electronic and hardcopy files of Association communications, minutes, actions, and presentations for deposition in an archive.

Education Committee: The Education Committee shall consist of two (2) Board Members one of which shall serve as chairman, and at least three (3) members appointed by the Board to serve a two- year term.

Duties of the Committee are:

1. To secure a location and date for the annual conference.
2. To develop the theme and objectives for the annual conference
3. To issue a call for abstracts for presentations and/or posters for the annual conference.
4. To receive, review, and approve abstracts for presentation and/or posters for the annual conference.
5. To serve as the Association's coordinators or liaisons to coordinators for the production of the annual conference.
6. To provide a summary of all educational offerings, including the annual conference, for publication in the **InterAction**.

Recognition Review Committee of the Excellence in Nursing Education Program: The Recognition Review Committee of the Excellence in Nursing Education Program shall consist of at least: one (1) current AAMN Board member and four current AAMN members, of whom at least one (1) shall be employed full time as a nurse educator and one (1) shall be employed full time as a nurse clinician, appointed by the Board to serve a two-year term. There shall be no limit on the number of times a member may be reappointed to the committee. The Board of Directors may appoint additional members as needed.

Duties of the Committee are:

1. To work with the Account Executive to publicize the Excellence in Nursing Education Program.
2. To provide official guidance for applicants during the application process.
3. To review all program applications.
4. To prepare, for submission to the Board, a summary report of each application.
5. To make recommendation for the recognition or denial of recognition for each application to the Board.

AAMN Awards Committee: The Awards Committee shall consist of one Board member and at least two (2) members appointed by the Board to serve a two-year term.

Duties of the Awards Committee are:

1. To publicize the awards.
2. To review the submissions for each award.
3. To make recommendations for award recipients to the Board.
4. To notify recipients that they have been selected for an award.

5. To work with the management company to create plaques for the awardees.
6. To work with the management company to create the program for the Luther Christman Dinner
7. To present the awards at the Luther Christman Dinner or other events held during the annual conference.

President's Council: All living and former Presidents of the American Association for Men in Nursing are invited to join The President's Council. This honorary committee comprises an advisory body to the Board of Directors. It

is chaired by a former President chosen by vote of all members of the President's Council. It meets at a frequency determined by its members, but not less often than once a year. The Chair of the President's Council is asked to provide the Board of Directors with input as the Council deems advisable, or as the Board of the Association may request.

Section C Archivist

The archivist is a position that is appointed by the Board for a term agreeable to both the archivist and the Board. The archivist is not a Board member. The archivist is responsible for achieving and electronic and paper copy of the proceedings of the Association.

1. Archived items shall include, but not be limited to the following:
 - a. Minutes of Board of Directors meetings.
 - b. Copies of the **InterAction**.
 - c. Syllabi/conference books from the annual conferences.
 - d. Positions/white papers or resolutions adopted by the Association.
 - e. Copies of and revisions to the Bylaws.
 - f. Annual summaries form each Board member and Committee chair.
 - g. Selected and available photographs of AAMN activities.
 - h. List of all Luther Christman, Lee Cohen member of the Year, and other awards as given by
 - i. the Association.
1. The archivist will devise and maintain a system of categorizing and securing archived items so that they are accessible to individuals approved by the Board during normal business hours.
2. The archivist will submit to the Board annually an inventory of all archived items collected during the previous calendar year.

Article XI ELECTIONS

Section A. The AAMN Leadership Succession Committee will provide a slate of candidates for national office during its year of service. It is recommended that a minimum of two (2) candidates for office of President-Elect, Vice President, Secretary and Treasurer, and a minimum of three (3) candidates for Members-At-Large for each of these offices due for election during that year.

1. In even years, the election of the Vice President, Treasure and three (3) Members-at-Large.
2. In odd years, the election of the President-Elect, Secretary and three (3) Members-at-Large.
3. Thirty (30) days after the close of the Annual Conference, the Leadership Succession Committee will announce the opening of nominations for National Officer candidates.
4. Candidates nominated for National office will submit a properly completed Consent-to-Serve form , a recent photograph, and a biographical sketch aligned with the candidate criteria for each respective National office.
5. Voting will commence four weeks prior to the Annual Conference. The voting period will be open for 2 weeks. Voting will be conducted in a manner that all members have an opportunity to vote. At the close of the voting period, the Leadership Succession Committee will review, determine, and certify the election results. The election results will only be disclosed to the Board of Directors and all candidates

prior to the Annual Conference. The election results will be formally announced at the Business Meeting of the Annual Conference.

Section B. A Simple majority constitutes election. In the event of a tie, a run-off election shall be held. If the run-off election does not resolve the tie, a coin toss will determine the winner between the two candidates receiving the most votes.

Section C. Each officer and committee member shall begin his or her duties at the Business Meeting that follows the close of the Annual Conference.

Section D. Election appeals must be in writing to the Leadership Succession Committee Chairperson within ten (10) days of the candidate being informed of the election results. The decision of the Leadership Succession Committee shall be final.

Article XII FINANCES

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

Section B. The Board shall be responsible for the finances of this Association.

Section C. The dollar amounts of annual membership dues, and of special assessments, shall be recommended by the Board, and subject to the approval by two-thirds (2/3) majority of the Board.

Section D. Delinquent Dues

1. Members are delinquent and not in good standing if dues have not been paid within sixty (60) days after the date due.
2. The Association or its representative shall notify each member in arrears.
3. A delinquent member may be reinstated to good standing upon payment of dues for the next twelve (12) months.

Article XIII Amendments

New Bylaws may be adapted or repealed by a two-thirds (2/3) majority of the members in good standing present at the annual conference or Special Meeting of members voting, provided a quorum is met as defined in Article VIII, Section B, Quorum, of these Bylaws. The proposed changes will be available for member review thirty days prior to the Annual Conference.