



Association for Radiologic and Imaging Nursing **Guidelines for Preparation of Chapter Bylaws**

The following guide contains specific instruction for preparation of bylaws for newly forming chapters and bylaws revision procedures for established chapters. If you have any questions, please contact the ARIN Chapter Service Specialist at (866) 486-2762, or by e-mail at info@arinursing.org.

Bylaws are your chapter's LAWS, and must be followed. Those items you wish to change more often should be put in a Policy and Procedure Manual or Standing Rules (i.e., specific dates). Amounts and numbers should be avoided or carefully considered before stating in bylaws. Those items essential to your chapter should be written into the bylaws, such as board governance, elections and members' rights and privileges.

********Note: Throughout this document, text in bold, italicized print is necessary wording that must be used and included in chapter bylaws without change in order to assure approval as a chapter of ARIN. Those items not in bold italicized print are suggestions only and may be adapted to meet the needs of your chapter.***

1. Bylaws Revision Procedures for Established Chapters:

- a. Submit one (1) complete copy of your bylaws **with revisions highlighted or changes "tracked"** to the ARIN national office for review.
- b. Note that some special requirements must be included in your bylaws to remain an ARIN chapter. These requirements are in ***bold, italicized*** print in the guide; the necessary wording, which must be used and included in chapter bylaws without change in order to assure approval as a chapter of ARIN, should be used. Those items not in bold, italicized print are suggestions only and may be adapted to meet the needs of your chapter.
- c. You will receive notification from the ARIN Chapter Service Specialist of either the recommendations for necessary changes or approval of your proposed bylaw amendments after review.
- d. Submit revised bylaws to your members for approval.
- e. Submit final copy of membership-approved bylaws **within 15 days** to the ARIN national office for permanent files to the following address:

**ARIN Headquarters
2201 Cooperative Way, Suite 600
Herndon, VA 20171
info@arinursing.org**

[Your Chapter's Name here] CHAPTER BYLAWS

ARTICLE I **Chapter Name**

The name of this organization shall be the _____ Chapter of ARIN. Its purpose and objectives shall be those of the ARIN and it shall comply at all times with bylaws of ARIN.

ARTICLE II **CORE PURPOSE**

To foster the growth of nurses who advance the standard of care in the imaging environment.

CORE VALUES

Commitment to professionalism
Responsive to technological advances
Leadership in a constantly evolving environment
Advocate for safe patient care

ARTICLE III **Membership**

The membership qualifications shall be the same classifications and qualifications as those of the ARIN. Membership in ARIN is a prerequisite to membership in the Chapter.

Section 1 Classification

There shall be three categories of membership: Active, Associate and Lifetime.

Section 1.1 Active Members

Active members are licensed Registered Nurses who are employed in or interested in diagnostic or therapeutic imaging environments. Active members may vote, hold office, and serve on committees.

Section 1.2 Associate Members

Associate Members are individual who are interested in the goals and objectives of the Association. Associate Members may serve on appointed committees. Associate Members may not vote or hold elected office.

Section 1.3 Lifetime Members

Any person who has been an Active Member who has rendered distinguished service and/or contributed significantly to the professional growth of nursing in the imaging environment and to this Association shall be eligible for lifetime membership. Any active member may nominate, in writing, to the Association's Board of Directors another active member or former active member for lifetime membership status. Members are elected to lifetime membership by

unanimous vote of the Board of Directors. Lifetime members shall have all the rights and obligations of active members. Lifetime members are exempt from paying chapter dues.

ARTICLE IV

Meetings

Section 1-General Meetings. General Meetings of the membership of the Association shall be held at least four (4) times a year to conduct business and for educational purposes; the date, time, and place of the meeting shall be designated at the preceding meeting.

Section 2-Annual Meeting. The annual meeting of the members of the Association shall be held as determined by the officers, provided that the date, time, and place shall be announced to the Chapter membership at least three (3) months prior to the meeting; content of the meeting will include election of the officers and directors as provided by the bylaws of this Association.

Section 3-Notice of General Meetings. Written notice of the date, time, and place of the General Meetings shall be mailed to the last known address of each member not less than fifteen (15) days before the date of the next meeting.

Section 4-Quorum. Members of the Chapter present at the General Meeting of the Chapter shall constitute a quorum; a quorum at the Annual Meeting shall consist of not less than one-half (1/2) of the membership registered for the Annual Meeting.

Section 5-Voting. At all the General Meetings of this Chapter, each voting member shall have one (1) vote and may cast this one (1) vote in person only. At the Annual Meeting of this Chapter each voting member shall have one (1) vote and may cast this vote in person or by mail ballot. Ballots shall be mailed to all members thirty (30) days prior to the Annual Meeting.

ARTICLE V

Elections

Section 1-Nomination Process. At the General Meeting Prior to the Annual Meeting, candidates for office will be nominated by at least two (2) members eligible to vote.

Section 2-Qualifications for Office. Any voting member in good standing shall be eligible for nomination and election to any office of this Chapter. If these candidates are acceptable to the membership, they must agree in writing to serve.

Section 3-Election Procedure. At the Annual Meeting, voting will take place by secret ballot. This may be done in person or by mail if the member is unable to attend. These votes will be counted by the three (3) members of the board. A majority vote of those voting members present or voting by mail shall govern. In case of a tie, choice shall be made by drawing lots.

Section 4-Following Election. Each elected officer shall take office immediately upon election to that position. Each elected officer may conduct such business as may be necessary between meetings of the membership. Such actions may be ratified by the active membership of the Chapter at the next Chapter meeting.

ARTICLE VI

Officers

Section 1-Elective Officers. The elective officers of this Chapter shall be President, President-Elect, Secretary, Treasurer, and three (3) Board Members. They shall be elected by a majority vote of the active membership at the Annual Business Meeting of the Chapter. Their terms of office shall be for one (1) year, with not more than two (2) consecutive terms in the same capacity. The President shall automatically become a Board Member and the President-Elect shall automatically succeed to the Presidency.

Section 2-Vacancies/Removal. Vacancies in any elective office may be filled for the balance of the term thereof by the Board of Directors at any regular or special meeting. The Board of Directors, at its discretion, by two-thirds (2/3) vote of all its members may remove any officer from office if that officer has not attended two-thirds (2/3) of the meetings and/or has not paid their dues.

ARTICLE VII

Officer Responsibilities

Section 1-President. The President shall serve as the chief executive officer of the Chapter. She/He shall also serve as a member ex-officio with the right to vote on all committees, with the exception of the Nominating Committee if one is established. She/He shall make all required appointments of standing and special committees with the approval of the Board of Directors. She/He shall perform such other duties as are necessary, incident to the office of President or as may be described by the Board of Directors. At the completion of her/his term as President, she/he will serve a one (1) year term as a Board Member.

Section 2-President-Elect. The President-Elect shall succeed to the Presidency. Her/His duties shall be delegated to him by the Board of Directors. She/He shall perform the duties of the President in event of her/his inability to serve.

Section 3-Secretary. The Secretary of the Chapter shall be responsible for ensuring the proper and legal mailing of notices to members. She/He shall see to the proper recording of the proceedings of meetings of the Chapter, Board of Directors, and all committees. She/He shall assure that accurate records are kept for all members and perform such duties as are necessary, incident to the office of Secretary.

Section 4-Treasurer. The treasurer shall be in charge of the Chapter's funds and be responsible for keeping of the funds in such banks, trust companies and/or investments as are approved by

the Board of Directors. She/He shall report on the financial condition of the Association at all meetings of the Board of Directors and at other times when called upon by the President. At the expiration of her/his term of office, she/he shall deliver over to her/his successor, all books, money and other property in charge or, in the absence of a successor, she/he shall deliver such properties to the President.

ARTICLE VIII

Board of Directors

Section 1-Authority and Responsibility. The governing body of this Chapter shall be the Board of Directors. The Board of Directors shall have supervision, control and direction of the affairs of the Chapter, and actively pursue its objectives and supervise the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as deemed advisable, and may in the execution of the powers granted, delegate certain of its authority.

Section 2-Composition. The Board of Directors shall consist of the President, the President-Elect, the Secretary, the Treasurer, and three (3) Board Members.

Section 3-Manner of Election and Terms. The Board Members shall be elected at the Chapter's Annual Meeting. One (1) Board Member shall be the previous President and two (2) Board Members shall be elected. The term of office shall be one (1) year.

Section 4-Re-Election. No member of the Board of Directors may serve more than two (2) consecutive terms in the same capacity.

Section 5-Quorum of the Board. At any meeting of the Board of Directors, no less than four (4) members of the Board shall constitute a quorum for the transaction of the business of the Chapter and any such business thus transacted shall be valid providing it is affirmatively passed upon by a majority of those present.

Section 6-Meetings of the Board. A regular meeting of the Board of Directors shall be held no less than two (2) times during each administrative year at such date, time, and place as the Board may prescribe. Notice of such meeting shall be given to the Directors not less than fifteen (15) days before the meeting is held. Special meetings of the Board may be called by the President or at the request of any three (3) Directors; by notice mailed, delivered, or telephoned to each member of the Board of Directors, not less than seventy-two (72) hours before the meeting is held.

Section 7-Voting. Voting rights of a Director shall not be delegated to another nor excused by proxy.

Section 8-Vacancies/Removal. Any vacancy occurring on the Board of Directors between Annual Meetings shall be filled by the Board of Directors. A Director so elected to fill a vacancy shall serve the remainder of the term of her/his predecessor. The Board of Directors may at its

discretion, by affirmative vote of two-thirds (2/3) of its members, remove any Director from office if that Director has not attended two-thirds (2/3) of the meetings and/or has not paid their dues.

Section 9-Compensation

All Board positions are uncompensated. Reimbursement for expenses incurred on behalf of the association shall be determined by a quorum vote of the Board of Directors.

ARTICLE IX

Committees and Task Forces

Section 1-Standing Committees

The Standing Committees of the Association shall be determined by the Board of Directors. The Directors will determine the duties, powers and responsibilities of all standing committees.

Section 2-Task Forces

The Board of Directors shall establish Task Forces as necessary to accomplish the work of the Association. Task Forces shall be initiated upon the request of any members and the approval of the Board of Directors. Upon completion of task for which it was appointed, the group will be dissolved.

ARTICLE X

Dues and Assessments

Section 1. Dues for the Chapter may be levied, and shall be determined by the active membership at the Annual Business Meeting of the Chapter. ***National ARIN dues shall not be collected.***

Section 2. ***The fiscal period of the Chapter shall be January 1st through December 31st.***

Section 3. Any Chapter members whose dues or assessments are unpaid at the time of the Annual Business Meeting shall be ineligible to vote or hold office. Failure to forward dues in sixty (60) days after renewal notification shall result in removal from the membership roster and withdrawal of all privileges as a member of the Association.

ARTICLE X

Amendments to the Bylaws

Section 1. These bylaws may be amended or repealed by two-thirds (2/3) vote of the voting members present at any General Meeting of the Chapter duly called and regularly held, provided that the proposed amendments have been mailed to the Chapter membership no later than thirty (30) days prior to the meeting.

Section 2. Any changes to the ARIN bylaws which cause these bylaws to be in conflict shall of

themselves cause these bylaws to be amended in compliance.

ARTICLE XI

Miscellaneous

Section 1. All records of the Chapter shall be open to the membership of the Chapter at any reasonable time.

Section 2. *Robert's Rules of Order, Newly Revised*, *except when in conflict with the bylaws of the Chapter of ARIN, shall control all meetings of the Chapter.*

ARTICLE XII

Dissolution

The Chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws. On dissolution of the Chapter, any funds remaining shall be sent to the Treasurer, Association for Radiologic and Imaging Nursing, for the purpose of funding educational seminars.