

**Constitution and By-Laws  
New England Chapter  
Infusion Nurses Society**

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**Article 1 – Chapter Name and Objectives**

**A. NAME:**

This chapter shall be known as The New England Chapter of the Infusion Nurses Society, Inc., and is hereafter referred to as the “Chapter”. The Infusion Nurses Society, Inc. shall hereafter be referred to as the “Society”.

**B. OBJECTIVES:**

1. To provide the benefits and protection of qualified Infusion nurses to the patient, to the institution that employs the Infusion nurse, to members of associated allied health professions, and to the profession of nursing
2. To encourage a high quality of professional practice through the establishment and maintenance of standards, professional ethics and education
3. To promote clinical research and education within this nursing specialty and in related nursing areas
4. To disseminate knowledge by providing for the interchange of information and among its members and members of allied specialties and professions who live and work in the same geographical area
5. To assist in providing specialty Infusion care in every health care facility.

**Article II – Membership**

The membership of the Chapter shall consist of Active, Associate, Industrial and Honorary members.

**Article III – Intent**

- A. No part of the monies of this Chapter shall inure to the benefits of any private member or individual, nor shall perform particular services for individual members thereof.
- B. The Chapter is organized exclusively for education and charitable scientific and literary purposes within the meaning of Section 501(c), 2055, 2522 of the Internal Revenue Code.
- C. In the event of the dissolution of this Chapter, whether voluntary or involuntary, all of its remaining assets shall be distributed in such a manner as directed by the Board of Directors of the Society.

**Article IV – Officers and Board of Directors**

1. The Officers of the Chapter shall be: President, President-Elect, Presidential Advisor, Recording Secretary, Corresponding Secretary, Treasurer and one Director-at-Large.
2. The seven officers shall constitute the Board of Directors of the Chapter.
3. The Presidential Advisor is the immediate Past President of the Chapter. The President, Recording and Corresponding Secretaries, Treasurer and Director-at-Large shall be elected for a two (2) year period by the voting membership as prescribed in the Bylaws of the Chapter. The President-Elect will be elected for a one (1) year term prior to the start of the President’s second year of office by the voting membership as prescribed in the Bylaws of the Chapter and will assume the office at the start of the President’s second year of office.

**Article V – Amendments**

Every proposition to alter or amend the Constitution shall be submitted in writing to the Bylaw Chairperson.

Articles of the Constitution may be altered, amended or changed by an affirmative vote of two-thirds of the members who have voted by email or United States Postal Service (USPS) delivered ballot. Notice of the proposed amendments shall be sent to the membership four weeks prior to the meeting.

## **CHAPTER I**

### **ARTICLE I – MEMBERSHIP:**

- A.** The membership of the Chapter shall consist of Active, Associate and Industry members as defined by these Bylaws.

#### **B. ACTIVE MEMBERS:**

Active members shall be Registered Professional Nurses, who are currently practicing IV therapy, and who are in good standing with the Licensing Agency of the state or country in which the member resides or works. These RNs:

1. Are engaged in the administration, planning or supervision of infusion therapy;
  2. Are involved in teaching intravenous therapy among staff members; and
  3. Are approved as active members by action of the Board of Directors of the Society or Chapter.
- Membership of the Chapter shall not be transferred to another individual.

#### **C. ASSOCIATE MEMBERS:**

Associate members shall be defined as all members of the health care field, other than licensed registered professional nurses, who are in the field of Infusion therapy. Associate members shall receive all benefits of the Society, may vote, but shall not be entitled to hold an elected office.

#### **D. INDUSTRIAL MEMBERS:**

Industrial members shall consist of individuals from industry whose products relate to Infusion Therapy. Industrial members shall receive publications and general communications from the Society, may attend meetings, but shall not be entitled to vote or hold elected office.

#### **E. HONORARY MEMBERS:**

Honorary Members may be elected from among individuals who are and who have been especially interested in and who have made outstanding contributions to infusion nursing practice. Any member may submit a name to the Society for Honorary Membership. Nominations for Honorary Membership shall be approved by unanimous vote of the Board of Directors of the Chapter.

**ARTICLE II – DUES:**

The annual membership fee shall be payable as determined by the Board of Directors of the Chapter.

**ARTICLE III – APPLICATIONS:**

All applications for membership in the Chapter shall be made on a written form provided by the Chapter and sent to the Membership Chairperson. Dues shall accompany the application.

**ARTICLE IV- TERMINATION:**

Membership in the chapter shall be terminated upon:

1. The resignation of the member
2. The revocation or suspension of a member's license
3. Non-payment of dues

Membership may be reinstated once dues have been paid.

## **Chapter II**

**ARTICLE I – OFFICERS AND BOARD OF DIRECTORS:**

The officers of the Chapter shall be: President, President-Elect, Presidential Advisor, Recording and Corresponding Secretaries, Treasurer and one Director-at-Large. The President, Recording and Corresponding Secretaries and Treasurer shall be elected bi-annually. The President-Elect will be elected for a 1 year term prior to the start of the President's second year of office. The seven (7) officers shall constitute the Board of Directors of the Chapter.

**ARTICLE II – ELIGIBILITY:**

All officers of this Chapter shall be active members of The New England Chapter and of the Society in good standing.

**ARTICLE III – QUORUM:**

A majority of the Board of Directors shall constitute a quorum for executive purposes. A majority of the voting members at a duly called business meeting shall constitute a quorum. Each member of the Board of Directors shall have one vote.

**ARTICLE IV – ELECTIONS:**

Elections of the President, Presidential Advisor, Recording and Corresponding Secretaries and Treasurer shall be held bi-annually. Members shall have one vote each. The election of the President Elect will be bi-annually prior to the start of the President's second year of office. Voting for officers shall be by written ballot returned to the Nominating Committee Chairperson. The Presidential Advisor and Recording Secretary of the Chapter are responsible for counting the ballots and certifying the results. A tie vote will necessitate a second written ballot.

**ARTICLE V – TERM OF OFFICE:**

The new officers shall assume the responsibilities of their offices at the Annual Installation Meeting.

**ARTICLE VI – DUTIES OF THE PRESIDENT:**

The President shall be the chief elected officer of the Chapter, shall preside at all meetings of the Chapter and serve as Chairman of the Board of Directors. All activities of the chapter shall be supervised by the President. The President shall perform all duties encompassed in the Office of the President, and other necessary duties as may be prescribed by the Board of Directors. All presidential papers shall be kept in the permanent files of the Chapter. The President also shall, as soon as possible after January 1<sup>st</sup>, send to the Executive Director an annual report of activities and the name and address of officers and committee Chairmen. Upon completion of the term in office, the President in the succeeding year shall become the Presidential Advisor.

**ARTICLE VII – DUTIES OF THE PRESIDENT-ELECT:**

The President-Elect shall become familiar with the duties of the President and shall automatically succeed to the Presidency at the conclusion of the President's term in office. The president-elect shall perform the duties of the office of President whenever the President shall be unable to do so. The President-elect shall be a member of the Board of Directors, and shall serve as its Vice Chairman.

**ARTICLE VIII- DUTIES OF THE RECORDING SECRETARY:**

The Recording Secretary shall keep or cause to be kept a record of the minutes of the Chapter and Board of Director meetings. The Recording Secretary shall also keep or cause to be kept, the bylaws and shall perform other duties as designated by the President.

**ARTICLE IX – DUTIES OF THE CORRESPONDING SECRETARY:**

The Corresponding Secretary shall be responsible for all correspondence of the Chapter to its members. It shall be his or her duty to notify all members by email or USPS Delivery at least four (4) weeks prior to the Annual Meeting and at least two (2) weeks prior to every other meeting. The Corresponding Secretary shall also keep or cause to be kept, the membership roster of active and associate members and shall enforce the established criteria for membership eligibility, shall encourage desirable applicants for membership, shall review membership applications, and shall formulate and recommend plans for increasing and maintaining membership. The Corresponding Secretary shall perform any other duties designated by the president.

**ARTICLE X – DUTIES OF THE TREASURER:**

The Treasurer shall, quarterly, submit a copy of the chapter's financial report with copies of all appropriate receipts to the Executive Director of the Society. He or she shall be responsible for the receipt and deposit of all moneys in the Treasurer's fund. Checks drawn on the operating fund shall be signed by the Treasurer. The signature of the president shall be registered at the bank in order that the president may sign checks in lieu of the Treasurer. The Treasurer shall prepare a financial report for mail at each meeting or at any time during the year as so requested by the Board of Directors. The treasurer shall initiate or coordinate fund raising projects for the Chapter. The Treasurer's report shall be reviewed every year by independent accountants upon submission to the Society, of the Chapter financial report. The Treasurer shall perform any other duties designated by the President.

**ARTICLE XI – DUTIES OF THE PRESIDENTIAL ADVISOR:**

The Presidential Advisor is the immediate Past President who will serve a two (2) year term in an advisory capacity to the Board of Directors. The Presidential Advisor shall serve as its chairman in the absence of both President and President-Elect.

**ARTICLE XII - DUTIES OF THE DIRECTOR-AT-LARGE:**

Director at large duties includes any special projects assigned by the BOD and developing time lines for those projects. Maintain a knowledge base of what current affairs are happening within the chapter; maintain knowledge base in Regulatory Affairs pertinent to the chapter as well as a knowledge base in product information pertinent to our industry.

**ARTICLE XIII – DUTIES IN GENERAL:**

The duties of Officers of the Chapter shall be as specified in the Bylaws, in the latest edition of *Robert's Rules of Order* and such standing rules as shall be adopted by the Chapter.

**ARTICLE XIV – DUTIES OF THE BOARD OF DIRECTORS:**

Within the Society's Constitution and Bylaws, the Board of Directors shall have authority to: direct the business of the Chapters; foster growth and development of the Chapters; make policy decisions for the Chapters; approve expenditures; establish rules and procedures for the Chapters; and approve, modify or disapprove reports, resolutions or actions of officers of committees of the Chapters. Any officer may be removed from office if, after a due and proper hearing, he or she is found guilty by that body of neglect of duty, illegal or improper professional conduct and violation of these bylaws. Removal of an officer shall require a two-thirds vote of the Board.

**ARTICLE XV – VACANCIES:**

The Board of Directors is empowered and directed to fill all vacancies that may occur. If the President shall become unable to perform the duties of his or her office, the President-Elect shall succeed to the Office of the President. He or she shall also continue to serve as President for the subsequent year.

**ARTICLE XVI – COMMITTEES:**

**A. Committee Controls**

1. All Committee Chairmen shall be appointed by the President, subject to approval by the board of directors.
2. All committees shall be responsible to the Board of Directors.
3. The Chairman of each committee shall present a written report annually. A special report of the activities of any committee shall be made by the chairman upon request of the president.
4. Copies of any letters pertinent to Chapter business shall be sent to the Board of Directors.
5. Any member of committee who fails to fulfill the duties assigned may be dismissed by a majority vote to the board of directors.
6. Within one month after the expiration of term, the Chairman of each committee shall deliver, to his or her successor, all papers necessary to carry on the work of that committee.
7. Special projects of committee shall be assigned by the President subject to the approval of the Board of Directors.
8. The Board of Directors may suspend or discontinue any committee whose function may not be considered necessary to carry out the objectives of the Chapter. The Board of Directors may consolidate the functions of any one or more committees to better accomplish such objectives.
9. Any committee chairperson proposing an expenditure of more than \$250.00 must obtain prior approval from the Chapter Board of Directors.

## **B. Committees**

### **1. Bylaws Committee**

This committee shall review the constitution and the Bylaws and recommend any changes or amendments that may be considered necessary or advisable. No bylaw amendments of the chapter will be effective unless approved by the Board of Directors of the Society.

### **2. Program Committee**

This Program Chair shall plan, develop and present programs to meet the educational needs of the membership. The committee shall make all physical arrangements for presenting the By Monthly programs, including but not limited to obtaining speakers 2-4 months in advance, selecting topics from evaluation surveys when possible, obtain curriculum vitae and at least 2 objectives from the speaker ( if speaker does not have BSN or higher, Chair will serve as educator of record for awarding CEU'S), The chair will also solicit sponsors for dinner arrangements, create flyer for newsletter 1 month in advance, track RSVP numbers if space is limited, print and distribute evaluation sheets (template available), collect evaluations and maintain file for 5 years and assist with Seminar Planning Committee.

### **3. Seminar Committee**

The seminar chair is appointed by the President and is responsible to the Board of Directors. The seminar chair will present a report annually in writing of the activities of the seminar committee and copies submitted to the Board of Directors. The seminar/committee chair is responsible for delegating to committee persons the following assignments: locating an appropriate meeting room for the seminar, deciding on the food that will be served, i.e., morning break, lunch, afternoon break, finding appropriate speakers for the seminar, obtaining CVs of same, sending out letters to vendors who might present at the seminar, setting up and printing of seminar flyers, emailing or USPS delivery of flyers, keeping records of participant names and funds sent in when applications are returned, setting up and printing an attendance sheet for the day of the seminar. After the seminar is over, the seminar/committee chair will meet with other members and review and tally evaluations from each of the presenters.

### **4. Nominating Committee**

The immediate Presidential Adviser shall be the Nomination Chairperson. It shall be the duty of this committee to prepare a slate of candidates for the offices of President-Elect, Secretary and Treasurer to the Board of Directors. Upon their approval, this slate is presented to the membership. Any member of the chapter may recommend a candidate for consideration to the Presidential Adviser.

### **5. Historian/Public Relations**

This committee shall take and maintain photographs and other items that allow for a visual history of the accomplishments and educational programs of the Chapter.

This committee shall explore ways for creating friendly, cooperative and helpful relations between the Chapter and the members of allied specialties and professions in order to further the aims and objectives of the Chapter and the Society.

**6. Scholarship Committee**

Scholarships are intended to provide eligible individuals with financial assistance with which to attend educational programs or seminars related to Infusion Therapy. The Board of Directors shall determine annually the quantity, venue, and financial amount of the scholarships to be awarded.

The Scholarship Chairperson will determine the criteria for receiving each scholarship to be awarded subject to approval by the Board of Directors, develop the forms, and oversee the selection and award process for all scholarships.

**7. Newsletter Editor**

The Newsletter Editor is responsible for the coordination and publication of a minimum of four (4) newsletters annual for distribution to chapter members. Included will be but not limited to the Letter from the President and announcements of up coming meetings, educational programs, and seminars. The Editor will distribute the newsletter file to the webmaster in a timely manner. The newsletter will be available on-line and by USPS delivery for those without computer access.

**8. Ad Hoc Committee**

The Ad Hoc Committee may be appointed by the President for special tasks. Such committees shall limit their activities to the accomplishment of the task for which created and appointed. Upon completion of said task for which appointed, such committees shall stand discharged.

**CHAPTER III**

**(This section is suggested by national)**

**Article I – Chapter Directives as Governed by the Infusion Nurses Society**

The New England Chapter was formed with the authorization from the Board of Directors of the Infusion Nurses Society, Inc. and shall continue for such a period of time as the Society's Board of Directors permits. The Bylaws and Standing Rules of the New England Chapter shall comply with the objectives of the Society.

**Article II – Dissolution**

If the New England Chapter fails to comply with the Bylaws and Standing Rules of the Society it may be dissolved by the unanimous vote of the Society's Board of Directors. Such action shall be taken only in case the New England Chapter fails to comply with the Bylaws and Standing Rules. The New England Chapter may be dissolved by the majority vote of the membership registered at a special meeting to be held after all members have been notified in the mail or in-hand. Such action must also be approved by the Board of Directors of the Society.

**Article III – Amendments**

The New England Chapter shall submit its Constitution and Bylaws to the Executive Director of the Society. Constitution and Bylaw amendments shall not be effective unless approved by the Board of Directors of the Society.

**Article IV – Chapter Debts**

The Society shall not be liable for any debts incurred by the New England Chapter unless so authorized by the Society's Board of Directors.

**Chapter V**

**Article I – Meetings**

There shall be an Annual Meeting for the transaction of affairs of the Chapter. The date, time and place of the meetings are to be agreed upon by the Board of Directors of this Chapter.

**Article II – Notice of Meetings**

The Secretary of the Chapter shall notify the membership by email or USPS delivery of the pending meeting.

**Article III – Order of Meetings**

The order of business for all meetings shall be governed by *Robert's Rules of Order, Revised*.

**Article IV – Fiscal Year**

The fiscal year of the Chapter shall end December 31<sup>st</sup>.

**Article V – Amendments to Chapter Bylaws**

Any proposed alteration of the Bylaws shall be submitted in writing to the Bylaws committee. These bylaws may be altered, amended or changed by an affirmative vote of the majority of the members who have voted by email or USPS delivered ballot. Amendments to the Chapter Bylaws shall not become effective unless approved by the Board of Directors of the Society.