

BYLAWS

OF THE

International Association of Forensic Nurses

Incorporated under the laws of the State of Georgia

Minnesota Chapter

Revised date: _____

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE ONE NAME AND LOCATION.....	3
1.1 Name.	3
1.2 Location.	3
 ARTICLE TWO PURPOSES AND GOVERNING INSTRUMENTS	 3
2.1 Purposes.	3
2.2 Governing Instruments.	3
 ARTICLE THREE CHAPTER MEMBERSHIP.....	 3
3.1 Eligibility for Chapter Membership.	3
3.2 Termination of Chapter Members..	4
3.3 Rights of Chapter Members..	4
3.4 Obligations of Chapter Members.	4
3.5 Non-voting Chapter Members.....	4
3.6 Chapter Membership Quorum.	4
 ARTICLE FOUR CHAPTER BOARD OF DIRECTORS	 4
4.1 Authority And Responsibility.	4
4.2 Composition Of Directors.	5
4.3 Manner Of Appointment And Election And Terms Of Office.	5
4.4 Removal.	5
4.5 Vacancies.	5
4.6 Compensation.	6
4.7 Number And Qualifications.	6
4.8 Election And Term Of Office.	6
4.9 Chapter President.	6
4.10 President-Elect.....	6
4.11 Immediate Past President.	6
4.12 Chapter Secretary.	6
4.13 Chapter Treasurer.	6
4.14 Director at Large..	7
 ARTICLE FIVE ANNUAL MEETING.....	 7
5. 1 Annual Chapter Meeting; Notice.	7
5.1 Record Date.	7
 ARTICLE SIX MEETINGS OF THE CHAPTER BOARD.....	 8
6.1 Regular Chapter Board Meetings; Notice.	8
6.2 Special Chapter Board Meetings; Notice.	8
6.3 Chapter Board of Directors Quorum.	8
6.4 Vote Required For Action.	8
6.5 Action By Chapter Directors Without A Meeting.	8
6.6 Telephone And Similar Board Meetings.	8

6.7 Adjournments of Chapter Board Meetings.	8
ARTICLE SEVEN CHAPTER COMMITTEES.....	9
7.1 Advisory And Other Chapter Committees.	9
7.2 Term Of Appointment.	9
7.3 Chapter Committee Chair.	9
7.4 Chapter Committee Quorum.	9
ARTICLE EIGHT CONTRACTS, CHECKS, AND DEPOSITS.....	9
8.1 Contracts.	9
8.2 Checks, Drafts, Notes.	9
8.3 Deposits.	10
ARTICLE NINE INDEMNIFICATION AND INSURANCE.....	10
9.1 Indemnification.	10
9.2 Liability Insurance.	10
ARTICLE TEN CONFLICTS OF INTEREST	10
10.1 Conflicts of Interest.	10
ARTICLE ELEVEN MISCELLANEOUS.....	10
11.1 Books and Records.	10
11.2 Fiscal Year.....	11
11.3 Internal Revenue Code.	11
ARTICLE TWELVE AMENDMENTS	11
12.1 Power to Amend Bylaws.	11

ARTICLE I

Name and Location

1.1 Name. The name of this chapter shall be “International Association of Forensic Nurses Minnesota CHAPTER.”

1.1 1.2 Location. The chapter shall maintain a location within the geographical boundaries of the chapter and will register such address with the main office. The physical mailing address of the chapter will be that of the chapter post office box.

MN IAFN Chapter PO Box 40096 St Paul, MN 55104

ARTICLE II

Purposes and Governing Instruments

2.1 Purposes. The chapter is a voluntary association of individuals having a common interest, the purpose of which, as set forth in the articles of incorporation, is exclusively to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit within the meaning of section 501(c)(6) of the Internal Revenue Code. In furtherance of such purposes, the chapter shall have full power and authority:

- (a) To provide leadership in forensic nursing practice by developing, promoting, and disseminating information internationally about forensic nursing science.
- (b) To perform all other acts necessary or incidental to the above and to do whatever is deemed necessary, useful, advisable, or conducive, directly or indirectly, as determined by the Chapter Board of Directors to carry out any of the purposes of the chapter.

2.2 Governing Instruments. The chapter shall be governed by the Association’s articles of incorporation, its bylaws, the chapter bylaws and the chapter affiliation agreement.

ARTICLE III

Chapter Membership

3.1 Eligibility for Chapter Membership. Application for voting membership shall be open to anyone that supports the purposes of the Association and this chapter as set forth in Article II. The Association shall enact procedures for the admission of members together with setting any membership dues, including the provision that membership within the Association is required to be a member of the chapter.

3.1.1 Membership Categories

3.1.1.1 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. Student Chapter membership dues are \$20 per year (A person with an RN license does not qualify for student membership).

3.1.1.2 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. Membership dues are \$30 per year.

3.1.1.3 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. Associate membership dues are \$20 per year.

3.1.2 Membership Dues. ~~Annual membership renewal may be for 1 year, 3 years, or 5 years by paying the designated fee to the IAFN and the MN Chapter.~~ **Annual Chapter membership renewal may be made by paying the designated fee for both IAFN and the MN Chapter to the IAFN.** IAFN Lifetime members may renew their MN Chapter membership in January. Annual Chapter membership dues may be paid directly to the MN Chapter or in combination with annual IAFN renewal. **If a member elects to pay the MN Chapter Annual membership renewal directly to the Minnesota Chapter it must be paid in January.**

3.2 Termination of Chapter Members. Membership may be terminated voluntarily by the member.

3.3 Rights of Chapter Members. Each member shall be eligible to vote on those chapter matters set forth in these Bylaws.

3.4 Obligations of Chapter Members. Each member shall be responsible to notify the chapter of any change in mailing address, phone number(s), and/or e-mail address(es).

3.5 Chapter Membership Quorum. A quorum of the voting membership will consist of a simple majority vote of all chapter members in good standing with voting privileges that return a ballot or are present at the annual chapter meeting.

ARTICLE IV

Chapter Board of Directors

4.1 Authority and Responsibility.

- (a) The governing authority of the chapter shall be vested in its Chapter Board of Directors. The Chapter Board of Directors shall have supervision, control and direction of the management, affairs, and property of the chapter; shall determine

its policies or changes therein; and shall actively promote its purposes and objectives and supervise the disbursement of its funds. The Chapter Board of Directors may adopt, by majority vote, such rules and regulations for the conduct of its business and the business of the chapter as shall be deemed advisable. Under no circumstances, however, shall any actions be taken which are inconsistent with the Association's articles of incorporation, bylaws and these bylaws or the Chapter Affiliation Agreement; and the fundamental and basic purposes of the chapter, as expressed in the articles of incorporation, bylaws and these bylaws, shall not be amended or changed.

- (b) The Chapter Board of Directors shall not permit any part of the net earnings or capital of the chapter to inure to the benefit of any member, director, trustee, or other private person or individual.
- (c) The Chapter Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Chapter.

4.2 Composition of Directors. The directors of the chapter shall be comprised of 5 persons. Only Members who hold an unrestricted, unencumbered, Registered Nurse license will be eligible to hold office on the Board of Directors within the chapter.

4.3 Manner of Appointment and Election and Terms of Office. The Chapter Board of Directors shall be elected by a simple majority vote of all chapter members in good standing with voting privileges that return a ballot. Each Chapter Board of Directors shall take office at the start of the next calendar year and continue in office until the term ends, such Chapter Board of Directors is reelected or until such Chapter Board of Director's earlier death, resignation, retirement, disqualification, or removal. No Chapter Board of Directors who has served three consecutive terms shall be eligible for re-election until at least one (1) year shall have elapsed.

4.4 Removal. Any chapter director may be removed with cause at any regular, special, or annual meeting of the Chapter Board of Directors, by the affirmative vote of a majority of all Chapter Board of Directors entitled to vote. A removed Chapter Board of Director's successor may be appointed at the same meeting to serve the unexpired term. A Chapter Board of Director may be removed if that person: (A) has his/her RN license suspended or revoked by the licensing board of his/her state or country; (B) has been convicted of a felony; (C) has failed to fulfill the duties and responsibilities of the elected position as defined in approved job descriptions. Such potential actions shall be immediately discussed with main office before any decision has been made and only upon final approval by the Association can the action be taken. 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.

4.4 Vacancies. Any vacancy in the Chapter Board of Directors arising at any time and from any cause, may be filled for the unexpired term at any meeting of the Chapter Board of Directors by the affirmative vote of the majority of the Chapter Board of Directors then in office. A Chapter Board of Directors so elected shall hold office through the duration of the original term. Notification of such action shall be immediately sent to the main office.

- (a) **Resignation of President:** President Elect will take the position of President early and the Chapter Board of Directors will appoint a MN IAFN member to replace the position of Immediate Past President as "Director at Large" (position length: 1-year plus the amount of time remaining in the President's current position)
- (b) **Resignation of Immediate Past President:** Board will appoint a MN IAFN member to fill the position of Immediate Past President as "Director at Large" (position length: remainder of term)
- (c) **Resignation of President Elect:** Board will hold a special election to nominate and vote on a new individual to the position of President Elect. (Position length: 3 years - president - elect, president, immediate past)

4.5 Compensation. No Chapter Board of Directors of the chapter shall receive, directly or indirectly, any salary, compensation, or emolument therefrom as such director. However, nothing contained herein shall be construed to prevent any chapter director from serving the chapter in any other capacity and receiving reasonable compensation for services rendered in furtherance of the purposes and functions of the chapter.

4.6 Number and Qualifications. The Chapter Board of Directors shall consist of the following positions: President, Immediate Past President, President-Elect, Secretary/Treasurer, and ~~Director at Large~~. (Proposed change for 2016: replaced Director at Large with Education Director to start in 2017 for a two year term)

4.7 Election and Term of Office. The Chapter President Elect shall hold their elected position for *one year*, moving into the position of President for *one year* and to the position of Immediate Past President for *one year*, for a total period of *three years*. The Chapter Secretary/Treasurer and ~~Director at Large of the Chapter~~ shall serve for terms of two (2) years each. (Proposed change for 2016: replaced Director at Large with Education Director to start in 2017 for a two year term)

4.8 Chapter President. The Chapter President shall be the principal director of the chapter and shall preside at all meetings of the Chapter Board of Directors. The President shall also serve as the Chair, with right to vote. He or she shall have the right to supervise and direct the operation of the chapter and to make all decisions as to policy and otherwise which may arise between meetings of the Chapter Board of Directors. He or she shall perform such other duties and have such other authority and powers as the Chapter Board of Directors may from time to time prescribe. **The Chapter President will attend a minimum of 75% of all meetings throughout the year.**

4.9 President-Elect. The Chapter President-Elect, shall, in the absence or disability of the President, perform the duties and have the authority and exercise the powers of the President. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chapter President may from time to time delegate. The President-Elect will attend a minimum of 75% of all meetings throughout the year.

4.10 Immediate Past President. The Immediate Past President, in the absence or disability of the Chapter President and President Elect, shall perform the duties and have the authority and exercise the powers of the President. He or she shall perform such other duties and have such other authority and powers as the Chapter Board of Directors may from time to time prescribe or as the Chapter President may from time to time delegate. The Immediate Past President will attend a minimum of 75% of all meetings throughout the year.

4.11 Chapter Secretary/Treasurer.

- (a) Record all votes, actions and the minutes of all proceedings, using a designated template. If an absence from a meeting is expected, communicate such absence to the Chapter President in order for a temporary Secretary/Treasurer to be delegated at that time. All meeting minutes will be compiled within 14 days of chapter meetings and submitted to individual responsible for website in order for minutes to be published.
- (b) Provide notice of all meetings of the Chapter Board of Directors to the Chapter. Communication of such meetings will occur between Chapter Secretary/Treasurer and individual responsible for Chapter e-mail, website, and other social media. It is the responsibility of the Chapter Secretary/Treasurer to ensure notification of meetings is posted within 7-30 days prior to all meetings.
- (c) Ensure proper custody of the chapter funds and securities and ensure full and accurate accounts of receipts and disbursements of the chapter are kept and ensure the deposit of all monies and other valuables in the name and to the credit of the chapter into depositories designated by the Chapter Board of Directors.
- (d) Ensure the funds of the chapter are disbursed as ordered by the Chapter Board of Directors, and ensure that financial statements are prepared at such intervals, as the Chapter Board of Directors shall direct.
- (e) The Chapter Treasurer shall perform such other duties and have such other authority and powers as the Chapter Board of Directors may from time to time prescribe or as the Chapter President may from time to time delegate.
- (f) The Secretary/Treasurer will attend a minimum of 75% of all meetings throughout the year.

4.12 ~~Director at Large.~~ Education Director. The Director at Large shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chapter President may from time to time delegate. ~~The Director at Large~~ The **Education Director** will attend a minimum of 75% of all meetings throughout the year. .
(Proposed change for 2016: replaced Director at Large with Education Director to start in 2017 for a two year term)

ARTICLE V

Annual Meeting

5.1 Annual Chapter Meeting; Notice. The annual chapter meeting of the Chapter Board of Directors and members shall be determined by the Chapter Board of Directors on such day and at such time as the Chapter Board of Directors shall designate. Notice of the time and place of such annual chapter meeting shall be given by the mail or electronic notice not less than ten (10) nor more than fifty (50) days before such meeting. The Chapter Board of Directors and chapter membership shall receive reports on the activities of the chapter and the direction of the chapter for the coming year.

5.1 Resolution of a Tie. In the event of a tie during the election of candidates for a position on the Chapter Board of Directors, a new ballot will be distributed and another round of voting will take place. This procedure will continue until a majority decision is reached.

5.2 Record Date. The record date shall be the date as of which the chapter shall determine who is a member of the chapter and eligible to vote in the upcoming decision. The record date for an annual chapter meeting of the members and the election of candidates shall be 45 days prior to the date of the annual meeting or start of election. Membership will be reviewed 60 days prior to the annual meeting and those members whose membership has lapsed or is within 30 days of lapsing will be contacted with a reminder to renew or they will not be allowed to vote at the annual meeting.

ARTICLE VI

Meetings of the Chapter Board

6.1 Regular Chapter Board Meetings; Notice. Regular chapter meetings of the Chapter Board of Directors may be held from time to time between annual chapter meetings as the Chapter Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the secretary or other designee either by electronic means of communication not less than seven (7) nor more than thirty (30) days before such regular meeting.

6.2 Special Chapter Board Meetings; Notice. Special meetings of the Chapter Board of Directors may be called by or at the request of the Chapter President or by any two of the chapter

directors in office at that time. Notice of the time, place, and purpose of any special meeting of the Chapter Board of Directors shall be given by the secretary or other designee either by mail or by other electronic means of communication at least twenty-four (24) hours before such meeting.

6.3 Chapter Board of Directors Quorum. At meetings of the Chapter's Board of Directors, a majority of the directors then in office shall be necessary to constitute a quorum for the transaction of business.

6.4 Vote Required For Action. Except as otherwise provided in these bylaws, the act of a majority of the Chapter Board of Directors present at a meeting at which a quorum is present at the time shall be the act of the Chapter Board of Directors.

6.5 Action by Chapter Directors without a Meeting. In the absence of a scheduled meeting, matters may be resolved in writing or through an email vote. Email votes are reserved for issues that require quick resolution and do not require lengthy discussion or where a special meeting cannot be convened in a timely manner. Email votes must be unanimous to be considered an act of the Chapter Board of Directors. In addition, issues resolved via email vote must be reported at the next regular or special meeting of the Chapter Board of Directors.

6.6 Telephone and Similar Board Meetings. Chapter Board of Directors may participate in and hold a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other.

6.7 Adjournments of Chapter Board Meetings. A meeting of the Chapter Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. It shall not be necessary to give notice of the reconvened meeting or of the business to be transacted, other than by announcement at the meeting which was adjourned. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE VII

Chapter Committees

7.1 Advisory and Other Chapter Committees. The Chapter Board of Directors may provide for such other committees, including committees, advisory groups, and the like consisting in whole or in part of persons who are not directors of the chapter, as it deems necessary or desirable, and discontinue any such committee at its pleasure. It shall be the function and purpose of each such committee to advise the Chapter Board of Directors; and each such chapter committee shall have such powers and perform such specific duties or functions, not inconsistent with the Association's articles of incorporation, bylaws or these bylaws, as may be prescribed for it by the Chapter Board of Directors. Chair appointments and the filling of such vacancies shall be made by majority decision of the Chapter Board of Directors. Any action by each such chapter committee shall be reported to the Chapter Board of Directors at its meeting next succeeding such action and shall be subject to control, revision, and alteration by the

Chapter Board of Directors, provided that no rights of third persons shall be prejudicially affected thereby.

7.2 Term of Appointment. Each chair of a chapter committee shall continue as such until the start of the next calendar year and until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a chapter member.

7.3 Chapter Committee Chair. One member of each chapter committee shall be appointed Chair.

7.4 Chapter Committee Quorum. Unless otherwise provided in the resolution of the Chapter Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VIII

Contracts, Checks, and Deposits

8.1 Contracts. The Chapter Board of Directors may authorize any director or directors, agent or agents of the chapter, in addition to the directors so authorized by these bylaws, to enter into any contract under \$1000 in value. Contracts over \$1000 in value must receive written approval from the main office. Such authority must be in writing and may be general or confined to specific instances.

8.2 Checks, Drafts, Notes. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the chapter shall be signed by such director or directors, agent or agents, of the chapter and in such other manner as may from time to time be determined by resolution of the Chapter Board of Directors.

8.3 Deposits. All funds of the chapter shall be deposited from time to time to the credit of the chapter in such banks, trust companies, or other depositories as the Chapter Board of Directors may approve.

ARTICLE IX

Indemnification and Insurance

9.1 Indemnification. The Association shall, to the extent legally permissible and in accordance with Sections 14-3-850 through 14-3-858 of the Georgia Code, as amended from time to time, indemnify each person who may serve or who has served at any time as a Chapter Board of Director of the chapter against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any

proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

9.2 Liability Insurance. The Association may purchase and maintain insurance on behalf of a Chapter Board of Directors against liability asserted against or incurred by him or her in that capacity or arising from his or her status as a chapter director or agent, whether or not the corporation would have power to indemnify him or her against the same liability under Section 9.1 above.

ARTICLE X

Conflicts of Interest

10.1 Conflicts of Interest. The chapter and its Chapter Board of Directors are subject to the definitions, disclosure requirements and procedures set forth in Sections 14-3-860 through 14-3-864 of the Georgia Code, as amended from time to time, regulating “conflicting interest transactions” between Board members and the chapter.

ARTICLE XI

Miscellaneous

11.1 Books and Records. The chapter shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Chapter Board of Directors and all committees having any of the authority of the Chapter Board of Directors. Books and records shall be open to inspection of the Chapter Directors, Members and main office upon specific written request within 30 days.

11.2 Fiscal Year. The fiscal year of the chapter shall end on December 31 of each year.

11.3 Internal Revenue Code. All references in these bylaws to sections of the Internal Revenue Code shall be considered references to the Internal Revenue Code of 1986, as from time to time amended, to the corresponding provisions of any applicable future United States Internal Revenue Law, and to all regulations issued under such sections and provisions.

ARTICLE XII

Amendments

12.1 Power to Amend Bylaws. New Bylaws may be adopted or any part of these Bylaws may be amended by a simple majority vote of the chapter membership votes cast to the extent that the change is not in conflict with the Association bylaws or Chapter Affiliation Agreement. The chapter membership may condition the chapter's adoption of the amendment on any basis. The Chapter Board of Directors may condition its submission of the proposed amendment to the chapter Membership for approval on any basis. If the Chapter Board of Directors submits the

proposed amendment to the chapter membership for approval by written consent or written ballot, whatever ballot or consent document the Chapter Board of Directors provides to the Membership for completion must be accompanied by a copy or summary of the amendment.

The undersigned hereby certifies that he/she is the signing officer of the International Association of Forensic Nurses *Minnesota CHAPTER*, and that the foregoing bylaws were duly amended by the Chapter Membership and have not been modified, amended or supplemented but are in full force and effect on the date hereof.

This the 1st day of January, 2016.

Chapter Officer

Revised *DATE(S)*, Approved by Membership *DATE(S)*