

BYLAWS

GREATER BALTIMORE AREA AFFILIATE OF THE MID-ATLANTIC REGION OF THE WOUND, OSTOMY, CONTINENCE NURSES' SOCIETY

Article 1 – Name

The name of this affiliate shall be the “Greater Baltimore Area Affiliate” (Affiliate), a division of the Mid-Atlantic Region, WOCN.

Article 2 – Purpose and Objectives

Section I – Purpose

The purpose of the Baltimore Affiliate shall be to:

- A. Foster high standards of practice relating to the care, teaching, and rehabilitation of persons having stomas, wounds, continence problems, and related conditions
- B. Promote the professional and educational growth and the welfare of the WOC nurse in order to facilitate the practice of the specialty
- C. Provide a venue for communication among WOC nurses on a local level

Section II – Objectives

The objectives of the Baltimore Affiliate shall be to:

- A. Provide support and encouragement to the interests and concerns of WOC nurses
- B. Foster leadership qualities in the WOC nurse through participation in their professional organization
- C. Encourage and support the new WOC nurse upon entry into specialty practice
- D. Promote interest among interdisciplinary health professionals regarding the WOC nurse

Article 3 – Membership

Section I - Members

- A. Members of the Affiliate are designated by the same membership categories as defined by the WOCN Bylaws.
- B. Members of the Affiliate share interest in the purpose of the society and maintain current membership in the WOCN Society. These members may make motions, vote, and hold office.
- C. Members of the Affiliate abide by the bylaws and principles of ethics of the Society and such policies, rules and regulations as the Society may adopt. Members meet such additional criteria for each category of membership in the Society, as the Board of Directors may establish.

Section II – Dues

- A. The Mid-Atlantic Region may choose to budget money to the Affiliate for financial support.
- B. Members may contribute donations or organize fundraisers to support the expenses of the Affiliate.
- C. The Affiliate does not collect dues. Members may designate the Affiliate as the recipient of annual rebate portion from dues paid to WOCN. This designation is located in the member profile on the WOCN website. If no designation is made, all funds remain with WOCN. Members are responsible for updating their profile on renewal of WOCN membership annually, and as often as necessary.
- D. An annual financial report shall be submitted to the WOCN Society and a copy sent to the regional Treasurer.

Article 4 – Officers

Section I – Nomination, Election, and Term of Officers

- A. The officers of the affiliate shall be President, President-elect, Secretary, and Treasurer.
- B. The President -elect shall be nominated and elected annually in the fall and shall assume the duties of that office the following January for a term of one year. One year later, in January, the President-elect assumes the office of President for a term of one year.
- C. The Secretary shall be nominated and elected in the fall of odd-numbered years and shall assume the duties of that office in January of the even-numbered year, following the election. The duties are assumed for a term of two years.
- D. The Treasurer shall be nominated and elected in the fall of even-numbered years and shall assume the duties of that office in January of the odd-numbered years, following the election. The duties are assumed for a term of two years.
- E. A vote shall be called for any item of business, including the election of officers. Mail vote may also be called by the Board of Directors or upon written request to the Secretary of at least 2/3 of the eligible members. For the election of officers, the act of 25% or more of voting members returning ballots by a certain date shall be an act of the members. For matters other than the election of officers, the act of a majority or more voting members by a certain date, shall be an act of the members , unless the actions of a greater number is required by law, the Articles of Incorporation or these Bylaws.

Section II – Duties of Officers

The Board of Directors shall be composed of the 4 officers and the Past President, who will be an ex-officio member of the Board for one year.

A. President

1. Convenes and presides at each meeting of the Affiliate
2. Represents the Affiliate at all Regional Board meetings
3. Reports to the Affiliate on activities of the Region and the WOCN
4. Coordinates Affiliate activities with the help of the president-elect
5. Sets the agenda and presides over Board meetings
6. Establishes special committees for carrying on the business of the organization

B. President-elect

1. Becomes familiar with the duties of the President, so as to provide a smooth transition of duties
2. Assists the President with the business needs of the Affiliate
3. Convenes and presides at meetings in the absence or incapacity of the President. In the event of a vacancy, the President-elect shall succeed to the presidency.

C. Secretary

1. Keeps a record of all activities of the Affiliate.
2. Prepares and distributes the agenda and minutes of meetings to each member in a timely manner. Electronic mail will be the preferred method of communication. Postal mail will be utilized for members who do not have e-mail.
3. Submits a report on Affiliate activities to the Regional President and to the Newsletter editor, as requested
4. Maintains accurate membership records and e-mail addresses for the Affiliate.

D. Treasurer

1. Keeps an account of the debits and credits of the Affiliate.
2. Submits a financial report to the Affiliate at each meeting.
3. Submits a financial report to the Regional Treasurer, yearly.
4. Maintains bank accounts and establishes proper accounting procedures
5. Arranges for an audit of financial records in odd years.

Section III –Vacancies

- A. Vacancies shall be filled as soon as possible after an office becomes vacant. In the event of a Board member vacancy, with the exception of the President, the President will appoint a member in good standing to fulfill that term.
- B. The President-elect will assume the office of president, if the President is unable to fulfill the duties of the office.

Article 5 – Meetings

- A. Meetings of the Affiliate shall be held no less than quarterly, at such times and places as shall be determined by the members.
- B. Meetings may be cancelled and or rescheduled at the discretion of the President due to inclement weather conditions and for other serious problems.
- C. Meetings may be officially convened for the purpose of conducting business, providing there are 15 active WOCN members present.
- D. Any action requiring a vote of the Board of Directors may be taken through the use of a conference call or other communication by means of which each person can communicate with each other.
- E. The Board of Directors will plan meetings for each calendar year.

Article 6 – Amendments

Information on a proposed change to the Bylaws shall be submitted to the members in writing, to allow an adequate and timely consideration of the proposal. These Bylaws shall be amended by an affirmative vote of a quorum (25%) of the voting members.

Article 7 – Relationship of the Affiliate to the Region

The Mid-Atlantic Region of the WOCN will assist this Affiliate as requested in an advisory capacity. The relationship between the WOCN and this Affiliate is one of mutual support. The Affiliate must agree to comply with the directives of the WOCN in order to retain its status.