

**BYLAWS of**  
**Orange County/Long Beach Association of California Nurse Leaders Chapter**  
*April 5, 2013*

**ARTICLE I**  
**OC/LB ACNL Chapter**

The name of the Chapter shall be Orange County/Long Beach (OC/LB) Association of California Nurse Leaders (ACNL) Chapter hereinafter referred to as Chapter. The principal office of the Association, ACNL, is located at 2520 Venture Oaks Way, Suite 210, Sacramento, California 95833.

**ARTICLE II**  
**VISION STATEMENT**

A. Vision  
“Positioning nurse leaders to influence the future of health care”

B. Mission  
ACNL is the professional nursing organization that:

- Develops nurse leaders
- Advances professional practice
- Influences health policy
- Promotes safe, quality patient care across the continuum of care

**ARTICLE III**  
**MEMBERSHIP**

A. Eligibility

1. Registered Nurses (RNs) in the State of California who live and/or work in the OC/LB region and functions in leadership roles that may include but is not limited to:
  - (a) demonstrate responsibility for management and/or leadership of the patient care process,
  - (b) manage financial resources in healthcare,
  - (c) manage and directs appropriate allocation and utilization of human resources in healthcare,
  - (d) provide education and/or consultation to healthcare providers or consumers of healthcare,

- (e) provide healthcare in an advanced and/or independent practice role,
- (f) design, conduct or evaluate research in healthcare,
- (g) conduct accreditation/licensing surveys of healthcare institutions,
- (h) publish, edit, or author for a healthcare publication,
- (i) provide leadership in regulatory and other nursing and health care organization(s),
- (j) is past president of the corporation regardless of current work position.

2. All Chapter members in good standing have full voting privileges.

**B. Establishment of Membership & Membership Considerations**

- 1. ACNL Association membership is not required for local Chapter membership but is encouraged.
- 2. OC/LB ACNL Chapter membership is required after attending three (3) meetings in accordance with the dues in Article IV.
- 3. OC/LB ACNL Chapter members who are current with local chapter dues will receive chapter communication.

**C. Transfer of Membership**

Membership in the Chapter shall not be transferable to another person.

**ARTICLE IV  
DUES**

The officers of the chapter will annually evaluate the dues structure and revise as necessary. The members will be notified of any change prior to implementation. Association (ACNL) membership dues will be set by the corporation.

**ARTICLE V  
MEETINGS**

**A. Regular Meetings**

Regular meetings will be scheduled quarterly by the President and/or designee of the chapter. Other meetings during the year as deemed necessary at such time and place shall be determined by the officers of the chapter.

B. Notice of Meetings

1. The secretary of the chapter shall notify the membership by email of meetings a minimum of fourteen (14) days prior to the date of the meeting.
2. Special or Emergency meetings require a minimum of seven (7) days notification prior to the date of the meetings.

C. Order of Meetings

The order of business for all meetings shall be governed by Robert's Rules of Order newly revised latest edition.

D. Quorum

Majority (greater than 50 percent) of the total chapter membership shall constitute a quorum at the business meeting.

## **ARTICLE VI OFFICERS**

A. Officers

Officers of the OC/LB chapter shall be President-elect, President, past-President, Secretary, Treasurer, and an ACNL Board South representative.

B. Eligibility

Each officer shall be a member of ACNL and the Chapter.

C. Elections

Officers shall be selected as hereinafter provided.

D. Terms of Office\*

Terms of office shall begin at the first meeting of the calendar year.

1. Officers shall not be eligible for a consecutive term in the respective office.
2. The President-elect shall serve for a term of one (1) year as President-elect then transition into the office of President and then past-President for a total of three (3) consecutive years.
3. The President shall serve for a term of one (1) year then transition into the office of past-President.
4. The past-President shall serve for a term of one (1) year.
5. The Secretary shall serve for a minimum of two (2) years or until a successor is elected.

*\*Except with initial formation of the OC/LB chapter with the election of officers*

6. The Treasurer shall serve for a minimum of two (2) years or until a successor is elected.
7. The Board member is the elected ACNL representative and shall serve for a two (2) years.

E. Duties

1. The President-elect shall:
  - (a) Facilitate annual review bylaws
  - (b) Co-lead annual education program
  - (c) Assume duties as assigned which may include chair-person responsibilities or assisting with program planning
2. The President shall:
  - (a) Preside at all meetings
  - (b) Serve as the chairperson of the chapter
  - (c) Oversee the activities of the chapter
  - (d) Participate (or assign designee) in quarterly ACNL chapter conference calls
3. The past-President shall:
  - (a) Preside as chairperson of the Nominating Committee
  - (b) Co-lead annual education program
  - (c) Arrange for speakers and plan the program
  - (d) Preside at all meetings in the absence of the President
4. The Secretary shall:
  - (a) Maintain chapter roster
  - (b) Notify members of upcoming meetings and chapter activities
  - (c) Record attendance at all meetings
  - (d) Keep and disburse all records of meetings
  - (e) Handle all general correspondence
5. The Treasurer shall:
  - (a) Collect OC/LB ACNL Chapter (local) dues
  - (b) Arrange for meeting room and refreshments
  - (c) Submit monthly report at officer meetings
  - (d) Assure checks are processed for payment of services
6. The ACNL Board member shall:
  - (a) Report ACNL activities
  - (b) Submit a Chapter report to ACNL at Board meetings.

**ARTICLE VII  
NOMINATIONS AND ELECTIONS**

- A. Officers shall be selected by the chapter membership each year in accordance with Article VI.
- B. Nominating Committee:
1. The past-President will be chairperson of the nominating committee, subject to approval of the membership.
  2. Committee will be initiated annually in June.
  3. The committee shall consist of two (2) members who will be selected by the President. The term shall be for one (1) year.
  4. In September, the nominating committee will request names of members interested in running for office. All interested persons must indicate their desire to run for office or nominate a member no later than September 30th meeting.
  5. In October, the nominating committee will present the candidates at the Chapter meeting.
- C. Elections:
1. In October, after the nominees are presented and have accepted their nomination, voting will take place electronically.
  2. In November, new officers will be announced electronically.

**ARTICLE VIII  
COMMITTEES**

- A. The Chapter (local) will establish committees and task forces to meet the goals of the chapter.
- B. The nominating committee is to be established annually as indicated in Article VII.
- C. ACNL (state) task force and committee chairs and members are appointed by the President of ACNL (state) and will be given agenda time at each Chapter (local) meeting to report committee activities.
- D. ACNL (state) task force and committee members will forward Chapter (local) input to state task forces.

**ARTICLE IX  
FISCAL YEAR**

The fiscal year of the association shall be the calendar year.

**ARTICLE X  
ENDORSEMENTS**

The Chapter has the endorsement of the ACNL state-wide organization.

**ARTICLE XI  
AFFILIATIONS**

- A. The chapter has entered into a Chapter agreement with the ACNL Membership.
- B. The chapter/association may work with other organizations for the purpose of unification of efforts on matters facing the nursing profession.

**ARTICLE XII  
AUTHORITY**

The rules contained in Robert's Rules of Order Newly Revised Latest Edition shall govern parliamentary procedure at meetings of this corporation on all cases in which they are applicable and in which they are not inconsistent with these bylaws.

**ARTICLE XIII  
AMENDMENTS**

- A. These bylaws may be amended by a two-thirds vote of the Chapter members present and voting at the Chapter meeting. Bylaws may also be amended by two-thirds of the membership responding to the ballot e.g., web-based or paper.

- B. A  
mendments to the bylaws may be brought for consideration by officers or Chapter members in either of the following ways:

- 1. Upon recommendation of the officers.

OR

- 2. By petition from at least ten (10) members of the Chapter. The petition must be filed with the secretary.

- C. Amendments to the bylaws are voted on by the Chapter membership in either of the

following ways:

1. Chapter meeting vote: petitions for amendments filed at least thirty (30) days prior to a Chapter meeting can be voted on at the Chapter meeting
- OR
2. Electronic vote: after thirty (30) days of filing petition, Chapter members can vote electronically on the amendment.

***Created: August, 2013***