

These sample bylaws may be used as written for individual AAMN chapter formation or they may be revised or customized to meet individual chapter needs. If there are significant changes to the sample bylaws, be sure to work closely with the Chapters & Membership Committee Chairperson so the rationale behind such changes may be presented by the Chairperson to the AAMN board with the chapter recognition request. Delete and/or edit any red areas before submitting for recognition. **Please note: Founders and All officers of any AAMN chapter, both current and future, must be members of AAMN on a national level before candidacy should be accepted.**

SAMPLE AAMN CHAPTER BYLAWS

[Chapter name here] AMERICAN ASSOCIATION FOR MEN IN NURSING [Abbreviated name here]
BYLAWS

Article I. NAME (insert name of chapter) *Recommend reviewing current chapter names prior to determination.*

1. The name of this organization is The [Chapter name here] American Association for Men in Nursing [Abbreviated name here], referred to herein as “the Chapter”; American Association for Men in Nursing will be referred to herein as “The Association”; and the Chapter Board of Directors will be referred to herein as “the Board”.

Article II. PRIMARY MISSION

The primary mission of the Chapter is to be the acknowledged local and regional organization for men in nursing.

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

- A. 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.
- B. Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
- C. 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.
- D. Support members’ full participation in the nursing profession and its organizations, and use the Chapter for the limited objectives stated above.

Article V. MEMBERSHIP

Membership in the Chapter is open to Registered Nurses, Licensed Practical/Vocational Nurses, nursing students in entry-level programs, and anyone the Board of the Chapter deems worthy of membership.

Section A. Equal Opportunity Statement

Membership in 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 three levels of membership: Full Membership, Associate Membership, and Honorary Membership (Four if you choose to have **Student Affiliates**). Chapter members must also be paid members of AAMN at the national level.

1. Full Membership

Full members must be Registered Nurses and are entitled to the following membership privileges: To speak and to vote at Chapter meetings, to be appointed or elected to Chapter office, and to have Chapter membership privileges as specified in the Chapter Bylaws. Full members may also serve on national committees.

2. Associate Membership

Associate members are Licensed Practical/Vocational Nurses and nursing students in entry-level programs.

Associate members may serve on Chapter committees, hold a Chapter office, vote at Chapter meetings, and serve on national committees.

3. Honorary Membership

Honorary members may participate in discussions at all meetings, but **may not** vote at Chapter meetings. Honorary membership, upon recommendation of the Board, may be conferred by unanimous vote at any chapter meeting. Honorary members shall have all membership privileges except making motions, voting, and holding office.

4. Student Affiliates (if you chapter desires to have this level of membership)

Student Affiliates are nursing students in entry-level programs who are not paid members of AAMN at the national level. Non-member participants have privileges to participate in meetings and scheduled events, but do not have the privileges of making motions, voting, and holding office.

Section C. Obtaining Membership

Membership in the Chapter shall be by written application to the Chapter. Membership shall not be transferable from one individual to another.

Section D. Suspension and Reinstatement

The Board of Directors of the Chapter, 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. OFFICERS, BOARD MEMBERS AND DUTIES

Section A. Officers and Board Members

1. Officers of the Chapter shall be the President, President-Elect, Secretary, Treasurer, Immediate Past President, Chairperson of the Bylaws, Education, and Membership Committee shall serve as Board members.
2. These officers and Board members shall comprise the Chapter Board of Directors.
3. The President, President-Elect, Secretary, and Treasurer shall comprise the Executive Committee.
4. The term for each Officer and Chairperson shall be two (2) years. No Officer or Chairperson shall hold the same office or position more than two consecutive full terms (four years).
5. The Officers and Chairpersons shall be elected by the Chapter membership by ballots cast by voting members in good standing by date specified on the ballots.

Section B. Duties of Officers and Board Members

The powers and duties of the elected officers and board members and other duties designated by the Board.

The President shall be the Chief Executive Officer of the Chapter and shall, subject to the control of the Board, have general supervision, direction, and control of the Chapter's business usually vested in the office of President of an organization. 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.

- PRESIDENT

The duties of the President shall include:

- a. Act as spokesperson for the Chapter
- b. Plan and preside over meetings of the Chapter Board and the general membership
- c. Develop Ad Hoc Committees and appoint chairperson as needed with approval of the Board
- d. Serve as *ex-officio* member of all Committees
- e. Serve as Immediate Past President to the Board for a period of two years following the term as President. This shall be a voting position of the Board. The Immediate Past President shall serve as the Nominations Committee Chairman
- f. Orient the President-Elect
- g. Submit a year-end report of charges (duties) and accomplishments no later than 30 days before the end of term to the Executive Committee

2. PRESIDENT-ELECT

The duties of President-Elect shall include:

- a. Assume the duties of President at the end of the term as President-Elect
- b. Assume the office of the President in the event that the office of the President becomes vacant during term as Vice President
- c. Preside over Chapter meetings in the absence of the President
- d. Oversee and confer with Committee Chairmen to assure that the work of the committee's is being performed and reports are presented to the Board and at general membership meetings
- e. Submit a year-end report of charges (duties) and accomplishments no later than 30 days before the end of term to the President
- f. Perform other such duties as designated by the Board

3. SECRETARY

The duties of the Secretary shall include:

- a. Take, maintain, and distribute an accurate record of all Board and general membership meetings
- b. Note attendance and present Minutes for approval at meetings
- c. Maintain an up-to-date roster of the members
- d. Communicate meeting details, including topic, speaker, location, date, and time
- e. Keep copies of all formal reports of the officers and Committee Chairpersons
- f. Conduct official correspondence of the Chapter
- g. Preserve all papers, letters, and transactions of the Chapter
- h. Assist the President with quarterly newsletters
- i. Orient the newly-elected Secretary Submit a year-end report of charges (duties) and accomplishments no later than 30 days before the end of term to the President
- j. Submit a year-end report of charges (duties) and accomplishments no later than 30 days before the end of term to the President
- k. Perform other such duties as designated by the Board

4. TREASURER

The duties of the Treasure shall include:

- a. Keep and maintain adequate and correct books and accounts of the business transactions of the Chapter. Such books and accounts shall be available to the Executive Committee and/or Board within reasonable time.
 - b. Deposit all money and other valuables in the name and to the credit of the Chapter with such depositories as may be ordered by the Board.
 - c. Disburse the funds of the Chapter as may be ordered by the Board.
 - d. Make available the yearly financial records to a Certified Public Accountant (CPA) upon the special request of the Board
 - e. Present the annual Chapter financial report consisting of income and expenses for the current year, and budget projections for the upcoming year to the Board for review and approval
 - f. Orient the newly-elected Treasurer
 - g. Submit a year-end report of charges (duties) and accomplishments no later than 30 days before the end of term to the President
 - h. Perform other such duties as designated by the Board
5. VACANCIES - Vacancies in the offices of Secretary and/or Treasurer shall be filled by the Board at their next regular scheduled meeting.
6. **LIABILITY** - The Chapter 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 or Board Member

1. Any Officer or Board Member 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 to the President in advance of the meeting constitutes a valid excuse. The President may request the Officer or 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.
 - 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 three (3) calendar days after the hearing. The Hearing Board shall render a decision including specific finding which led to that decision.
 - e. An Officer or Board Member accused may have another member, not on the Board, assist them at such Hearing.
 - f. Any Officer or Board Member 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 VII. BOARD OF DIRECTORS

Section A. Membership

Consist of all elected Officers, Committee Chairpersons, and the Immediate Past President.

Section B. Duties

1. The duties of the Board shall be to develop and coordinate the activities and general policies of the Chapter, to act on behalf of the membership as a whole under such limitations as may be imposed by general membership, manage the finances of the Chapter, 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 the Chapter, 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. The total voting members of the Board is eight (8) and includes the President, President-Elect, Secretary, Treasurer, Immediate Past President, and Chairperson from the Bylaws, Education, and Membership Committees.
6. The Board shall have the power to appoint Ad Hoc committees or taskforces as needed.

Article VIII. GENERAL MEMBERSHIP MEETINGS AND QUORUM

Section A. Meetings

1. There shall be a general membership business meeting at least annually at a time and place designated by the Board.
2. Each member of the Chapter in good standing shall be notified in writing at least thirty (30) days prior to such meeting.
3. Special meetings: Special business meetings shall be called by the Secretary upon written request of the 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 or Education 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 the Chapter and two (2) officers, one of whom is the President or President-Elect shall constitute a quorum for the transaction of the business of the Chapter at any duly authorized general membership meeting.

Section C. Meeting Procedure

Business, Committee, Program, and Special Meetings shall be conducted in a manner consistent with reasonable and customary business decorum.

Article IX. COMMITTEES

Section A. Types of Committees

There shall be such Standing Committees as provided by these Bylaws. The Board 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.

Section B. Standing Committees

1. **Nominating Committee:** The Nominating Committee shall be Chaired by the Immediate Past President and consist of at least two (2) members of the Board or Chapter, who shall serve until the annual elections are finalized. In the event that one or more members of the Nominating Committee become unable to serve during the term of office, the Board will appoint a replacement.

Duties of the Nominating Committee are:

- a. To conduct the election of Officers and Chairpersons for the Bylaws, Education, and Membership Committees
 - b. To conduct elections, including announcements of voting process and procedures, tabulate election results and votes, and report the results to the Board and Membership
 - c. To hold ballots, credentials, and election results for one (1) year
2. **Bylaws Committee:** The Bylaws committee shall consist of a Chairman and at least two (2) members of the Board or Chapter to serve a one-year term.

Duties of the Bylaws Committee are:

- a. To interpret the Bylaws, which shall be binding
 - b. To review the Bylaws annually and make recommendations regarding any changes, alterations, or deletions.
 - c. To review suggestions from members or the Assembly regarding changes to assure that the Bylaws reflect the current needs and requirements of the Chapter and the national organization
 - d. To prepare amendments to the Bylaws and present to the Chapter membership at least 30 days in advance of a vote
 - e. The Bylaws can be amended by a majority vote by all Chapter members who have indicated a vote (yes or no) to any and all such amendments
 - f. Notify the Board and Chapter membership of the outcome on the vote of proposed Bylaws amendments
 - g. Maintain the official copy of the Chapter Bylaws and make available to the Board or any Chapter members who requests a copy of the current Chapter Bylaws
3. **Membership Committee** shall consist of an elected Chairperson and at least two (2) members of the Board or Chapter to serve a one-year term.

Duties of the Membership Committee are:

- a. Develop and implement an annual plan for membership recruitment
 - b. Develop a review process for new applicants for compliance with Bylaws regarding membership
 - c. Provide the Board with a current membership roster annually
 - d. Distribute dues notices annually
4. **Education Committee** shall consist of an elected Chairperson and at least two (2) members of the Board or Chapter to serve a one-year term

Duties of the Education Committee are:

- a. Complete an annual assessment of the educational needs and interests of the members
- b. Plan educational programs that promote any of the objectives of the Chapter
- c. Assist with educational or program schedule for general membership meetings, including topic, speaker, location, date, and time, with assistance from the Education Committee

Article X. ELECTIONS

Section A. ELECTION PROCESS:

The Nominating Committee will provide a slate of candidates for Chapter Officers and Chairpersons from the Bylaws, Education, and Membership Committees. It is recommended to have a minimum of two (2) candidates for office of President-Elect, Secretary, Treasurer, and each Committee Chairperson.

1. The Chapter election process incorporates staggered terms of office to promote Board continuity in membership
2. In even years, the election of the Treasurer, Membership Chairperson, and Education Chairperson.
3. In odd years, the election of the President-Elect, Secretary, and Bylaws Chairperson.
4. By November 1st of each year, the Nominating Committee Chairperson will forward to the Membership a slate of candidates for Chapter positions to be chosen that year.
5. Candidates for Chapter positions will submit a properly completed Consent-to-Serve form and a brief one page summary of the candidate's professional qualifications including education and nursing experience, and goals for that office which they are seeking.
6. Candidates are not permitted to be on a slate that they develop unless potential candidates are limited.

Section B. ELECTION DETERMINATION:

All elections shall be by secret ballot when there are more nominations than available positions. 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. TERM:

Each Officer and Committee Chairperson shall begin his or her duties in January of each year following the election.

Section D. APPEAL PROCESS:

Election appeals must be in writing to the Nominating Committee Chairperson within fourteen (14) days of the vote. The decision of the Nominating committee shall be final. Appeals of other votes (motions etc.) will be made to the presiding officer within thirty (30) minutes following the vote which is appealed.

Article XI. FINANCES

Section A. FISCAL YEAR:

The fiscal year shall be the calendar year (January through December).

Section B. MANAGEMENT:

The Board shall be responsible for the finances of the Chapter.

Section C. CHAPTER MEMBERSHIP FEES:

The dollar amounts of annual membership dues, and of special assessments, shall be recommended by the Board, and subject to the approval of a simple majority of the Chapter's members in good standing who have responded to such a vote.

Section D. DELINQUENT DUES:

1. Members are delinquent and not in good standing if dues have not paid within sixty (60) days after the date due
2. The Chapter may notify each member in arrears, in writing by mail
3. A delinquent member may be reinstated to good standing upon payment of dues equal to the remaining balance of the fiscal year

Article XIII. Amendments

New Bylaws may be adapted or repealed by a two-thirds (2/3) majority of the members in good standing who have cast a vote on the proposed changed to these Bylaws.