



## OACNS Bylaws

### Contents

<b>Article II. PUPOSE AND GOALS</b>	<i>Section 2.01 a</i> <i>Section 2.02 d</i> .....	2
<b>Article III. MEMBERSHIP</b>	<i>Section 3.02</i> <i>Section 3.02 b</i> <i>Section 3.03 a, b, c</i> <i>Section 3.04 a, b</i> .....	3
<b>Article IV. ANNUAL MEMBERSHIP DUES</b>	<i>Section 4.01 a, b, c, e</i> .....	4
<b>Article V. OFFICERS</b>	<i>Section 5.01</i> <i>Section 5.02</i> <i>Section 5.03</i> .....	5
	<i>Section 5.04 b, c</i> .....	6
	<i>Section 5.05 b, d, f, h – l</i> .....	7
<b>Article VII. BOARD OF DIRECTORS</b>	<i>Section 7.03</i> .....	11
<b>Article VIII. MEETINGS OF THE MEMBERSHIP</b>	<i>Section 8.03</i> <i>Section 8.04</i> .....	12
<b>Article IX. STANDING COMMITTEES</b>	<i>Section 9.01</i> <i>Section 9.04</i> <i>Section 9.06 a, e</i> .....	13
	<i>Section 9.10 b</i> .....	15



**BYLAWS**  
of the **Oklahoma Association of Clinical Nurse Specialists**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

**Article I. NAME**

Section 1.01 The name of this organization shall be the Oklahoma Association of Clinical Nurse Specialists, hereafter referred to as OACNS.

**Article II. PURPOSE AND GOALS**

Section 2.01 The purpose of the OACNS shall be to

- (a) Serve as a cohesive, supportive group to promote the practice of Clinical Nurse Specialists (CNS) and increase recognition of CNSs.
- (b) Unite as Advanced Practice Registered Nurses (APRNs) for the advancement of the practice of nursing.

Section 2.02 The goals of OACNS shall be to

- (a) Address issues impacting the advanced practice of CNSs.
- (b) Increase visibility of the CNSs through participation on appropriate national, state, and local committees.
- (c) Act as a resource group and provide continuing education programs for CNSs and other APRNs.
- (d) Support the coalition of APRN groups, such as Clinical Nurse Specialists (CNS), Advanced Registered Nurse Practitioner (ARNP), Certified Registered Nurse Anesthetist (CRNA), and Certified Nurse Midwives (CNM).

23 **Article III. MEMBERSHIP**

24 Section 3.01 The membership of OACNS shall be comprised of Regular, Associate,  
25 and Student members.

26 Section 3.02 Regular Members

27 (a) Include CNSs recognized by the Oklahoma Board of Nursing.

28 (b) Include registered nurses, educationally prepared and practicing as a CNS,  
29 employed by the United States Government or any bureau, division or  
30 agency thereof, who would otherwise be eligible for recognition by the Oklahoma  
31 Board of Nursing upon approval of the  
32 Director-at-Large for Membership and membership committee.

33 (c) Pay dues and have option to vote, hold elected/appointed office, and serve on  
34 committees.

35 Section 3.03 Associate Members

36 (a) May be educationally prepared for the CNS role but not recognized by the  
37 Oklahoma Board of Nursing as a CNS-APRN.

38 (b) May be APRNS without educational preparation as a CNS

39 (c) Pay dues and may serve as committee members.

40 Section 3.04 Student Members

41 (a) May be any registered nurse enrolled in a graduate program pursuing  
42 APRN studies.

43 (b) Pay dues and serve as committee members.

44 (c) May not vote nor serve as elected officers of the OACNS.

45 1) Unless they will become a regular member, as outlined in *Section 3.02*, by the time  
46 the officer position is to be fulfilled.

47 Section 3.05 CNSs pursuing post graduate nursing studies

48 (a) May receive student membership rates until graduation; proof of enrollment must  
49 be provided.

50 (b) May function as regular members and vote, hold elected/appointed office, and

51 serve on committees.

52 **Article IV. ANNUAL MEMBERSHIP DUES**

53 Section 4.01 Membership dues

54 (a) Paid as outlined by level of  
55 membership and must reflect appropriate membership level to determine active  
56 membership status.

57 (b) Cover time-period outlined by level of membership selected.

58 (c) For students shall be 50% of regular membership dues.

59 (d) Must be current. Any member who fails to pay dues by the end of the time period  
60 outlined by level of membership will result in inactive member status.

61 (e) Paid in full reinstates membership.

62

63 **Article V. OFFICERS**

64 Section 5.01 Officers of the Board of Directors (BOD) are elected by the  
65 OACNS membership

66 Section 5.02 The elected officers shall be

67 (a) Elected Officers

68 1) President

69 2) Immediate Past-President

70 3) President-elect

71 4) Secretary

72 5) Treasurer

73 (b) Directors-At-Large are appointed by the BOD

74 1) Continuing Education

75 2) Membership

76 3) Public Relations

77 4) Nominations

78 5) Legislation

79 (c) To be eligible for election as an officer of the BOD, the candidate must be an active  
80 regular member.

81 (d) Directors-At-Large may be regular or associate members who were educationally  
82 prepared for the role of the CNS.

83 Section 5.03 Appointment of Trustees

84 (a) Any BOD member, OACNS member, or Past-President may propose Trustee  
85 candidates for consideration.

86 (b) Trustee candidates are members in good standing and recognized as CNS leaders in  
87 their area of expertise.

88 Section 5.04 Office Vacancy

89 (a) A vacancy in the office of the President shall be filled by the President-elect, who  
90 shall complete the unexpired term of the President.

91 (b) A vacancy in the office of President-elect, Secretary, Treasurer, or Directors-at-  
92 Large, shall be filled by a BOD appointee who shall serve until a successor has  
93 been elected.

94 (c) Any officer who fails to attend two consecutive BOD meeting (unexcused  
95 absences) may be deemed to have submitted a resignation in which the BOD  
96 may declare the office vacant.

97 Section 5.05 Duties of Officers

98 (a) The President shall

- 99 1) Preside over meetings of the BOD.
- 100 2) Be responsible for setting the direction of the activities of the organization in  
101 collaboration with the BOD.
- 102 3) Create, communicate, and implement the organization's vision, mission, and overall  
103 direction as described in the Bylaws.
- 104 4) Collaborate with the Secretary to develop the agenda for business meetings.
- 105 5) Assume responsibility as entrusted by the members and in conjunction with the BOD,  
106 for safeguarding the financial solvency of the organization.
- 107 6) Serve as the connection between NACNS and OACNS by attending quarterly affiliate  
108 meetings and by attending the affiliate meeting at the annual NACNS conference.
- 109 7) Review bylaws annually.
- 110 8) Assures the Affiliate Agreement form is on file with NACNS.

- 111 9) Perform all duties that are incident to the office.  
112 10) Shall serve as ex-officio member of standing and ad hoc committees, except on the  
113 Nomination Committee.

114 Term of Office is for one year beginning Jan 1.

115 (b) The President-Elect shall

- 116 1) Work closely with the President on all matters pertaining to the office of President.  
117 2) Perform the duties of the President in the absence of the president, or upon  
118 delegation by the president.  
119 3) Chair the Bylaws Committee.  
120 4) Works closely with the immediate past president in coordinating and planning the  
121 annual pharmacology conference.  
122 5) Shall be nominated from current and active members  
123 of OACNS who demonstrates involvement in OACNS matters.  
124 6) Upon completion of one term in office, assumes the office of  
125 President for one term, then serves as Immediate Past President for one term.

126 Term of office is for one year beginning Jan 1.

127 (c) The Secretary shall

- 128 1) Records, maintains and distributes the minutes of all meetings of the OACNS and  
129 BOD.  
130 2) Conducts general correspondence, to include meeting invitations, of the OACNS and  
131 BOD.  
132 3) Prepare a summary of minutes regarding membership meetings to be published via  
133 accepted media format to the membership.  
134 4) Ensures that official files and documents of the OACNS are maintained.  
135 5) Maintains the OACNS calendar.

136 Term of office is for two years beginning Jan 1 of even-numbered years.

137 (d) The Treasurer shall

- 138 1) Prepare an annual budget for each fiscal year.  
139 2) Maintain accurate records documenting all OACNS financial activities.  
140 3) Endorse checks for collection or disbursement of monies on behalf of OACNS.  
141 4) Deposit funds in a bank designated by OACNS BOD.  
142 5) Maintain electronic payment processing platforms for online payments.  
143 6) Submit a written financial report to the BOD at regular meetings and an annual

- 144 verbal report to the membership.
- 145 7) Submit taxes annually.
- 146 8) Assist members in paying for annual dues and conference.
- 147 9) Assist vendors to support OACNS for annual conference.
- 148 10) Maintain and check Post Office Box.
- 149 11) Store and track inventory of OACNS merchandise and materials.
- 150 12) Deliver the newly elected Treasurer all money, vouchers,
- 151 books, and papers of OACNS held in custody when new treasurer takes office.

152 Term of office is for two years beginning January 1 of odd-numbered years.

153 (e) The Immediate Past President shall

- 154 1) Provide advice and leadership to the BOD regarding past practices and issues to assist
- 155 the BOD in governing the organization.
- 156 2) Chair the Conference Planning Committee and assume primary responsibility for
- 157 planning the annual pharmacology conference.
- 158 3) Assure the continuity of the OACNS mission and purposes.

159 Term of office is one year following term as President beginning Jan 1.

160 (f) The Director-at-Large for Continuing Education shall

- 161 1) Be responsible for the planning and implementation of continuing education and
- 162 membership meetings.
- 163 2) Contacting and secure vendors and speakers, location, and attendance sign-in
- 164 sheet.

165 Term of office is for two-years beginning Jan 1 of even-numbered years.

166 (g) The Director-at-Large for Membership shall

- 167 1) Be responsible for developing strategies to increase membership growth and
- 168 diversity.
- 169 2) Provide regular membership updates to the BOD.
- 170 3) Be responsible for updating or assisting members to update their contact information
- 171 on the website member profile.

172 Term of office is for two years beginning Jan 1 of odd-numbered years.

173 (h) The Director(s)-at-Large for Public Relations shall

- 174 1) Be responsible for increasing the visibility of OACNS via verbal, written, and media
- 175 communications including the creation of announcement flyers for conferences and

- 176 membership meetings.
- 177 2) Maintain public facing platforms.
- 178 3) Maintain awareness and disseminate
- 179 pertinent regional, national, and international news and current events from nursing
- 180 organizations, NACNS, and other relevant organizations via multi-media.
- 181 4) In collaboration with current OACNS President create and publish a newsletter
- 182 biannually.

183 Term of office is for two years beginning Jan 1 of odd-numbered years.

- 184 (i) The Director-at-Large for Nominations shall
- 185 1) Be responsible for seeking nominations of candidates to serve as elected officers of
- 186 OACNS.
- 187 2) Prepare nominations ballot(s), conduct BOD elections,
- 188 and report results to the BOD and membership via email and ensure new BOD
- 189 members are updated on the website.

190 Term of office is for two years beginning Jan 1 of even-numbered years.

- 191 (j) The Director-at-Large for Legislation shall
- 192 1) Be responsible for following the legislative and regulatory activity for APRNs and
- 193 keeping the BOD and membership informed.
- 194 2) Act as OACNS liaison to independent and/or joint APRN councils/committees
- 195 representing CNS interests.

196 Term of office is for two-years beginning Jan 1 of even-numbered years.

- 197 (k) CNS Student Representative shall
- 198 1) Consist of at least two (2) CNS students appointed by the OACNS BOD to serve on the
- 199 OACNS BOD and to disseminate information about CNS issues to fellow students.
- 200 2) Work closely with one committee chair as assigned to fulfill
- 201 the position's responsibilities.

202 Term of office is for one year beginning Jan 1.

- 203 (l) The Trustees shall
- 204 1) Consist of no more than four trustees appointed by the OACNS BOD to serve.
- 205 2) Provide guidance to the BOD.
- 206 3) Be assigned to committees by the BOD.



207 Appointment is for two-years beginning Jan 1, consecutive appointments may be held with  
208 BOD approval.

209 Section 5.06 No officer shall hold more than one office at a time.

210 Section 5.07 Public Representation

(a) The President, President Elect or approved designees shall represent OACNS, as  
211 appropriate and able, at the annual NACNS meeting and provide OACNS  
212 membership with ongoing information and initiatives from the national level.

213 (b) OACNS may appropriate funds to assist with this duty.

## 214 **Article VI. ELECTIONS OF OFFICERS**

215 Section 6.01 Nominations for office

216 (a) The Nomination Committee shall receive from the Director-at-Large for  
217 Membership a list of verified members to prepare a slate of candidates. The slate  
218 shall represent various geographical areas in Oklahoma and shall be presented to  
219 the BOD.

220 Section 6.02 Election

221 (a) A ballot will be sent via email to each member of OACNS in the fall of each year no  
222 later than November 1.

223 Section 6.03 Counting of the Ballots

224 (a) Election results shall be counted by the Nominations Committee.

225 (b) In the case of a tie, a run-off will occur.

226 Section 6.04 Notification of election

227 (a) All candidates shall be notified of the results by the OACNS President or designee.

228 (b) Election results shall be announced to the membership via communication through  
229 multi-media sources such as email, website and/or verbal announcement.

230 (c) New officers shall assume office on January 1.

231 **Article VII. BOARD OF DIRECTORS**

232 Section 7.01 The BOD shall be composed of the President, President-elect,  
233 Immediate Past President, Secretary, Treasurer, Directors-at-Large, and  
234 Trustee(s).

235 Section 7.02 Meetings of the BOD shall be open to the membership and held at  
236 least quarterly.

237 Section 7.03 The BOD shall be responsible for the ongoing sustainability  
238 and advancement of the organization which may include such duties, but not  
239 limited to active involvement through meeting and conference attendance or  
240 unless otherwise communicated to the Board of position or  
241 committee responsibilities.

242 Section 7.04 The members of the BOD assume responsibility as entrusted by the  
243 members for safeguarding the financial solvency of the organization

244 **Article VIII. MEETINGS OF THE MEMBERSHIP**

245 Section 8.01 Membership meetings shall be held at least twice yearly.  
246 Additional meetings may be called by the BOD.

247 Section 8.02 Attempts will be made to notify membership by email, social media,  
248 and the OACNS website in advance of all business, membership, and education  
249 meetings. Members are responsible for providing any email address changes  
250 to OACNS via their online profile.

251 Section 8.03 All business except that unless specifically designated in the bylaws  
252 shall be decided by majority vote of all voting members present.

253 Section 8.04 A quorum is defined as 50% of the official BOD, plus one. In the  
254 event that a quorum is not met, the BOD may still conduct business and then  
255 the official BOD will be notified of all communications and voting will be  
256 conducted using a printable alternative communication source and added to  
257 the minutes.

258 Section 8.05 Roberts' Rules of Order shall govern the conduct of business at all

259 OACNS meetings except where superseded by these bylaws.

260

261 **Article IX. STANDING COMMITTEES**

262 Section 9.01 Standing Committees shall be the Bylaws Committee, Membership  
263 Committee, Continuing Education Committee, Public Relations Committee,  
264 Nominations Committee, Legislative-Regulatory Committee and Finance  
265 Committee. Meetings of the Standing Committees are open to the  
266 membership.

274 Section 9.02 The Chairs of Standing Committees shall select committee members.

275 Section 9.03 Bylaws Committee

276 (a) The Bylaws Committee shall

277 1) Review bylaws annually and propose amendments as needed

278 2) Prepare formal bylaws changes for vote by the membership

279 Section 9.04 Membership Committee

280 (a) The Membership Committee shall develop and conduct activities that

281 1) Recruit new members

282 2) Retain current members

283 3) Maintain membership directory

284 4) Evaluate annual retention rates

285 Section 9.05 Continuing Education Committee

286 (a) The Continuing Education Committee shall plan all aspects of membership

287 meetings including

288 1) Site arrangement

289 2) Education presentations and/or vendor sponsorship

290 3) Prepare and/or delegate CE credits in compliance with the Oklahoma Board of  
291 Nursing and the professional organization awarding the CE credits

292 4) Notification of programs to members in a timely manner

293 Educational programs providing CE credits will be at the discretion of the BOD.

294 Section 9.06 Conference Planning Committee

295 (a) The Conference Planning Committee shall plan and coordinate all aspects of the

- 296 annual conference to include
- 297 1) Site and speaker arrangements
- 298 (b) The immediate past president is the chair of this committee, and with assistance
- 299 from the OACNS treasurer, will prepare a preliminary, revised, and final version of
- 300 the conference budget.
- 301 (c) This committee is responsible to prepare/delegate CE credits in compliance with
- 302 the Oklahoma Board of Nursing and the professional organization awarding the CE
- 303 credits.
- 304 (d) Advertising for the annual conference is to start at least three months prior to the
- 305 event date.
- 306 (e) Members of this committee include the immediate past-president, treasurer, director-at-large
- for continuing education, and two
- 307 student representatives. Additional committee members (ad hoc) can be added to
- 308 this committee but will serve for the time deemed necessary for conference
- 309 preparation. After completion of the conference, there is no implied or guaranteed
- 310 BOD status for the Conference Planning ad hoc committee member.

311 Section 9.07 Public Relations Committee

- 312 (a) The Public Relations Committee shall
- 313 1) Assist the BOD and membership in increasing the visibility of CNSs on state and local
- 314 levels
- 315 2) Prepare and distribute media communications

316 Section 9.08 Nominations Committee

- 317 (a) The Nominations Committee shall be comprised of members representing various
- 318 geographical areas in Oklahoma. The committee shall
- 319 1) Prepare a slate of candidates
- 320 2) Serve and verify *Willingness to Serve* agreements
- 321 3) Publish the ballot

322 4) Receive and verify returned ballots

323 5) Submit election results to the BOD

324 Section 9.09 Legislation Committee

325 (a) The Legislation Committee shall

333 1) Assemble and review relevant information dealing with state and national laws and  
334 current legislation concerning APRNs and CNSs

335 2) Network with other organizations and/or parties interested in the same issues

336 3) Continue work regarding the annual, State of Oklahoma CNS Day

337 Section 9.10 Finance Committee

338 (a) The Finance Committee shall be composed of the Treasurer and at least two (2)  
339 active members, preferably past officers, or former BOD members.

340 (b) The committee shall

341 1) Plan a budget; investigate expenses and monitor invested funds

342 2) Submit an annual budget to the BOD for approval

343 3) Review and approve OACNS expenses

344 4) Review submitted financial statements/expenses and report information on a  
345 quarterly basis to the BOD

346 5) Report financial health of the organization and inform the BOD if/when the need  
347 arises to raise additional funds (ex: fund raising, CE programs, etc.).

348 6) Maintain a baseline fund of no less than \$2,500.

349 **Article X. AD HOC COMMITTEES**

350 Section 10.01 The formation of Ad Hoc Committees may be authorized by the BOD  
351 or by vote of the membership.

352 Section 10.02 All Ad Hoc Committees shall report to the BOD and the  
353 membership.

354 Section 10.03 Ad Hoc Committees shall remain functional until their work is  
355 completed or until the committee is disbanded by the authorizing body. The  
356 appropriateness of the Ad Hoc Committee will be reviewed annually if not  
357 disbanded within that period.

358 **Article XI. ADMENDMENT OF BYLAWS**

359 Section 11.01 Proposed amendments to the bylaws must be submitted to the  
360 Bylaws Chair. Notification of bylaws changes must be submitted to all  
361 regular members at least two weeks prior to a membership meeting.

362 Section 11.02 The proposed bylaws changes may be amended on the floor at the  
363 membership meeting.

364 Section 11.03 Bylaws amendments shall be adopted by two-thirds majority vote of  
365 regular members present at the membership meeting.

366 Section 11.04 Bylaws changes approved by the membership shall be  
367 communicated via multi-media sources such as email, website and/or verbal  
368 announcement.

369

370 *Revised Feb. 2023*

371 *Revised Aug 2017 – Changed “APN” to “APRN” and Changed “Advanced Practice Nurse” to Advanced Practice*

372 *Registered Nurse” Revised March 2013*

373 *Revised Jan. 2011*

374 *Revised Jan. 2010*

375 *Revised Jan. 1996*

376 *Revised March 1995*