



Chapter Formation Handbook

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MISSION

The Association for Radiologic and Imaging Nurses (ARIN) is the professional organization representing nurses who practice in diagnostic and therapeutic imaging environments. Our nurses provide, promote, and maintain continuity of quality patient care in imaging environments such as general diagnostic, neuro/cardiovascular, interventional, ultrasonography, computerized tomography, nuclear medicine, magnetic resonance, and radiation oncology.

ABOUT ARIN

Increasing numbers and a growing demand for radiological nurses in the 1970s made apparent the need to provide interaction and communication among these nurse specialists. Dianne Woody, RN, a radiology nurse at Delaware County Memorial Hospital in Drexel Hill, PA, submitted an article entitled “Radiology Nurse: The Call Goes Out” to RN magazine. The short article was published in the January 1980 issue and received an overwhelming response.

In November 1980, 15 nurses from Maryland had a dinner/educational meeting. Goals were developed, which included the formation of a state association, followed by a national organization. Through the perseverance of Charlotte Godwin, RN, Director of Radiology Nursing Service at the Johns Hopkins Hospital in Baltimore, MD, who was appointed corresponding secretary, a series of important events occurred. In May 1981, contacts were made with the Executive Director of the Radiological Society of North America (RSNA) and with the editor of the journal, *Radiology*. In June 1981, arrangements were made for radiological nurses to meet during the annual RSNA meeting in Chicago, IL, in November 1981.

The foundation for the Association for Radiologic and Imaging Nursing, formerly ARNA, was established when 35 motivated radiology nurses representing 15 states met on November 15, 1981, in conjunction with the 67th Scientific Assembly and Annual Meeting of the RSNA in Chicago, IL. As the field of radiology has grown, so too has ARIN. From the 35 motivated nurses who had the vision and dedication to establish the association, ARIN has now grown to over 2,000 members. Currently ARIN has 12 active or forming chapters.

PHILOSOPHY OF ARIN

ARIN promotes the highest quality patient care in the diagnostic and therapeutic imaging environments. The underlying belief is that the patients, families, and significant others should be treated with respect and dignity; this is the right of all individuals. Radiological nurses practice their profession with compassion, competence, and commitment, not only to patients but to the profession of nursing. The following are the philosophies that help achieve our association’s purpose.

- Patients are treated as individuals with dignity and respect regardless of socioeconomic status or healthcare problems.
- The nurse will act as a patient advocate and promote continuity of care.
- The nurse will protect the patient’s privacy with regard to care and the confidentiality of patient information.
- The nurse is accountable for his/her actions and decisions.
- The nurse is responsible for maintaining competency in the profession of nursing as well as in his or her clinical specialty.
- The nurse will work to improve the standards of radiological nursing practice.
- The nurse will work for optimum communication among the various allied health professionals who practice in the imaging environment.
 - The nurse will promote research to improve the quality of patient care in the imaging environment.

- The nurse will promote healthcare education for patients, families, colleagues, and members of ARIN.

PURPOSE OF ARIN CHAPTERS

ARIN's Board of Directors strongly promotes local chapter formation as a means of encouraging individual ARIN members to become involved with radiological nursing practice issues within their own area. Participation in a local chapter allows the individual member to become knowledgeable about local standards of patient care and such topics as legislative and public policy, quality improvement, patient education.

Benefits of chapter membership include:

- The opportunity to network with other nursing professionals within the field of radiology to promote the specialty, share ideas/concerns related to radiological nursing, and provide avenues for group problem solving on patient care issues specific to radiology.
- The opportunity to work as a unified group to initiate and maintain high standards of quality patient care.
- The opportunity for the radiological nurse to have increased involvement/visibility with the radiology team (radiographers and radiologists) to work together in patient care activities, to initiate quality improvement, and to participate in research studies related to the field.
- The opportunity to plan and participate in educational programs/workshops on a local level.
- The opportunity for chapter officers to participate in ARIN leadership development workshops, and to use the skills learned in these programs as a springboard for involvement in national leadership roles.

ARIN is pleased that you are interested in forming an ARIN chapter. We wish you much success and offer this handbook as a means of providing direction in your organizational efforts. This *Chapter Formation Handbook* is intended to provide a guideline of basic information and procedures required to organize and petition for a Chapter Charter.

REQUIREMENTS FOR ESTABLISHING ARIN CHAPTERS

- Obtain an Employer Identification Number (from the IRS) and open a checking account. Chapters must be financially independent. Each chapter is a separate entity, both legally and financially. All expenses and liabilities of a local chapter are the sole responsibility of that Chapter, and ARIN shall have no liability with respect to any such obligation.
- Chapters will develop local bylaws that are not in conflict with ARIN's bylaws. ARIN will provide model bylaws for local chapters to adapt. Each chapter shall review its bylaws annually and can amend them by an affirmative vote of a majority of the chapter membership. Any changes to the bylaws must be submitted to the ARIN National Office for archival purposes.
- Generate a Chapter Member List. Board of Directors members *must* be members in good standing of the national association.
- Elect chapter officers and submit an officers' roster including terms of office and contact information.
- Create a financial or fiscal plan for the upcoming year. Determine chapter dues, institutional or corporate support, and future fundraising activities.
- Submit a budget for the upcoming year.

GETTING STARTED

1. The ARIN National Office will provide a list of ARIN members in the local geographic area or state. Plan a strategic method of recruitment; this can either be a mailed questionnaire or personal contact. Explain the purpose and benefits of forming a chapter. Ask interested persons to discuss the idea of chapter formation with their respective employers and other nurses in their facilities.

2. Contact your state hospital association for a list of your state or local hospitals and their addresses/phone numbers. Contact each hospital, either by phone or letter. Direct your inquiry to the administrators in each of the following departments: Radiology, Nuclear Medicine, Radiation Therapy, and Cardiac Catheterization Laboratory. Determine if nurses are working in any of these areas. Obtain their names and, if possible, ask to speak directly to these nurses. Introduce ARIN and explain its goals. Mention the possibility of forming a local chapter.
3. As there may be free-standing radiology centers outside a hospital setting (i.e., lithotripsy, laser, MRI or oncology centers); research how to obtain these addresses/locations.
4. Once interest is established, select a location for the first meeting and make the necessary arrangements. Schedule an organizational meeting with adequate advance notice (at least three weeks notice). If this is a state-wide meeting, try to select a central location. Some sites may include hospital meeting rooms, restaurants, or local clubs. Send invitations to those nurses whose names you have obtained. Request confirmation.
5. Draft and mail flyers to interested people, various institutions, and possible corporate sponsors. Include a meeting agenda.
6. Appoint a program committee to help organize a brief educational session. A guest speaker can be a helpful draw.
7. Obtain a supply of ARIN recruiting materials. Ask the National Office for membership applications and forms, extra copies of newsletters and journals, and a chapter poster to distribute/display at your meetings.
8. Set the initial meeting agenda. For example:
 - a) Call to order
 - b) Welcome & introductions
 - c) Educational presentation
 - d) Plans for chapter development
 - e) Questions and answers
 - f) Elect or ask for volunteers for officers
 - g) Plan next meeting/future education
 - h) Adjourn for refreshments/networking
9. Administrative duties include:
 - a. Obtain an Employer Identification Number (EIN) from the IRS.
 - b. Open a checking account.
 - c. Collect chapter dues.
 - d. Seek corporate sponsorship.
 - e. Organize fundraisers.
 - f. Develop a plan for financial independence (one-year budget).
10. Develop a chapter membership roster. Expand the roster into a database of names, addresses, phone numbers, and e-mail addresses of potential members and supporters.
11. When six (6) members are identified, elect chapter officers and adopt bylaws. Each Chapter's bylaws should be a basic guideline understood by all members, but should not inhibit the goals and/or slow the progress of the Chapter.
12. If required or desired, file Articles of Incorporation with the appropriate state official.
13. Complete the Petition for Chapter Charter Form and return it, with attachments, to the National Office.

CHAPTER OFFICERS – Job Descriptions

The chapter shall have a Board of Directors consisting of a President, President-Elect, Secretary, Treasurer, and three Board Members.

CHAPTER PRESIDENT: You have been chosen by your chapter membership to provide the necessary leadership to effectively and efficiently serve their best interests. Your selection comes as a result of your demonstrated leadership abilities and interest in radiological nursing. If you are typical, you would like to help move your chapter and its members a few steps forward on a path you feel is significant during your term of office. As President, and particularly as a chartering President, your experience will be rewarding. The presiding officer of a Chapter should be familiar with the fundamentals of parliamentary procedure and with the bylaws and standing rules. Duties that are usually associated with the office of president include:

- The President of a Chapter is its chief administrative and executive officer. This officer is responsible for seeing that the Board of Directors meets regularly, functions effectively, and that each member of the Board understands and adequately discharges his/her duties.
- The President calls all meetings of the Board and instructs the Secretary to issue appropriate notices to Board Members.
- The President presides at all meetings of the Board and of the Chapter unless this responsibility has been delegated to another Board Member.
- The President is responsible for the appointment of standing and special committees, as stipulated in the bylaws.

PRESIDENT-ELECT: The purpose of this position is to fulfill the obligations of the chapter president during the chapter president's absence and to gain experience for the eventual elevation to the office of chapter President.

- The President-Elect should be assigned duties by the Board of Directors that will allow this person to become familiar with the leadership role within the chapter.
- The President-Elect may be assigned the responsibility of Program Chairperson and, therefore, may be responsible for the educational format of each Chapter meeting.

SECRETARY: The Chapter Secretary is a liaison between the chapter and the national association. It is the Secretary's responsibility to present communications to the Board for appropriate action and to keep the national association informed of Chapter activities. The Secretary's duties include:

- Distribution of notices and agendas of all Chapter meetings, maintenance of membership attendance records, and the preparation of minutes of all meetings of the Chapter.
- Responsibility for the maintenance of an up-to-date record of names and addresses of all Chapter members and for notifying the national association of any changes.
- Provides a minimum of two (2) written reports regarding Chapter activities each year. (These reports may be submitted by the President, or other designated person.) Reports are to be sent to ARIN's National Office for publication in *Vision*.

TREASURER: The Chapter Treasurer is responsible for the funds of the Chapter and for the adequate recordkeeping of all income and expenditures. The duties of the Treasurer include:

- Deposits all receipts of the chapter in a bank account maintained in the name of the chapter, and maintaining records of all income and expenditures (copies of checks).
- Presents all bills against the chapter to the Board of Directors, and upon approval, shall be authorized to make such disbursements.
- Prepares the annual financial budget and keeps the membership informed as to the Chapter's financial condition.
- Cooperates with the national treasurer in assisting with cases of delinquent membership dues and with other reports that may be required.

BOARD MEMBER: Under the leadership of the Chapter President, the Board of Directors is responsible for the general management and successful operation of the Chapter. Meetings of the Board shall be held as often as the need arises, but at least biannually. In addition to the chapter officers, two Board Members may be elected. Duties of the Board include:

- The review and taking of appropriate action on recommendations presented to it.
- Authorization and confirmation of the appointment of special committees and action on proposals submitted by such committees.
- Responsibility for the financial affairs of the chapter. The Board approves the selection of a bank and must approve all expenditures on behalf of the chapter.
- Responsibility for reviewing all applications submitted to the chapter for membership.

COMMITTEES

The number and types of committees shall be designed to meet the chapter's needs. The Board of Directors shall appoint a chair for each committee and define the purpose and responsibilities of the committees. Suggestions for chapter committees include nominating, bylaws, program, fund raising, newsletter, etc. The Chapter President shall also serve a member *ex-officio* with the right to vote on all committees, with the exception of the Nominating Committee.

CATEGORIES OF MEMBERSHIP

The Chapter membership qualifications shall be the same classifications and qualifications as those of ARIN. Membership in ARIN is not a prerequisite to membership in a chapter.

MEETINGS AND EDUCATIONAL PROGRAMS

General meetings of the Chapter membership are typically held quarterly to conduct business and for educational purposes. An annual meeting is held to conduct elections and review bylaws.

RECORDS

The records of each chapter shall include:

- Minutes of all Board of Director's meetings
- Minutes of all general membership meetings
- Program offerings and attendance
- Checkbooks, account statements, receipt books, audit reports, annual financial reports, tax submissions, and any other items of a fiscal nature. The fiscal year is January 1st through December 30th. All financial records are kept for an indefinite period of time.
- Membership lists including name, address, and contact information
- Chapter activity and annual reports

GUIDELINES FOR BOARD OF DIRECTORS MEETINGS

- A. Chapter business is conducted by the Board of Directors on behalf of the membership. Regular meetings of the Board of Directors are held between general membership meetings for the purpose of conducting business, developing chapter programs, furthering the chapter's goals, and to promote continued growth of the organization.
- B. Written reports from committee chairs are expected at each meeting.
- C. Meetings should be open to the membership unless otherwise directed by the Board. The date, time, and location of the meeting should be published in the newsletter with sufficient advance notice to allow the membership to attend if they desire. If possible, standardize the meeting time.
- D. Agendas should be published in advance of the meeting.
- E. Minutes of the previous meeting should be sent to all Board members and committee chairs prior to the meeting.
- F. A summary of the actions from the meeting should be available to the membership.

- G. A majority (50% or greater than the total number of a given group) of the Board shall constitute a quorum.

Board of Directors Meeting

Sample Agenda

Call to Order

Routine Business

1. Approval of the agenda
2. Approval of the minutes from the previous meeting
3. Communications (read by the Secretary)
4. Reports
 - a. President
 - b. Other Officers
 - c. Standing Committees
 - d. Special Committees

Old /Unfinished Business

1. Items under discussion at the adjournment of the last or previous meetings
2. Items promoted by decision or discussion at the last or previous meetings

New Business

1. Most important or most urgent item
2. Second most important or urgent item
3. Third most important or urgent item
4. Other business

Adjournment

GUIDELINES FOR CHAPTER MEMBERSHIP MEETINGS

- A. Membership meetings should be held quarterly. An annual business meeting is held to elect and/or install new officers, determine chapter activities, receive committee and officer reports, and for the following purposes:
 1. Legislation: Approval of bylaws revisions (as necessary).
 2. Share chapter information, progress, and accomplishments.
 3. Elect and/or install new officers.
 4. Admit new members to the chapter.
- B. A brief summary of the chapter business meeting should be published in the chapter newsletter or on the chapter's website.
- C. A majority (a number 50% or greater than half of the membership) of the members shall constitute a quorum.

Chapter Business Meeting

Sample Agenda

1. Officer Roll Call
2. Approve minutes of the previous meeting
3. Report by Chapter Officers
4. Reports of standing committees (the chapter may find that each committee does not need to report at each business meeting)
5. Special Committee reports (research, awards)
6. Goals and objectives for the fiscal year
7. Budget for the fiscal year
8. National office communications
9. Items for action

10. Delegation of responsibilities to officers/committees
11. Calendar review
12. Educational Program
13. Next meeting date, location, and agenda

THE APPLICATION FOR CHARTER PROCESS

Chapters petitioning for charter recognition will complete the petition form and submit the following items to the ARIN National Office, ATTN: Chapter Services Specialist, 2201 Cooperative Way, Ste. 600, Herndon, VA 20171

- Roster of current officers, with terms of office
- A membership list
- Chapter bylaws
- Letter from the IRS assigning Employer Identification Number (EIN)
- Financial Independence Plan. A narrative description of how the chapter will be financially independent which may include some or all of the following:
 - a. Chapter dues amount
 - b. Checking account statement showing a positive balance
 - c. Identify major institutional or corporate support
 - d. Projected annual budget

The charter packet will be sent to the Chapter Committee for review and comment. After review of the petition for charter by the Chapter Committee, a recommendation to approve or deny the application will be made to the ARIN Board of Directors. The Board of Directors will review the petition and the committee's recommendation at the next regularly scheduled Board meeting. A two-thirds (2/3) vote of the Board of Directors is necessary to act on the recommendation.

The Chairperson of the Chapter Committee will inform the petitioning chapter of the decision, and provide the reasons for denied petitions. Note: A denied petition may be re-submitted after deficiencies have been corrected.

A letter of recognition and charter certificate will be sent to the chapter upon approval of the petition. The new chapter will be added to ARIN's chapter contact list, announced in ARIN's newsletter and journal, and added to ARIN's website. New chapters also receive formal recognition at the annual meeting.

A CHARTERED CHAPTER

- Ensures an open line of communication with the regional and national organization
- Directs the national organization through communication of needs, suggestions, concerns, and opinions
- Facilitates the acquisition and recording of contact hour credits for approved programs
- Provides an avenue for professional growth within the specialty
- Provides an opportunity for members to share, learn, and attempt to solve common problems
- Maintains financial independence
- Reports annually to the National Office

PUBLICITY

- Add to a chapter's mailing list by collecting names from peer organizations. During the first year, it pays to send mailings to a large list to inform potential members about the new chapter.
- Take advantage of the meeting or calendar of events in the local newspaper to publicize meetings. If the chapter covers a large geographic area, send announcements to newspapers in all the areas in which members may reside or work. Use available bulletin board space in area hospitals to post informational flyers. Newsletters, such as *RN News* and *BRIDGES*, can also be used as an advertising medium. Create your own chapter website on the internet and link it to ARIN's

website, www.arinursing.org. Announcements of upcoming meetings should also be sent to the ARIN National Office.

- Develop a chapter newsletter to announce member promotions and moves and to share helpful tips. Positions and/or business card advertising (either free or reduced rate for members, higher rate for non-members) can be used to support the newsletter and even generate additional revenue for the chapter treasury. Some typesetters and printers will produce the newsletter either at free/reduced rate if they receive a credit line in the publication. Ask other chapters in the region to send meeting announcements as well.
- Try to find someone with some public relations knowledge in the chapter membership to serve as publicity chair and write the newsletter and generate news releases at no charge. Write and place stories about chapter activities in local newspapers and other media outlets in the area.

MEMBERSHIP DEVELOPMENT

- Publicity efforts should create interest in membership. Introduce the membership chair at each meeting to address the benefits of membership. Make membership benefits obvious by charging non-members slightly more to attend meetings. Use different colored nametags to identify non-members and encourage members to greet non-members and make them comfortable.
- Acknowledge new members (and the members who recruited them) in the chapter newsletter. Consider giving an annual award to the member who recruits the most new members. Ask members to encourage others in their organization to become ARIN members.
- Use labels from ARIN to reach national members in the geographic area that the chapter encompasses.

MISCELLANEOUS INFORMATION

- Avoid burnout! As quickly as possible, recruit members to assist committee chairpersons. Otherwise, a small group of people will end up doing all the work and will quickly burn out. Thank officers and committee members often and sincerely. Consider generating sufficient funds from chapter activities to partially or fully fund a chapter member's attendance at the national conference or other leadership training programs.
- Surveys. As soon as possible, survey the entire mailing list to solicit opinions on meeting topics and program locations (provide a variety of choices). The survey can also be used to recruit committee volunteers and provide membership information. This data will provide solid direction for chapter activities and will encourage non-members to join the chapter.
- Chapter address. If at all possible, chapters should have published, permanent chapter addresses and phone numbers to:
 1. Ensure that communications will be received and responded to in a timely manner
 2. Ease administrative functions such as establishing legal and tax-exempt status
 3. Foster a sense of identity and permanence
 4. Decrease paperwork and confusion for the Internal Revenue Service; each time the contact person and address changes, Form 8822 must be filed with the IRS
- MEMBERSHIP. Never forget the fact that your relationship with a new member starts the day the application is processed. Be prompt, be accessible, and know what new members want.

Suggested Letter to Prospective Members for the Organizational Meeting

Dear [name of recipient],

You are cordially invited to attend a special meeting of the Association for Radiologic and Imaging Nursing (ARIN) on [date] at [address and time]. The purpose of the meeting is to organize our own local chapter of ARIN. It will be an interesting, worthwhile meeting and we are eager to have you join us. You will learn about the important and interesting programs and activities we have planned for our chapter and how the

chapter can make a valuable contribution to the improvement of your professional knowledge and abilities in radiology nursing.

Even if you are not currently engaged in radiology nursing, but are a professional nurse interested in radiology, we would like to have you join us. A reply card is enclosed to let us know if you will attend this meeting or future meetings of our chapter.

CHECKLIST FOR CHAPTER FORMATION

- ☐ Keep the number of the ARIN National Office nearby: (866) 486-2762
- ☐ Hold a meeting of everyone interested in forming an ARIN chapter
- ☐ Compile a membership list of at least six active ARIN members to charter the chapter
- ☐ Establish chapter bylaws
- ☐ Obtain an Employer Identification Number and develop a plan for financial independence
- ☐ Elect officers and appoint chairpersons/committees
- ☐ Submit petition package to the following address:

Association for Radiologic & Imaging Nursing

Attention: Chapter Services
2201 Cooperative Way, Suite 600
Herndon, VA 20171