



Chapter Policy and Procedure Manual

Table of Contents

| | | |
|-----|----------------------------------------------------------------------------|----|
| 1. | Petitioning for a Chapter Charter | 2 |
| | Policy | 2 |
| | Procedure | 2 |
| | Phase 1: Chapter Potential Assessment | 2 |
| | Phase 2: Petitioning Status-Chapter Formation and Organizational Structure | 3 |
| | Phase 3: Provisional Chapter | 4 |
| | Phase 4: Full Chapter Status | 4 |
| 2. | Adopting and Amending Chapter Bylaws | 4 |
| | Policy | 5 |
| | Procedure | 5 |
| 3. | Chapter Privileges | 5 |
| | Policy | 5 |
| | Procedure | 5 |
| 4. | Elections | 6 |
| | Policy | 6 |
| | Procedure | 6 |
| 5. | Financial Reporting | 7 |
| | Policy | 7 |
| | Procedure | 7 |
| 6. | Financial Assistance | 8 |
| | Policy | 8 |
| | Procedure | 8 |
| 7. | Meetings: Scheduling Conflicts | 8 |
| | Policy | 8 |
| | Procedure | 9 |
| 8. | Probationary Chapter Status | 9 |
| | Policy | 9 |
| | Procedure | 9 |
| 9. | Dissolution of Chapter | 9 |
| | Policy | 9 |
| | Procedure | 9 |
| 10. | Addendums | 10 |
| | ANIA Nursing Informatics (NI) – Certification Review Course (CRC) | 10 |
| | Chapter Charter Petition | 11 |
| | Provisional Chapter Formation Agreement | 12 |
| | Recommended Chapter Bylaws | 13 |
| | Welcome Letter to President | 19 |
| | Welcome Letter to Treasurer | 20 |
| | Announcement to New Chapter Members | 21 |
| | Chapter Affiliation Agreement | 22 |



Chapter Policy and Procedure Manual

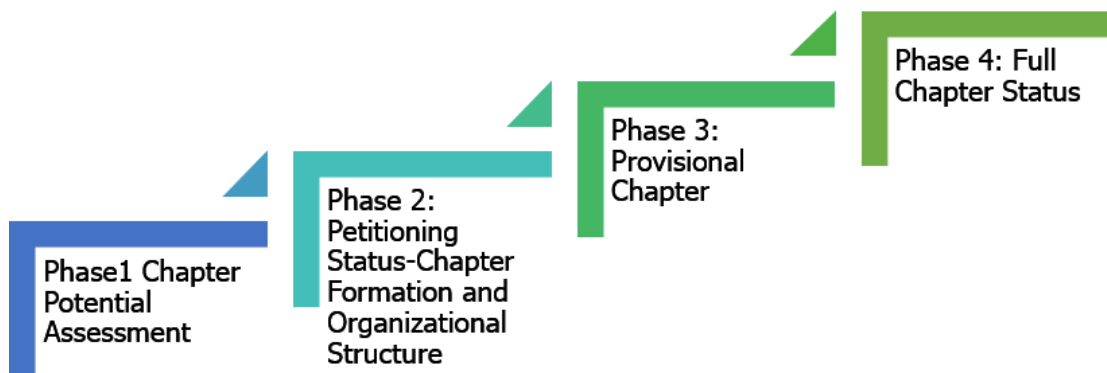
1. Petitioning for a Chapter Charter

Policy

The American Nursing Informatics Association (ANIA) Board of Directors (BOD) have established the criteria to be met in order to form a new chapter. ANIA shall allow chapters to function subject to policies and procedures established by the BOD. Chapters are subordinate to ANIA National.

Procedure

Interested ANIA members may petition to form a local, chartered chapter. It generally takes approximately 12 months to complete the full chapter chartering process. The following chart illustrates the required phases to the chapter chartering process.



Phase 1: Chapter Potential Assessment

- a. Any group of ANIA members who wish to explore the possibility of starting an ANIA Chapter should contact the National Office at chapterscoordinator@ania.org
- b. The National Office will notify the Regional Director (RD) for that area.
- c. An assessment of interest and commitment must be performed by the RD as an initial step to determine member commitment and potential longevity of a petitioning chapter. The assessment should address the following questions:
 - i. Are there at least ten (10) members of ANIA who wish to belong to the chapter?
 - ii. Are there at least four (4) members who are committed enough to the growth and development of a local chapter to assume leadership positions within the chapter?
 - Chapter leaders must complete the provisional chapter chartering process including signing the Provisional Chapter Formation Agreement.
 - Chapter leaders must be willing to serve as President, President-Elect, and Secretary/Treasurer until the first election.



Chapter Policy and Procedure Manual

- iii. Where will the chapter officers be drawn from over the next two (2) to four (4) years and beyond?
- iv. Is there an established ANIA Chapter nearby and will the formation of this chapter conflict with other chapters?
- v. Based on the response to the above questions, the RD will bring forth a recommendation for Chapter formation or for discussion of viable alternatives to the BOD.

B. A motion for acceptance of the group as a petitioning chapter will be made by the RD either at a monthly BOD meeting or via email to the BOD. A decision should be finalized upon the motion by the BOD within 15 days.

- a. When a group is accepted as a petitioning chapter, the RD requests a new chapter packet be sent from the National Office to the petitioners.
- b. When a group is rejected as a petitioning chapter, the RD will work with the group to determine what needs to be done in order for the group to reapply.

Phase 2: Petitioning Status-Chapter Formation and Organizational Structure

- i. Completion of Chapter Charter Petition (see ANIA [website](#))
 - Ten (10) active ANIA members with email addresses are required
 - Founding leadership team including email address and ANIA membership expiration date must be supplied. All persons listed as chapter officers must be active members of ANIA through the end of their term.
- ii. Profile Form for Petitioning Chapters (see ANIA website)
 - Leadership team
 - Area, regional or zip code coverage request
- iii. Chapter's first 12-month Operational Plan
 - A petitioning chapter needs to document its plan for fulfilling the following educational meeting requirements during the first year of operation:
 - a. If petitioning status is granted between January 1 – March 31: Minimum of one (1) business meeting and two (2) educational meetings with or without awarding contact hours.
 - b. If petitioning status is granted April 1 – December 31: Minimum of one (1) business meeting and one (1) educational meeting with or without contact hours.
- iv. Chapter Bylaws Draft
- v. Employer Identification Number (EIN) must be obtained and documentation provided to the National Office. You can find the latest IRS information on the process by searching using the phrase "How to apply for an EIN"



Chapter Policy and Procedure Manual

- Complete [online application](#) for an EIN
- Send an e-mail with new EIN number to the ANIA National Office chapterscoordinator@ania.org. and copy the RD

Phase 3: Provisional Chapter

Once a petitioning chapter has completed Phase 1 and 2 satisfactorily, the RD puts forth the petition for provisional chapter status to the ANIA BOD for a vote. If the vote is negative, the RD will work with the petitioning chapter to correct any deficiencies. Once a petitioning chapter is accepted, the Chapter Formation Agreement (see ANIA website) needs to be signed by the Chapter President and submitted to the National Office within 14 days of approval of provisional chapter status.

Upon receipt of the Agreement, a Welcome Packet will be forwarded to the Chapter.

A. Welcome Packet

- Chapter Name
- Chapter Number
- Chapter Website information
- Welcome Letters
- Status Certificate
- ANIA membership information will be sent to chapter president

B. The Chapter Coordinator completes the assignment of ANIA members to the new chapter, based on zip codes. Members are notified by the National Office of the chapter assignments. Members have the right after chapter formation to switch chapters by updating their profile selection on ANIA's website.

C. A chapter may not establish membership for individuals whom are also not members of ANIA.

D. All chapters must comply with ANIA Policies and Procedures and Bylaws of the Association.

E. Chapter must vote on proposed chapter bylaws based on the Recommended Chapter Bylaws within 60 days of chapter formation.

F. All chapters must sign and agree to adhere to the Provisional Chapter Affiliation Agreement with ANIA. The signed agreement must be submitted to the National Office within 14 days of approval of provisional chapter status and copy the RD.

Phase 4: Full Chapter Status

After one year of successful chapter operation including business meetings, education offerings and required documentation submission, the RD will submit a motion for chapter acceptance and the ANIA BOD will vote on full chapter status.



Chapter Policy and Procedure Manual

2. Adopting and Amending Chapter Bylaws

Policy

ANIA advises chapters to adopt the recommended Chapter Bylaws as they stand (see Addendum B). Amendments made to the Recommended Chapter Bylaws for an individual chapter must be reviewed and approved by the ANIA BOD.

Procedure

1. In the petitioning process, if the Chapter does not use the recommended Bylaws presented by ANIA National, a draft Chapter Bylaws must be approved by the ANIA BOD. At the first official meeting of the chapter leaders, the ANIA approved Chapter Bylaws need to be accepted and recorded in the official minutes.
2. To make amendments to the Chapter Bylaws:
 - a. The Chapter Secretary will submit the proposed changes to the RD.
 - b. The RD will submit the proposed changes to the ANIA BOD for review. Modified chapter bylaws must not conflict with any existing ANIA Policy & Procedure or Position Statement. If the proposed amendment is not approved, the reason will be cited and the Chapter Secretary will be informed. Chapter leaders may reassess the requested changes and resubmit.
3. The Chapter Board will assess the relevance of the Chapter Bylaws every three years. A copy of the Chapter's Bylaws and all subsequent revisions should be kept on file indefinitely with the other chapter documents, such as the Chapter Affiliation Agreement and meetings minutes in the Chapter's official ANIA chapter website.
4. A copy of the Chapter's Bylaws and all subsequent revisions should be kept on file indefinitely with the other chapter documents, such as the Chapter Affiliation Agreement and meetings minutes in the Chapter's official ANIA chapter website.

3. Chapter Privileges

Policy

Chapters are granted full privileges to serve as local representatives of ANIA.

Procedure

The following privileges are granted to chapters:

1. Access to RD for support and communication
2. Use of ANIA's official name and logo for official chapter purposes
3. Financial assistance if approved
4. Use of chapter membership list



Chapter Policy and Procedure Manual

5. An online website specific to the chapter
6. An online resource library specific to the chapter
7. Complimentary listing of chapter educational meetings on ANIA's Website if approved through the RD
8. \$100 discount on ANIA Annual National Conference for two (2) Chapter board members.
9. Use of ANIA's library of webinars with CEs, with approval of RD Listing as an official chapter with the Chapter President's name on the ANIA website

4. Elections

Policy

Any chapter member who is a full member (not student or honorary) of ANIA may be a candidate for any office of that chapter. It is strongly recommended for a candidate to be an ANIA member 1 year prior to running for chapter office. Full members of ANIA in that chapter are qualified to vote for chapter officers. Chapters will hold annual elections for chapter offices of President, President-Elect, Secretary, and Treasurer (or Secretary/Treasurer) each calendar year. In order to maintain stability, it is recommended that the positions be staggered so that the entire chapter leadership does not change in a single year. Can include other board member positions as determined by chapter and as per chapter bylaws.

Procedure

1. Term of office for all board positions is two (2) years.
2. It is encouraged that officers not hold a term for more than two (2) consecutive (2) two year terms.

If the chapter began its provisional status between

- a. January 1 – October 31: First election will be held so that new officers take office January 1 of the next year
 - b. November 1 – December 31: First election will be held so that new officers take office January 1 two year hence.
3. The Chapter Leadership Team (President, President-Elect, Secretary, and/or Secretary/ Treasurer) is responsible for filling all open chapter officer positions.
 4. A call for nominations to the membership will be made by the Chapter President-Elect no less than thirty (30) days prior to balloting. The call for nominations should be made via email to all members and posted in the chapter's Website. All chapter members must have access to one of the notifications of the opportunity to serve as a volunteer chapter leader.
 5. If, after a call for nominations is made to all chapter members, there is only one (1) candidate for an office (uncontested), those candidates may then be declared the winners.



Chapter Policy and Procedure Manual

6. If more than one (1) candidate for any office is identified, voting will take place via electronic ballot for only active ANIA chapter member. Each active member may vote one time per position. Contact the Chapter Coordinator to arrange for this.
7. The candidate receiving the highest number of votes will be declared the winner. In case of a tie, the winner will be decided by lottery by the Chapter Leadership team.
8. If a Leadership Team member is not able to meet their commitment, the chapter should follow the Chapter bylaws.

5. Financial Reporting

Policy

Chapters must submit required financial information in the [Annual Chapter Report](#). The Annual Chapter Report is due to the National Office by January 31st of each year.

Procedure

1. Annual Chapter Report for the period January 1 to December 31 is due January 31st of the next year. It includes Financial and Operational sections.
 - 1.1. The submission form is available on the ANIA website, under the current chapters tab.
 - 1.2. IRS Form 990N must be completed by the chapter and submitted to the IRS directly, regardless of revenue generation. Search online for “IRS Form 990N” to obtain the most recent version and instructions. A copy of the completed document should be included with the Annual Chapter Report.
 - 1.3. The Chapter Leadership is required to submit: (a) List of any chapter payments in excess of \$600 made to an individual for services rendered (usually honorariums or speaker’s fees) during the period January 1 to December 31. It is not necessary to include reimbursement of expenses. ANIA, in turn, submits Form 1099 to the individuals.
 - 1.4. The Chapter Leadership is required to submit the following information:
 - Chapter Name and Number
 - Chapter Treasurer’s Name
 - Chapter EIN Number
 - A signed declaration from the chapter Treasurer that the chapter earned less than \$50,000 during the year
 - Year-end Bank Balance
 - Year-end Asset Balance
2. If the chapter’s income was more than \$50,000 during the fiscal year, additional reporting will be required by the IRS.
3. The National Office will forward the Annual Chapter Report to the appropriate RD and will report missing or incomplete reports.
4. For delinquent chapters, the RD is responsible for contacting the Chapter Leadership to facilitate completion of the report. Certified letters may be sent to the responsible chapter officers by the ANIA BOD requesting the required reports within a certain date.
5. Chapters not submitting Annual Chapter Report by April 30th will not meet minimum



Chapter Policy and Procedure Manual

reporting requirements for that year and will be placed on probationary status.

6. Chapters not meeting minimum reporting requirements are still required to file [Form 990N](#) as required by the IRS.
7. Chapters will be notified by the National Treasurer or National Office of any changes in the financial reporting procedure.

6. Financial Assistance

Policy

A chapter may request financial assistance for a specific project from the ANIA RD.

Procedure

A Chapter may request funding in [writing](#) to its RD and include:

1. Name and location of chapter
2. Date submitted
3. Detailed purpose and budget for amount requested
4. Date of event
5. Amount
6. Name and address of person and/or organization to whom the funding, if approved, will be paid on receipt of invoice. *Note: Invoices over 2 months after the expense occurs may not be paid or reimbursed.*
7. Contact information

The RD may:

1. Approve the request for funding per the RD Chapter budgetary allowances. Requests greater than \$250 require approval from the RD Team and forwarded to the National Treasurer for payment or reimbursement.
2. If requested funds are not available from the approved budget, the request will be forwarded to the national ANIA BOD for consideration. The chapter will be informed of the decision.
3. If approved, the reimbursement form must be completed and forwarded to the National Treasurer for processing and payment.

7. Meetings: Scheduling Conflicts

Policy

Chapters should not schedule program dates that conflict with national ANIA programs (i.e., National Conference and any other meetings initiated by the National Office and as published in its media outlets).



Chapter Policy and Procedure Manual

Procedure

1. Chapter Presidents should check the sites and dates of all confirmed nationally sponsored ANIA programs on ANIA's Website.
2. A chapter may schedule a local chapter meeting in conjunction with an ANIA Webinar.
3. Before finalizing the dates for chapter programs one (1) day or longer in length, Chapter Presidents should check with the National Office or ANIA's Website to verify that the proposed dates do not conflict with any nationally sponsored ANIA programs.
4. If a proposed chapter program is deemed to be in conflict with a nationally sponsored ANIA program, the Chapter President will be notified by the RD with a request to reschedule the program.

8. Probationary Chapter Status

Policy

Chapters not meeting the required chapter activities as outlined in the Chapter Chartering process by December 31st or not submitting the required chapter reporting by January 31st of the following year to the National Office, will be placed on probationary status. Failure to meet all criteria by January 31st of the year following the probationary year may result in dissolution of the chapter.

Procedure

1. Probationary Chapters not meeting minimum reporting requirements in their first or second year, will be removed from the Directory of Chapters and notification of the need to re-petition will be sent to the last Chapter President.
2. Prior to initiating steps for dissolution, the RD will assist the chapter to identify problem(s), offer solutions, and encourage alternatives to dissolution.
3. If the chapter does not re-petition for charter, the Dissolution of Chapter process will be followed.

9. Dissolution of Chapter

Policy

If a chapter on provisional status does not complete the requirements to resolve probationary status or the membership cannot sustain the chapter, then the chapter may be dissolved.

Procedure

1. Membership cannot sustain the chapter



Chapter Policy and Procedure Manual

- 1.1. If the Chapter Leadership determines that the membership cannot sustain the chapter, the Chapter President or designated officer of the chapter will notify the National Office and the assigned RD.
 - 1.1.1. Any remaining funds will be transferred to the National organization.
 - 1.1.2. A letter will be sent by certified mail to the Chapter President with a copy to the Chapter Treasurer of the dissolved chapter. Evidence of the receipt of the certified letter of notification will be filed with the dissolved chapter's records.
- 1.2. In the case of complete non-activity despite attempts by RD to contact last known chapter leaders, the ANIA BOD will vote to dissolve the chapter.
2. The Chapter Coordinator will remove the chapter name from the current list and database of ANIA chapters, current electronic communication lists, and the ANIA Website.
3. The chapter's website will be archived.
4. Members of a dissolved chapter will be reassigned to the next closest chapter per the realignment of zip codes if possible.

10. Addendums

ANIA Nursing Informatics (NI) – Certification Review Course (CRC)

Addendum Approved August 7, 2017

As of August 15, 2017, the ANIA NI– CRC will be the only approved nursing informatics review/certification course for chapter-sponsored events.



Chapter Policy and Procedure Manual

Chapter Charter Petition

Chapter Charter Petition

A PETITION FOR CHAPTER from the American Nursing Informatics Association (ANIA) for a local chapter to be known as the _____ Chapter.

WHEREAS, the undersigned, representing the above named Chapter, are keenly interested in advancing the goals and objectives of the American Nursing Informatics Association; and,

WHEREAS, the undersigned pledge to abide by the ANIA Bylaws and all of the rules and regulations promulgated by the Association, now existing and as amended; and,

WHEREAS, the undersigned, will plan chapter activities in accordance with the criteria for provisional chapter status; and,

THEREFORE, be it resolved, that the undersigned formally petition the Board of Directors of ANIA to begin the chapter chartering process with all appropriate privileges to the XXX Chapter.

Respectfully submitted,

_____ Date

A minimum of ten (10) active members of the ANIA must indicate their agreement with this petition.



Chapter Policy and Procedure Manual

Provisional Chapter Formation Agreement

Provisional Chapter Formation Agreement

This provisional Chapter Formation Agreement ("**Agreement**") is made and entered into by and between the American Nursing Informatics Association, a Virginia nonstock corporation ("**ANIA**"), and

(Insert Full Chapter Name)

hereinafter referred to as the "Chapter", for the purpose of establishing a formal affiliation between ANIA, as central organization, and Chapter.

WHEREAS, Chapter desires to be formally created and affiliated with ANIA as a chapter that is subordinate to the central organization; and,

WHEREAS, Chapter wishes to promote and advance the mission of ANIA within the Chapter's community; and,

WHEREAS, Chapter has petitioned ANIA to grant Provisional Chapter status and be affiliated with ANIA as a chapter, with all appropriate responsibilities and privileges to, but subject to the responsibilities and obligations of, the Chapter.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree to the foregoing and as follows:

1. **Grant of Chapter Status and ANIA Affiliation.** ANIA hereby grants to the Chapter the status of a Provisional Chapter of ANIA, with all responsibilities and privileges of a Provisional Chapter.
2. **Obligations of Chapter.**
 - 2.1. The obligations of a Provisional Chapter are to complete the process for recognition as a full Chapter within 12 months of this date.
 - 2.2. ANIA is organized as a tax exempt 501(c)(6) nonprofit organization. Provisional Chapters are required to obtain their own Employer Identification Number (EIN) in accordance with instructions provided by ANIA and shall operate in a manner that protects and does not jeopardize the interests and tax exempt status of ANIA
 - 2.3. The Bylaws of ANIA are available to Provisional Chapter on the ANIA website, and the officers of the Chapter have reviewed the information. The Chapter shall abide by the Bylaws of ANIA.
 - 2.4. The Provisional Chapter shall comply with chapter governance guidelines, as well as any and all rules and regulations promulgated by ANIA applicable to its chapters, now existing and as amended.
 - 2.5. The Provisional Chapter shall have no authority to execute any contract in the name of ANIA without ANIA's prior written consent.



Chapter Policy and Procedure Manual

- 2.6. The Provisional Chapter must maintain its good standing with ANIA by complying with all provisions of the Chapter Policies and Guidance Manual, now existing and as amended, including, without limitation, submitting financial, operational, and other reports.
- 2.7. The Provisional Chapter shall refer to itself as "[Name] Chapter of American Nursing Informatics Association (ANIA)" and not ANIA itself.
- 2.8. The Provisional Chapter shall cooperate with ANIA and make its financial and other books and records available to ANIA upon written request, including to its Management Company, auditors and counsel.

3. Sharing of Information and Confidential Information. The Provisional Chapter and ANIA shall share membership information, materials and information about the programs each are sponsoring in order to coordinate and maximize the membership experience. Each shall maintain confidentially of the other, and will not directly or indirectly disclose, copy, distribute, republish or allow any third party to have access to any confidential information of the other, including any membership lists or information. These provisions do not apply to information otherwise publicly available or to information required to be disclosed by law.

The term "Confidential Information" of ANIA shall mean confidential and/or proprietary information of ANIA, including, without limitation, technology, software, trade secrets, strategies, financial, marketing, merchandising, operating, performance, costs, financial and business information, cost accounting, business processes, product and business development plans, customer information, outsourcing strategies, drawings, specifications, configurations, proposals, correspondence, techniques, concepts, models, flow charts, instructions, explanatory materials, sales scripts and other information concerning the actual or anticipated business or operations of ANIA or its affiliates. Confidential Information also includes information of ANIA, including but not limited to ANIA's methods, processes, organization, cost accounting, price lists, employees, expenses, invoices, member lists and member information, prospect list and procedures, including without limitation, information relating to research, development, scientific or technical information, formulas, processes, analytical results, patents, copyrights, or other intellectual property rights, computer software and any related or other technical, corporate, marketing or trade information.

4. Term and Termination. The term of the affiliation shall be 12 months, provided that the provisional Chapter remains in good standing and is making progress toward full Chapter status.

5. Miscellaneous Terms. The Agreement shall be subject to the laws of the Commonwealth of Virginia, and shall not be transferred or assigned to a third party, and can only be modified by written agreement of both ANIA and Provisional Chapter. The Agreement, together with all Attachments, constitutes the complete and exclusive statement of the agreement between ANIA and the Provisional Chapter relative to the subject matter hereof and supersedes all previous oral and written proposals, negotiations, representations or understandings concerning such subject matter. The Agreement may be modified only pursuant to a writing executed by ANIA and Chapter.

IN WITNESS WHEREOF, the parties have caused this Provisional Chapter Formation Agreement to be executed by their duly authorized officers, effective as of the day and year first submitted.

Recommended Chapter Bylaws on next page



Chapter Policy and Procedure Manual

CHAPTER BYLAWS

Article I. Name

The name of the chapter shall be XXXXXX Chapter of American Nursing Informatics Association (ANIA).

Article II. Purpose

The purpose of the ANIA chapter is to advance nursing informatics through education, research, and practice in all roles and settings.

Article III. Members

The chapter will consist of ANIA members assigned by zip code. No chapter may establish means for individuals whom are not members of ANIA to be members of the local chapter. All members of local chapters must be active members of ANIA.

Article IV. Meeting of the Members

Meetings: Meetings of the members shall take place at hours and dates designated by chapter leadership for the purpose of education and/or updating members on the business of the chapter.

Place of Meeting: Chapter Leadership may designate any place as the place of the meeting assuring that there are no conflicts of interest.

Notice of Meetings: Notice will be provided and posted on the chapter website at least 14 days before the scheduled meeting.

Article V. Officers

- A. The elected officers of the chapter will form the Chapter Leadership team. Those officers will be the President, President-Elect, Secretary and Treasurer at a minimum. The Secretary and Treasurer role may be combined and held by one person.
 - a. The Chapter President will be the principal executive officer of the Chapter and shall in general supervise and control all of the business and affairs of the ANIA Chapter. The primary accountabilities of the President are:
 - i. Oversee meetings of the board and Chapter, including agenda development and meeting facilitation.
 - ii. In partnership with the board and committee chairs, develop the future goals and annual objectives for the Chapter.
 - iii. Based on the annual objectives, formulate the annual budget for the Chapter in partnership with the board and committee chairs.
 - iv. Provide for the ongoing monitoring and evaluation of annual objectives.
 - v. Along with the treasurer, provide oversight for the Chapter finances and ensure financial controls are in place to protect the Chapter's finances from misuse or fraud.



Chapter Policy and Procedure Manual

- vi. After approval from ANIA, execute all contracts on behalf of the Chapter.
 - vii. Ensure regular communication to the Chapter regarding progress toward the annual objectives and the financial status of the Chapter.
 - viii. Along with the board, ensure the Chapter meets all of the obligations to ANIA that are set forth in the Chapter Formation Agreement.
- b. Working with the President, annually provide for continuity of the Chapter leadership and a board transition meeting. The President-Elect serves alongside the president in order to orient to the role and function of the President. This learning period is critical to his/her success when he/she steps into the presidential role.
- i. The Chapter President-Elect will act in the capacity of Executive Officer in the absence of the Chapter President.
 - ii. The President-Elect shall perform such other duties as may be assigned to him or her by the President.
 - iii. In the absence of the President or in the event of his or her inability or refusal to act, the President-Elect shall perform 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.
 - iv. The President-Elect should be an active member of the Chapter. Many Chapters find it beneficial to require that the President-Elect has previously served on the chapter leadership team for a period of time. While this may be ideal, because all of the Chapter members are volunteers, it is not always feasible. What is essential is that the President-Elect has strong leadership and communication skills and is knowledgeable about chapter governance.
- c. The Chapter Secretary shall keep the minutes of the meetings of the members and of the BOD; shall see that all notices are given in accordance with the provisions of these Bylaws or as required by law; and in general, perform all duties incident to the office of Secretary, and such other duties as may be assigned by the President or the BOD. Shall submit all reports to the Chapter President, members, and the National Office. Minutes must be posted to the chapter website. The Secretary may serve as the primary webmaster.
- d. The Chapter Treasurer provides oversight and reporting of the chapter's financial status. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the chapter; receive and give receipts for moneys due and payable to the chapter from any source; and deposit all such moneys in the name of the ANIA chapter in such banks, trust companies or other depositories as shall be selected in accordance with these Bylaws; and in general perform all the duties incident to the office of Treasurer and such other duties as may be assigned to him or her by the President or by the BOD.
- i. If required by the BOD, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety as the BOD shall determine.



Chapter Policy and Procedure Manual

- ii. The Treasurer is responsible for the ongoing management, accounting, and reporting of the Chapter's finances, will maintain a ledger of financial accounts, will provide such reports as required by ANIA, and is responsible for the annual submission of required IRS documentation.
- iii. Overall accountability for the financial management of the Chapter is the responsibility of the full chapter leadership team, thus the Treasurer must work in partnership with the leadership team to ensure the appropriate management of the Chapter finances.

B. Optional Chapter Leadership Positions:

- a. Committees: Chapters may create additional committees that align with their future goals. The purpose of these committees is to assist the Chapter in completing the initiatives that have been outlined for the year. Often these positions or committee chairpersons sit on the chapter leadership team BOD.
- b. Common committees fall into two categories – operational and mission driven. Examples of operation committees include membership, audit, and industry relations. Mission driven committees include certification, education, and community service.

C. Any ANIA chapter member in good standing is eligible to be a candidate for any chapter office, it is strongly recommended they be an ANIA member for one year.

D. If the Chapter President resigns or is removed for cause, then the Chapter President-Elect will fill vacancy for the remainder of the term. Vacancies in other offices will be filled for the remainder of the term by appointment by the Chapter President and approval by a simple majority of the Chapter Leadership.

E. Removal of elected chapter officers: Any officer will automatically forfeit their leadership position if they lose eligibility as a member of ANIA. In the event an elected officer does not fulfill role responsibilities or does not contribute to effective chapter functioning they may be removed for "cause" by a majority vote of chapter leadership after proper notice (email and certified mail) and opportunity to be heard within 14 days of receipt.

F. **Absence/Abandonment:** Each Chapter Leadership team member is expected to communicate with the team in advance of all meetings if she/he is unable to attend or participate by conference telephone or other agreed-upon means of communication or if life-circumstances are interfering with his/her ability to fulfill the obligations of her/his role. If a leadership member is absent from two (2) successive leadership meetings without notice or fails to fulfill assigned responsibilities for a 30-day period, the board may vote on whether the absent member shall be deemed to have resigned due to non-participation. If the Chapter Leadership team votes that the absent member has resigned due to non-participation, the absent member will be notified by both email and certified letter of the team's decision.

G. Dissolution Clause: A Chapter's standing may be terminated based on the following: (a) upon a breach by the Chapter of the terms and conditions of the Chapter Formation Agreement, which breach is not cured within ten (10) days of written notice by ANIA to the Chapter; or (b) upon the dissolution or cessation of operations of ANIA or the Chapter.



Chapter Policy and Procedure Manual

ARTICLE IV. Committees

The Chapter President will establish committees deemed necessary to the proper function of the Chapter. A chairperson will be appointed for each committee by the Chapter President with approval of the Chapter Leadership. Each committee chairperson will appoint sufficient members to the committee to ensure the accomplishment of the responsibilities of the committee.

ARTICLE V. Meetings

Business and educational meetings will be held regularly. Documentation of meetings will be placed in the Chapter's website library

In Year 1 (provisional year), the chapter is required to hold the following meetings.

- A. If petitioning status is granted between January 1 – March 31: Minimum of one (1) business meeting and two (2) educational meetings with or without awarding contact hours.
- B. If petitioning status is granted April 1 – December 31: Minimum of one (1) business meeting and one (1) educational meeting with or without contact hours.

After the first year, the chapter shall hold:

- a minimum of one (1) business meeting
- two (2) educational meetings with or without contact hours

Additional meetings and events are permitted and encouraged to maximize member engagement.

- A. The minutes of all Chapter Leadership and other committee meetings must be documented and saved to chapter's document repository and shared with chapter leaders.

ARTICLE VI. Conflict of Interest

Chapter Leadership shall administer the chapter affairs honestly and economically and exercise their best care, skill, and judgment for the benefit of the chapter and ANIA. The Leadership team shall exercise the utmost good faith in all transactions relating to their duties for the chapter and ANIA. They shall not use their position, or knowledge gained there from, so that a conflict might arise between the chapter's or ANIA's interests and that of the individual. All acts of leadership shall be for the benefit of the chapter in any dealing. The Leadership team shall not accept any favor that might adversely or improperly influence their actions affecting the chapter, ANIA or its members. A conflict of interest (COI) form must be submitted by each leader upon election or appointment and yearly COI with the annual report.

ARTICLE VII. Contracts, Checks, Deposits and Funds

- A. **Contracts:** Proposed contracts must be submitted to the chapter leadership for approval. Contracts can only be signed after the chapter leadership have provided their written approval. The chapter leadership team may authorize any officer or officers, agent or agents of the chapter, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the chapter, and such authority may be general or confined to specific instances. All contracts and expenditures must have two signatures to execute. For contracts, the two signatures must be



Chapter Policy and Procedure Manual

the Chapter president and treasurer, or the appropriate chairperson.

- B. Checks, Drafts, etc.:** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the chapter, shall be signed by those authorized officers or agents of the chapter and in a manner as shall be determined by resolution of the chapter leadership. In the absence of a specific determination by Chapter leadership, the instruments shall be signed by the Treasurer, following approval in the following manner:
- Expenses over \$100.00 but less than \$250.00: approval of one (1) Board officer (other than Treasurer) required.
 - Expenses \$250 and over: approval of two (2) officers (other than Treasurer) required.
- C. Deposits:** All funds of the Corporation shall be deposited to the credit of the chapter in the banks, trust companies or other depositories as the leadership team may select.

ARTICLE VIII. Dues

The leadership team may determine the amount of initiation fee, if any, and annual dues payable to the chapter by members. Chapter dues are to be used to offset chapter expenses and may not exceed 25% of the ANIA dues per year.

ARTICLE IX. Dissolution

- A. Dissolution of the Chapter:** Upon the dissolution of the chapter, the chapter's assets, including any funds on account in any bank account shall be returned to ANIA at the National office.

ARTICLE X. Miscellaneous

- A. Amendments to Bylaws:** These Bylaws may be amended and new Bylaws may be adopted ONLY after written notice and approval by the National BOD of ANIA. Once approved by the National BOD, they may be adopted by majority of the chapter leadership present at any regular meeting or at any special meeting.
- B. Review of Bylaws:** The Chapter Leadership shall convene an ad hoc committee to review the Bylaws within three years of the last revision. The Secretary or designee shall maintain a record of all revisions to the Bylaws, including effective dates.
- C. Bylaws, Minutes and Membership Records:** The Chapter Leadership shall maintain the original copy of the Bylaws, together with all amendments thereto, the minute books/files as electronic documents in the Chapter Website Library. All non-confidential files/books and records of the chapter may be inspected by any member, for any proper purpose at any reasonable time.



Chapter Policy and Procedure Manual

Welcome Letter to President

Insert Date:

To:

RE: ANIA XXXX Chapter #XXX

Dear XXX,

On behalf of the American Nursing Informatics Association (ANIA), I welcome XXX Chapter #XXX to ANIA. The strength of ANIA lies in its membership and chapters are the key to engaging local membership. By becoming a chapter, you have taken a major step in supporting ANIA's mission in your area.

Congratulations and best wishes to you and your fellow chapter officers as you begin this new venture. If I, the ANIA BOD, or your Regional Directors, can be of help as you get your chapter underway, please let us know. We are eager to assist you in any way we can.

Sincerely,

ANIA President



Chapter Policy and Procedure Manual

Welcome Letter to Treasurer

Date

RE: ANIA XXXX Chapter #XXX

Dear XXX,

Congratulations on your new role as Treasurer of the XXX ANIA Chapter!

Your chapter must apply for a new Employer Identification Number (EIN) from the IRS. Details are found at <https://www.irs.gov/instructions/iss4/>

- Complete IRS Form SS-4 and mail or fax per instructions at <https://www.irs.gov/instructions/iss4/ch01.html#d0e80>
- Send an e-mail to the ANIA National Office confirming your new EIN number (Send confirmation to XXXX)

The following information is provided to assist you in establishing a bank account for your new ANIA chapter if your chapter so chooses. A bank account is not required.

- Obtain a copy of the chapter's Affiliation Agreement from your chapter president and take it, along with your new EIN to the bank to open your account. At least two chapter officers should be signatories for any bank account associated with the chapter.
- Should you or the bank representative have any questions when opening your account, please contact the ANIA National Office at 856-256-2375, or e-mail chapterscoordinator@ajj.com.

If you have any questions, please contact your ANIA Regional Director or ANIA National Office at 856-256-2375, or e-mail chapterscoordinator@ajj.com

Best wishes as you begin work with your new chapter.

Sincerely,



Chapter Policy and Procedure Manual

Announcement to New Chapter Members

Dear ANIA Member:

I am happy to announce that a new chapter has been formed in your area! The name, address, and telephone number of your new Chapter President is listed below. You may contact XXX for additional information concerning future meetings and activities.

{New Chapter President}

{Contact Information}

I sincerely hope you are pleased with the introduction of this new, local chapter. The ANIA Board of Directors has developed a mechanism to allow members a choice in chapter membership. Should you wish to override your automatic chapter assignment and manually select the chapter to which you want to belong, simply log in to your account on the ANIA website (or click My Account if you are already logged in) and select the "Click here to update your profile information" link. The option to override your chapter assignment is at the bottom of your profile page.

If you have any questions, please feel free to contact me.

Sincerely,

Heidi Perret
ANIA Chapters Coordinator
chapterscoordinator@ania.org

cc:
ANIA, President
ANIA, President Elect
Region Director
Chapter President



Chapter Policy and Procedure Manual

Chapter Affiliation Agreement

Chapter Affiliation Agreement

This Chapter Agreement ("**Agreement**") is made and entered into by and between the American Nursing Informatics Association, a Virginia nonstock corporation ("**ANIA**"), and

(Insert Full Chapter Name)

hereinafter referred to as the "Chapter", for the purpose of establishing a formal affiliation between ANIA, as central organization, and Chapter.

WHEREAS, Chapter desires to be formally created and affiliated with ANIA as a chapter that is subordinate to the central organization; and,

WHEREAS, Chapter wishes to promote and advance the mission of ANIA within the Chapter's community; and.

WHEREAS, Chapter has petitioned ANIA to grant Chapter status and be affiliated with ANIA as a chapter, with all appropriate responsibilities and privileges to, but subject to the responsibilities and obligations of, the Chapter.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree to the foregoing and as follows:

Grant of Chapter Status and ANIA Affiliation. ANIA hereby grants the status of a Chapter of ANIA with all responsibilities and privileges of a Chapter.

Obligations of Chapter.

- The Chapter shall operate in a manner that protects and does not jeopardize the interests and tax exempt status of ANIA
- The Bylaws of ANIA are available to Chapter on the ANIA website, and the officers of Chapter have reviewed the information. Chapter shall abide by the Bylaws of ANIA.
- Chapter shall comply with chapter governance guidelines, as well as any and all rules and regulations promulgated by ANIA applicable to its chapters.
- The Chapter shall have no authority to execute any contract in the name of ANIA without ANIA's prior written consent.
- The Chapter must maintain its good standing with ANIA by complying with all provisions of the Chapter Policies and Guidance Manual, including, without limitation, submitting financial, operational, and other reports.
- Chapter shall refer to itself as "[Name] Chapter of American Nursing Informatics Association (ANIA)" and not ANIA itself.
- Chapter shall cooperate with ANIA and make its financial and other books and records available to ANIA, including to its Management Company, auditors and counsel.



Chapter Policy and Procedure Manual

Sharing of Information and Confidential Information. The Chapter and ANIA shall share membership information, materials and information about the programs each are sponsoring in order to coordinate and maximize the membership experience. Each shall maintain confidentially of the other, and will not directly or indirectly disclose, copy, distribute, republish or allow any third party to have access to any confidential information of the other, including any membership lists or information. These provisions do not apply to information otherwise publicly available or to information required to be disclosed by law.

Term and Termination. The term of the affiliation shall be perpetual, provided that the Chapter remains in good standing. A Chapter's standing may be terminated based on the following: (a) upon sixty (60) days prior written notice by ANIA; (b) upon a breach by Chapter of the terms and conditions of the Agreement, which breach is not cured within ten (10) days of written notice by ANIA to the Chapter; or (c) upon the dissolution or cessation of operations of ANIA or the Chapter.

Miscellaneous Terms. The Agreement shall be subject to the laws of the Commonwealth of Virginia, and shall not be transferred or assigned to a third party, and can only be modified by written agreement of both ANIA and Chapter. The Agreement, together with all Attachments, constitutes the complete and exclusive statement of the agreement between ANIA and the Chapter relative to the subject matter hereof and supersedes all previous oral and written proposals, negotiations, representations or understandings concerning such subject matter. The Agreement may be modified only pursuant to a writing executed by ANIA and Chapter.

IN WITNESS WHEREOF, the parties have caused this Chapter Formation Agreement to be executed by their duly authorized officers, effective as of the day and year first written below.

Accepted for Chapter by:

Chapter Name

Name/Chapter Title/Date

E-mail Address

Telephone number

Accepted for American Nursing Informatics Association, by:

Printed Name Title

Signature Date

E-mail Address

Please sign and date this agreement. Return this original document to: ANIA Chapter Services PO Box 56, Pitman, NJ 08071