**POLICY MANUAL**

**AORN OF SAN DIEGO COUNTY**

**CHAPTER 0511**

EST. MAY 12, 1951

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# INTRODUCTION

This policy manual is the sole property and responsibility of AORN of San Diego County. It is a compilation of the many policies and existing pamphlets in circulation pertaining to this Chapter.

This manual will serve as a guideline for the Officers, Board of Directors, Committee Chairs, and Chapter Members throughout the year. A copy of the complete manual will be kept with the President's file, and will be given to each Officer, Board Member, and Committee Chair.

This manual is to be reviewed annually and updated by the Bylaws and Policy Committee and reviewed at the September Board meeting.

# GENERAL STATEMENT OF RESPONSIBILITY

If an officer, a member of the Board of Directors, or committee member is not able to fulfill the obligations of their position, that member shall be expected to resign. If the member becomes a non-functioning person in the position, or is unexcused from missing two meetings, an automatic resignation will be in force and said member shall be notified in writing.

If an officer, a member of the Board of Directors, Nominating Committee, or Committee Chair is unable to attend a Board Meeting, that person shall notify the President in advance.

# ATTENDANCE

Attendance at AORN sponsored or approved educational offerings will be open to registered professional nurses and allied professionals.

# OFFICIAL DOCUMENTS

Officers, Board of Directors, and Committee Chairs will be knowledgeable of AORN of San Diego County Chapter Bylaws, Policy Manual and said responsibilities.

# CHAPTER POST OFFICE BOX

The Chapter shall maintain a post office box for correspondence in the Mission Valley Post Office. The mailing address is:

#####

##### AORN

#####  P.O. Box 880244

#####  San Diego, CA 92168

The Chapter President or designate shall be responsible for both keys**.** Upon cancellation of the post office box, the President or designate shall return both keys to the Post Office for a refund of the key deposit.

**Tax ID# for non-profit organizations: 95-0010313**

**501(c)(6)**

# ELECTED OFFICERS

## PRESIDENT

The *President* of AORN of San Diego County will:

1. Be responsible to the Board of Directors and have the approval of the Board for the activities of the Association.
2. Preside over all Chapter Meetings and all Board Meetings.
3. Represent the Association at meetings of other organizations or designate an alternate to serve in their place.
4. Appoint Committee Chairs.
5. Appoint special committees.
6. Be an ex-officio member of all committees except the Nominating Committee.
7. Terminate committee appointments when appointees are not fulfilling the obligations of the position.
8. Sign all checks in the absence of the Treasurer.
9. Keep the Board and membership informed of all Association activities as received from National AORN.
10. Notify via email potential delegates for Congress by January 31 of the calendar year. Each potential delegate shall receive: the published list, a willingness to serve form, and delegate responsibilities. An expected date for response shall be indicated.
11. Route all communications to appropriate Committee Chair.
12. Be in close contact with the President-elect with the goal of developing a team. This will help to assure continuity when the President-elect becomes President.
13. Attend the AORN Congress as a delegate and serve as Chair of the Delegation.
14. Arrange the location for the Board Meetings.
15. Submit a monthly President's Message to the President-elect for posting on the chapter website.
16. Be responsible for the Chapter post office box keys and check the mailbox, or designate someone to do so, on a monthly basis.
17. Send the complete election results to Headquarters *immediately* after the May election.
18. Submit a year-end report of Chapter activities to the Chapter file by 30 June.

## PRESIDENT-ELECT:

The *President-elect* of AORN of San Diego County will:

1. Have all the duties and powers of a member of the Board of Directors.
2. Utilize the "Willingness to Serve" forms to appoint Committee Chairs and Committee Membership for the Presidential year.
3. Attend the AORN Chapter Leadership Workshop, or designate an alternate to serve in their place. Pertinent information shall be shared at the Board Meeting immediately following the seminar.
4. Attend the AORN Congress as a delegate.
5. Provide letters to the Nursing Directors of all newly elected officers at the end of the President-elect term.
6. Select Installation Officer for June Installation.
7. Manage all content placed on the chapter website. Collaborate with the Website Manager to maintain and monitor the chapter website information.
8. Work with the Board of Directors and Committee Chairs to provide reports for the chapter website.
9. Generate content pertinent to the membership when appropriate.
10. Check the chapter website on a routine basis to ensure all information is current and pertinent.
11. Collaborate with the Website Manager in the budget preparation by providing income and expense information to the Treasurer and President to ensure viability of the chapter website.
12. If the chapter website is maintained by an outside vendor work with that vendor to maintain professional images of the website.
13. Should a new vendor be selected to maintain the chapter website, participate in the selection process.
14. Receive all invoices and monthly reports provided by the Website Manager and share information accordingly with the Board of Directors.
15. Collaborate with the Website Manager in exploring new technologies to enhance communication with Chapter members, use of social media, webinars, etc.
16. Submit a year-end report of activities to the President and maintain one copy for the Chapter file by 30 June.

## VICE PRESIDENT

The *Vice President* of AORN of San Diego County will:

1. Have all the duties and powers of a member of the Board of Directors.
2. Be responsible for the Chapter Meeting educational offerings of the Chapter.
3. Submit a monthly notice of all educational offerings to the President-elect for posting on the chapter website.
4. Be responsible for maintaining a Continuing Education Provider license. This includes reviewing the BRN regulations and assuring that all Chapter continuing education functions meet these requirements.
5. Chair the Program and Education committee.
6. Be a member of the financial committee and participate in the yearly financial audit.
7. Assume duties of the President in their absence.
8. Submit a year-end report of activities to the President and maintain one copy for the Chapter file by 30 June.

## SECRETARY

The *Secretary* of AORN of San Diego County will:

1. Have all the duties and powers of a member of the Board of Directors.
2. Record and preserve minutes of all meetings of the Board of Directors and Chapter Meetings.
3. Write correspondence for the Chapter at the direction of the President and/or Board of Directors.
4. Preserve correspondence, reports, and records in a permanent file for a minimum of four years and not to exceed five years.
5. Submit a year-end report of activities to the President and maintain one copy for the Chapter file by 30 June.

## TREASURER

The *Treasurer* of AORN of San Diego County will:

1. Have all the duties and powers of a member of the Board of Directors.
2. Present a financial statement at each Board Meeting. Present a financial report at each Chapter Meeting.
3. Delegate financial responsibility to the President in the event he/she is absent from the area or is otherwise unable to fulfill the duties of Treasurer.
4. Chair the Financial Committee.
5. Submit year-end financial report to the President and maintain one copy for the Chapter file by 15 August.

# BOARD OF DIRECTORS

The *Board of Directors* of AORN of San Diego County will:

1. Direct the business and financial affairs of the Association.
2. Adopt the budget annually and any expenditures not included in the budget in the excess of $100 shall be pre-approved by a vote of the Board of Directors.
3. Authorize administrative policies.
4. Foster growth and development of the Association.
5. Consider committee reports and determine action to be taken.
6. Review and adopt current Policy Manual.
7. Fill all vacancies on the Board of Directors.
8. Serve as Committee Chair as appointed by the President.
9. Attend all Board Meetings.
10. Accept and complete special assignments as made by the President.
11. Ensure that the outgoing senior Board Member assists with the budget proposal for the next fiscal year and participates in the yearly financial audit committee.
12. Review any Delegate/Alternate Delegate who has not fulfilled all delineated requirements and responsibilities.
13. Decide whether or not to disqualify a Delegate or Alternate Delegate’s status for the following year based on failure to meet all requirements.
14. The senior Board Member shall submit a year-end report of activities to the President and maintain one copy for the Chapter file by 30 June.

# COMMITTEES

## NOMINATING COMMITTEE

The *Nominating Committee Chair* of AORN of San Diego County will meet with the Nominating Committee to:

1. Advise potential candidates of the responsibilities of the office they may seek and obtain a signed Willingness to Serve form. Ensure a current Willingness to Serve form is posted on the chapter website.
2. Prepare a list of nominees as per Bylaws based on eligibility for the annual election and submit this list to the membership at the April meeting. This may be done through the chapter website or have available at the Chapter Meeting. The ballot shall then be closed at the end of the April meeting.
3. Prepare a ballot for the election.
4. Online voting begins with the ballot posting on the chapter website in May. Voting closes at midnight on the Wednesday before the Chapter Meeting on Thursday.
5. Designate a teller for the online voting.
6. Shall be voting members of the Board of Directors, except in matters of finance.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Publish all candidate statements with complete ballot by May on the chapter website.
3. Bring to the May meeting extra ballots, a printed current membership roster, absentee ballots, and online voting results. Membership roster and all ballots shall be reconciled to ensure no duplicate voting.
4. Submit the attendance rosters to the Delegate Point Recorder of all Nominating Committee meetings.
5. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## BYLAWS COMMITTEE

The *Bylaws Committee Chair* of AORN of San Diego County will meet with the Bylaws Committee to:

1. Review the Bylaws of the Chapter, then prepare and submit to the Board of Directors amendments, which are considered to be advisable to facilitate the activities of the Association.
2. Review the Policy Manual annually and submit recommendations for revision to the Board of Directors.

The *Chair* will:

1. Present the proposed Bylaws amendments to the membership via the chapter website and at a Chapter Meeting at least twenty-one days prior to a membership vote.
2. Send an updated copy of the Bylaws to Headquarters for approval of all new amendments including those passed at the annual House of Delegates.
3. Present the Policy Manual revisions to the Board of Directors at the September Board Meeting for approval.
4. Act as Delegate Point Recorder; collect attendance rosters of all
Board, Committee, Educational and Workshop Meetings. The recorder shall submit names and total points to the President before the January Chapter Meeting.
5. Attend monthly Board Meetings.
6. Submit names of committee members and the attendance rosters of all meetings to the Delegate Point Recorder.
7. Provide registration sign-in sheet with columns for: Attendees' Names, Membership Status, Facility and Signature.
8. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## FINANCE COMMITTEE

The *Finance Committee Chair* of AORN of San Diego County will be the Treasurer who will meet with the Finance Committee to:

1. Monitor the budget and work on a budget proposal for the next fiscal year. This committee is comprised of, at the least, the Treasurer, Vice President, and senior Board Member.
2. Submit a budget proposal at the May Board Meeting for the next fiscal year.
3. Complete the annual audit within thirty days after an annual tax report has been filed online with the IRS and the State Franchise Tax Board, at the close of the fiscal year.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Submit the names of committee members and the attendance rosters to the Delegate Point Recorder.
3. Submit a year-end report to the President and maintain one copy for the committee file by 15 August.

## HOSPITALITY COMMITTEE

The *Hospitality Committee Chair* of AORN of San Diego County will meet with the Hospitality Committee to:

1. Provide nametags at each meeting.
2. Greet members and guests at all Chapter Meetings.
3. Notify the President of all guests.
4. Arrange for and serve refreshments at the Chapter Meeting.
5. Arrange for “host” for refreshments at the Chapter Meetings and forward this information to President-elect for posting on the chapter website.
6. Board of Directors approval will be obtained when purchased for hospitality go beyond $25.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Submit the names of committee members and the attendance rosters to the Delegate Point Recorder.
3. Send to President-elect the hospitality schedule to be published on the chapter website.
4. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## LEGISLATIVE COMMITTEE

The *Legislative Committee Chair* of AORN of San Diego County will meet with the Legislative Committee to:

1. Keep the membership abreast of information concerning nursing legislation on the state and national level.
2. Correspond with appropriate persons or groups to obtain current information on legislative and regulatory issues.

The *Chair* will:

1. Give an oral report at Board Meetings and Chapter Meetings.
2. Submit reports and notices to the President-elect for the chapter website.
3. Submit the names of all committee members and the attendance rosters to the Delegate Point Recorder.
4. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## MEMBERSHIP COMMITTEE

The *Membership Committee Chair* of AORN of San Diego County will meet with the Membership Committee to:

1. Promote the growth and development of the membership of the Association.
2. Send a welcome notification to all new and transferring members.
3. Contact (letters/phone) all members whose membership has lapsed.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Submit a record of the names of committee members and the attendance rosters of all meetings to the Delegate Point Recorder.
3. Submit reports and notices to the President-elect for the chapter website.
4. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## PROGRAM AND EDUCATION COMMITTEE

The *Program and Education Committee Chair* of AORN of San Diego County will be the Vice President who will meet with the Program and Education Committee to:

1. Organize the educational offerings at the Chapter Meetings.
2. Obtain the following from the Guest Speaker prior to the Chapter Meeting:
	1. CV/Resume
	2. Three learning objectives
3. Purchase a “Thank You” card for the Guest Speaker.
4. Purchase a $25 gift card for the Guest Speaker.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Submit a record of the names of committee members and the attendance rosters of all meetings to the Delegate Point Recorder.
3. Submit reports and notices to the President-elect for the chapter website.
4. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## RESEARCH COMMITTEE

The *Research Committee Chair* of AORN of San Diego County will meet with the Research Committee to:

1. Keep the membership abreast of information concerning nursing research on the local, state, and national levels.
2. Promote nursing research activities at the local level.
3. Publish results of these activities on the chapter website.
4. Liaison with appropriate persons or groups to obtain current information on nursing research.

The *Chair* will:

1. Give an oral report at Board Meetings and Chapter Meetings.
2. Submit monthly reports to the President-elect for the chapter website.
3. Submit the names of committee members and the attendance rosters to the Delegate Point Recorder.
4. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## SCHOLARSHIP COMMITTEE

The *Scholarship Committee Chair* of AORN of San Diego County will meet with the Scholarship Committee to:

1. Provide a mechanism for members to receive funding from the Association while continuing their studies in nursing.
2. Review the applications, decide upon recipients, and determine the amount of moneys to be awarded.
3. Present the recipient(s) with their scholarship at the June Chapter Meeting.
4. Review the eligibility criteria annually to ensure that it meets the applicant's needs.
5. Review recipient grades and receipts to verify completion of scholarship criteria.
6. Award other monies as approved by the Board of Directors.

The *Chair* will:

1. Attend monthly Board Meetings and give an oral report.
2. Submit reports and notices to the President-elect for the chapter website.
3. Report all income and expensed for each “event” to the Treasurer and Board of Directors at close of “event”.
4. Submit the names of committee members and the attendance rosters to the Delegate Point Recorder.
5. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

## WAYS AND MEANS COMMITTEE

The *Ways and Means Committee Chair* of AORN of San Diego County will meet with the Ways and Means Committee to:

1. Develop a fundraising plan for the Association to be submitted to the Board of Directors for discussion and approval, and then to the general membership.
2. Implement the fundraising plan.
3. Collect all funds from fundraising projects, turning them over to the Treasurer as soon as possible.
4. All fundraising events must be brought to the Board of Directors for funding approval.

The *Chair* will:

1. Be appointed from the Ways and Means Committee thereby indicating a commitment of two years. It is recommended that the committee members plan a two-year commitment as well. When possible, the Chair will continue to serve as a mentor to the committee for a third year.
2. Attend monthly Board Meetings and give an oral report.
3. Report all income and expenses for each “event” to the Treasurer and Board of Directors at close of “event”.
4. Submit the names of committee members and the attendance rosters to the Delegate Point Recorder.
5. Submit a year-end report to the President and maintain one copy for the committee file by 30 June.

# CHAPTER WEBSITE

## WEBSITE MANAGER

The Website Manager will work in collaboration with the President-elect to gather, publish, and monitor all chapter website content.

## CHAPTER WEBSITE ADVERTISEMENT

An individual or company who wishes to advertise on the chapter website will be allowed if there are no conflicts with the mission and policies of the chapter. If the Website Manager determines that a conflict does exist between the Assocation and a potential advertiser, the Website Manager will contact the current President for a determination and resolution to the problem.

The cost will be $275 per month, or if graphics and or color are required the cost will be $375 per month.

The Website Manager will contact the individual or company and make the arrangements for the advertisement. Payment will be by check made payable to AORN of San Diego County. After the check is received the ad will be posted and the check forwarded to the Treasurer.

Continuing education postings will be as follows: a) for–profit companies will pay a one-time fee of $275, which will extend to the last day of the offering; b) organizations with a 501(c)(3) status, will be charged $50.

1. Attend monthly Board Meetings and give an oral report.
2. Submit a year-end report to the President by June 30.

# DELEGATES AND ALTERNATES

*All Delegates and Funded Alternates,* in order to receive funding from the Association shall:

1. Attend the Chapter Delegate Meeting prior to Congress, unless waived by the President.
2. Attend all Delegate Meetings (usually one) called by the Chair at Congress. Excuses will be handled on an individual basis.
3. Attend the Candidates Live Q&A.
4. Attend all Forums and House of Delegates sessions; Delegates on the House floor, and Alternates in appropriate seating. Delegates and Alternates will check in with the Chair and proceed to the appropriate section 15 minutes prior to the session.
5. Delegates vote for candidates by the stated time.
6. Funded Delegates and Alternates shall complete all requirements addressed in the Delegate and Alternate Funding Reimbursementsection in the Policy Manual to retain Chapter funds. Should a Delegate or Funded Alternate fail to fulfill the above criteria or not complete the Expense Report, funding may be withheld or re-payment required.
	1. Failure to complete all of the Delegate responsibilities may jeopardize eligibility to serve as a Delegate in the future.
	2. Extenuating circumstances will be reviewed by the Board of Directors and handled on an individual basis.

This entire page will be included in the President’s letter to all eligible delegates.

## CONGRESS DELEGATE AND ALTERNATE FUNDING REIMBURSEMENT

To qualify for Chapter funding, each *Congress Delegate and Funded Alternate* shall:

1. Receive a check for half of the total funding amount, approved by the Board of Directors, prior to Congress attendance.
2. Submit the Itemized Expense Record and all required receipts, as proof of Congress expenses, to the Treasurer within thirty (30) days after the closing date of Congress.
3. Upon review of required expense receipts and the Itemized Expense Record, a check will be issued for the balance of approved expenses, not to exceed the maximum amount set for that year. Receipts are required for: lodging, transportation, registration, and any expense over $15.
4. Final checks shall be issued within two weeks of the deadline date. Any unused funds, which were issued to a Delegate, shall be refunded to the Association within this same time period.
5. Failure to submit an Itemized Expense Record and all required receipts by the deadline date shall result in forfeiture of additional reimbursement, and may result in required repayment of initial funding.
6. The Treasurer shall retain all Itemized Expense Records and receipts for the required time, to meet Internal Revenue Service regulations for proof of Chapter expenses.

## DELEGATE EXPENSE RECORD

**ONE TIME FEES**

|  |  |
| --- | --- |
| Airfare | $ |
| Registration | $ |
| Hotel | $ |
| Shuttle Service | $ |
| Total | $ |

|  |
| --- |
| RECEIPTS REQUIRED FOR REIMBURSEMENT OF THE ABOVE ITEMS |

**DAILY EXPENSES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Expenses | SAT | SUN | MON | TUES | WED | THUR | FRI |
| Breakfast |  |  |  |  |  |  |  |
| Lunch |  |  |  |  |  |  |  |
| Dinner |  |  |  |  |  |  |  |
| Transportation |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

|  |
| --- |
| RECEIPTS REQUIRED FOR ALL DAILY EXPENSE ENTRIES OVER $15 |

|  |  |
| --- | --- |
| Grand Total | $ |

## CHAPTER DELEGATE ELIGIBILITY POLICY - POINT SYSTEM

Delegates and Alternate Delegates must understand that they are committing themselves for a term of one year, Congress to Congress.

1. Members of AORN of San Diego County who have met the requirements outlined in the Bylaws, who have maintained continuous membership with no lapses, and who have accumulated the most points shall be eligible to be a Delegate to AORN National Congress.
2. The President and President-elect shall be automatic Delegates each year.
3. The President shall serve as Chair of the delegation.
4. The Chapter shall designate the maximum number of Delegates and Alternates allowed for the Chapter by National Bylaws.
5. All Delegates and the two Alternates with the most points shall be eligible for monetary assistance from the Chapter. In the event there are more members with the same number of points than there are positions available, selection shall be by lot. Funded Alternate Delegates shall be those members with the highest number of points following the selection of the designated number of Delegates.
6. Any AORN member in good standing, who has transferred into AORN of San Diego County, may qualify as a Delegate or Alternate Delegate, providing they meet the following requirements:
	1. They officially transfer their membership.
	2. They provide written documentation of the activities in their previous chapter to the Delegate Point Recorder and President.
	3. They provide a contact person (e.g. Chapter President or Delegate Point Recorder) for verification of written documentation.
7. Points shall be accumulated by Chapter members from December 16 through December 15 of the following year.
8. A minimum of six (6) Chapter or Board Meetings must be attended.
9. If extenuating circumstances exist (e.g. work evenings or attend school) which will prevent them from meeting this criteria, the Board of Directors may waive this requirement, and accept their application.
10. The waiver referenced above must be submitted in writing to the President along with the Willingness-to-Serve form, deadline December 31.
11. Points shall be accumulated by:

|  |  |
| --- | --- |
| Ways to Accumulate Points | Points |
| AORN National Officer/Board Member/Nominating Committee | 10 |
| Article published in a professional perioperative nursing journal | 10 |
| Competency and Credentialing Institute, BOD | 10 |
| AORN National Ballot (this point period) | 7 |
| AORN Congress Presenter | 7 |
| Competency and Credentialing Institute, Committee Member | 7 |
| CNOR/CRNFA | 5 |
| Chapter Officer/Board Member/Nominating Committee | 5 |
| Chapter Education Presenter | 5 |
| AORN Workshop Presenter | 5 |
| AORN National Committee Member | 5 |
| AORN Congress Moderator | 5 |
| AORN Congress Attendance – Full Week (provide CE certificate) | 5 |
| Specialty Assembly Governing Council | 5 |
| Chapter Committee Chair (no year end report by 6/30 subtract 2 points) | 4 |
| AORN Congress Panel Member | 4 |
| Chapter Ballot (this point period) | 3 |
| Chapter Committee Task Force / Project (per) | 3 |
| Chapter Education Panel Member | 3 |
| Chapter Speaker Bureau Presentation | 3 |
| AORN Workshop Attendance (provide copy of CE certificate) | 3 |
| AORN Workshop Panel Member | 3 |
| AORN Congress Other (teller, session assistant, etc.) | 3 |
| Specialty Assembly Committee | 3 |
| Chapter Committee Meeting | 3 |
| Chapter Board Meeting Attendance  | 2 |
| Chapter Meeting Attendance  | 1 |
| AORN Congress Attendance – per day (provide CE certificate) | 1 |
| Volunteer and Community Outreach Participation (per) | 1 |

* 1. The Chapter education presenter, the workshop presenter, and Congress presenter, shall be defined as the person who presents the subject matter of a session for at least 50 minutes.
	2. The Chapter education panel member, the workshop panel member, or the Congress panel member shall actually participate in the subject matter of a panel for at least 50 minutes.
	3. The Speakers Bureau Presenter shall be defined as the member who presents the subject of Perioperative Nursing to the community audience, (nursing school, career days, community/ service clubs, surgical outreach programs) for a minimum of 30-50 minutes for a maximum of 21 points per member annually.
1. All current attendance records shall be furnished to the Delegate Point Recorder before December 15th. All records received after December 15 shall not qualify.
2. Committee Chairs shall furnish accurate attendance records of all meetings in a timely manner. Two points will be subtracted if year-end reports are not submitted within 30 days of closing of committee business.
3. Members shall submit written documentation of attendance to accepted activities outside the Chapter to the Delegate Point Recorder by December 15. All records received after 12/15 shall not qualify.
4. The report of the Delegate Point Recorder will be submitted to the Board of Directors for approval.

Implemented: November 1984

Reviewed: Annually

Revised: May 1996

Revised: June 1998

Revised: November 2001, 2002, 2005, 2006, 2007, and August 2008.

Revised: March 2011

Revised: February 2012, September 2012

Revised: August 2013

Revised: April 2016, October 2016, January 2017

Revised: September 2017

# ATTACHMENTS

## DELEGATE/ALTERNATE DELEGATE WILLINGNESS TO SERVE

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE RESPONDING.

1. **Return** the completed application to the Chapter President not later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. If the applicant fails to meet the specified deadline date as noted above, the application will be considered incomplete, and delegate selection disallowed. NO EXCEPTIONS.
3. AORN of San Diego County uses a point system in selecting all Delegates and Alternate Delegates.
4. For any questions regarding the Delegate Eligibility Policy, Point System, refer to the Policy Manual on the AORN local website (aornsandiego.org).
5. Responsibilities will include the following:
	1. Attend Chapter Delegate Meeting prior to Congress.
	2. Attend the Candidates Forum or viewing of the video presentations.
	3. Attend Forum(s).
	4. Attend House of Delegates meeting(s).
	5. Attend Chapter Caucus (time and place TBA).
	6. Vote for National Candidates and give confirmation to chapter president.

I UNDERSTAND THAT TO BE DELEGATE/ALTERNATE DELEGATE, I MUST BE AN AORN MEMBER IN GOOD STANDING, AND IF CHOSEN, WILL ACCEPT ALL RESPONSIBILITIES. I UNDERSTAND THAT I AM COMMITTING MYSELF FOR A TERM OF ONE YEAR - CONGRESS TO CONGRESS.

SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## AORN OF SAN DIEGO COUNTY MEMBER CODE OF ETHICS AND CONDUCT

### Overview

AORN of San Diego County requires board of directors, officers, committee members, and all members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of Chapter #0511 and the Association of periOperative Registered Nurses (herein AORN), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### Purpose

In accordance with the mission statement of AORN, the following Code of Ethics and Conduct applies to all members of the Association in all membership categories.

### Standards of Ethics and Conduct

1. Members’ professional conduct shall remain consistent with the vision, mission, and core values of AORN.
2. Members shall conduct themselves in a manner that does not bring discredit upon AORN or its members.
3. Members shall refrain from abusing their relationship with AORN in an improper economic, professional, or other manner.
4. Members shall treat their peers with the utmost dignity and respect, both personally and professionally.
5. Members must feel comfortable to express their concerns, particularly with respect to ethical concerns. Officers have a responsibility to create an open and supportive environment where member concerns and questions are responded to without retaliation.
6. Members shall not misuse information communicated or disseminated through any AORN program or media of any type, whether in person, electronic, or otherwise.
7. Members shall comply with all laws, regulations, and AORN policies regarding privacy and copyright, as well as other tangible and intangible property.

### Vision Statement

AORN will be the indispensable resource for evidence-based practice and education that establishes the standards of excellence in the delivery of perioperative nursing care.

### Mission Statement

The Association of periOperative Registered Nurses’ (AORN) mission is to promote safety and optimal outcomes for patients undergoing operative and other invasive procedures by providing practice support and professional development opportunities to perioperative nurses. AORN will collaborate with professional and regulatory organizations, industry leaders, and other health care partners who support the mission.

### AORN Core Values

The Association of periOperative Registered Nurse’s (AORN) core values reflect what is truly important to the Association.

Communication: Open, Honest, Respectful

Innovation: Creative, Risk Taking, Leading Edge

Quality: Reliable, Timely, Accountable

Collaboration: Teamwork, Inclusion, Diversity

*AORN affords equal opportunity to all persons and does not discriminate with regard to race, color, creed, religion, age, sex, sexual orientation, national origin, ancestry, disability, veteran status, marital status, or any other legally protected status in accordance with applicable local, state, and federal laws.*

*Approved by the San Diego County Chapter of AORN, Board of Directors, September 16, 2017.*