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### AORN Richmond Area
Policy and Procedure Manual

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I A. Board of Directors

A. Definition: The Board of Directors of the Association of perioperative Registered Nurses of Richmond Area is composed of the Officers and five (5) elected members. The Board of Directors is charged with the overall responsibility of conducting the affairs of the chapter. The chapter must comply with the Chapter Accountability Standards as set forth by AORN as recorded on the next page.

B. Purpose: The Board of Directors is to act in the best interest of the membership by conforming to the purposes for which the Association was formed as outlined in the bylaws.

C. Responsibilities: The Board of Directors shall:
   1. Direct the business and financial affairs of the Chapter.
   2. Establish administrative policy.
   3. Fill all vacancies of the Board of Directors, with the exception of the President and President-Elect.
   4. Foster growth and development of the Chapter.
   5. Assist the President in the structuring of committees.
   6. Review committee reports and determine action to be taken.
   7. Approve budgetary allocations as submitted by the Treasurer.
   8. Approve fund raising functions as established by the Ways and Means Committee.
   9. Approve contracts for services.
   10. Formulate policies to supplement the bylaws of the Chapter.
   11. Develop future goals, both short and long range, for the Chapter.
   12. Recommends priorities of projects and programs.
   13. Serve on committees as assigned.
   14. Be well informed of the activities of the Chapter.
   15. Conduct self in a manner that reflects a positive image of nursing and the Chapter.
   16. Arrive promptly for meetings and come prepared to discuss items of business.
   17. Accept and completes special assignments as made by the President.
   18. Advise the President of conflicts that prevent attendance at the meetings.

D. Meetings:
The Board of Directors meets a least six (6) times annually.

E. Vacancies:
   1. Elected Officers or Directors who become ineligible or unable to serve in an office shall be replaced immediately according to the bylaws of the chapter.
   2. When a member of the Board of Directors fails to perform as required by the bylaws and policy, the President, after consultation with the Executive Committee, shall counsel the member and inform him/her regarding non-performance. At the time of counseling the member will be advised that he/she is placed on probation for a period of not less than sixty (60) days. Immediately following the probationary period, the Executive committee will evaluate the member’s performance. The member will be provided documentation of non-performance at the time of counseling.
2011-2012 Chapter Accountability Standards (updated May 11, 2011)

AORN National Headquarters wishes every chapter to be successful, healthy in leadership, and active within their communities and AORN. Within the many differences of each chapter, there must be some consistencies. Below are the updated Chapter Accountability Standards, incorporating feedback from chapters and the Board. These Standards are to ensure that chapter members are provided with the highest level of service for their dues and to decrease the risk of liability and integrity issues for the chapter.

Current Standards
1. Chapters must maintain tax exempt status through annual filling of the IRS 990 form.
2. Chapter must direct deposit all dues collected from AORN.
3. Chapters must update bylaws annually or bi-annually to ensure current practices are reflected and changes that occurred in National Bylaws at Congress are incorporated.
4. Provide AORN Chapter Relations with a copy of the updated bylaws.
5. Chapters must update AORN Chapter Relations regarding election results within one month of the election. There must be a minimum of three chapter officers for the chapter: President, Vice President or President-Elect, and Secretary/Treasurer. Additional elected officers are specified by each chapter in their bylaws.
6. Chapter officers must not allow their AORN membership to lapse during term of office.
7. Chapters must conduct a minimum of three educational meetings with contact hours annually. This includes, but is not limited to, face-to-face meetings, webinars, toolkits, and/or conference calls. Contact hour exceptions may occur if state does not require continuing education of RN licensure.
8. Chapters must provide one copy of business meeting minutes to AORN Chapter Relations per year.
9. Chapters must provide a yearly financial report to AORN Chapter Relations to demonstrate appropriate use of funds.
10. Chapters must maintain either a stand-alone or ORNurseLink chapter group web page with current events, officers, and contact information.
11. Chapters must follow AORN’s Privacy Policy (eg, no sharing of chapter member contact information without their individual consent).

Rationale
• Inactive chapters do not service members who pay chapter dues.
• AORN’s integrity could be jeopardized if chapter bylaws do not reflect current practices or if parts of bylaws do not coincide with AORN National Bylaws.
• Chapter members deserve a specified level of service from chapter dues.

AORN has the authority to conduct a chapter audit at any time to determine viability and representation of AORN. Notice will be given to the chapter of any necessary corrective actions that must be taken and all funds will be withheld until audit’s completion. If a chapter does not meet these standards, it could result in chapter disbandment. Failure to respond to audit notification will result in disbandment.

To be in compliance with these Standards, please provide AORN Chapter Relations with the requested documents/information (above) at your earliest convenience. Documents may be from 2010 or 2011. Contact Chapter/State Council Relations Coordinator Deb Warren, at e-mail dwarren@aorn.org or call (800) 755-2676, Ext. 222, if you have questions.
II A. Officers – President

A. Duties of the President

1. Presides at all meetings of the Association and the Board of Directors.
2. Shall be a member, ex-officio, of all committees except the Committee on Nominations.
3. Represents the Association at meetings of other organizations or designates an alternate.
4. Approves the chair of all committees after consultation with the Board of Directors.
5. Offers guidance to all committees in their activities.
6. Terminates committee chair appointments when such appointees are non-productive.
7. Directs the preparation of and signs when applicable, all official communication.
8. Speaks on behalf of the Board of Directors on all official matters.
9. Keeps the Board of Directors and the membership totally informed of all official communication.
10. Responds promptly to all communication from National.
11. Must be in close contact with the Vice President and President Elect at all times to keep him/her informed of ongoing activities of the Chapter and of National.
12. Chairs the Executive Committee.
13. Serves as Chairman of the Delegates to National AORN Congress in the absence of the President Elect.
14. Prepares an agenda for all business meetings of the Chapter and all meetings of the Board of Directors.
15. Signs checks in the absence of the Treasurer and co-signs checks over $5000.
16. Completes election results within two weeks of election and enters updates electronically to national AORN each year.
17. Notifies committee chairs when annual reports are due.
18. Ensures accountability standards are met.
II B. Officers - President-Elect

B. Duties of the President-Elect
1. Observes and assists the President in preparation for the duties and responsibilities of that office.
2. Represents the President and the Chapter at other professional meetings as delegated by the President.
3. Acts as a member of the Board of Directors with full power and responsibility of that office.
4. Serves as a member of the Executive Committee.
5. Serves as Chair of the Delegates to National AORN Congress.
6. Facilitates continuity and transition to the office of President.
7. Solicits committee chairs and approves selections.
8. Ensures accountability standards are met.
II C. Officers - Vice President

C. Duties of the Vice President
   1. Performs the duties of the President in the President’s absence or inability to fulfill the role.
   2. Performs such other duties as may be delegated by the President.
   3. Serves as Chair of the Program/Continuing Education Committee.
   4. Serves as a member of the Executive Committee.
   5. Ensures accountability standards are met.
II D. Officers – Secretary

D. Duties of Secretary
1. Takes and maintains original minutes of all meetings of the Chapter and the Board of Directors.
2. Keeps an accurate classified list of membership for purposes of eligibility.
3. Writes correspondence for the Chapter only at the direction of the President.
4. Prepares a copy of minutes for the President and the Reading Committee prior to the next scheduled meeting.
5. Verifies that a quorum has been established at the monthly meeting.
6. Performs minute taking and reads recommendations of the Board of Directors for action at regular meetings.
7. Ensures accountability standards are met.
II E. Officers – Treasurer

E. Duties of the Treasurer
1. Assumes responsibility for the financial affairs of the Chapter.
2. Maintains accurate records, including, but not limited to, checkbook and ledger, to be made available by the end of the fiscal year for an annual audit.
3. Obtains current signature cards (from bank) annually.
4. Pays all bills, signs all checks, forwards to second signature for checks over $5000, and oversees additional transactions.
5. Presents a financial report at each Board and Business meeting and written report at the annual meeting.
6. Serves as a member of the Ways and Means Committee.
7. Chairs the Budget and Finance Committee.
8. Ensures accountability standards are met.
AORN Richmond Area  
Richmond, Virginia  

Title: Subcommittees of the Board of Directors - Budget and Finance Committee  

Policy #:  
III A  

Effective:  
1964  

III A. Subcommittees of the Board of Directors - Budget and Finance Committee

A. Budget and Finance Committee

1. Definition:
   The Budget and Finance Committee is a subcommittee of the Board of Directors appointed annually by the President. The committee is composed of the Treasurer as Chair, and at least three (3) members including the President, Chair of the Ways and Means Committee, and another Board member as deemed necessary by the President.

2. Purpose:
   The Budget and Finance Committee presents an annual budget to the Board of Directors for adoption. The committee oversees the implementation of the adopted budget.

3. Responsibilities:
   a. Prepares the budget for submission to the Board of Directors annually prior to November 30.
   b. Review requests for monies for various committees and special projects of the Chapter.
   c. Makes recommendations to the Board of Directors to meet the financial needs of the Chapter, as submitted by the Ways and Means Committee.
   d. Determines appropriate funding equally for delegates to the annual Congress, with the approval of the Board of Directors, according to the availability of Chapter funds. There must be at least $7,000 remaining in the bank accounts for the amount of funding to be approved.
   e. Recommends to the Board of Directors specific charities to which the chapter will donate a percentage of the funds raised during the chapter fiscal year. The percentage will be determined according to the amount raised and will be determined annually. The Board in turn will submit to the chapter members for acceptance.

4. Duties of the Chair:
   a. Presides at meetings of the committee.
   b. Establishes the time and place of meetings to review the budget and determine the financial status of the Chapter.
   c. Prepares a written annual report with recommendations to the Board of Directors.
   d. Ensures accountability standards are met.
III B. Subcommittees of the Board of Directors - Executive Committee

B. Executive Committee

1. Definition:
   The Executive Committee is a subcommittee of the Board of Directors. The committee shall consist of at least three (3) members; the President as Chair, the President-Elect and the Vice President.

2. Purpose:
   a. The Executive Committee acts to expedite urgent business of the Chapter between meetings of the full Board of Directors and serves as the Credentials Committee with the Vice President as Chair.

3. Responsibilities:
   a. Acts on urgent business and/or policy matters of the Chapter.
   b. Reviews and evaluates the financial status of the Chapter as indicated.

4. Duties of the Chair:
   a. Notifies the Board of Directors of any action taken by the committee
   b. Ensures accountability standards are met
IV A. Elected Committees of the Chapter - Committee on Nominations

A. Committee on Nominations

1. Definition:
The Committee on Nominations is an elected committee of the Chapter and shall consist of three (3) elected members, with two (2) being elected in even-numbered years and one (1) being elected in odd-numbered years. Members of the committee will select the chair.

2. Purpose:
The Committee on Nominations acts to prepare and present a slate of candidates for elected chapter offices.

3. Responsibilities:
   a. Prepares a slate of candidates for informal presentation to the membership at the March Chapter meeting. The official ballot shall be presented at the next regular business meeting.
   b. Advises potential candidates of the demands of the offices they seek prior to their commitment to serve and obtains a signed “Willingness to Serve” form from each.
   c. Performs tabulation of ballots.

4. Duties of the Chair:
   a. Establishes the time and place of meetings.
   b. Presents the slate of candidates at the meeting one (1) month prior to the election meeting. If unable to attend, he/she appoints a committee member to present the slate.
   c. Submits a written annual report to be presented to the membership with recommendations to the Board of Directors.
   d. Presides at meetings of the committee.
   e. Destroys ballots as designated by chapter.
   f. Ensures accountability standards are met
V A. Committees of the Chapter - Policy Committee

A. Policy Committee

1. **Definition:**
   The Policy Committee is a committee of the Chapter. The committee consists of a Chair and at least two members, one of who serves on the Bylaws Committee. The President with the approval of the Board of Directors approves the Chair and committee members annually.

2. **Purpose:**
   The Policy Committee serves to formulate and maintain guidelines, procedure, and policies necessary to carry out the bylaws of the Chapter and policy as determined by the Board of Directors.

3. **Responsibilities:**
   a. Conducts a bi-annual review of the Policy Manual in the odd years. Revises policies as appropriate.
   b. Formulates and maintains current policies in the following areas:
      - Definitions, duties
      - Method of functioning of all standing committees as called for in the bylaws and all special committees as established by the President
      - Committees as established by the President
      - Responsibilities and duties of the Board of Directors
      - Responsibilities and duties of delegates.

4. **Duties of the Chair:**
   a. Presides at meetings of the committee.
   b. Submits a written annual report.
   c. Provides recommendations to the Board of Directors
   d. Ensures accountability standards are met
V B. Committees of the Chapter - Bylaws Committee

B. Bylaws

1. Definition:
The Bylaws Committee is a committee of the Chapter. The committee is composed of the Chair who is a member of the Board of Directors and serves as a member of the Policy Committee. The President with the approval of the Board of Directors approves the Chair and committee members annually.

2. Purpose:
The Bylaws Committee acts to keep the Chapter Bylaws up to date and current with the changing needs of the Association on both the national and local levels.

3. Responsibilities:
a. Reviews the Chapter bylaws and recommends amendments to insure consistency with the action of the policy-making bodies of the Chapter.
b. Prepares amendments, which are considered advisable to facilitate the work and best interest of the Chapter. These amendments shall be submitted to the Board of Directors for consideration.
c. Reviews suggestions for amendments from members and recommends appropriate action to the Board of Directors.
d. Presents proposed amendments to the membership thirty (30) days prior to voting. This may be done either by mail, electronically, or at a regular meeting.

4. Duties of the Chair:
a. Presides at meetings of the committee.
b. Establishes the time and place of meetings.
c. Informs the committee members of relevant communications from Headquarters.
d. Submits an annual written report.
e. Provides recommendations to the Board of Directors.
f. Ensures accountability standards are met
V C. Committees of the Chapter - Legislative Committee

C. Legislative Committee

1. Definition:
The Legislative Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
a. The Legislative Committee is charged with keeping the Chapter membership informed about healthcare legislation, both State and Federal, affecting perioperative nursing, directly and indirectly.

3. Responsibilities:
a. Reviews proposed legislation related to healthcare and its relation to nursing in general and, in particular, to Perioperative Nursing.
b. Maintains communication with appropriate legislative sources.
c. Informs Board and Chapter membership of proposed or enacted legislation impacting nursing.
d. Recommends to the Board of Directors issues on which a Chapter stance might be indicated.

4. Duties of the Chair:
a. Presides at meetings of the committee.
b. Establishes the time and place of meetings.
c. Informs committee members of all relevant communications from headquarters and/or the National Legislative Committee.
d. Establishes and maintains communication with the State Legislative Coordinator.
e. Submits an annual written report.
f. Provides recommendations to the Board of Directors.
g. Ensures accountability standards are met.
V D. Committees of the Chapter - Membership Committee

D. Membership Committee

1. Definition:
The Membership Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Membership Committee serves to promote and maintain growth and development of the Chapter.

3. Responsibilities:
   a. Promotes membership.
   b. Maintains current information on related activities and membership benefits.
   c. Provides attendance sheets at monthly Chapter meetings.
   d. Provides and maintains nametags for each member.
   e. Recommends follow-up notes or e-mails to all visitors for recruitment purposes.
   f. Sends cards to every know member who has had a death in the family, long term illness or hospitalization. Flowers and gifts will be sent at the discretion of the Executive Committee.
   g. Communicates with the members as their membership expires.
   h. Promotes attendance at Chapter meetings and functions, and notifies the membership of any cancellations.
   i. Shall be responsible for greeting members and guests at all Chapter functions.
   j. Presents certificates for perfect attendance at the September meeting.
      • Membership chair will maintain records of attendance for the Secretary of the Chapter.
      • The calendar year of perfect attendance is June through May.
      • Individual members will be responsible for notifying the secretary or membership chair of excused absences by the next monthly meeting. An excused absence is recognized for the following: working, military duty, out of town on work-related or AORN business, long-term illness, hospitalization, death in the immediate family and major religious holidays.
      • The Membership chair will submit the list of perfect attendance to the delegate selection committee for confirmation.
   k. Will work with other nursing organizations to promote recruitment, retention, and education in the community.

4. Duties of the Chairman:
   a. Serves as a member of the Marketing committee and the Nurse Recruitment, Retention, Education Task Force.
   b. Presides at meetings of the Committee.
   c. Establishes the time and place of meetings.
   d. Submits an annual written report.
e. Provides recommendations to the Board of Directors.
f. Ensures accountability standards are met
V E. Committees of the Chapter - Program/Continuing Education Committee

E. Program Committee

1. Definition:
The Program/Continuing Education Committee is a committee of the Chapter. The Vice President will serve as Chair. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Program/Continuing Education Committee plans monthly educational programs in accordance with the goals established by the Board of Directors.

3. Responsibilities:
   a. Distributes program notices to the membership.
   b. Submits tentative program plans to the Board of Directors by the August Board Meeting of each year for review and approval.
   c. Obtains and finalizes speakers for programs for monthly meetings.
   d. Submits applications to AORN Continuing Education Approval Committee at least 45 days prior to the scheduled presentation.
   e. Sends thank you notes to all participants of programs.
   f. Speakers are to be introduced by a committee member.
   g. Notifies and reminds hostess hospital members of responsibilities.
   h. Submits to the accrediting body a written report of the evaluation of the educational program.
   i. Provides the membership with certificate of attendance for contact hours acquired.
   j. Work with representatives of academia to address introduction of perioperative nursing in curriculum.
   k. Arranges with the nursing schools to promote attendance at monthly meetings as well as students working with the chapter members on educational/leadership opportunities.

4. Duties of the Chair:
   a. Presides at meetings of the Committee.
   b. Establishes the time and place of meetings.
   c. Submits an annual written report.
   d. Provides recommendations to the Board of Directors.
   e. Ensures accountability standards are met
V F. Committees of the Chapter - Ways and Means Committee

F. Ways and Means Committee

1. Definition:
The Ways and Means Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually, one (1) of those being the Treasurer.

2. Purpose:
The Ways and Means Committee will be responsible for meeting the financial needs of the Chapter as set forth by the annual budget. The committee serves to plan, promote and implement the annual fundraisers of the Chapter. The committee will serve at the will of the chapter’s decision.

3. Responsibilities:
   a. Submits proposals for fund-raising projects to the Board of Directors for approval prior to recommendations to the membership by the Board.
   b. Proposed projects for the year are submitted to the membership and must be approved by the majority of members present.

4. Duties of the Chair:
   a. Presides at meetings of the Committee.
   b. Establishes the time and place of meetings.
   c. Submits all monies from fund-raising projects to the Treasurer as soon as possible after collection.
   d. Recommends to the Board of Directors the event planner if applicable.
   e. Keeps an accurate record of all projects and funds received.
   f. Submits an annual written report.
   g. Provides recommendations to the Board of Directors
   h. Ensures accountability standards are met.
V G. Committees of the Chapter Research Committee

G. AORN Research Committee

1. Definition:
The Research Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The AORN Research Committee promotes the building of a body of scientific knowledge in Perioperative Nursing through fostering basic and applied research.

3. Responsibilities:
   a. Identifies areas for practice changes through research.
   b. Informs the membership of current National research projects.
   c. Utilizes the Chapter membership as a means of providing National AORN with relevant information regarding research.
   d. Recommends to the Board of Directors research projects for endorsement and/or funding.

4. Duties of the Chair:
   a. Presides at meetings of the Committee.
   b. Establishes the time and place of meetings.
   c. Inform members of all relevant communication from National AORN.
   d. Submits an annual written report.
   e. Provides recommendations to the Board of Directors.
   f. Ensures accountability standards are met
V H. Committees of the Chapter - Awards Committee

H. Awards Committee

1. Definition:
The Awards Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually. The Committee is composed of the chair, committee members and a representative of Owens and Minor.

2. Purpose:
   a. To promote the recognition and honoring a member of the Chapter for the Mary C. Evans Award.
   b. The AORN Mary C. Evans Award was established to recognize a Registered Nurse who has made a significant contribution to the growth, progress, and welfare of the Richmond Area AORN.

3. Responsibilities:
   a. Receives and reviews completed nomination forms for selecting a recipient according to established award criteria.
   b. Presents the award at the October meeting each year.

4. Presentation of Award:
The award will be presented annually at the discretion of the Awards Committee and the Board of Directors. It will be a suspense award presented at the October meeting of the chapter.

5. Form of Award:
The award will be presented in the form of a plaque pertinent to the award. Three plaques will be presented: one to the recipient, one to Owens and Minor, and one to the employer of the recipient. The recipient will also receive a check with the amount determined by Owens and Minor. The money will be used for perioperative education.

6. Method of Selection:
   a. Nomination forms must be completed and submitted to the Chair of the Awards Committee by a date established by the chair.
   b. The Awards Committee makes selection by use of a point system.

7. Duties of the Chair:
   a. Presides at meeting of the Committee.
   b. Establishes the time and place of the meetings.
   c. Submits an annual written report.
   d. Provides recommendations to the Board of Directors.
   e. Ensures accountability standards are met
V H. 1. Committees of the Chapter - Caspari Award Sub-Committee

H.1. Caspari Award Sub-Committee

1. Definition:
The Caspari Award Sub-committee of the Awards Committee of the Chapter. The committee is composed of the chair, committee members and a representative of Owens and Minor and a physician from Tuckahoe Orthopaedic Associates. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Richard B. Caspari Award was established to honor the memory of Dr. Richard B. Caspari and recognize and honor an individual who has made a difference in the community and in the lives of others. This individual will also have made a significant contribution to mankind.

4. Presentation:
The award will be presented annually at the discretion of the committee and the Board of Directors. It will be presented at the appropriate venue.

5. Form of Award:
The award will be a crystal 1 (one), which is indicative of the accomplishments of the recognized individual. If the crystal 1 (one) is not available, the Committee will decide on the appropriate award.

6. Method of Selection:
a. Nominating forms must be completed and submitted to the Chair by the date designated by the Chair.
b. Nominations may be made outside of the local chapter but must be sent to a member of the chapter for consideration.
c. The nominee does not have to be a member of the medical profession.
d. The nominee should exemplify a role model image, which will inspire peers to excellence.
e. The nominee must have made a significant contribution to the quality of life to the individuals in the community and or nationally.
f. Nominations will be considered based on criteria. The recipient will be chosen by the designated date as determined by the committee.

8. Duties of the Chair:
a. Presides at meeting of the committee.
b. Establishes the time and place of the meetings.
c. Submits an annual written report.
d. Provides recommendations to the Board of Directors.
e. Ensures accountability standards are met
V I. Committees of the Chapter - Delegate Selection Committee

I. Delegate Selection Committee

1. Definition:
The Delegate Selection Committee is a committee of the Chapter. The President Elect is the Chair. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Delegate Selection Committee, using established criteria, selects delegates to represent the chapter at the National AORN Congress.

3. Responsibilities:
   a. Reviews the Congress Delegate Point Selection forms annually, and makes recommendations to the Board of Directors for changes to the delegate point selection forms.
   b. Distributes point forms at the monthly meetings.
   c. Receives completed and verified point forms from the membership by June 1st.
   d. Reviews and submits to the Board of Directors those delegates and eligible non-delegates selected by the point system. The Board of Directors presents these to the membership at the September meeting.
V.J. Committees of the Chapter - Marketing Committee

J. Marketing Committee

1. Definition:
The Marketing Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Marketing Committee serves to promote perioperative nursing and the professional activities of AORN, both locally and nationally, to the consumer.

3. Responsibilities:
   a. Promotes OR Nurse Day and other activities to the consumer.
   b. Submits proposed marketing ideas and projects to the Board of Directors by August 1st of each year for review and approval.
   c. Works with the Newsletter Committee to provide information to the Website Chair (Webmaster) to maintain the Chapter Website.

4. Duties of the Chair:
   a. Presides at all Committee meetings.
   b. Establishes the time and place of meetings.
   c. Submits an annual written report.
   d. Provides recommendations to the Board of Directors.
   e. Ensures accountability standards are met
V. K. Committees of the Chapter - Newsletter Committee

K. Newsletter Committee

1. Definition:
The Newsletter Committee is a committee of the Chapter. The President with the approval of the Board of Directors approves the chair and committee members annually.

2. Purpose:
The Newsletter Committee is charged with keeping the membership informed of local and national news and activities of the Chapter.

3. Responsibilities:
   a. Provides a newsletter to all members three (3) times per year. (Fall, Winter and Summer).
   b. Ensures that the newsletter is given to the Webmaster as an additional site for communication.
   c. Works closely with the Marketing Committee to inform the membership of activities on the Website and maintenance of the site.

4. Duties of the Chair:
   a. Presides at the meetings of the Committee.
   b. Establishes the time and place of meetings.
   c. Informs committee members of relevant communications.
   d. Submits newsletter to Website chair (Webmaster) for posting.
   e. Submits an annual written report.
   f. Provides recommendations to the Board of Directors.
   g. Ensures accountability standards are met
VI. B. Miscellaneous Policies – Delegate Policy

A. Delegate Policy

1. Definition:
   A delegate is a representative of the local Chapter of at the annual National AORN Congress.

2. Eligibility:
   a. Must have been an AORN member for two (2) consecutive years. June 1\textsuperscript{st}.
   b. Must have attended at least five (5) Chapter meetings during the previous year. June 1\textsuperscript{st}.
   c. Must be an active member of a committee/task force (not an elected committee) as demonstrated by committee sign-in sheet.

3. Selection:
   a. Delegates are selected by the Delegate Point System Criteria as established by the membership. In the event of insufficient return of point forms, the Board of Directors will determine the appropriate action to be taken in delegate selection.
   b. The delegate count shall be allocated annually by National to Chapters based upon the ratio of total Chapter membership to total Association membership as of June 30, with each Chapter having a minimum of one (1) delegate. Selection of delegates will be based on the highest total of points in descending order until all requirements for delegate representation are met.
   c. Delegate Selection Activity Record Points Sheets must be submitted to the Delegate Selection Committee Chair by June 1 of each year. Tabulation of points must meet a minimum of 25 points to be eligible for delegate.
   d. Delegates will be rotated annually based on the above criteria. Members may not serve in consecutive years as delegates unless Chapter needs dictate.

4. Responsibilities:
   a. Each selected delegate shall serve for a term commencing at the beginning of the first annual Congress that follows the selection of the delegate and ending immediately prior to the beginning of the next annual Congress.
   b. Delegates shall become familiar with and adhere to the directive forwarded from National Headquarters prior to attending the National Congress.
   c. Attend all business sessions and special delegate activities at the National Congress.
   d. In the event that a delegate is unable to fulfill the responsibilities, except in extenuating circumstances, the delegate shall forfeit all monies extended her/him as a delegate. The Board of Directors reviews extenuating circumstances.
   e. Prior to Congress, delegates will seek guidance from the Chapter on all issues to be voted upon and will act in the best interest of the Chapter.
   f. Delegates will identify potential candidates for National Office.
   g. Attend educational and scientific meetings and exhibits at Congress as schedule permits.
   h. Submits a written report to the Chapter following attendance at the National Congress. The delegates will report on business meetings as assigned by the Chair of the delegates.
i. All delegates are encouraged to attend all Virginia Council meetings during their delegate year. Attendance at the Chapter delegate pre-Congress and/or post Congress meeting is required.

j. Without prior notification to the President, any delegate who is unable to attend designated delegate meetings, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).

5. Duties of the Chair:
   a. Presides at meetings of the committee.
   b. Establishes the time and place of meetings.
   c. Submits a written report to the membership regarding completed National delegate responsibilities.
   d. Submits and annual written report.
   e. Provides recommendations to the Board of Directors.
   f. Ensures accountability standards are met
VI. C. Miscellaneous Policies - General Policies

B. General Policies

1. All electronic devices are off during meeting except for meeting related business.
2. Any Richmond Area AORN Chapter member, or member currently holding National office, may attend the local Board of Directors meetings as a non-voting participant.
3. The Chapter will honor an individual who has been a member for three (3) years and has attended four (4) meeting the year prior to retirement with payment of his/her dues. This individual must continue to attend four (4) meetings each year to continue to receive payment of their dues.
4. Retiree will be responsible for paying their own dues and then may submit a receipt for reimbursement to the treasurer.
5. The chapter will receive a dues rebate per member from AORN Headquarters.
VI. D. Miscellaneous Policies - Historian Policy

C. Historian Policy

1. Definition:
   The President with the approval of the Board of Directors shall appoint the Historian of the Chapter annually.

2. Purpose:
   The Historian will keep a record of the history of the Chapter.

3. Responsibilities:
   a. Obtains all press clippings, chapter pictures, and other items of interest regarding chapter activities to be kept as a permanent historical record.
   b. Updates the history of the Chapter annually.
VI.E. Miscellaneous Policies - Parliamentarian Policy

D. Parliamentarian Policy

1. **Definition:**
   The President with the approval of the Board of Directors shall appoint the Parliamentarian annually.

2. **Purpose:**
   The Parliamentarian provides information relating to parliamentary procedure and law according to *Robert’s Rules of Order*.

3. **Responsibilities:**
   a. Be knowledgeable in parliamentary law and procedure.
   b. Attends and assists the President and the Board of Directors in parliamentary procedure at all business meetings of the Chapter.
VI. F. Miscellaneous Policies - Transfer of Files and Materials

E. Transfer of Files and Materials

1. The President assigns outgoing Board of Directors members to give files to new Board of Directors members at the joint Board of Directors meeting in June.
2. All outgoing committee chairs and members must transfer pertinent information regarding committees to the in-coming chair and members by the June Board of Directors meeting.
F. Delegate Letter

Dear

Congratulations! The Delegate Selection Committee has confirmed that you are eligible to serve the Richmond Chapter as a delegate to the ________ AORN Congress in ____________________. Final selections will be made__________, and selection will be made from those members who have returned their willingness to serve/commitment to serve form by _________________ to____________________________.

Please read the enclosed policy and notify me of your intent to serve or decline. The willingness to serve form serves as your assurance to the chapter that you will attend the Congress as a delegate.

Please notice the early return date. Members are required to check on their Congress registration form whether they will be serving as a delegate. If I have not received your willingness to serve form by the stated date, it will be assumed that you are unable to serve.

Also, please review the delegate responsibilities as all or part of your funding may be revoked if responsibilities are not met.

Thank you very much for your assistance and willingness to serve your Richmond Chapter.
If you have any questions, please feel free to contact me.

Sincerely,

Delegate Selection Committee Chair
G. Delegate Responsibilities:

1. Delegates shall become familiar with and adhere to the directives forwarded from National Headquarters prior to attending the National Congress.

2. Delegates are encouraged to attend all Virginia Council meetings during their delegate year (pre Congress and post Congress).

3. Delegates are to attend all pre Congress Delegate meetings as deemed necessary by the Delegate Committee Chair.

4. Attend all business sessions and special delegate activities at the National Congress.

5. In the event that a delegate is unable to fulfill all responsibilities, except in extenuating circumstances, the delegate shall forfeit all monies extended her/him as a delegate.

6. Prior to Congress, delegates will seek guidance from the Chapter on all issues to be voted upon and will act in the best interests of the chapter.

7. Delegates will identify potential candidates for National office.

8. Attend, as schedule permits, educational and scientific meetings and exhibits at Congress.

9. Submit a written report (as determined by the Delegate chair) to the Chapter within 30 days following attendance at the National Congress.

10. Submit an itemized expense accounting to the Chapter within 30 days post Congress; funds received outside the chapter must be accounted for and utilized before Chapter funds; excess funds must be returned to the Chapter with the itemized record.

11. Without prior notification to the President, any delegate who is unable to attend designated delegated meetings, may forfeit their financial funding from the chapter (refer to Membership Committee for excused absence).
H.

POINTS GUIDELINES

1. Delegate Selection Activity Record Points Sheets are available throughout the year from the Delegate Selection Committee Chair (President-Elect) and on the Chapter website. It is the responsibility of the member to obtain and maintain their activity record prior to submitting it to the Delegate Selection Committee Chair.

2. Delegate Selection Activity Record Points Sheets must be postmarked no later than June 1st. Forms are to be submitted to the Delegate Selection Committee Chair.

3. Tabulation of the points will be by the Delegate Selection Committee. The committee will utilize meeting attendance records submitted by committee chairs to validate attendance requirements. Submission of verification of miscellaneous points will be the responsibility of the member.

4. Selection of delegates will be based on the highest total of points in descending order until all requirements for delegate representation are met. In the case of a tie, choice will be by lot. The President Elect, as chair of the delegates, is automatically the number one selectee.

5. Members may not serve as delegates in consecutive years unless chapter needs so dictate.

6. An ex-officio committee member/attendee does not receive points for being a committee member, but does earn a point for each meeting attended of that committee.

7. Points will not be awarded to any individual serving on a committee that did not meet at least once during the year.

8. The minimum number of points required to be eligible for delegate status is 25.

9. A minimum of 5 meetings must be attended to be eligible for delegate statue.

10. Funding will be provided as directed by the Board of Directors, with approval of the membership, usually as follows:
    a. Registration will be paid by the chapter prior to the earlybird deadline.
    b. Additional funding will be determined by the budget and given to delegates prior to Congress.
I.

RICHMOND AREA AORN
Non Delegate Member to Congress

The Richmond Area AORN Chapter may fund one member as a non-delegate to the annual AORN Congress based upon chapter solvency and as approved by the Board of Directors.

Purpose: To encourage and reward active chapter membership by promoting membership involvement in chapter functions through increased awareness of local and national AORN activities and networks.

Guidelines for eligibility:

1. The non-delegate member will be chosen from those members who have submitted point records to the delegate selection committee chair by June 1st.
2. The member has not previously attended AORN National Congress.
   or
3. The member has transferred into our chapter during the current point year.
   or
4. The member has been inactive for last five years in our chapter and has returned to an active role.

The minimum requirement for eligibility in addition to the above:

1. The member has attended at least five meetings during the point year.
2. The member was not eligible for delegate status.
3. There is no minimum number of points for this consideration above number 1 & 2 above.
4. The member cannot have declined to serve as a delegate if he/she had been eligible to so serve.

Responsibility of the Non delegate member:

1. Submit an expense report by the monthly meeting following congress. Funding received from other sources must be indicated and used prior to Richmond area AORN funds, with excess funds returned to the chapter within 30 days of Congress.
2. Attend opening.
3. Attend at least one House of Delegates session.
4. Attend at least one Forum.
5. Submit a written summary of Congress for the post congress newsletter publication.
6. Reports are to be submitted to the Chair of the Delegates.
7. Report to the Chair of the Delegates to verify meeting attendance prior to the meeting session as determined by the delegates prior to Congress.
J. Forms and Procedures:

1. Forms and Procedure Policy:
   
a. The Board of Directors must review all forms developed and maintained by the chapter biannually.
b. Any forms in need of revisions must have prior approval of the Board of Directors.
c. Approved Forms (See Samples in Section VII).