

Northwest Region
A Division of the Wound Ostomy and Continence Nurses Society

Bylaws Table of Contents

		PAGE
ARTICLE I	NAME	3
ARTICLE II	MISSION, OBJECTIVES, AND CODE OF ETHICS	3
Section 1	Mission	
Section 2	Objectives	
Section 3	Code of Ethics	
ARTICLE III	MEMBERSHIP	4
Section 1	Eligibility	
Section 2	Classifications	
Section 3	Application for Membership	
Section 4	Term of Membership	
Section 5	Rights and Responsibilities	
Section 6	Resignation and Reinstatement	
Section 7	Ethics and Discipline	
ARTICLE IV	MEETINGS	5
Section 1	Time and Place	
Section 2	Voting	
Section 3	Quorum	
Section 4	Special Meetings	
ARTICLE V	OFFICERS	5
Section 1	Elected Officers	
Section 2	Eligibility for Office	
Section 3	Nominations	
Section 4	Elections	
Section 5	Term of Office	
Section 6	Vacancy	
Section 7	Removal of Officer	
Section 8	Duties of the President	
Section 9	Duties of the President-elect	
Section 10	Duties of the Immediate Past President	
Section 11	Duties of the Secretary	
Section 12	Duties of the Treasurer	
ARTICLE VI	BOARD OF DIRECTORS	7
Section 1	Board Members	

Section 2	Duties	
Section 3	Voting	
Section 4	Quorum	
Section 5	Rules	
ARTICLE VII	COMMITTEES	8
Section 1	Appointments and Elections	
Section 2	Eligibility	
Section 3	Term	
Section 4	Standing Committees	
Section 5	Duties of the Standing Committees	
ARTICLE VIII	DISSOLUTION	9
ARTICLE IX	PARLIAMENTARY AUTHORITY	10
ARTICLE X	AMENDMENTS, REVISIONS AND SUSPENSIONS OF THE BYLAWS	10
Section 1	Amendments and Revisions of the Bylaws	
Section 2	Suspensions of the Bylaws	

NORTHWEST REGION
A DIVISION OF THE WOUND OSTOMY AND CONTINENCE NURSES SOCIETY
BYLAWS

ARTICLE I-NAME

The name of this organization shall be the Northwest Region of the Wound Ostomy and Continence Nurses Society (NWRWOCN). It derives name and authority from the Wound Ostomy and Continence Nurses Society (WOCN).

ARTICLE II – MISSION, OBJECTIVES, AND CODE OF ETHICS

SECTION 1 – MISSION

The NWRWOCN supports leadership and professional development, encourages evidence based nursing practice, advocates for the delivery and advancement of quality health care to individuals with a wound, ostomy, or continence related issue, and actively participates in educating the public about the role and services provided by WOC nurses.

SECTION 2 – OBJECTIVES

The NWRWOCN shall:

- a. Facilitate professional development of all members, novice to advanced WOC nurses, through the provision of high quality continuing professional education and support of National WOCN scholarship programs.
- b. Facilitate communication between National WOCN and NWRWOCN members and provide regional feedback on WOC issues of national concern.
- c. Promote the WOC nurse role and encourage recruitment of nurses to WOC specialty and to National WOCN and NWRWOCN.
- d. Provide opportunities for networking between members and facilitate mentoring of WOC nurses.
- e. Collaborate with government agencies, community organizations and other groups on legislative issues of concern to WOC nurses on the regional and national level.
- f. Support regional community outreach activities through financial contributions and other support to organizations whose programs address concerns of the wound, ostomy and continence patient population.

SECTION 3 – CODE OF ETHICS

The NWRWOCN member:

- a. Will not use the association's name or logo on stationary, publications, symposia advertisements, or in any other manner without Board permission.
- b. Will demonstrate conduct that is professional, collegial and reflective of the association's mission.
- c. Will have the responsibility to remain current in knowledge and techniques.
- d. Will not discriminate against any individual based on age, nationality, race, creed, disability, sex, or sexual orientation.
- e. Must respect individual's rights to privacy by maintaining confidentiality.

ARTICLE III – MEMBERSHIP

SECTION 1 – ELIGIBILITY

All members of the NWRWOCN must be members who are in good standing with the WOCN and whose annual dues are current.

SECTION 2 – CLASSIFICATIONS

- a. Active Member – A wound, ostomy, or continence nurse who is a graduate of an educational program accredited by the WOCN or is a Registered Nurse (RN).
- b. Associate Member – Any individual who supports the purposes, mission, and goals of the WOCN. They shall have all the privileges of membership except making motions, vote, or hold office.
- c. Retired Member – Any individual who is eligible to be an active member and who is permanently retired from employment.
- d. Honorary Member – An individual who meets the criteria established by the WOCN Board of Directors.
- e. Industry/Commercial Member – A health related corporation or organization. They shall have all the privileges of membership, except those of making motions, voting, and holding office. No more than two representatives from each company shall be entitled to attend a WOCN function at member rates.
- f. Student Nurse Member – An individual who is a full-time student studying to become a registered nurse.

SECTION 3 – APPLICATION FOR MEMBERSHIP

All applicants will complete the application form provided by WOCN, submit the application with any fees to WOCN, and designate NWRWOCN as their region on record.

SECTION 4 – TERM OF MEMBERSHIP

The Membership year is from January 1 through December 31 as designated by WOCN.

SECTION 5 – RIGHTS AND RESPONSIBILITIES

- a. All members shall be entitled to serve on committees and to attend the member meetings and social functions of NWRWOCN.
- b. Only Active Members, Retired Active Members, and Honorary Life Members may make motions, vote, and hold office.
- c. Each voting member shall have one vote on matters submitted to a vote of the membership.

SECTION 6 – RESIGNATION and REINSTATEMENT

- a. Resignation: Any member in good standing who resigns from WOCN shall be considered resigned from NWRWOCN.
- b. Reinstatement: A member in good standing may be reinstated by meeting the requirements for WOCN membership.

SECTION 7 – ETHICS AND DISCIPLINE

Members of any classification can be disciplined in accordance with the WOCN bylaws Article III, Section 5.

ARTICLE IV – MEETINGS

SECTION 1 – TIME AND PLACE

No fewer than two general meetings of the membership shall be held each fiscal year.

- a. One general meeting shall be held at the National WOCN Conference.
- b. One shall be the NWRWOCN Annual Conference. The members shall determine the place of the NWRWOCN Annual Conference a year in advance.

SECTION 2 – VOTING

Except for the election of officers or revision of bylaws, all matters before a General Membership Meeting shall require for passage an affirmative vote by a majority of the members present and voting.

SECTION 3 - QUORUM

A quorum of the general membership shall be the majority of the members present at the meeting including two elected officers.

SECTION 4 – SPECIAL MEETINGS

- a. Special meetings may be called by the Board of Directors or at written request of 25% of the voting membership.
- b. Said request shall state the exact purpose or purposes of the meeting.
- c. The Board of Directors shall determine the time and place of such special meetings.

ARTICLE V – OFFICERS

SECTION 1 – ELECTED OFFICERS

The elected officers shall be:

- a. President
- b. President-elect
- c. Secretary
- d. Treasurer
- e. Immediate Past-President (for one year)
- f. Nominations Chairperson

SECTION 2 – ELIGIBILITY FOR OFFICE

- a. A person who has been an active member in good standing in the NWRWOCN one year prior to election shall be eligible to hold office.
- b. The nominations chair shall obtain verbal, written, or electronic mail consent from the candidate to serve. The nominations chair shall submit a biography of the candidate to the secretary.

- c. Active members cannot hold an elected National office or chair a National committee at the same time.

SECTION 3 – NOMINATIONS

- a. The Nominations Committee shall make nominations.
- b. The Secretary and Nominations Chairperson shall be elected on even years.
- c. The President-elect and Treasurer shall be elected on the odd years.

SECTION 4 – ELECTIONS

- a. Elections for officers shall take place by a mail vote.
- b. Each eligible member will be mailed a voter's pamphlet sixty days prior to the NWRWOCN Annual Conference.
- c. The ballot must be returned to the Nominations Chairperson 7 days prior to the NWRWOCN Annual Conference.
- d. The person receiving a majority of the votes cast shall be declared elected. In case of a tie vote, the Nominations chair person will toss a coin in the presence of the membership to break the tie.

SECTION 5 – TERM OF OFFICE

- a. The President-elect shall be elected for a one year term, followed by a two year term as president and one year on the board as past president.
- b. Secretary, Treasurer and Nominations Chairperson shall be elected for a term of two years. They shall not be elected to the same office for more than two consecutive terms or four years at a time.
- c. Each officer shall serve through the end of the NWRWOCN Annual Conference.

SECTION 6- VACANCY

- a. In case of a vacancy of office, other than the President, the Board of directors shall appoint a person to fill such vacancy to serve until the next annual election.
- b. If the office of President becomes vacant, the President-elect shall succeed to the position.
- c. If the office of President-elect is vacant, the Past President shall serve until the next annual election.

SECTION 7 – REMOVAL OF OFFICER

- a. Any officer may be removed from office by appropriate resolution approved by a two-thirds vote of the Board of Directors.
- b. Removal may be voted only upon written charges against said officer filed with the Secretary, (or other Executive officer in the event the charge is against the Secretary), who shall by certified mail forward a copy of the stated charges to such officer.
- c. Said officer shall have twenty days to respond to such charges before any action shall be taken thereon.

SECTION 8 – DUTIES OF THE PRESIDENT

The President shall:

- a. Preside at all General Membership Meetings.
- b. Preside at Board of Director Meetings and Serve as Chairperson.
- c. Appoint all Committee Chairpersons with the exception of the Nominations Committee Chairperson.

- d. Serve as an ex-officio member of the Budget and Finance Committee and the Bylaw and Publication Committee.
- e. Perform such duties pertaining to the office as shall be prescribed by the Bylaws.

SECTION 9- DUTIES OF THE PRESIDENT-ELECT

The President-elect shall:

- a. Perform the duties of the President in the absence or incapacity of the President.
- b. Succeed to the office of the President in the event it shall become vacant.
- c. Perform such duties as may be delegated by the President or Board of Directors.
- d. Serve as an ex-officio member of the Government Affairs, Membership, Public Relations, and Youth Rally Committees.

SECTION 10 – DUTIES OF THE IMMEDIATE PAST PRESIDENT

The immediate Past President shall:

- a. Serve as an ex-officio member of the Legislative Regulatory Committee, Membership, Public Relations and Youth Rally committees.
- b. Update Operations Manual with new committees, including their descriptions and their forms.

SECTION 11 – DUTIES OF THE SECRETARY

The Secretary shall:

- a. Attend all Regional Board of Directors and General Membership Meetings.
- b. Keep the minutes of all general and special meetings in a bound book.
- c. Make such reports as shall be determined by the officers.
- d. Conduct the correspondence of the NWRWOCN as directed by the President and/or the Board of Directors.
- e. Have custody of all records, books, and papers of the region, including property and the logo.

SECTION 12 – DUTIES OF THE TREASURER

The Treasurer shall:

- a. Attend all Regional Board of Directors and General Membership Meetings.
- b. Have custody of all funds of the NWRWOCN and deposit all such funds in a bank approved by the Board of Directors.
- c. Pay all bills as approved by the Budget and Finance Committee.
- d. Keep accurate books of accounts and present a written financial report to the membership at the NWRWOCN Annual Conference.
- e. Have the books ready to audit at any time the President or the Board of Directors requests.
- f. Act as Chairperson of the Budget and Finance Committee.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1 – BOARD MEMBERS

The Board of directors shall consist of the elected officers:

- a. President
- b. President-elect
- c. Secretary
- d. Treasurer

- e. Immediate Past-President
- f. Nominations Chair person
- g. Committee Chairpersons as appointed by the President

SECTION 2 – DUTIES

The Board of Directors shall:

- a. Manage the affairs and business of the Region.
- b. Authorize the sole and exclusive use of the region logo.
- c. Approve such special and advisory committees as is deemed necessary.
- d. Formulate and recommend administrative policies to the General Membership.

SECTION 3 – VOTING

- a. All executive officers shall have one vote and such voting may not be done by proxy.
- b. When an issue requires action, a vote may be cast during a conference call or by electronic mail.
- c. Copies of vote electronic mails will be printed and maintained by the Secretary.

SECTION 4 - QUORUM

Quorum for a Board of Directors Meeting shall be eight.

SECTION 5 - RULES

- a. The board of Directors shall make rules and regulations covering its meetings as it deems necessary.
- b. Membership may audit meetings.

ARTICLE VII – COMMITTEES

SECTION 1 – APPOINTMENTS AND ELECTIONS

- a. The President shall appoint all Committee Chairpersons, with the exception of the Nominations Chairperson, for a two year term.
- b. Each committee shall consist of a Chairperson and at least two other members.
- c. The Nominations Committee Chairperson shall be elected by membership vote for a two-year term at the NWRWOCN Annual Conference. At the time of appointment, each member of this committee shall be an active member for at least one year prior to appointment.

SECTION 2 – ELIGIBILITY

All committee members shall be active members in good standing in NWRWOCN.

SECTION 3 – TERM

The term of service of each committee member is for two years and shall terminate at the completion of the NWRWOCN Annual Conference.

SECTION 4 – STANDING COMMITTEES

- a. Budget and Finance
- b. Bylaws

- c. Historian
- d. Legislative Regulatory Committee
- e. Membership and Public Relations
- f. Mentorship
- g. Nominations
- h. Publications
- i. Website
- j. Youth Rally

SECTION 5 – DUTIES OF THE STANDING COMMITTEES

- a. The Chairperson of each committee shall appoint at least two members to that committee. A written report must be submitted annually at the NWRWOCN Annual Conference.
- b. The Budget and Finance Committee, which is chaired by the Treasurer, shall prepare a budget for the fiscal year beginning January 1 and submit it to Board of directors for consideration and recommendations thirty days before the NWRWOCN Annual Conference.
- c. The Bylaws Committee shall recommend bylaws revisions and present the proposed amendments to the Board of Directors for approval. Board approved amendments shall be presented by mail or electronic mail to the voting members at least sixty days prior to the NWRWOCN Annual Conference for a vote.
- d. Historian Committee shall maintain history of the NWRWOCN.
- e. Legislative Regulatory Committee shall inform the membership of vital issues pertinent to political influence.
- f. Membership and Public Relations Committee shall maintain a current list of members of NWRWOCN and promote and maintain membership in the region. It shall maintain connections with other regions and with WOCN accredited programs and promote awareness of NWRWOCN.
- g. Mentorship Committee shall promote professional development of new NWRWOCN affiliate WOC Nurses.
- h. Nominations Committee shall facilitate a call for qualified candidates who seek to serve in an office of the NWRWOCN and shall make subsequent nominations.
- i. Publications Committee shall be responsible for the publication of the Northwest Notes, the official publication of the NWRWOCN.
- j. Public Relations Committee shall promote awareness of NWRWOCN.
- k. Website Committee shall maintain the website of the NWRWOCN.
- l. Youth Rally shall promote awareness of a special support system available to teenage ostomates in acquiring skills for self-management.

ARTICLE VIII – DISSOLUTION

- a. In the event of dissolution of this organization, all remaining property shall be liquidated and all obligations and liabilities paid.
- b. The remaining funds shall be sent to the WOCN National Office for the ET (or WOCN) Foundation.

ARTICLE IX – PARLIMENTARY AUTHORITY

The most current Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws or standing rules of NWRWOCN or WOCN Society.

ARTICLE X – AMENDMENTS, REVISIONS AND SUSPENSIONS OF THE BYLAWS

SECTION 1 – AMMENDMENTS AND REVISIONS OF THE BYLAWS

- a. Recommendations for bylaws revisions or amendments may be initiated by:
 1. Proposals by the bylaws Committee
 2. Proposals by the Board of Directors
 3. A written request signed by 10% of the voting membership
- b. The proposed amendments and/or revisions shall be reviewed by the bylaws Committee and presented to the Board of Directors for review.
- c. Notice of the proposed changes in the bylaws must be placed on the agenda and distributed to the full voting membership by mail or electronic mail at least 60 days prior to the NWRWOCN Annual Conference.
- d. The proposed changes will be voted on at the NWRWOCN Annual Conference. The bylaws will be revised or amended accordingly by an affirmative vote of not less than two-thirds of the voting membership present.

SECTION 2 – SUSPENSIONS OF THE BYLAWS

These bylaws may be suspended by a two-thirds vote of the members present and voting at the NWRWOCN Annual Conference of this organization.