



**American Society of  
Ophthalmic Registered Nurses**  
*Specialists in Eye Care*

# **LOCAL CHAPTER MANUAL**

Updated November 2008

## **INTRODUCTION TO THE LOCAL CHAPTER MANUAL**

This publication is a compilation of materials developed for use in establishing new local chapters.

If you have any questions about this information contact the ASORN Headquarters

P.O. Box 193030  
San Francisco, CA 94119  
Telephone: (415) 561-8513  
FAX: (415) 561-8531  
Email: [asorn@aao.org](mailto:asorn@aao.org)  
Web site: [www.asorn.org](http://www.asorn.org)

## **Chapter Manual Content**

- I. An Introduction to the American Society of Ophthalmic Registered Nurses" (ASORN)
- II. Bylaws and Policy
- III. A Guide to Chapter Formation
- IV. Parliamentary Guide
- V. ASORN Continuing Education Activities
- VI. Certification for Ophthalmic Registered Nurses
- VII. Current Local Chapter List

## **ASORN MISSION STATEMENT**

ASORN's mission is to foster excellence in ophthalmic patient care, while supporting the ophthalmic team through individual development, education, and evidence-based practice.

## **A SHORT HISTORY OF ASORN**

Ophthalmic registered nurses have existed in various cities across the country working in physician offices, hospitals, and clinics. They hold their own Annual Meeting during the American Academy of Ophthalmology (AAO) Annual Meeting. In 1976, at the AAO meeting in Las Vegas, Ms. Edna Ashy united professional registered nurses committed to providing quality eye care to ophthalmic patients and founded ASORN. With the help of a small group of thirty individuals, Ms. Ashy undertook the ambitious program of starting an annual meeting and developing Bylaws. Local chapters began forming in the year 1981 and are now distributed across the country lending strength to the national structure. .

In 1982, ASORN entered into contractual agreement with the AAO for association management services. The headquarters office is located within the AAO's building at 655 Beach Street in San Francisco. Full-time staff is available to answer member and local chapter inquiries at 415/561-8513.

In October 1997 ASORN added an Individual Affiliate membership category, welcoming non-RNs for the first time. ASORN currently has approximately 1,000 members and 14 local chapters throughout the United States

## **ASORN ORGANIZATIONAL STRUCTURE**

### Annual Dues

Dues are assessed annually for all categories of membership and are set by the Board of Directors. Each chapter has its own local dues structure to support local activities. Dues rates are set by the individual chapters and collected separately by the local chapters.

### Bylaws

Bylaws are the governing rules of the Society. National Bylaws are available on the ASORN web site and are the foundation for local chapter Bylaws. Local Bylaws must not conflict with the national organization's Bylaws. Counsel from the Chair of the national Bylaws Committee is available to provide assistance to local chapters in both the developmental stages and the amendment process of Bylaws.

### Policy

ASORN's policy manual is available upon request and provides much information concerning types of committees, their charges, Board composition, duties of Board members and information concerning various ASORN functions. This information can be adopted as needed by a chapter. Policies do not require a member vote to be changed.

### Board of Directors

The National Board of Directors meets several times each year to conduct the business of ASORN. The composition of the Board is stated in the Bylaws. Each Board member's duties are described in the policy manual, which is available upon request from the Headquarters office.

### Staff

ASORN staffing is provided via contractual agreement with San Francisco Association Management Services (SF AMS, A Subsidiary of the AAO). Staff members are housed at the AAO offices in San Francisco. The office is open daily during regular business hours, Pacific Coast time. Members are encouraged to call if they have questions, need assistance or resources.

## Member Benefits

The benefits accruing to members of a professional organization are numerous. ASORN is a specialty professional organization and its efforts and resources are dedicated to serving the needs of its members and the profession.

The following benefits are listed to assist in member recruitment and retention.

### Educational Offerings

- Accredited Provider and Approver of Continuing Nursing Education
- Annual Meeting
- Regional Meetings
- Learner-paced Activities
- Networking
- Joint Educational Activities with Other Professional Associations

### Journal

- *Insight, the Journal of the American Society of Ophthalmic Registered Nurses*

### Electronic Communications

- Listserv
- Newsletter
- Website

### Computer Services

- Transcripts
- Mailing Labels
- Membership Rosters

### Certification Program

- Earn CRNO designation - (Certified Registered Nurse in Ophthalmology)

### Scholarships and Awards

### Publications

- Care and Handling of Ophthalmic Microsurgical Instruments
- Core Curriculum for Ophthalmic Nursing
- Ophthalmic Procedures in the Operating Room and Ambulatory Surgery Center
- Ophthalmic Procedures in the Office and Clinic

Representation and Collaboration with Other Professional Organizations.

### National Visibility

### Professional Development

- Leadership skills
- Publishing
- Teaching and speaking
- Research
- Mentoring

### Member Rates

- Certification
- Educational Activities
- Publications and Products

## **BYLAWS AND POLICY**

The National ASORN Bylaws and Policy Manual outline the obligations of the Board, officers, committee chairs, and committee members. They contain the charges for ASORN committees. These documents are the foundation for local chapter Bylaws and policy. Local chapter Bylaws should not be in conflict with National's. However, the structure and functions described in the national Bylaws and policy can be abbreviated to meet the needs of a local chapter.

## GETTING STARTED WITH CHAPTER FORMATION

Forming a new ASORN chapter is an exciting and rewarding experience. You are giving your peers the opportunity and benefits of ophthalmic enrichment throughout the year as well as having a positive affect on your personal and professional growth.

Start out by talking to some of the registered nurses (RNs) and other ophthalmic medical personnel that you are associated with to evaluate the interest and enthusiasm in developing a local chapter. Get some of your colleagues to assist you in planning the first meeting. ASORN Headquarters can provide you with membership applications and other helpful information.

All members of a local chapter must be working full or part time in ophthalmology. They must already be or they must become a member of national ASORN in order to become a chapter member.

### Organization

Your first responsibility is to contact national ASORN members in your area and other ophthalmic healthcare professionals who are interested in ophthalmology who qualify according to the membership categories in the national Bylaws. A roster of national members is available from Headquarters. It can be requested in geographical (zip code) order so you can contact members in your area.

In preparing for the first meeting, the following items should be considered:

1. Establish a convenient time and place to hold the meeting.
2. Find a location that is centrally located.
3. State the purpose of the meeting (organizational).

Send notices to all current ASORN members who reside in the areas decided upon. Notices can also be posted at hospitals, eye clinics, physicians' offices and surgical centers.

## **SAMPLE OUTLINE FOR THE FIRST MEETING**

Call to order: "The meeting will come to order."

This is done by either the delegated person or the temporary chair.

State purpose for the meeting: To consider forming a new local chapter of ASORN.

The temporary chair presides or is elected and appoints or conducts the election of a secretary pro tem to take minutes until permanent officers are elected.

The chair requests a motion to adopt Robert's Rules of Order, (current edition), or other parliamentary procedure book; can be purchased at bookstores).

The chair requests a resolution (motion) to form a chapter.

The resolution is seconded and restated by chair.

The resolution is open for discussion.

Vote is taken on resolution (motion).

The chair appoints a committee to draft Bylaws for the chapter.

The chair entertains a motion for a name for the chapter.

Motion is made, seconded, discussed and voted.

The chair entertains a motion for chapter dues.

Motion is made, seconded, discussed and voted.

The chair entertains a motion for a meeting place.

Motion is made, seconded, discussed and voted.

The chair entertains a motion for time and date of next meeting.

Motion is made, seconded, discussed and voted.

The chair now asks for volunteers for temporary nominating committee.

The next order of business is to decide on the method of electing officers--

by ballot, voice or by show of hands. Officers as defined in the Bylaws should be filled. If the Bylaws are still being drafted, elect at the minimum the President, Secretary-Treasurer, and a Director. The remainder of the offices can be filled when the Bylaws are finalized.

A motion is made about the above decision, seconded, discussed and voted.

The chair now asks for volunteers or appoints membership and program (educational) committees.

"Is there any further business?"

If there is none, the meeting is adjourned. Thank everyone for his/her assistance and cooperation.

## PROCEDURES

1. When officers are elected, the president should send each officer a copy of the Bylaws and policy manual.
2. Each committee chair should receive the portion of the policy manual outlining the duties of the committee.
3. After the Bylaws are completed and approved by the chapter, they must be sent to national Headquarters where they will be forwarded for review by the Bylaws Committee. [P.O. Box 193030, San Francisco, CA 94119 or asorn@aao.org]
4. The president should either appoint a policy committee or have the Bylaws committee immediately begin developing a policy manual.
5. New members should complete a national application in its entirety and forward it with a check for dues to national Headquarters for processing.
6. Each local chapter must establish its own bank account and taxpayer identification number. It is suggested that local chapters consult with a financial advisor.
6. Each local chapter must file its own tax forms. Tax information for new chapters may be obtained from your local Internal Revenue Service office.
7. Make every effort to provide continuing education to members if your state requires it. Inquire at the State Board of Nursing or your state nursing organization for information. Contact hours for educational activities can be approved by ASORN or another accredited organization. Obtaining JCAHPO credits can also ensure a successful educational activity.
8. Refer to the enclosed information on guidelines for writing ASORN local chapter Bylaws.

## GUIDELINES FOR WRITING ASORN LOCAL CHAPTER BYLAWS

This section will provide ASORN members with assistance in forming a local chapter and writing chapter Bylaws. The current ASORN Bylaws should be used as a basis for local chapter Bylaws. These guidelines refer to each Article. When the exact wording from the national Bylaws must be used, this is stated. When individual circumstances may determine the wording, suggestions for wording or ideas regarding the topic will be given.

It is important that the concerns of your membership be taken into consideration when writing local chapter Bylaws. It is not necessary to include exact months, days, times, or amount of local dues in the Bylaws. Rather, these items would be stated in policies which accompany the Bylaws. Therefore, anytime the membership would desire a change in these items, it would not be necessary to amend the Bylaws, but rather change the policy manual.

Additionally, the policy manual contains specific details and guidance for officers, board members, and committees. For example, if the group is small, board members may also chair specific standing committees. You might wish to state what a timely sequence of the balloting process might be, including samples of past ballots for new chairs to use as guidance. A statement should also be included in the policy manual that the local chapter Treasurer will verify ASORN membership before accepting applications for local chapter membership.

Following is the Article by Article presentation:

- |             |  |
|-------------|--|
| Article I   | "The name . . . shall be the American Society of Ophthalmic Registered Nurses of (name of city or area) herein after referred to as the (name) chapter or chapter.   |
| Article II  | Should be worded exactly as stated in national Bylaws.   |
| Article III | Need only refer to active and associate members. Mention should be made that membership in national ASORN is a prerequisite for membership in a local chapter. If Section 5 A states "the amount of dues of this chapter. . ." then 5 B is not needed. Section 5 D exception need not be included. |
| Article IV  | It is not necessary to include the sections regarding Corporate Affiliates.  |
| Article V   | The title of Section 1 B should be chapter or general membership. The period of notice for meetings and the percentage for a quorum will vary to suit individual circumstances, but carefully examine what these issues will mean to your specific group--are they realistic?                      |
| Article VI  | The number and titles of your officers will vary to meet your circumstances.   |

- Article VII            The number of nominating committee members may be determined by the chapter, as can eligibility (Section 2) and terms of office (Section 5). Terms of office should be staggered so that the entire slate is not elected with terms beginning at the same time, as this may put a strain on a small local membership. Alternating years allows for better continuity and flow of one Board into another. Filling of vacancies may also be stated to meet your needs.
- Article VIII           In small chapters the Board may only consist of the officers (and immediate past-president), but Article VII should be included.
- Article IX             Standing Committee names, duties and other issues concerning committees may be determined to meet the chapter's needs.
- Article X              Here designate the fiscal year. This may help determine when elections take place and terms of office begin.
- Article XI             Should be the same as National.
- Article XII            Section 2 should read ". . . will be sent to the national Bylaws Committee for review and approval before incorporation . . ."

It is hoped that these guidelines will assist you in writing your local chapter Bylaws. If you need further assistance, please contact the national ASORN Bylaws Committee Chair.

## **REPORTING FORMATION OF LOCAL CHAPTER TO NATIONAL ORGANIZATION**

On completion of your local chapter organization the following forms should be completed and returned to the national ASORN office in San Francisco.

1. NEW LOCAL CHAPTER INFORMATION
2. LOCAL CHAPTER MEMBERSHIP ROSTER
3. COMPLETED Bylaws

Your Bylaws will be forwarded to the Bylaws Committee for review and acceptance.

You will then receive an official "Chapter Number".

**American Society of Ophthalmic Registered Nurses  
NEW CHAPTER INFORMATION**

This form is to be completed and returned to national Headquarters as soon as officers are elected.

Name of Local Chapter \_\_\_\_\_

Date of First Meeting \_\_\_\_\_

Date of first election \_\_\_\_\_

President: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

President-Elect: Name: \_\_\_\_\_

Vice President: Name: \_\_\_\_\_

Treasurer: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Secretary: Name: \_\_\_\_\_

Board Member: 1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Nominating  
Committee: 1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

Membership  
Chairman: Name: \_\_\_\_\_

Dates of meetings: \_\_\_\_\_

Place of meetings: \_\_\_\_\_

Dues: \_\_\_\_\_

**American Society of Ophthalmic Registered Nurses  
NEW LOCAL CHAPTER MEMBERSHIP ROSTER**

Please type or print the names of the members in the spaces below. Please forward one copy to the national headquarters and retain one copy for record-keeping purposes.

Name of Local Chapter: \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Address: \_\_\_\_\_  
\_\_\_\_\_

President's Telephone Number: \_\_\_\_\_  
Work Phone Home Phone

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_

*Attach additional list if needed*

**American Society of Ophthalmic Registered Nurses**  
**NOMINATING COMMITTEE CONSENT FORM - WILLINGNESS TO SERVE**  
**[Optional Form]**

I give my permission for my name to be submitted for the office of:

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Work Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employer: \_\_\_\_\_

Present Position: \_\_\_\_\_

Length of Membership in national ASORN: \_\_\_\_\_

Offices Held in This or Other Organizations:

Name of Organization: \_\_\_\_\_

Office Held: \_\_\_\_\_

Committees Served on or Chaired in This or Other Organizations:

Name of Organization: \_\_\_\_\_

Committee \_\_\_\_\_

Chairperson or Member? \_\_\_\_\_

How do you wish your name to appear on the ballot? (Please print)

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PARLIAMENTARY GUIDE

### LOCAL CHAPTERS

**POLICY:** A local chapter is a separate entity from the national society, but operates under the same general guidelines and purposes as stated in national ASORN Bylaws. National Bylaws changes automatically become new chapter Bylaws and approval by the local chapter is not required. However, the changes must be incorporated in the local chapter Bylaws with a copy sent to the national Bylaws Committee Chair.

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised governs this Society in all cases not covered in these Bylaws.

## **CONTINUING EDUCATION**

ASORN is accredited as an approver and provider of continuing nursing education by The American Nurses Credentialing Center's Commission on Accreditation. Local chapters are encouraged to provide continuing education and may seek approval of their offerings from ASORN or other accredited organizations. For more information about this process download the approver manual from ASORN's web site.

It is also recommended that local chapters seek approval of continuing education credits from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO), to fulfill requirements for other ophthalmic medical personnel, Tel: (800) 284-3937, or download their manual from [www.jcahpo.org](http://www.jcahpo.org).

## CERTIFICATION

The National Certifying Board for Ophthalmic Registered Nurses (NCBORN) endorses the concept of voluntary, periodic certification by examination for ophthalmic registered nurses. Board certification in ophthalmic registered nursing is valued and provides formal recognition of a defined body of ophthalmic nursing knowledge. The designation earned through the ophthalmic registered nurse certification program is CRNO (Certified Registered Nurse in Ophthalmology.) Visit the ASORN web site for additional certification information.

### Purpose

The purpose of certification is to promote delivery of safe and effective care in ophthalmic registered nursing practice through:

1. Recognition of individuals
2. Encouraging personal and professional growth
3. Establishing and measuring the level of knowledge
4. Providing a standard of requisite knowledge

Testing information is available from:

NCBORN Examination  
Professional Testing Corporation  
1350 Broadway, 17<sup>th</sup> Floor  
New York, NY 10018  
(212) 356-0660  
[www.PTCNY.com](http://www.PTCNY.com)

You may also call ASORN Headquarters for testing information at: (415) 561-8513