



# **BYLAWS**

## of the **Oklahoma Association of Clinical Nurse Specialists**

### **ARTICLE I - NAME**

The name of this organization shall be the Oklahoma Association of Clinical Nurse Specialists, hereafter referred to as OACNS.

### **ARTICLE II - PURPOSES AND GOALS**

Section 1. The purpose of the OACNS shall be

- a. To become a cohesive, supportive group to promote the practice of CNSs and increase recognition of CNSs and
- b. To unite as Advanced Practice Registered Nurses for the advancement of the practice of nursing.

Section 2. The goals of the OACNS shall be:

- a. to address issues impacting the advanced practice of CNSs
- b. to increase visibility of the CNSs through participation on appropriate national, state and local committees
- c. to act as a resource group and provide continuing education programs for CNSs and other Advanced Practice Registered Nurses
- d. to support the coalition of Advanced Practice Registered Nurse groups, such as  
CNSs (Clinical Nurse Specialists),  
ARNP = (Advanced Registered Nurse Practitioner)  
CRNA = (Certified Registered Nurse Anesthetist)  
CNMs (Certified Nurse Midwives).

### **ARTICLE III - MEMBERSHIP**

Section 1. The membership of OACNS shall be comprised of Regular, Associate, and Student members.

Section 2. Regular Membership shall be composed of

- a. CNSs recognized by the Oklahoma Board of Nursing.
- b. Any registered nurse who is practicing as a CNS and is employed by the United States Government or any bureau, division or agency thereof, who would otherwise be eligible for recognition by the Oklahoma Board of Nursing is eligible for regular membership with approval of the Board of Directors.

Regular members shall pay dues, vote, hold elected/appointed office, and serve on committees.

Section 3. Associate Membership shall be open to any registered nurse who is educationally prepared for the CNS role but has not been recognized by the Oklahoma Board of Nursing. Any other APRN.

Associate members shall pay dues, have a voice, and serve as committee members.

Associate members may not vote nor serve as elected officers of the OACNS.

Section 4. Student Membership shall be open to any registered nurse enrolled in a graduate program pursuing Advanced Practice Registered Nurse studies. Student members shall pay dues, have a voice, and serve as committee members.

Student Members may not vote nor serve as elected officers of the OACNS (unless they will become a regular member by the time the officer position is to be fulfilled).

Section 5. CNSs that are pursuing post graduate studies in the field of nursing shall receive a 50% discount on their regular membership dues until they graduate. Proof of enrollment must be provided to get the discount.

CNSs that are pursuing post graduate studies shall function as regular members and shall vote, hold elected/appointed office, and serve on committees.

## **ARTICLE IV - ANNUAL MEMBERSHIP DUES**

Section 1. Membership dues must be paid annually. The fiscal year shall begin January 1 and end December 31.

Section 2. Student Membership dues shall be 50% of regular membership dues. CNS Student dues are granted from time of acceptance to an Advanced Practice Registered Nurse program until six months post graduation.

Section 3. Any dues paying member who fails to pay current dues within 60 days of the beginning of the fiscal year, shall be deemed in default of payment with loss of all membership privileges.

Section 4. Former members may be reinstated to membership by paying dues for the current year.

## **ARTICLE V - OFFICERS**

Section 1. The elected officers of the OACNS shall be:

- a. President; President-elect; Secretary; Treasurer
- b. Three (3) Directors-At-Large; for Continuing Education Committee, Membership, and Public Relations
- c. Two (2) Chairs of Committees; for Nominations & Legislative Committees

To be eligible for election as an officer, the candidate must be a regular member.

Section 2. A vacancy in the office of the President shall be filled by the President-elect, who shall complete the unexpired term of the President.

A vacancy in the office of President-elect, Secretary, Treasurer, Directors-at-Large, and Chair of Committees shall be filled by a board appointee who shall serve until a successor has been elected.

Any officer who fails to attend two consecutive board meeting (unexcused absences) may be deemed to have submitted a resignation in which the board may declare the office vacant.

## Section 3. Functions of Officers

### A. The President shall be

- 1) the chairperson of the Board of Directors
- 2) provide leadership for the OACNS
- 3) preside at general membership meetings
- 4) perform all duties that are incident to the office
- 5) shall serve as ex-officio member of standing and ad hoc committees, except on the Nomination Committee.

Term of Office is for one year beginning Jan 1.

### B. The President-Elect shall:

- 1) work closely with the President on all matters pertaining to the office of President;
- 2) in the absence of the President, the President-elect shall perform the duties of the President;
- 3) be the Chairperson of the Bylaws Committee

Nominees for President-elect shall be current or past members from the Board of Directors or any active member who demonstrates involvement in OACNS matters.

Upon completion of one term in office, the President-elect assumes the office of President for one term, then serves as Immediate Past President for one year.

Term of office is for one year beginning Jan 1.

### C. The Secretary shall:

- 1) Record, maintain and distribute the minutes of all meetings of the OACNS and Board of Directors
- 2) conduct general correspondence of the OACNS and Board of Directors
- 3) prepare a summary of minutes regarding membership meetings to be published via accepted media format to the membership.
- 4) maintain official files and documents of the OACNS, including membership roster, CE certificates and bylaws

The Secretary may delegate any or all of these activities to the OACNS Administrative Assistant.

Term of office is for two years beginning Jan 1 even-numbered years.

### D. The Treasurer shall:

- 1) serve as Chair of Finance Committee
- 2) prepare an annual budget
- 3) maintain accurate records documenting all OACNS financial activities
- 4) endorse checks for collection or disbursement of monies in behalf of OACNS
- 5) deposit funds in a bank designated by the OACNS Board of Directors
- 6) submit a written financial report to the Board of Directors at regular meetings and a verbal report to the membership annually

Term of office is for two years, beginning on January 1 of odd-numbered years

The retiring Treasurer shall deliver the newly elected Treasurer all money, vouchers, books and papers of OACNS held in custody when new treasurer takes office.

- E. The Director-at-Large for Continuing Education Committee shall be responsible for the planning and implementation of all membership meetings Term of office is for two-years beginning Jan 1. of even-numbered years
- F. The Director-at-Large for Membership shall be responsible for membership materials and recruitment of new members. Term of office is for two years beginning Jan 1.-of odd-numbered years.
- G. The Director-at-Large for Public Relations shall be responsible for increasing the visibility of the OACNS via verbal, written, and media communications. Term of office is for two years beginning Jan 1.-odd-numbered years.
- H. The Chair of Nominations Committee shall be responsible for the nominations of candidates to serve as elected officers of the OACNS. Term of office is for two years beginning Jan 1. of even-numbered years.
- I. The Chair of Legislative Committee shall be responsible for following the legislative activity for Advanced Practice Registered Nurses and keep the Board and membership informed. Term of office is for two-years beginning Jan 1. of even-numbered years.
- J. The Immediate Past President shall be responsible to help assure the continuity of the OACNS mission and purposes. The Past-President is Chair of the Conference Planning Committee. Term of office is one year following term as President beginning Jan 1.
- K. At least two (2) Clinical Nurse Specialist Students (CNS) shall be appointed by the OACNS Board to serve on the OACNS Board and to disseminate information about CNS issues to fellow students. Term of office is for 1 year beginning Jan 1.

Section 4. No officer shall hold more than one office at a time.

Section 5. President, President Elect or approved designees shall represent OACNS, as appropriate and able, at the annual NACNS meeting and provide OACNS membership with ongoing information and initiatives from the national level. OACNS may appropriate funds to assist with this duty.

## **ARTICLE VI - ELECTION OF OFFICERS**

Section 1. Nominations for office:

The Nomination Committee shall receive from the Treasurer or Administrative Assistant a list of verified members to prepare a slate of candidates. The slate shall represent various geographical areas in Oklahoma and shall be presented to the Board of Directors.

## Section 2. Election

A ballot will be sent via email to each member of the OACNS in the Fall of each year.

## Section 3. Counting of the Ballots

Election results shall be counted by the Nominations Committee. In the case of a tie, a run-off will occur.

## Section 4. Notification of election

All candidates shall be notified of the results by the OACNS President or designee. Election results shall be announced to the membership via communication through multi-media sources such as email, website and/or verbal announcement. New officers shall assume office on January 1.

# **ARTICLE VII - BOARD OF DIRECTORS**

Section 1. The Board of Directors shall be composed of the President, President-elect, Secretary, Treasurer, Directors-at-Large, Chair of Nominations Committee, Chair of Legislative Committee and Immediate Past President.

Section 2. Meetings of the Board of Directors shall be open to the membership and held at least quarterly.

Section 3: The Board shall be responsible for the ongoing sustainability and advancement of the organization which may include such duties, but not limited to active involvement through meeting and conference attendance or communication to the Board of position or committee responsibilities.

# **ARTICLE VIII - MEETINGS OF THE MEMBERSHIP**

Section 1. Meetings of the membership shall be held a minimum of twice yearly. Additional meetings may be called by the Board of Directors.

Section 2. Attempts will be made to notify membership by email in advance of all business and education meetings. Members are responsible for providing any email address changes to the Association.

Section 3. All business except that specifically designated in the bylaws shall be decided by majority vote of all voting members present.

Section 4. A quorum is defined as 50% of the official board, plus one. In the event that a quorum is not met, the board may still conduct business and then the official board will be notified of all communications and voting will be conducted using a printable alternative communication source and added to the minutes.

Section 5. Roberts' Rules of Order shall govern the conduct of business at all OACNS meetings except where superseded by these bylaws.

## ARTICLE IX - STANDING COMMITTEES

Section 1. Standing Committees shall be the Bylaws Committee, Membership Committee, Continuing Education Committee, Conference Planning Committee, Public Relations Committee, Nominations Committee, Legislative Committee and Finance Committee. Meetings of the Standing Committees are open to the membership

Section 2. The Chairs of Standing Committees shall select committee members.

### Section 3. Bylaws Committee

The Bylaws Committee shall:

- a. review bylaws annually and propose amendments as needed
- b. prepare formal bylaws changes for vote by the membership

### Section 4. Membership Committee

The Membership Committee shall develop and conduct activities that:

- a. recruit new members
- b. retain current members
- c. maintain membership brochures, renewal forms, and membership directory
- d. evaluate annual retention rates

### Section 5. Continuing Education Committee

The Continuing Education Committee shall plan all aspects of the membership meetings including:

- a. site arrangement
- b. education presentations
- c. prepare and/or delegate continuing education (CE) credits in compliance with the Oklahoma Board of Nursing and the professional organization awarding the CE credits
- d. notification of programs to members in a timely manner

Educational programs providing CE credits will be at the discretion of the Board of Directors.

### Section 6. Conference Planning Committee

The Conference Planning Committee shall plan and coordinate all aspects of the annual conference to include:

- a. site arrangements
- b. facilities coordination
- c. on-site audiovisual coordination
- d. local conference web site
- e. food services
- f. registration/program brochure
- g. delegation of conference material availability via web site two weeks prior to event ensuring participant access
- h. inauguration service planning

The Immediate Past President is the chair of this committee, and with assistance from the OACNS Treasurer, will prepare a preliminary, revised, and final version of the conference budget.

This committee is responsible to prepare/delegate continuing education (CE) credits in compliance with the Oklahoma Board of Nursing and the professional organization awarding the CE credits.

Advertising for the annual conference is to start two months prior to the event date. Members of this committee include the Immediate Past-President, two OACNS volunteer members, and two student representatives. Additional committee members (ad hoc) can be added to this committee but will serve for the time deemed necessary for conference preparation. After completion of the conference, there is no implied or guaranteed Board of Director status for the Conference Planning ad hoc committee member.

Section 7. Public Relations Committee

The Public Relations Committee shall:

- a. assist the Board of Directors and membership in increasing the visibility of CNSs on state and local levels
- b. prepare and distribute media communications
- c. publish a newsletter biannually

Section 8. Nominations Committee

The Nominations Committee shall be comprised of members representing various geographical areas in Oklahoma. The committee shall:

- a. prepare a state of candidates
- b. serve and verify Willingness to Serve agreements
- c. publish the ballot
- d. receive and verify returned ballots
- e. submit election results to the Board of Directors

Section 9. Legislative Committee

The Legislative Committee shall:

- a. assemble and review relevant information dealing with state and national laws and current legislation concerning Advanced Practice Registered Nurses (CNS)
- b. network with other organizations and/or parties interested in the same issues
- c. continue work regarding the annual, State of Oklahoma Clinical Nurse Specialist Day

Section 10. Finance Committee

The Finance Committee shall be composed of the Treasurer and a minimum of two (2) active members, preferably past officers or former member of the Board of Directors.

The committee shall:

- a. plan a budget; investigate expenses and monitor invested funds
- b. submit an annual budget to the Board of Directors for approval
- c. review and approve OACNS expenses
- d. review submitted financial statements/expenses and report information on a quarterly basis to the Board of Directors
- e. This committee shall report financial health of the organization and inform the Board of Directors if/when the need arises to raise additional funds (ex: fund raising, CE programs, etc).
- f. The Finance Committee will maintain a baseline fund of no less than \$2,500.

## **ARTICLE X - AD HOC COMMITTEES**

Section 1. The formation of Ad Hoc Committees may be authorized by the Board of Directors or by vote of the membership.

Section 2. All Ad Hoc Committees shall report to the Board of Directors and the membership.

Section 3. Ad Hoc Committees shall remain functional until their work is completed or until the committee is disbanded by the authorizing body. Appropriateness of Ad Hoc Committee will be reviewed at minimum of annually if not disbanded within that time frame.

## **ARTICLE XI - AMENDMENT OF BYLAWS**

Section 1. Proposed amendments to the bylaws must be submitted to the Bylaws Chair. Notification of the bylaws changes must be submitted to all regular members at least two weeks prior to a membership meeting.

Section 2. The proposed Bylaw changes may be amended on the floor at the membership meeting.

Section 3. Bylaws amendments shall be adopted by two-thirds majority vote of regular members present at the membership meeting.

Section 4. Bylaws changes approved by the membership communicated via multi-media sources such as email, website and/or verbal announcement.

*Revised Aug 2017 – a Changed “APN” to “APRN” and Changed “Advanced Practice Nurse” to Advanced Practice Registered Nurse”*

*Revised March 2013*

*Revised Jan. 2011*

*Revised Jan. 2010*

*Revised Jan. 1996*

*Revised March 1995*