

**BYLAWS**  
**of**  
**Chapter Name**  
***Date adopted***

**ARTICLE I**

**NAME**

The name of the association/chapter shall be \_\_\_\_\_ hereinafter referred to as "association"/"chapter". The principal office of the association shall be located in \_\_\_\_\_.

**ARTICLE II**

**VISION STATEMENT**

(Chapters may want to add to this or edit somewhat)

**Vision:**

"Positioning nurse leaders to influence the future of health care"

**Mission:**

Mission: ACNL is the professional nursing organization that:

- Develops nurse leaders
- Advances professional practice
- Influences health policy
- Promotes quality and patient safety

(In 2011 the membership edited Article II and removed the vision statement- Chapters may select to follow ACNL's lead).

**ARTICLE III**

**MEMBERSHIP**

A. Eligibility:

Registered nurses who function in leadership roles that:

- (a) has responsibility for management and/or leadership of the patient care process, or
- (b) manages financial resources in healthcare, or
- (c) manages and directs appropriate allocation and utilization of human resources in healthcare, or
- (d) provides education and/or consultation to healthcare providers or consumers of healthcare, or
- (e) provides healthcare in an advanced and/or independent practice role, or
- (f) designs, conducts or evaluates research in healthcare, or
- (g) conducts accreditation/licensing surveys of healthcare institutions, or
- (h) publishes, edits, or authors for a healthcare publication, or
- (i) provides leadership in regulatory and other nursing and health care organizations, or

(j) is past president of the corporation regardless of current work position.

All Members in good standing have full voting privileges.

**B. Establishment of Membership:**

(a) Membership in ACNL (state level) is encouraged; ACNL membership is not required for local chapter membership.

(b) Local members who are current with annual dues will receive Chapter communication.

(c) Membership in the state association is encouraged.

**Chapter considerations:**

- Membership in \_\_\_\_ Chapter is required after three (3) meetings.
- Nurse leaders in the community are eligible for membership
- ACNL membership is not required for local chapter membership
- State membership dues will be set by the corporation (ACNL)
- Local members who are current with annual dues will receive Chapter communication.
- Only members who have paid their membership in full are eligible to vote
- Only members who have paid their dues will be eligible for free CE's

**C. Transfer of Membership:**

Membership in the association shall not be transferable to another person.

**ARTICLE IV**

**DUES**

The officers of the chapter will annually evaluate the dues structure and revise as necessary. The members will be notified of any change prior to implementation. State membership dues will be set by the corporation (ACNL)

**ARTICLE V**

**MEETINGS**

**A. Regular Meetings**

Regular meetings will be scheduled \_\_\_\_\_ by the chairperson of the chapter. Other meetings during the year as deemed necessary at such time and place shall be determined by the officers of the chapter.

**B. Notice of Meetings:**

1. The secretary of the chapter shall notify the membership by email of meetings a minimum of fourteen (14) days prior to the date of the meeting.
2. Special or Emergency meetings require a minimum of fifteen (5) days notification prior to the date of the meetings.

**D. Order of Meetings:**

The order of business for all meetings shall be governed by Robert's Rules of Order newly revised latest edition.

**E. Quorum:**

\_\_\_\_\_ Percent of the total membership shall constitute a quorum at the business

meeting.

## ARTICLE VI

### OFFICERS

- A. Officers of the \_\_\_\_\_ chapter shall be **Chairperson/President, Vice President/Past Chair, Secretary, Treasurer and the ACNL Board Member for \_\_\_\_\_.**
- B. Eligibility  
Each officer shall be a member of ACNL and the Chapter
- C. Elections  
Officers shall be selected as hereinafter provided.
- D. Terms of Office
- Terms of office shall begin at the first meeting of the calendar year.
  - The Chairperson shall serve for a term of two (2) consecutive years or until their successor is elected, and shall not be eligible for a consecutive term in the respective office.
  - The Secretary shall serve for a minimum of two (2) years or until a successor is elected.
  - The Treasurer shall serve for a minimum of two (2) years or until a successor is elected.
- Consideration**
- The Board member is the elected ACNL representative and shall serve for a two (2) years.

- E. Duties:
1. The President/chair shall:
    - (a) Preside at all meetings
    - (b) Serve as the chairperson of the chapter
    - (c) Oversee the activities of the chapter
    - (d) Participate (or assign designee) in quarterly ACNL chapter conference calls
  2. The Vice President/Past chair shall:
    - (a) Arrange for speakers and plan the program
    - (b) Preside at all meetings in the absence of the President
  3. The Secretary shall:
    - (a) Arrange for meeting room and refreshments
    - (b) Keep and disburse all records of meetings
    - (c) Notify members two (2) weeks prior to meeting date
    - (d) Handle all general correspondence
  4. The Treasurer shall:
    - (a) Collect local dues
    - (b) Maintain chapter roster and collect annual dues
    - (c) Record attendance at all meetings
    - (d) Submit monthly report at meetings
    - (e) Shall issue checks for payment of services

**Consideration:**

5. The ACNL Board member shall:
  - (a) report ACNL activities
  - (b) Submit a report to ACNL at Board meetings.

**ARTICLE VII**  
**Nominations and Elections**

Officers shall be selected by the chapter membership each year.

**Nominating Committee:**

- (a) The **President/Chair** shall recommend the chairperson of the nominating committee, subject to approval of the membership. This shall be done in April.
- (b) The committee shall consist of two (2) members who will be selected by the **President/Chair**. The term shall be for one (1) year.
- (c) In \_\_\_\_\_, the nominating committee will request names of members interested in running for office. All interested persons must indicate their desire to run for office no later than the \_\_\_\_\_ meeting.
- (d) At the \_\_\_\_\_ meeting, the candidates will be presented

**Elections:**

- (a) In \_\_\_\_\_, the voting will take place **electronically, by mail or by written vote at the \_\_\_\_\_ meeting**
- (b) The new officers will be announced at the \_\_\_\_\_ meeting.

**ARTICLE VIII**

**COMMITTEES**

The Chapter will establish committees and task forces to meet the goals of the chapter. The nominating committee is to be established annually as indicated in Article VII

**Consideration**

ACNL Regional Task Force and Committee chairs and members are appointed by the President of ACNL and will be given agenda time at each meeting for reports of activities. Regional Task Force members will forward chapter input to task forces.

**ARTICLE IX**

**FISCAL YEAR**

The fiscal year of the association shall be the \_\_\_\_\_ year.

**ARTICLE X**

**ENDORSEMENTS**

The chapter has the endorsement of the \_\_\_\_\_.

**ARTICLE XI**

**AFFILIATIONS**

The chapter has entered into a chapter agreement with the Association of California Nurse Leaders (ACNL) Membership in ACNL is encouraged for all eligible association/chapter members.

The chapter/association may work with other organizations for the purpose of unification of efforts on matters facing the nursing profession.

## ARTICLE XII

### AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised Latest Edition shall govern parliamentary procedure at meetings of this corporation on all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## ARTICLE XV

### AMENDMENTS

- A. These bylaws may be amended by a two-thirds vote of the members present and voting at the meeting of the association/chapter. Bylaws may also be amended by two-thirds of the membership responding to the ballot e.g., web-based or paper.
- B. Amendments to the bylaws may be brought for consideration by membership in *either* of the following ways:
  - 1. Upon recommendation by the officers.
  - 2. By petition from at least ten (10) members of the association/chapter. Amendments so proposed shall be filed with the secretary.
    - (a) Amendments to be voted on at a business meeting must be filed with the secretary at least (30) days prior to the meeting.
    - (b) Amendments to be included in the mail-in ballot must be filed with the secretary at least (30) days prior to the mailing.
- C. Notices to be voted on at the annual meeting shall be sent to all members not less than 30 days in advance of the meeting or not less that (30) days prior to distribution of the electronic ballot.

**Last Amended:** \_\_\_\_\_.