

THE CENTRAL OKLAHOMA CHAPTER

of

THE SOCIETY OF UROLOGIC NURSES AND ASSOCIATES

CONSTITUTION AND BYLAWS

ARTICLE I

Name

The name of this organization is The Oklahoma Chapter of the Society of Urologic Nurses and Associates, a non-profit mutual benefit organization.

ARTICLE II

Purposes

The purposes of this Chapter are:

- A. To unite urologic nurses and allied health professionals for the purpose of maintaining a Chapter dedicated to the promotion of the highest professional standards for the better and safer care of the urological patient.
- B. To study, discuss, and exchange information, experiences, and ideas in the field of urology and to engender a high quality of urological education for urologic nurses and allied health professionals.
- C. To hold meetings at intervals for the advancement of the purposes of this Chapter.
- D. To cooperate lawfully with other professional associations, hospitals, universities, industries, technical societies, research organizations, and governmental agencies in matters affecting the foregoing purposes of this Chapter.

ARTICLE III

Membership and Dues

Section 1.

Membership in this Chapter is a privilege and includes anyone who works in the field of urology and is an active member of SUNA National.

Section 2.

Representation

Active members are eligible to hold office, serve on elected or appointed committees, and vote.

Section 3.

Ethical Standards

- A. By a two-thirds ballot vote, the Board of Directors may censure or expel a member for cause, provided the member has been afforded the opportunity to defend himself/herself at a hearing before the Board of Directors.
- B. A member suspended or expelled may be reinstated by a majority vote of the Board of Directors, making application as a new member.
- C. By a two-thirds ballot vote, the Board of Directors may censure or expel an officer or director for violating the by-laws of the chapter, misconduct or neglect of duty in office, or behavior injurious to the chapter. No actions shall be taken until the individual has been advised of specific charges, given a reasonable time to prepare a response and been afforded the opportunity of a hearing before the Board of Directors.
- D. Officers expelled from their respective positions shall be ineligible to serve on the Board of Directors at any future time.

Section 4.

Dues

- A. The amount of dues of this Chapter shall be determined by the Board of Directors at the National level of this Society.

ARTICLE IV

Meetings and Quorum

Section 1.

Chapter meetings shall be designated during the annual planning meeting of the Board of Directors.

Section 2.

Notice of the meetings shall be sent to the membership at least ten (10) days prior to the meeting.

Section 3.

Special meetings

- A. A special meeting of this Chapter may be called by the President upon request of a majority of the Board of Directors or upon request of a majority of the membership.
- B. In the event of a call for a special meeting, all members shall be notified at least ten (10) days prior to the meeting.
- C. The call shall state the purpose of the meeting, the time, and the place where the meeting will be held.

Section 4.

- A. The voting body is the membership present.
- B. Members present shall constitute a quorum.

ARTICLE V

Officers

Section 1.

The officers of this Chapter shall be President, Vice-President, Secretary/Treasurer, and Immediate Past-President.

Section 2.

Eligibility for office shall be dependent upon Active Membership in SUNA and/or this Chapter for one (1) year preceding nomination.

Section 3.

Terms of Office

- A. The President shall serve for two (2) years.
- B. The Secretary/Treasurer shall be elected for a two (2) year term.
- C. The Immediate Past-President's term of office shall be for one (1) year
- D. The term of office shall begin at the end of May.
- E. No officer shall serve more than two (2) consecutive terms in the same office.

Section 4.

Duties and Responsibilities

The duties and responsibilities of the officers of this Chapter shall be such as are implied by their respective titles, and more specifically shall include the following:

- A. The President shall:
 - 1. Be responsible to the Board of Directors and have the approval of the Board for activities of the Chapter.
 - 2. Preside at all Chapter meetings and all meetings of the Board of Directors.
 - 3. Represent the Chapter at meetings of other organizations or designate an alternate to serve in the President's place.
 - 4. Appoint special committees.

5. Be a member ex-officio of all committees except the committee on nominations.
6. Terminate committee appointments when committees are non-functioning or when a special committee project has been completed.

B. The Secretary/Treasurer shall:

1. Record the minutes of all meetings of the Chapter and the Board of Directors and provide copies to the Chapter President.
2. Preserve correspondence, reports, and records in a permanent file.
3. Duplicate and distribute minutes to the Board of Directors and others as directed by the President.
4. Be in charge of all funds of this chapter.
5. Sign checks.
6. Keep a record of all receipts and disbursements.
7. Prepare an annual statement for Board review.

Section 5.

Upon retiring from office, all officers of the Chapter shall deliver all records or other property of the Chapter to their successors within one (1) month of retirement.

Section 6.

Vacancies that occur in any elective office of this Chapter due to the inability or ineligibility of the incumbent to perform the duties of the office, or the incumbent's removal from office, shall be filled in the following manner:

- A. The President. The Vice-President shall immediately assume office.
- B. The Board of Directors shall fill all other vacancies.
- C. Any member filling a vacancy for any period of time over one (1) year shall be deemed to have served one term.

ARTICLE VI

Board of Directors

Section 1.

The governing body of this Chapter shall be the Board of Directors, which shall consist of the officers and the immediate past President.

Section 2.

Duties and responsibilities.

- A. The Board of Directors shall:
1. Direct the business and financial affairs of this Association.
 2. Establish administrative policies.
 3. Foster growth and development of the Association.
 4. Review committee reports and determines action to be taken.
 5. Fill vacancies on the Board of Directors with the exception of the office of President.

Section 3.

Meetings and Quorum

- A. Special meetings may be called at any time by the President or a majority of the Board of Directors.
- B. A minimum of two (2) business meetings shall be held during the year.
- C. A majority of the Board of Directors present shall constitute a quorum for transacting business.

ARTICLE VII

Elections

Section 1.

Time of the Elections shall be:

The election of officers shall be held at the Spring meeting.

Section 2.

Nominating

- A. All nominees must have agreed to serve if elected before their names are placed on the ballot.
- B. Opportunity shall be given to the membership to make nominations from the floor.
- C. A list of nominees shall be presented to the membership at least fourteen (14) days prior to the date of the election. The President shall appoint a chairperson and tellers to serve during the election.

ARTICLE VIII

Fiscal Year

The working and fiscal year of this organization, and the terms of all officers and committees, shall be from the end of May to the following year end of May.

ARTICLE IX

Headquarters

Section 1.

The SUNA Administrative Office mailing address is:

SUNA
East Holly Avenue Box 56
Pitman, NJ 08071-0056

Section 2.

The mailing address of this Chapter is:

The address of the current President

Adopted April 13, 2002

Presented for revision/review: April 20, 2002

Acceptance of Revised By-Laws: