

Minnesota Chapter Of the International Association of Forensic Nursing Chapter By-laws

The Mission of the Minnesota Chapter of the International Association of Forensic Nurses is to develop, promote, and disseminate information about forensic nursing science within Minnesota. The Minnesota Chapter members utilize standards of practice and strive to foster positive growth and development of forensic nursing as an area of nursing expertise. The Chapter promotes the exchange of ideas and transmission of developing knowledge among its members and to a wide variety of professionals who are dedicated to the development of forensic nursing at all levels of practice and for the advancement and innovation of practice, from primary prevention to intervention and evaluation.

The purposes of the Minnesota Chapter are to:

- Organize forensic nurses and others in Minnesota by providing a chapter of the International Association of Forensic Nurses.
- Provide opportunities to exchange ideas and information among forensic nurses, others working with survivors of sexual violence, and those with an interest in forensics in Minnesota
- Develop ways to build a stronger ties among forensic nurses and others in related fields in Minnesota
- Provide quarterly educational events, formal journal reviews and a yearly educational conference.
- Promote a positive practice environment for forensic nurses
- Increase public knowledge of/and availability to forensic nursing care.
- Educate nurses to work in synthesis with Law Enforcement, County Attorney's and the forensic sciences

Article I

Members

Section A: Membership

1. Active members of this Chapter shall, by virtue of their membership, be entitled to all rights and privileges of this Chapter.

Section B: Membership Orientation and Rules

1. Membership in this Chapter shall be open to all persons who support the goals of this organization and who qualify under one or more of the categories enumerated in Section D, below.

Section C: Fidelity to Chapter and Bylaws

1. All members shall file an application for membership with the International Association of Forensic Nurses and the Minnesota Chapter. Members are expected to uphold the goals and objectives of the IAFN and abide by the guidelines set forth in those bylaws and the bylaws of this Chapter. The Board of Directors will maintain Minnesota Chapter membership application files.
2. Application for membership in Chapter shall be on forms approved for such purposes by the Board of Directors. Applications shall be submitted to the Chapter designee (president-elect)
3. Annual membership renewal may be for 1 year, 3 years, or 5 years by paying the designated fee to the IAFN and the Minnesota Chapter.

Section D: Membership Categories

The following membership categories are established.

1. Student Member: A person who is presently a student expressing an interest in forensic nursing. Student members may attend IAFN and Minnesota Chapter functions and receive IAFN publications at reduced rates, but may not vote or hold office in the organization. A person with an RN license does not qualify for student membership.
2. Member: A person who is a registered nurse in good standing with the licensing boards in the jurisdiction of practice and whose professional orientation is toward forensic nursing, or has an interest in forensic nursing. Members may vote and hold office in the organization.
3. Associate Member: A person who expresses an interest in the field of forensic nursing, and supports the concepts of forensic nursing, but is not a registered nurse. Associate members may not vote or hold elective office in the organization.

Section E; Office Holding

All members of this Chapter, excluding student and associate members, are eligible to hold elected office in this Chapter, within the parameters set in these Bylaws.

Section F: Distribution of Bylaws

1. The bylaws of this Chapter shall be emailed to each member. Any members not having Internet access may obtain a written copy of these bylaws by telephone, fax or written request.

Article II

Annual Meeting and Regular Meetings of Members

Section A: Annual Business Meeting

1. The annual meeting of the members of this Chapter shall be held in January. The annual meeting of the membership for the purpose of education, professional

networking, dissemination of research, assembly of workgroups and committees, and the business of meeting of the Chapter.

Section B: Notice of Annual Business Meeting

1. The Board of Directors or the Chapter designee will provide notice of the annual business meeting to members. Members are responsible for maintaining a current mailing and email address with the Chapter.

Section C: Decision-Making Authority and Decision Process

1. **Decision-Making Authority:** Decision-making authority rests with the Board of Directors on a simple majority vote basis, pursuant to a quorum having been established utilizing a formalized process for introduction of issues at the Board of Directors level. A quorum is established when 2/3 of the membership of the Board of Directors are present. At their discretion, the Board of Directors may elect to authorize voting of the membership on one or more issues and decisions. In such cases, each regular member shall be entitled to one vote.
2. **Voting Process:**
 - a. Votes shall be cast by ballots that are issues by the Chapter to the chapter membership.
 - b. Each member is allowed one vote.

Section E: Meetings

1. All Board of Director meetings of the Chapter shall be open to all members in good standing, except those portions of the meeting specifically pertaining to personal issues.
2. Approved BOD meeting minutes will be made available to the members.
3. At the BOD's discretion certain matters can be kept confidential for purposes of fulfilling the fiduciary responsibilities of the Board.

Article III Officers, Official and Official Acts

Section A: Board of Directors

1. **Composition of the Board of Directors:** The Board of Directors shall consist of six voting members until changed by an amendment to this bylaw adopted by the vote or written consent of a simple majority of the members. The Board of Directors shall be comprised of a President, President elect, secretary, treasurer, the former president and a director at large (to be named by the Board)
2. **Elections:**
 - a. **Board of Directors**
 - i. Executive officers and Directors shall be elected by a simple majority of votes cast by members of the Chapter entitled to vote

who return a valid ballot. The Executive officers include the President, President-elect, Secretary and Treasurer.

- ii. The President Elect shall hold their position for one year, moving into the Presidency for one year and to the position of Immediate Past President for one year, for a total period of three years.
- iii. Each candidate elected to the Board of Directors, with the exception of the President Elect, shall hold their elected positions for a period of two years. The office term for all Directors will begin at the Annual Business meeting held in January. Each Director elected or appointed to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected.
- iv. The rotation schedule for elections is as follows: The President-Elect, The Treasurer shall be elected on the even numbered years. The President-Elect, the Secretary shall be elected on odd numbered years.
- v. Eligible candidates as determined by the Nominating Committee will be placed on the ballot. All eligible members in good standing can have their names placed before the Nominating Committee. The Nominating Committee shall consist of at least three of the elected positions and shall be elected by a simple majority. The Chair of the Nominating Committee shall be the member receiving the simple majority of votes.
- vi. In the event of a tie vote for any position, a ballot shall be issued for a vote to resolve the dead-locked candidate position.
- vii. All terms of offices will take effect at the end of the Annual Business Meeting. All newly elected officers will be introduced at the Annual business Meeting.

3. Removal of Officers:

- a. A member of the Board of Directors may be removed from office if:
 - i. RN license has been suspended or revoked by any licensing board of the state.
 - ii. Convicted of a felony.
 - iii. Inappropriately uses association funds and/or fails to fulfill the duties and responsibilities of the elected position.
 - iv. Failure/refuses to renew their IAFN membership
- b. A member of the Board of Directors who is subject to removal must be notified in writing by Certified Return Receipt Requested mail of the intent to be removed from office setting forth the reason(s) for such action no later than one (1) month prior to the Board of Directors convened to take action.
 - i. Any member of the Board of Directors subject to removal has the right to address the Board prior to any action.

4. Resignation and Vacancies:

- a. Any Director may resign upon giving written notice to the President or the President-Elect, and such resignation shall be effective immediately, unless the notice specifies a later time. If the vacancy coincides with a regularly scheduled election, the unexpired term of office will be placed on the ballot for election. If the vacancy does not coincide with a regularly scheduled election, the Board of Directors may make an appointment from the membership for the unexpired term of the office or may call for a Special Election.
- b. Vacancies on the Board of Directors may be filled by a simple majority membership vote. Each director so elected shall hold the office until the expiration of the term or until a successor is elected by a membership vote.

Section B: Responsibilities of the Executive Board of Directors

1. **Fiduciary Duty:** Each member of the Board of Directors shall perform their duties as defined in Policy, as an ordinary prudent person in a like position would do under similar circumstances.
2. **Committees:** Committees of the Chapter may be appointed by resolution passed by a simple majority of the Board of Directors. Committees shall be composed of two or more members of the Chapter, and shall have such powers as may be expressly delegated to it by the Board of Directors, except those powers expressly made non-delegable by the Chapter Bylaws. The President shall be a de facto member of all Standing and Ad Hoc committees. All Standing, Ad Hoc, and elected committees shall report to the Board of Directors and to the membership.
 - a. **Standing committees:**

Standing committees are permanent committees. The standing committee shall be composed of a minimum of two members of the Chapter, one of which shall be a member of the Board of Directors.

Standing committees are:

 1. Education
 2. Fund raising
 - b. **Ad Hoc Committees:**

Ad Hoc committees are temporary Chapter committees and shall be composed of a minimum of two members in addition to the chair.

Section C: Function of Officers

1. **President:** The President shall be the Chief Executive Officer of the Chapter and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business. The President shall preside at all meetings of the members and at all Standing, Ad Hoc, and Elected committees. The President shall have the general powers and duties of management usually vested in the office of President of a corporation, and shall have such other powers and duties as maybe prescribed by the Board of Directors or these bylaws.
2. **President-Elect:** In the absence or disability of the President, the President-Elect shall perform all the duties of the President, and when so acting, shall

have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed from them respectively by the Board of Directors or these bylaws.

3. The Immediate Past President: In the absence or disability of the President and President-Elect, the Immediate Past President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Immediate Past President shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors and these bylaws.
4. Secretary: The Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Board of Directors and Members. These minutes shall include the time, date and place of the meeting, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at the Directors meetings, and number of share present or represented at Members' meetings and the proceedings thereof. Minutes shall be written and available to the membership according to policy. The Secretary shall give, or cause to be given notice of all meetings of the Members and of the Board of Directors. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors and by these bylaws.
5. Treasurer:
 - a. The Treasurer shall keep and maintain or cause to be kept and maintaining in accordance with generally accepted accounting principles, adequate and correct accounts of the properties and business transactions of the Chapter, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books of account shall at all reasonable times be open to inspection by any member of the Board of Directors.
 - b. The Treasurer of Chapter designee shall deposit all moneys and other valuables in the name and to the credit of the Chapter with such depositories as may be designed by the Board of Directors. The Treasurer or the Chapter designee shall disburse the funds of the Chapter as may be ordered by the Board of Directors. Quarterly, the treasurer shall render to the Board of Directors an account of all the transactions and of the financial condition of the Chapter and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Section D: Regulation and Supervision of Affairs, Contracts and Commercial Paper

1. Regulation and Supervision of Affairs, Contracts: The Board of Directors shall regulate and supervise the affairs of this Chapter. It shall attend to all internal affairs of the Chapter and shall have all the powers bestowed upon it by law. It shall make such arrangements for the carrying out of the business of this Chapter, as it shall deem appropriate. It shall create and terminate

contracts and may exercise all of the powers expressly conferred upon it by these bylaws.

2. **Audit Trail and Accountability:** Funds shall be collected, dispensed, and accounted for in a manner prescribed by the Board of Directors. Accountability of funds shall be established in such a way so as to provide a clear audit trail of all funds. Upon written request by a member of the Chapter, requested financial documents shall be made available for inspection within 30 days.
3. **Quorum:**
 - a. **Board of Directors Quorum:** A quorum for the purpose of voting shall be a simple majority of the Board of Directors where at least one of the following officers must be present: President, President-Elect, or Immediate Past President. Any action of the majority of the members on the Board of Directors shall be deemed a Chapter act, except that the Board may take no action to amend the Chapter Bylaws.
 - b. **Membership Voting Quorum:** A quorum of the voting membership will consist of a simple majority vote of all members in good standing with voting privileges that return a ballot.
 - c. **Bylaws Change:** A quorum for the change of the Chapter Bylaws shall consist of a simple majority vote of all members in good standing with voting privileges that return a ballot. For Changing or amending existing bylaws, said ballot shall be cast following a specified period of public comment.
4. **Conduct of Meetings:**
 - a. **Notice, place and manner of meetings:** Meetings of the Board of Directors shall be called by the President, President-Elect. All members participating in such a meeting must be able to communicate with one another.
 - b. **Annual Business Meetings:** The Annual Business meeting shall be held in January location to be determined.
 - c. **Regular Business Meetings:** Regular meetings of the Board of Directors shall be held at least quarterly at such location or place as may be designed by the Board of Directors. Business of the Chapter may be conducted via email.
 - d. **Special Meetings, Notices, and/or Waivers:** Special meetings of the Board of Directors may be called at any time by the President, the President-Elect. At least forty-eight hours notice of the time of the special meeting shall be personally communicated to all Board of Directors members by a designee from the Chapter President or designee by telephone or email.

Article V

Net Earnings and Finances

Section A: Non-Profit Status and Fund Use Limitations

1. No member of this Chapter shall be entitled to any portion of the net earnings of this Chapter except as in the form of grants or scholarships as provided in these bylaws. However, this Chapter may compensate a member of this Chapter for expenses incurred in service to the Chapter.

Section B: Dissolution

1. The Chapter will cease to exist when the fiscal health of the organization is bankrupt and the motion to dissolve is placed before the Board of Directors by the Treasurer. The organization will dissolve when there is two-thirds majority vote by the Board of Directors followed by two-thirds majority vote of the attending membership at the Annual Business Meeting.

Article VI

Records, Reports and Inspection

Section A: Records

1. The Chapter shall maintain, in accordance with generally accepted accounting principles, adequate and correct accounts, books and records of its business and properties. All of such books, records and accounts shall be kept location designated by the Executive Board of Directors.

Section B; Inspection of Books and Records

1. Books and Records shall be open to inspection of the Directors and Members upon specific written request within 30 days.

Section C: Certification and Inspection of Bylaws

1. The original or a copy of these bylaws, as amended or otherwise altered to date certified by the Secretary, shall be kept by the elected Secretary and at the IAFN Headquarters and shall be open to inspection by the members previously stated.

Section D: Payment of Money

1. The treasurer shall be apprised of all checks, drafts, or other orders for payment of money, notes or other evidence of indebtedness, issued in the name of or payable to the Chapter.

Section E: Execution of Contacts

1. The Board of Directors, except as in the Bylaws otherwise provided, may authorize any Officer or Officers agent (s) to enter into a contract or execute any instrument in the name of an on behalf of the Chapter. Such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no Officer, agent or employee shall have any power or authority to bind the Chapter by a contract, or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount, except as provided in these bylaws.

Article VII

Reports

Section A: Annual Reports

1. The Board of Directors shall provide a report to the Members annually on the state of the Organization.
2. The Annual report shall also contain a summary of the fiscal year from the Finance Committee

Section B: Audits

1. With the onset of a new term treasurer, or sooner, as deemed necessary by the Board of Directors, an audit will be conducted of the Corporation's financial records by an independent Certified Public Accountant.

Article VIII

Section A: Amendments

1. New Bylaws may be adopted or any part of these Bylaws may be amended by a simple majority vote of the Members who have returned a valid ballot.

Section B: Record of Amendments

1. Whenever an amendment or new bylaw is adopted, it shall be copied in the book of bylaws with the original bylaws, in the appropriate place.

Section C:

1. The Board of Directors shall submit annual recommendations following a thorough review of the bylaws. The recommendations shall be reviewed at the Annual Business Meeting for the action to insure that the business of the corporation shall continue uninterrupted.

Article IX

Section A: Accounting Year

1. The accounting year of the Chapter shall be on a calendar year beginning January 1.