AMSN Chapter Bylaws Template

ARTICLE I

NAME

The name of this organization shall be the       **[name]** Chapter of the Academy of Medical-Surgical Nurses (also known as AMSN), hereinafter referred to as Chapter.

ARTICLE II

PURPOSE

The philosophy, purpose, and objectives of the Chapter are those of AMSN and it will comply at all times with the directives of the [Bylaws of the AMSN](https://amsn.org/Portals/0/Docs/AMSN%20Bylaws%202021-03-31.pdf?ver=uLK_qzYuSH3t33ZqDxzBoA%3d%3d).

ARTICLE III

MEMBERSHIP

Section 1. Membership in this chapter shall be open only to members of AMSN. The membership classifications and qualifications will be the same as those of the Academy.

Section 2. Should a chapter collect dues, chapter dues are paid directly to the chapter each year. Dues are not refundable.

ARTICLE IV

OFFICERS AND GOVERNING BOARD

Section 1. At minimum, the Chapter officers shall consist of the President, President-Elect, Secretary, and Treasurer or Secretary/Treasurer.

1. President — The President shall be the executive officer of the Chapter and shall: 1) serve as the official spokesperson for the Chapter; 2) prepare the agenda and preside at the meetings of the Chapter; 3) appoint the chairpersons of all committees with the advice and consent of the Governing Board and serve as an ex-officio member of all committees except the Nominating Committee; 4) have the authority to sign all checks, disbursements, and legal documents; and 5) be responsible for providing the annual activity and financial reports to AMSN.
2. President-Elect - The President-Elect will act in the capacity of executive officer in the absence of the President.
3. Secretary — The Secretary shall: 1) record all minutes of the meetings; 2) maintain correspondence with AMSN; 3) disseminate information to the chapter members and other organizations; and 3) perform such other duties as may be delegated by the President or the Governing Board.
4. Treasurer — The Treasurer shall: 1) obtain an Employer Identification Number from the IRS and maintain a checking/savings account ; 2) have the authority to sign all checks, disbursements, and legal documents; 2) maintain a full and accurate record of receipts and disbursements of funds belonging to the Chapter; 3) provide and present financial reports if requested; and 4) perform other duties as assigned by the President or the Governing Board.

Section 2. Any full member in good standing is eligible to hold any office. The Governing Board shall consist of the three officers, and the Chairs of any Committees. The Board shall conduct the business of the Chapter, make recommendations to the chapter, and oversee the activities of all standing and ad hoc committees. The Board shall be subject to the orders of the Chapter and none of its acts shall conflict with action taken by the chapter. The Board has no power which is not given to them by the bylaws. The Board shall meet at least twice annually, at such times as determined by the Board or the President. Special meetings of the Board may be called by the President, and shall be called upon the written request of three members of the Board. A majority of the Board members present shall be sufficient to authorize action or shall constitute a vote.

Section 3. Officers and Board members shall serve a minimum of two years and shall be elected by an affirmative vote of the majority of the ballots cast. Terms of office shall be staggered so that all officers and board members do not begin and end their terms at the same time. Elected officers and Board members shall assume their duties on **(select date).**

Section 4. The President-Elect shall fill a vacancy in the office of President. A vacancy on the Governing Board shall be filled by appointment by the Board. Any member filling a vacancy for an un-expired term of more than one year is deemed to have served one term.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of active chapter members who are not officers or members of the Board.

Section 2. Elections will take place **(annually suggested).** A call for nominations will be made to the membership. Elections shall take place by ballot. The Nominating Committee shall prepare a ballot which shall be submitted to the Board for review prior to the election. Voting will take place at a membership meeting or by electronic vote. The candidate receiving the highest number of votes will be declared the winner. A plurality vote for any office shall constitute an election. In case of a tie, the election shall be determined by lot.

Section 3. No person may be elected to more than **(two suggested)** consecutive terms of any office. The term of office will be for **(one suggested)** year(s) and begin on **(January 1 suggested.)**

Section 4. Vacancy

1. A vacancy in the office of President may be filled by the President-Elect for the remainder of the term.
2. Other officer vacancies will be filled by appointment by the President for the remainder of the term.

ARTICLE VI

TASK FORCES AND COMMITTEES

Section 1. Standing Committees shall be appointed by the Governing Board to accomplish the work of the Chapter. **[Insert any standing committees the chapter wants to create].** A chairperson will be appointed for each committee. Each committee chairperson will appoint sufficient members to the committee to ensure the accomplishment of the responsibilities of the committee.

Section 2. The Governing Board shall establish Task Forces as necessary to accomplish the work of the Chapter. Task Forces shall be initiated upon the request of any members and the approval of the Board. Once the work of the Task Force has been completed, the Task Force may be sunset.

ARTICLE VII

MEETINGS

Section 1. The Chapter will conduct at least four meetings per year to maintain its charter.

Section 2. Regular meetings of the chapter shall be held at least **[SELECT monthly / bi-monthly / quarterly / annually]** at a place determined by the Governing Board. The regular meeting held in [month] shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President or by the Governing Board, and shall be called upon the written request of **[ X number]** members of the Chapter. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days’ notice shall be given.

Section 4: A majority of the members of the Chapter shall be sufficient to authorize action or shall constitute a vote.

Section 5. The minutes of all meetings will be open to inspection by the members.

ARTICLE VIII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Chapter may adopt.

ARTICLE IX

AMENDMENTS

These bylaws may be amended by vote of the active membership. An affirmative vote by a majority of the active members will constitute approval for an amendment change. Any changes to the bylaws of AMSN that cause these bylaws to be in conflict with those of AMSN will cause these bylaws to be amended in compliance. Any provisions of these bylaws that are in conflict with the bylaws of AMSN will be rescinded.

ARTICLE X  
General

Section 1. The Chapter will not compete with AMSN for the solicitation of funds or event scheduling.

Section 2. The Chapter will maintain a Federal EIN not associated with the Academy for banking purposes.

Section 3. Chapter bank accounts will be set up so that two officers may access funds and records at all times.

Section 4. The Chapter may apply for non-profit tax-exempt status.

ARTICLE XI   
DISSOLUTION

Should this Chapter desire to relinquish its charter, it shall reach out to AMSN for the Chapter Dissolution Form. This form should be completed and returned to AMSN. In the event of dissolution of the Chapter, the Board shall, after paying all liabilities of the Chapter, dispose of all the remaining assets by mailing a check made payable to AMSN of all remaining funds.