

Constitution of the Infusion Nurses Society: Florida Gulf Coast Chapter

Article 1 – Chapter Name and Objectives

A. Name

This chapter shall be known as Infusion Nurses Society, Inc., Florida Gulf Coast Chapter and is hereafter referred to as the “Chapter”. The Infusion Nurses Society, Inc. shall hereafter be referred to as the “Society”.

B. Purpose

1. To advance the professional practice of infusion nursing, and related nursing areas, through the establishment of educational programs and exchange of information among its members and members of related specialties and professions.
2. To assist in providing scholarship opportunities as available to promote further growth and development in infusion nursing.

Article II – Chapter Funds

- A. No part of the monies of this Chapter shall inure to be given for the benefits of any private member or individual, nor shall be used to 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.
- D. The fiscal year of the Chapter shall end December 31st.

Article III – Membership

- A. The membership of the Chapter shall consist of Active, Associate and Industrial/Vendor members
 - i) **Active Members:** Society members who are or were Registered Professional Nurses (RNs) interested in infusion therapy, and who are or retire in good standing with the licensing agency of the state in which the member resides or works. These RNs are engaged in the administration, planning, education, research and/or supervision of infusion therapy.
 - ii) **Associate Members:** Members of the health care field, other than RNs, 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.
 - iii) **Industrial/Vendor:** Individuals from industry whose products relate to infusion therapy. Industrial/Vendor members shall receive publications and general communications from the Society, may attend meetings, but shall not be entitled to vote or hold elected office.
- B. **Dues:** Dues for members of the Chapter shall be determined by the Board of Directors of the Chapter.
- C. **Termination:** Membership in this Chapter shall be terminated upon: (1) resignation of a member, or (2), non-payment of membership dues to national (only for active members) and local chapter.

Article IV – Officers and Board of Directors

- A. **Officers and Board of Directors:** The Officers of the Chapter shall be: President, President-Elect, Presidential Advisor, Secretary and Treasurer. The Presidential Advisor is the immediate Past President of the Chapter. The President-Elect shall be elected annually

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and Secretary and Treasurer shall be elected bi-annually by the voting membership as prescribed in the Constitution of the Chapter. The Secretary shall be elected on even years and the Treasurer on odd years. The five officers shall constitute the Board of Directors of the Chapter.

- B. Eligibility:** All officers of this Chapter shall be active members of the Florida Gulf Coast Chapter and of the Society in good standing.
- C. Duties of the Board of Directors:** The Board of Directors shall have authority within the Chapter to: direct the business; foster growth and development; make policy decisions; review the budget; establish rules and procedures; and approve, modify or disapprove reports, resolutions or actions of officers of committees.
- D. Quorum:** A majority of the Board of Directors shall constitute a quorum for executive purposes. Each member of the Board of Directors shall have one vote.
- E. Elections:** Elections of officers shall be held annually all members shall have one vote each. Voting for officers shall be by ballot. The President and Secretary of the Chapter are responsible for counting the ballots and certifying the results.
- F. Term of Office:** The new officers shall assume the responsibilities of their offices at the end of the by May 1st of each year.

Article V Duties of Officers

- A. Duties of the President:** The President shall preside at all meetings of the Chapter and serve as Chairman of the Board of Directors. All activities of the chapter and board performance review shall be supervised by the President. The President shall organize agenda for and lead all Board meetings, shall appoint all committee chairs with approval vote from the Board, and shall represent the chapter in matters related to the INS Society 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. Upon completion of the term in office, the President in the succeeding year shall become the Presidential Advisor.
- B. 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.
- C. Duties of the Secretary:** The Secretary shall be responsible for all correspondence of the Chapter to its members. The Secretary shall take minutes at all Board meetings and Annual Meeting. The Secretary also shall, as soon as possible after January 1st, send to the Society an annual report of activities and the name and address of officers and committee Chairmen. He or she shall also submit a written report to the Society's publication and the Society Chapter Liaison when requested. The Secretary shall also keep or cause to be kept, the constitution and the membership roster of active and associate members. The Secretary shall perform any other duties designated by the President.
- D. Duties of the Treasurer:** The Treasurer shall be responsible for the receipt and deposit of all monies 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 delivery at each Board 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 may be reviewed every year by independent accountants upon submission to the Society. The Treasurer shall perform any other duties designated by the President.

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- E. Duties of the Presidential Advisor:** The Presidential Advisor is the immediate Past President who will serve a one-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 and as well as chair of the nominating committee. The Presidential Advisor may perform additional duties as assigned by the President.
- F. Termination of Board Member:** Any officer may be removed from office if their membership is terminated or if, after a due and proper hearing, he or she is found guilty of neglect of duty, illegal or improper professional conduct and violation of this constitution. Removal of an officer shall require a two-thirds vote of the Board.
- G. Vacancies:** The Board of Directors is empowered and directed to fill all vacancies that may occur during that current term. 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 for the remainder of that term. He or she shall also continue to serve as President for the subsequent year.

Article VI – Committees

A. Committee Duties

- i) All Committee Chairmen shall be appointed by the President, subject to approval by the board of directors.
- ii) All committees shall be responsible to the Board of Directors
- iii) The Chairman of each committee shall present a report annually. A special report of the activities of any committee shall be made by the chairman upon request of the President.
- iv) Copies of any correspondence or publicity pertinent to Chapter business shall be sent to the Board of Directors.
- v) Any member of a committee who fails to fulfill the duties assigned may be dismissed by a majority vote of the Board of Directors.
- vi) 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.
- vii) The Board of Directors may suspend or discontinue any committee whose function may not be considered necessary to carry out the purpose of the Chapter. The Board of Directors may consolidate the functions of any one or more committees to better accomplish such objectives.

B. Committees

1. Constitution Committee: This committee shall review the Constitution and recommend any changes or amendments that may be considered necessary or advisable. No constitutional amendments of the chapter will be effective unless approved by the Board of Directors of the Society.

2. Membership Committee: This committee shall enforce the established criteria for membership eligibility, shall encourage desirable applicants for membership and shall formulate and recommend plans for increasing and maintaining membership.

3. Program Committee: This committee shall plan, develop and present programs to meet the educational needs of the membership. The committee shall make all physical arrangements for presenting the programs. All programs and activities must be approved by the Board of Directors.

4. Nominating Committee: This committee shall be chaired by the Presidential Advisor. 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

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their approval, this slate is presented to the membership. Any member of the chapter may recommend a candidate for consideration.

5. Public Relations: 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: This committee shall provide scholarship application each year, promote/solicit applications, and review completed applications to ensure accuracy, before sending to the Board. The Board of Directors shall assign the point values for each scholarship and determine the annual limits for providing scholarships based upon current budgetary and financial availability. Scholarship recipients must submit an article or presentation about the program attended at the chapter meeting following their attendance

7. Seminar Committee: This committee shall plan, develop and organize a yearly educational seminar. The committee shall make all arrangements, i.e. pricing, venue, vendors, presenters, publicity, registration, etc. for this seminar. All programs and activities related to the seminar must be approved by the Board of Directors.

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.

Article VII - Meetings

A. Meetings: Meetings will be monthly except during the summer. The Board shall have an Annual Meeting for the transaction of affairs of the Chapter and training of the new board. The date, time and place of the meetings are to be agreed upon by the Board of Directors of this Chapter.

B. Notice of Meetings

The Secretary of the Chapter shall notify the membership by mail and/or email of the pending meeting.

C. Order of Meetings

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

Article VIII– Directives, Dissolution and Debts

A. Chapter Directives as Governed by the Infusion Nurses Society: The Florida Gulf Coast 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 Constitution of the Florida Gulf Coast Chapter shall comply with the objectives of the Society, and shall be approved by the Board of Directors of the Society.

B. Dissolution: If the Florida Gulf Coast Chapter fails to comply with the Constitution 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 Florida Gulf Coast Chapter fails to comply. The Florida Gulf Coast Chapter may be dissolved by the majority vote of the membership registered at a special meeting to be held after all members

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have been notified in the mail or in-hand. Such action must also be approved by the Board of Directors of the Society.

- C. **Chapter Debts:** The Society shall not be liable for any debts incurred by the Florida Gulf Coast Chapter unless so authorized by the Society's Board of Directors

Article IX – Amendments

Any proposed alteration the Florida Gulf Coast Chapter Constitution shall be submitted in writing to the Constitution committee. The Constitution may be altered, amended or changed by an affirmative vote of the majority of the members. Amendments to the Constitution shall not become effective unless approved by the Board of Directors. The Florida Gulf Coast Chapter shall submit its Constitution to the Executive Director of the Society for final approval.

(revised July 2017)

Constitution for Florida Gulf Coast Chapter of the Infusion Nurses Society

ADOPTION AGREEMENT

We, the undersigned, the applicants and Board of Directors of the Florida Gulfcoast Chapter of the Infusion-Nurses Society, Inc., do hereby adopt the attached Constitution and Bylaws for the Chapter. We agree to abide by the Constitution, Bylaws and Rules and Regulations Standing Rules of the Society.

WITNESS our hands and seals this July 8th date of 20 17 Please type or print.

1. _____

Signature

Ann Briggs R.N., C.R.N.I.

Name (please print)

Ann Briggs

Street

City State Zip Code

2. Heidi Stern

Signature

HEIDI STEIN

Name (please print)

1980 Swan Lane

Street

Salm Harbor, FL 34683

City State Zip Code

3. Foridah Lakin

Signature

Constitution for Florida Gulf Coast Chapter of the Infusion Nurses Society

Faridah Lalan:

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4. _____

Signature

Conchita Chestang

Name (please print)

CONCHITA CHESTANG

Street

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5. Valerie Englehart

Signature

Val

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