HEART OF AMERICA ANIA CHAPTER BYLAWS

Article I. Name
The name of the chapter shall be Heart of America Chapter of American Nursing Informatics Association (ANIA).

Article II. Purpose
The purpose the ANIA chapter is to advance the field of nursing informatics through communication, education, research and professional activities in their local area.

Article III. Members
The chapter will consist of ANIA members assigned by zip code. No chapter may establish means for individuals to be members of the local chapter only. All members of local chapters must be active members of ANIA.

Article IV. Meeting of the Members
Meetings: Meetings of the members shall take place at hours and dates designated by chapter leadership for the purpose of education and updating members on the business of the chapter.
Place of Meeting: Chapter Leadership may designate any place as the place of the meeting assuring that there are no conflicts of interest.
Notice of Meetings: Notice will be provided and posted on the chapter website

Article V. Officers
A. The elected officers of the chapter will form Chapter Leadership team. Those officers will be the President, President-elect, Secretary, Treasurer and Social Media Chairs.

   a. Chapter President will be the executive officer of the Chapter and will preside at all meetings of the Chapter. The Chapter President will serve a two-year term. The primary accountabilities of the president include:
      ▪ Oversee meetings of the board and Chapter, including agenda development, create meeting appointments and meeting facilitation.
      ▪ Distribute the agenda, meeting materials, meeting minutes and directions prior to the meeting.
      ▪ Reach out to new ANIA members in our area and invite them to participate in the local chapter.
      ▪ In partnership with the board and committee chairs, develop the future goals and annual objectives for the Chapter.
      ▪ Based on the annual objectives, formulate the annual budget for the Chapter in partnership with the board and committee chairs.
      ▪ Provide for the ongoing monitoring and evaluation of annual objectives.
      ▪ Along with the treasurer, provide oversight for the Chapter finances and ensure financial controls are in place to protect the Chapter’s finances from misuse or fraud.
      ▪ After approval from ANIA, execute all contracts on behalf of the Chapter.
      ▪ Ensure regular communication to the Chapter regarding progress toward the annual objectives and the financial status of the Chapter.
      ▪ Along with the board, ensure the Chapter meets all of the obligations to ANIA that are set forth in the Chapter Formation Agreement.
• Working with the president-elect, annually provide for continuity of the Chapter leadership and a board transition meeting.
• Provide the national chapter coordinator status updates on the quarterly calls and as needed
• Mentor the president-elect

b. **Chapter President-elect** the President-elect will serve a two-year term, followed by two more years as Chapter President. The President-elect duties include:
   - Act in the role of President in the President’s absence
   - Provide support for any other board member’s absence
   - Act as chair (or co-chair) for the annual Nursing Symposium Committee

c. **Chapter Secretary** will serve a two-year term. The primary responsibilities of the Secretary include:
   - Keep minutes of all leadership meetings and provide typed and approved minutes to the chapter and National chapter.
   - Take attendance and minutes during chapter and board meetings
   - Maintain and provide records of Chapter history and functions.
   - Other duties as assigned

d. **Chapter Treasurer** will serve a two-year term. The primary responsibilities of the Treasurer include:
   - Ongoing management, accounting, and reporting of the Chapter’s finances.
   - Maintain a ledger of financial account and provide such reports as required by ANIA
   - Responsible for the annual submission of required IRS documentation.
   - Provide Chapter Commerce Bank Balance during monthly and bi-monthly meetings
   - Provide debits and credits
   - During enrollment for symposium provide update on credits
   - Ensure any invoices that are received are paid to the appropriate company – Collaborate with President
   - Refund any money that needs to be credited for example someone could not attend symposium and needed a refund
   - Other duties as assigned related to Chapter finances

*The Overall accountability for the financial management of the Chapter is the responsibility of the full chapter leadership team, thus the treasurer must work in partnership with the leadership team to ensure the appropriate management of the Chapter finances.*
e. **Social Media** Chair will serve a two-year term. The primary responsibilities of the Social Media Chair include:

- Manage chapter website
- Place meeting materials on the chapter website
- Update chapter website with meeting and event information
- Creation/management of chapter social media accounts (FB, LinkedIn, etc)
- Check chapter email

B. Any ANIA chapter member in good standing is eligible to be a candidate for any chapter office.

C. If the Chapter President resigns or is removed for cause, then the Chapter President-elect will fill the vacancy for the remainder of the term. Vacancies in other offices will be filled for the remainder of the term by appointment by the Chapter President and approval by a simple majority of the Chapter Leadership. The person placed in the vacant position shall assume all the obligations and rights of the position that he/she fills, and shall serve until the next officer election.

D. **Removal of elected chapter officers**: Any officer will automatically forfeit their leadership position if they lose eligibility as a member of ANIA. In the event an elected officer does not fulfill role responsibilities or does not contribute to effective chapter functioning they may be removed for “cause” by a majority vote of chapter leadership after proper notice and opportunity to be heard.

E. **Absence/Abandonment**: Each Chapter Leadership team member is expected to communicate with the team in advance of all meetings if she/he is unable to attend or participate by conference telephone or other agreed-upon means of communication or if life-circumstances are interfering with his/her ability to fulfill the obligations of her/his role. If a leadership member is absent from two (2) successive leadership meetings without notice or fails to fulfill assigned responsibilities for a 30-day period, the board may vote on whether the absent member shall be deemed to have resigned due to non-participation. If the team votes that the absent member has resigned due to non-participation, the absent member will be notified by both email and certified letter of the team’s decision.

F. **Dissolution Clause**: A Chapter's standing may be terminated based on the following: (a) upon a breach by the Chapter of the terms and conditions of the Chapter Formation Agreement, which breach is not cured within ten (10) days of written notice by ANIA to the Chapter; or (b) upon the dissolution or cessation of operations of ANIA or the Chapter.

**ARTICLE VI. Committees**
The Chapter President will establish committees deemed necessary to the proper function of the Chapter. A chairperson will be appointed for each committee by the Chapter President with approval of the Chapter Leadership. Each committee chairperson will appoint sufficient members to the committee to ensure the accomplishment of the responsibilities of the committee.
Chapters may create additional committees that align with their future goals. The purpose of these committees is to assist the Chapter in completing the initiatives that have been outlined for the year. Often these positions or committee chairpersons sit on the board of directors. Common committees fall into two categories – operational and mission driven. Examples of operation committees include membership, audit, and industry relations. Mission driven committees include certification, education, and community service.

Chapter Committees are aligned to advance the goals of nursing informatics through education, research, and practice in all roles and settings.

- **Education/Professional Development**: Primary activity is to plan the Annual Nursing Informatics Symposium and arrange for educational offerings at Chapter meetings.
- **Research**: Primary activity is to identify opportunities to participate in informatics related research activities.
- **Membership and Recruitment**: Primary activity is to identify opportunities to increase membership and diversity.

**ARTICLE VII. Meetings**

Business and educational meetings will be held regularly. Documentation of meetings will be placed in Chapter’s website library.

In Year 1 (provisional year), the chapter is required to hold the following meetings.

A. If petitioning status is granted between January 1 – March 31: Minimum of one (1) business meeting and two (2) educational meetings with at least one of the two educational meetings awarding contact hours.

B. If petitioning status is granted April 1 – December 31: Minimum of one (1) business meeting and one (1) educational meeting with or without contact hours.

After the first year, the chapter shall hold a minimum of one (1) business meeting and two (2) educational meetings with at least one (1) meeting providing contact hours.

C. The minutes of all Chapter Leadership and other committee meetings will be posted in the Chapter website library and open to review by the members.

**ARTICLE VIII. Conflict of Interest**

Chapter Leadership shall administer the chapter affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of the chapter and ANIA. The Leadership team shall exercise the utmost good faith in all transactions relating to their duties for the chapter and ANIA. They shall not use their position, or knowledge gained there from, so that a conflict might arise between the chapter's or ANIA's interests and that of the individual. All acts of leadership shall be for the benefit of the chapter in any dealing. The Leadership team shall not accept any favor that might adversely or improperly influence their actions affecting the chapter, ANIA or its members.
ARTICLE IX. Contracts, Checks, Deposits and Funds

A. **Contracts:** The Leadership team may authorize any officer or officers, agent or agents of the chapter, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the chapter, and such authority may be general or confined to specific instances. *All contracts and expenditures must have two signatures to execute.* For contracts, the two signatures must be the Chapter president and treasurer, or the appropriate chairperson. Contracts can only be signed after ANIA Board of Directors has provided its written approval.

B. **Checks, Drafts, etc.:** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the chapter, shall be signed by those authorized officers or agents of the chapter and in a manner as shall be determined by resolution of the chapter leadership. In the absence of a specific determination by Chapter leadership, the instruments shall be signed by the Treasurer, following approval in the following manner:

- Expenses over $100.00 but less than $250.00: approval of one (1) Board officer (other than Treasurer) required.
- Expenses $250 and over: approval of two (2) officers (other than Treasurer) required.

C. **Deposits:** All funds of the Corporation shall be deposited to the credit of the chapter in the banks, trust companies or other depositaries as the leadership team may select.

ARTICLE X. Dues

The leadership team may determine the amount of initiation fee, if any, and annual dues payable to the chapter by members. Chapter dues are to be used to offset chapter expenses and may not exceed 25% of the ANIA dues per year.

ARTICLE XI. Dissolution

A. **Dissolution of the Organization:** Upon the dissolution of the chapter, the chapter's assets shall be returned to ANIA at the National office.

ARTICLE XII. Miscellaneous

A. **Amendments to Bylaws:** These Bylaws may be amended and new Bylaws may be adopted ONLY after written notice and approval by National BOD of ANIA. Once approved by the corporation they may be adopted by 2/3rds of the chapter leadership present at any regular meeting or at any special meeting.

B. **Review of Bylaws:** The Chapter Leadership shall convene an ad hoc committee to review the Bylaws within three years of the last revision. The Secretary or designee shall maintain a record of all revisions to the Bylaws, including effective dates.

C. **Bylaws, Minutes and Membership Records:** The Chapter Leadership shall maintain the original copy of the Bylaws, together with all amendments thereto, the minute books/files as electronic documents in the Chapter Website Library. All non-confidential files/books and records of the chapter may be inspected by any member, or her/his agent for any proper purpose at any reasonable time.
Welcome Letter to President
Insert Date:
To:
RE: ANIA HOA Chapter #XXX
Dear XXX,
On behalf of the American Nursing Informatics Association, I welcome HOA Chapter #XXX to ANIA. The strength of ANIA lies in its membership and chapters are the key to engaging local membership. By becoming a chapter, you have taken a major step in supporting ANIA’s mission in your area.
Congratulations and best wishes to you and your fellow chapter officers as you begin this new venture. If I, the ANIA board of directors, or your regional directors, can be of help as you get your chapter underway, please let us know. We are eager to assist you in any way we can.
Sincerely,
ANIA President

Welcome Letter to Treasurer
Date
RE: ANIA HOA Chapter #XXX
Dear XXX,
Congratulations on your new role as Treasurer of the HOA ANIA Chapter!
Your chapter must apply for a new Employer Identification Number (EIN) from the IRS. Details are found at https://www.irs.gov/instructions/iss4/
• Complete IRS Form SS-4 and mail or fax per instructions at https://www.irs.gov/instructions/iss4/ch01.html#d0e80
• Send an e-mail to the ANIA National Office confirming your new EIN number (Send confirmation to XXXX)

The following information is provided to assist you in establishing a bank account for your new ANIA chapter if your chapter so chooses. A bank account is not required.
• Obtain a copy of the chapter’s Affiliation Agreement from your chapter president and take it, along with your new EIN to the bank to open your account. At least two chapter officers should be signatories for any bank account associated with the chapter.
• Should you or the bank representative have any questions when opening your account, please contact the ANIA National Office at 856-256-2375, or e-mail chapterscoordinator@ajj.com.

If you have any questions, please contact your ANIA Regional Director or ANIA National Office at 856-256-2375, or e-mail chapterscoordinator@ajj.com
Best wishes as you begin work with your new chapter.
Sincerely,

Announcement to New Chapter Members
Dear ANIA Member:
I am happy to announce that a new chapter has been formed in your area! The name, address, and telephone number of your new Chapter President is listed below. You may contact XXX for additional information concerning future meetings and activities.

(New Chapter President)
{(Contact Information)}

I sincerely hope you are pleased with the introduction of this new, local chapter. The ANIA Board of Directors has developed a mechanism to allow members a choice in chapter membership. Should you wish to override your automatic chapter assignment and manually select the chapter to which you want to belong, simply log in to your account on the ANIA website (or click My Account if you are already logged in) and select the "Click here to update your profile information" link. The option to override your chapter assignment is at the bottom of your profile page.

If you have any questions, please feel free to contact me.

Sincerely,
Heidi Perret
ANIA Chapters Coordinator
chapterscoordinator@ania.org

cc:
ANIA, President
ANIA, President Elect
Region Director
Chapter President

Chapter Affiliation Agreement

Chapter Affiliation Agreement

This Chapter Agreement ("Agreement") is made and entered into by and between the American Nursing Informatics Association, a Virginia nonstock corporation ("ANIA"), and (Insert Full Chapter Name) hereinafter referred to as the "Chapter", for the purpose of establishing a formal affiliation between ANIA, as central organization, and Chapter.

WHEREAS, Chapter desires to be formally created and affiliated with ANIA as a chapter that is subordinate to the central organization; and,

WHEREAS, Chapter wishes to promote and advance the mission of ANIA within the Chapter’s community; and,

WHEREAS, Chapter has petitioned ANIA to grant Chapter status and be affiliated with ANIA as a chapter, with all appropriate responsibilities and privileges to, but subject to the responsibilities and obligations of, the Chapter.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree to the foregoing and as follows:

3. Grant of Chapter Status and ANIA Affiliation. ANIA hereby grants the status of a Chapter of ANIA with all responsibilities and privileges of a Chapter.

4. Obligations of Chapter. 4.1. The Chapter shall operate in a manner that protects and does not jeopardize the interests and tax status of ANIA.
4.2. The Bylaws of ANIA are available to Chapter on the ANIA website, and the officers of Chapter have reviewed the information. Chapter shall abide by the Bylaws of ANIA.
4.3. Chapter shall comply with chapter governance guidelines, as well as any and all rules and regulations promulgated by ANIA applicable to its chapters.
4.4. The Chapter shall have no authority to execute any contract in the name of ANIA without ANIA's prior written consent.

4.5. The Chapter must maintain its good standing with ANIA by complying with all provisions of the Chapter Policies and Guidance Manual, including, without limitation, submitting financial, operational, and other reports.

4.6. Chapter shall refer to itself as "[Name] Chapter of American Nursing Informatics Association (ANIA)" and not ANIA itself.

4.7. Chapter shall cooperate with ANIA and make its financial and other books and records available to ANIA, including to its Management Company, auditors and counsel.

3. Sharing of Information and Confidential Information. The Chapter and ANIA shall share membership information, materials and information about the programs each are sponsoring in order to coordinate and maximize the membership experience. Each shall maintain confidentially of the other, and will not directly or indirectly disclose, copy, distribute, republish or allow any third party to have access to any confidential information of the other, including any membership lists or information. These provisions do not apply to information otherwise publicly available or to information required to be disclosed by law.

4. Term and Termination. The term of the affiliation shall be perpetual, provided that the Chapter remains in good standing. A Chapter's standing may be terminated based on the following: (a) upon sixty (60) days prior written notice by ANIA; (b) upon a breach by of Chapter of the terms and conditions of the Agreement, which breach is not cured within ten (10) days of written notice by ANIA to the Chapter; or (c) upon the dissolution or cessation of operations of ANIA or the Chapter.

5. Miscellaneous Terms. The Agreement shall be subject to the laws of the Commonwealth of Virginia, and shall not be transferred or assigned to a third party, and can only be modified by written agreement of both ANIA and Chapter. The Agreement, together with all Attachments, constitutes the complete and exclusive statement of the agreement between ANIA and the Chapter relative to the subject matter hereof and supersedes all previous oral and written proposals, negotiations, representations or understandings concerning such subject matter. The Agreement may be modified only pursuant to a writing executed by ANIA and Chapter.

IN WITNESS WHEREOF, the parties have caused this Chapter Formation Agreement to be executed by their duly authorized officers, effective as of the day and year first written below.

Accepted for Chapter by:
Chapter Name
Name/Chapter Title/Date
E-mail Address
Telephone number

Accepted for American Nursing Informatics Association, by:
Printed Name Title
Signature Date
E-mail Address

Please sign and date this agreement. Return this original document to: ANIA Chapter Services
PO Box 56, Pitman, NJ 08071