

California Central Valley ONS Chapter Standards

Article I Name

The name of the organization shall be the California Central Valley Chapter of the Oncology Nursing Society (hereinafter referred to as the "Chapter")

Article II Mission

The mission of the Chapter is to promote excellence in oncology nursing and quality cancer care.

A. The Chapter boundaries will be the counties of Fresno, Madera and Mariposa

Article III Membership

Section 1 Classifications

There shall be seven classifications of membership: Active, Senior, Physically Challenged, Student, Associate, Sustaining, and Honorary.

Section 2 Qualifications and Privileges

Membership in the Oncology Nursing Society is a requirement for membership in the Chapter. Chapter membership classification shall be the same as the national classification. A membership application must be completed by all requesting membership except for the classification of honorary.

- A. **Active** members shall be registered nurses engaged or interested in oncology nursing, and shall be eligible to vote, hold elected office and serve on committees.
- B. **Senior** members shall be individuals who qualify for Active membership and have reached the age of 62, and shall have all the privileges of Active membership.
- C. **Physically Challenged** members shall be individuals who qualify for Active membership and who are receiving long-term disability benefits, and shall have all the privileges of Active membership.
- D. **Student** members shall be individuals enrolled in a nursing education program leading to eligibility for registered nurse licensure or registered nurses enrolled in a full time degree program. Student members shall be excluded from voting, holding elected office and serving as committee members. Students must submit a letter documenting {full-time} student status from the school of nursing, college or university along with their application.
- E. **Sustaining** members shall be organizations, corporations or individuals interested in financially supporting ONS. Sustaining members shall be excluded from voting, holding elected office and serving as committee members.
- F. **Honorary** members shall be individuals who have received unanimous approval by the Board of Directors in recognition for their outstanding contributions to oncology nursing. Honorary members shall be excluded from voting, holding elected office and serving as committee members.
- G. **Associate** members shall be healthcare professionals who do not qualify for Active, Senior, Physically Challenged, Student, Sustaining, or Honorary

membership. Associate members shall be excluded from voting and holding elected office.

Section 3 Dues

- A. Membership dues for the Chapter shall be included in the ONS national dues.

Section 4 Terminations

- A. If a member does not abide by the ONS national bylaws and/or Chapter Standards, the Board of Directors may terminate this membership by a two-thirds (2/3) vote of the entire Board. No such action shall be taken until the member is advised of specific charges, given a reasonable time to prepare a response, and afforded a full hearing before the Board of Directors.
- B. The Board of Directors may provide for reinstatement

Article IV Membership Meetings

Section 1 Meetings

Notice of the regular meetings shall be communicated in writing, by mail and/or alternative means (i.e. electronic) to all members thirty (30) days prior to each meeting.

Section 2 Special Meetings

Written notice of special meetings shall be by mail and/or alternative means (i.e. electronic) to all members no less than fourteen (14) days prior to the meeting.

Section 3 Quorum

Five (5) members, plus two (2) members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the membership.

Section 4 Voting

- A. Each member who qualifies as an active member is entitled to one (1) vote on each matter submitted to a vote of the membership.
- B. Voting on all items of business other than elections may be conducted by mail and/or alternative means (i.e. electronic) or by vote at any meeting for the active membership.

Article V Officers and Board of Directors

Section 1 Board of Directors

- A. Officers and Directors shall be President, President-elect, Secretary, and Treasurer.
- B. The immediate Past President shall serve in an advisory capacity to the Board of Directors for a period of one (1) year following expiration of the term as President. In the advisory capacity, the immediate Past President may not vote, make motions or count in the quorum.
- C. A minimum of (3) elected officers (President, President-elect, Secretary/Treasurer) shall constitute the chapter Board of Directors. Note: The Secretary and Treasurer may be separate positions.
- D. The board shall elect or appoint the (3) required committee chairs.

Section 2 Eligibility

Officers shall have been voting members in the Chapter for no less than one year immediately prior to assuming office.

Section 3 Term of Office

- A. The term of office shall begin at the close of the annual business meeting in the year of election.
- B. An individual may not hold more than one office at the same time.
- C. The President-elect shall be elected by mail ballot and/or alternative means (i.e. electronic) every year to serve a one (1) year term as President-elect followed by a one (1) year term as President.
- D. The Treasurer shall be elected by mail ballot and/or alternative means (i.e., electronic) in even numbered years to serve a two (2) year term.
- E. The Secretary shall be elected by mail ballot and/or alternative means (Le., electronic) in odd numbered years to serve a two (2) year term

Section 4 Nominations, Elections and Voting

- A. At least two (2) months prior to the annual election, the Nominating Committee shall request the names of members willing to serve in the offices to be filled.
- B. The Nominating Committee shall prepare and submit to each voting member a ballot by mail and/or alternative means (i.e. electronic) with at least one nominee for each elected office in the Chapter during the month of December.
- C. Proxy votes shall not be allowed in any election.
- D. Ballots shall be delivered by mail and/or alternative means (i.e. electronic) by the Nominating Committee to each voting member at least three (3) weeks prior to the election.
- E. In order to be counted, ballots must be returned to the Nominating Committee by the specified deadline.
- F. Unless stated otherwise in these bylaws, all rules and procedures for the conduct of nominations and elections shall be recommended by the Nominating Committee and approved by the Board of Directors.
- G. The candidate receiving the highest number of votes for each elected office shall be declared to be elected.
- H. Tie votes shall be broken by a run-off election between the tied candidates through a ballot submitted to each voting member by mail and/or alternative means (i.e., electronic).
- I. The Nominating Committee shall oversee the election procedures.
 - 1. All ballots shall be kept for thirty (30) days following the election by the chairperson of the Nominating committee and then destroyed.
- J. All officers shall assume office by January 31st of the year elected.

Section 5 Duties

The Board of Directors shall:

- A. Authorize agreements, contracts and expenditures of the Chapter
- B. Establish administrative policies

- C. Authorize meetings
- D. Fill all vacancies for elected positions with the exception of the office of President
- E. Foster growth and development of the Chapter
- F. Review committee reports and determine action to be taken
- G. Discharge such other duties as may be required.

Section 6 Vacancies

- A. In the event of a vacancy in any position, the position shall be filled until the next election in the following manner:
 - 1. President-elect shall assume the office of President and shall remain vacant until the next scheduled balloting for President-elect.
 - 2. The Board of Directors may fill vacancies for all other offices until the next scheduled election.
 - 3. A vacancy of the immediate Past President may be filled by any past President at the discretion of the current Board of Directors.

Section 7 Removal of Officers

- A. Officers may be suspended or removed from the Board by a three-fourths (3/4) vote of the Board of Directors for violating the Standards of the Chapter, neglect of duty and office or behavior injurious to the Chapter.
- B. No such action shall be taken until the officer has been advised of specific charges in writing, given a reasonable time to prepare a written response and afforded a full hearing before the Board of Directors.

Section 8 Meetings

The Board of Directors shall meet at least once each quarter.

- A. An agenda, minutes and written committee reports shall be submitted and distributed to the members of the Board of Directors prior to each meeting date.
- B. The President shall preside over all meetings of the Board of Directors. In the absence of the President, the President-elect will preside.
- C. Special meetings may be called by the President or upon request of any other Board member.
- D. Each elected officer of the Board of Directors present at the meeting shall be entitled to one vote.
- E. All motions must be passed by a majority vote of the members present at the meeting.

Section 9 Notice

Each member of the Board of Directors shall be notified of regular and/or special meetings by mail, in person, by telephone and/or alternative means (i.e. electronic) at least five (5) days prior to the meeting.

Section 10 Action Without a Meeting

Any action may be taken by the Board of Directors by mail ballot and/or alternative means (i.e. electronic) provided that the action is signed by all members of the Board of Directors. Such action shall be filed with the minutes of the proceedings of the Board by the Secretary.

Section 11 Quorum

Two (2) members of the Board, one of whom shall be the President or President-Elect, shall constitute a quorum for the transaction on business.

Article VI Duties of Officers

Section 1 President (executive officer of the Chapter)

The President shall:

- A. Direct the activities of the chapter subject to the control of the Board of Directors.
- B. If not elected, appoint Committee chairs, with Board approval, for all Standing Committees.
- C. Coordinate the development of chapter goals, strategic plan, objectives, and budget with the Board of Directors and Committee chairs of the chapter Standing Committees.
- D. Monitor the implementation of the chapter goals, strategic plan, objectives, and budget.
- E. Advise the general membership and the Board of Directors of progress toward the chapter goals, strategic plan and objectives, healthcare issues and trends, and information from the national Oncology Nursing Society.
- F. Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the Board of Directors.
- G. Schedule, formulate the agenda, and preside at a minimum of four (4) meetings of the general membership. At least one must conduct the business of the chapter.
- H. Serve as an ex-officio member of all chapter standing committees except the Nominating Committee.
- I. Coordinate the completion, review, and submission of the Annual Report according to procedures established by the national Oncology Nursing Society.
- J. Review and sign the completed Quarterly and Annual Treasurer Reports.
- K. Mentor and prepare President-elect.
- L. Schedule and attend a transition meeting between the outgoing and incoming members of the Board of Directors and standing committee chairs.
- M. Assure that the records of the chapter are maintained according to procedures established by the national Oncology Nursing Society.
- N. Serve as a liaison between the general chapter membership, the Board of Directors, and the national Oncology Nursing Society.
- O. Represent the chapter at meetings of the national Oncology Nursing Society and other healthcare groups as approved by the Chapter Board of Directors.
- P. Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

Section 2 President-Elect

The President-Elect shall:

- A. Learn the role of the President.
- B. Assume the role of the President in the following situations:
 - 1) Absence of the President,
 - 2) Inability of the President to act,
 - 3) Resignation of the President, and/or
 - 4) Expiration of the President's term.
- C. Serve as a resource to Program Chair as they schedule and coordinate education programs for a minimum of four (4) chapter meetings, as specified in Article IV, Section 1.A
 - 1) In the event of a Program Chair vacancy, will assume the responsibility to schedule and coordinate education programs for a minimum of four (4) chapter meetings, as specified in Article IV, Section 1.A

- D. Attend meetings of the chapter Standing Committees as delegated by the President.
- E. Consult with the President throughout term of office to provide for continuity and smooth transition of chapter leadership.
- F. Maintain chapter records associated with the office of President-elect according to procedures established by the national Oncology Nursing Society.
- G. Review member scholarship applications and present to the board at the quarterly board meetings.
- H. Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

Section 3 Secretary

The Secretary shall:

- A. Provide for continuity of chapter proceedings through recordkeeping of all official activities of the chapter.
- B. Maintain all official chapter records associated with the office of Secretary according to procedures established by the national Oncology Nursing Society. Records should include but is not limited to the following: (Refer to Archival Guidelines for ONS)
 - a. Chapter charter
 - b. Chapter standing rules
 - c. Financial reports
 - d. Annual reports
 - e. Minutes of all meetings of the Board of Directors, Standing Committee meetings, and general membership meetings.
- C. Implement an effective communication plan among the chapter membership, Board of Directors, chapter standing committees, and the national Oncology Nursing Society.
- D. Comply with the policies and procedures established by the chapter Board of Directors and the national Oncology National Society in reflecting the views of the chapter general membership and Board of Directors in all communications, written and verbal.
- E. Notify all members of the chapter Board of Directors of all meeting dates, times and locations.
- F. Notify the general chapter membership of all meeting dates, times and locations.
- G. Record minutes for all meetings of the chapter Board of Directors and the general membership.
- H. Distribute minutes of the Board of Directors, Standing Committees, and general membership meetings as requested.
- I. Maintain a current roster of chapter members, standing committees, and Board of Directors in conjunction with the chair of the Membership Committee.
- J. Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

Section 4 Treasurer

The Treasurer shall:

- A. Develop an annual chapter budget, based on the review of the budget from the previous year and the goals and objectives of the chapter as approved by the Board of Directors. (Refer to Chapter Treasurer's Handbook)

- B. Supervise the financial transactions of the chapter.
- C. Maintain all chapter financial records associated with the office of Treasurer in compliance with the policies and procedures established by the chapter Board of Directors and the national Oncology Nursing Society.
- D. Assist the Membership Committee in maintaining an accurate chapter membership roster.
- E. Maintain systematic and accurate records of all chapter revenues and expenditures.
- F. Prepare Annual Treasurer's Report for the chapter President to sign and submit to ONS National by published dates.
- G. Prepare a Treasurer's Report for presentation at each meeting of the Board of Directors and the general chapter membership business meeting.
- H. Perform other responsibilities designated by the Board of Directors or the national Oncology Nursing Society.

Article VII

Committees and Appointed Offices

Required standing committees for the Chapters include: Membership, Nominating, and Program. Ad Hoc committees shall be convened at the discretion of the chapter Board of Directors.

Section 1 Committee Chairs and committee members

A. Committee chairs:

- 1. May be elected as voting members or appointed as non-voting members of the Board of Directors as determined by the Board.
- 2. Shall be appointed annually to serve one (1) year by the President with the approval of the Board of Directors.
- 3. Shall present an annual report of committee activities.

B. Committee members shall be appointed by each committee chairperson

Section 2 Membership Committee

A. Purpose

- 1. Promote initial and renewal membership in the national Oncology Nursing Society and chapter.

B. Composition

- 1. The Chair of the Membership Committee is the Secretary of the Chapter.
- 2. The members of the Membership Committee are appointed by the Chair in consultation with the President and the Board of Directors.
- 3. The President is an ex-officio member of the Membership Committee.
- 4. The number of members on the Membership Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.
- 5. Appointments to the Membership Committee are renewable annually.

C. Responsibilities of the Membership Committee Chair (Refer to *Membership Chair Committee Guidelines*).

- 1. Select members of the Membership Committee in consultation with

- the President and the Board of Directors.
- 2. Establish meeting dates, times, and locations for the Membership Committee.
- 3. Prepare an agenda for Membership Committee meetings.
- 4. Preside at all meetings of the Membership Committee.
- 5. Submit a report on the current membership status and activities of the Membership Committee at all meetings of the Board of Directors and the general chapter membership.
- 6. Submit a report to the Board of Directors to be included in the chapter Annual Report.
- 7. Assure that the records of the Membership Committee are maintained according to the procedures established by the national Oncology Nursing Society.
- D. Responsibilities of the Membership Committee (Refer to *Membership Chair Committee Guidelines*).
 - 1. Participate in strategies to recruit and retain membership in the national Oncology Nursing Society and the chapter.

Section 3 Nominating Committee

A. Purpose

- 1. Conduct an annual chapter election by mail ballot and/or alternative means (i.e. electronic).
- 2. Encourage chapter members to vote in chapter and national Oncology Nursing Society elections.

B. Composition of the Nominating Committee

- 1. The Chair of the Nominating Committee is elected or appointed by the President and the Board of Directors as described in the Standing Rules for the chapter.
- 2. The members of the Nominating Committee are appointed by the Chair in consultation with the President and the Board of Directors.
- 3. The number of members on the Nominating Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.
- 4. Appointments to the Nominating Committee are renewable annually.

C. Responsibilities of the Nominating Committee Chair (Refer to *Chapter Nominating Chairs Guidelines*).

- 1. Select members of the Nominating Committee in consultation with the President and the Board of Directors.
- 2. Establish meeting dates, times, and locations for the Nominating Committee.
- 3. Prepare an agenda for Nominating Committee meetings.

4. Preside at all meetings of the Nominating Committee.
 5. Submit a copy of all meeting minutes of the Nominating Committee to the chapter Secretary.
 6. Submit a report on the activities of the Nominating Committee at all meetings of the Board of Directors and the general chapter membership.
 7. Submit an Election Results Form to the national Oncology Nursing Society within two weeks of completing the election procedures.
 8. Submit a report to the Board of Directors to be included in the chapter Annual Report.
 9. Assure that the records of the Nominating Committee are maintained according to the procedures established by the national Oncology Nursing Society.
- D. Responsibilities of the Nominating Committee (Refer *Chapter Nominating Chairs Guidelines*).
1. Establish qualification criteria for candidates for chapter offices in collaboration with the Board of Directors.
 2. Develop a plan for conducting an annual chapter election that includes, but is not limited to:
 - a. Notification of the chapter membership offices to be filled
 - b. Length of term of office
 - c. Qualifications
 - d. Time commitment for each office
 - e. Deadlines for each phase of the election process
 - f. Solicitation of candidates
 - g. Production, distribution, and receipt of ballots
 - h. Counting the ballots
 3. Distribute candidate information packets to all members who request materials. Materials not limited to:
 - a. Job description and responsibilities of each office
 - b. Length of term of office
 - c. Qualifications
 - d. Time commitment for each office
 - e. Request for candidate biographical information
 4. Review all materials submitted for each candidate for office.
 5. Prepare a slate of candidates to be submitted to the Board of Directors for approval.
 6. Produce a ballot that includes candidate biographical information, statement of purpose, instructions for voting, and deadline for return of the ballot.
 7. Distribute the ballot to all active members who are current members of the national Oncology Nursing Society and the chapter.
 8. Receive and verify that ballots are complete and received by the published deadline for return.
 9. Tally the votes for each candidate.
 10. Communicate the election results to the Board of Directors, the candidates, and the general chapter membership.
 11. Implement strategies to encourage members to vote in chapter and national Oncology Nursing Society elections.

Section 4 Program Committee

A. Purpose

1. Identify the educational needs of the chapter membership.
2. Provide programs that meet the identified educational needs of the chapter membership and that are consistent with the mission and Strategic Plan of the Oncology Nursing Society.

B. Composition of the Program Committee

1. The Chair of the Program Committee is the President-elect of the Chapter.
2. The members of the Program Committee are appointed by the Chair in consultation with the President and the Board of Directors.
3. The President is an ex-officio member of the Program Committee.
4. The number of members on the Program Committee is determined by the goals and objectives of the chapter, the committee, and the size of the chapter.
5. Appointments to the Program Committee are renewable annually.

C. Responsibilities of the Program Committee Chair

1. Select members of the Program Committee in consultation with the President and the Board of Directors.
2. Establish meeting dates, times, and locations for the Program Committee.
3. Prepare an agenda for Program Committee meetings.
4. Preside at all meetings of the Program Committee.
5. Submit a copy of all meeting minutes of the Program Committee to the chapter Secretary.
6. Submit a report on the activities of the Program Committee at all meetings of the Board of Directors and the general chapter membership.
7. Submit a report to the Board of Directors to be included in the chapter Annual Report.
8. Assure that the records of the Program Committee are maintained according to the procedures established by the national Oncology Nursing Society.

D. Responsibilities of the Program Committee

1. Develop, distribute, and analyze the results of an educational needs assessment instrument to determine the educational needs and interests of chapter members.
2. Develop an annual plan for meeting the educational needs of the chapter membership to include, but not limited to:
 - a. Date, time, and location for all programs
 - b. Program topic, format, and presenters/coordinators
 - c. Educational objectives
 - d. Required audiovisual equipment
 - e. Evaluation plan
 - f. Continuing education credits (optional)
 - g. Promotion and advertising strategies
 - h. Annual budget for programs
3. Maintain a listing of chapter member and guest attendees at each educational offering.

Article VIII Parliamentary Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern ONS except in cases specified by these Standards, Standing Rules or Special Rules of Order adopted by the members.

Article IX Amendments

Section 1 Proposal

Proposed amendments to these Chapter Standards may be presented by the Board of Directors, committees or by written petition from any voting member in accord with procedures adopted by the Board of Directors.

Section 2 Voting

- A. Voting shall be by mail ballot and/or alternative means (i.e. electronic), which shall be submitted to the voting membership with the ballots for the general election of officers.
- B. Bylaws can be amended by a two-thirds (2/3) majority vote of the members voting.
- C. In order to be counted, ballots must be returned to the Ad Hoc Bylaws committee by the specified deadline.

Section 3 Effective Date

Amendments which have been approved shall become effective at the conclusion of the business meeting at which the results are presented.

Section 4 Review

The Chapter Standards will be reviewed annually by an ad hoc committee appointed by the Board of Directors.

Article X Chapter Responsibilities

This Chapter is a Chapter of the Oncology Nursing Society. The bylaws, policies and procedures of the Oncology Nursing Society shall take precedence over any standard, policy or procedure of the Chapter.