

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 one-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
- Manage chapter website
- Mentor the president-elect

b. **Chapter President-elect** will serve a one-year term then 1 year as President. The President-Elect serves alongside the president in order to become familiar with the duties of the position. The primary responsibilities of the President-elect include:

- Act in the capacity of Executive Officer in the absence of the Chapter President.
- Facilitate meetings in the President's absence
- Provide minutes support in the Secretary's absence
- Supports President as needed

c. **Chapter Secretary** will serve a one-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.
- Place meeting materials on the chapter website
- Check chapter email
- Other duties as assigned

d. **Chapter Treasurer** will serve a one-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 as required by ANIA
- Responsible for the annual submission of required IRS documentation.
- Provide Chapter Commerce Bank Balance during meetings where this is required
- 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 one-year term. The primary responsibilities of the Social Media Chair include:

- Update chapter website with meeting and event information
- Creation/management of chapter social media accounts (FB, LinkedIn, etc)

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 (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.