

Chapter By-laws
Northwest Chapter of the Association for Radiologic & Imaging Nursing

ARTICLE I

The name of this organization shall be the Northwest Chapter of the Association for Radiologic & Imaging Nursing. Its purpose and objectives shall complement and comply with those of ARIN.

ARTICLE II

Membership

The membership qualification shall be the same classifications and qualifications as those of ARIN.

ARTICLE III: Meetings, Quorum Defined, Voting

Section 1: General Meetings

General meetings of the members of this Association shall be held twice per year to conduct business and for educational purposes; the place, date and time of the meeting shall be designated at the preceding meeting. Notice of the General Meetings shall be mailed by the Secretary to each member, not less than fifteen days before the date of next meeting. A quorum shall consist of those Chapter members present. Each member of the Chapter shall have one vote, to be cast in person only.

Section 2: Annual Business Meeting

The purpose of the Annual Business Meeting is the election of officers and board members. This meeting may be held in conjunction with a General Meeting. The Annual Business Meeting shall be held at such place and time as determined by the officers. Notice of the Annual Business Meeting shall be mailed by the Secretary to each member at least three months prior to the meeting. A quorum shall consist of at least one third of the voting membership. Each member of the Chapter shall have one vote, to be cast in person or by mail. Ballots will be mailed out with the notice of the meeting. A majority of votes cast, either in person or by mail, shall govern.

ARTICLE IV: Special Meetings

Meetings of the Board of Directors are held no less than twice a year. These meetings may be in conjunction with General Meetings. The President, or any other four members of the Board, may call a special meeting of the Board by mail or telephone, with no less than seven days notice. The Board may meet by telephone conference upon unanimous approval by all Board members, or with written notice of seven days.

ARTICLE V: Structure of the Chapter Leadership and Duties of Officers

Section 1: Elective Officers and Duties

The officers of this chapter shall be **President, President Elect, Secretary, Treasurer,** and three **members-at-large** to the Board of Directors (Directors-at-Large). They shall be elected by a majority vote at the Annual Business Meeting. Their terms of office shall be for one year, except for the Directors at Large. The Board of Directors, at any regular or special meeting, may appoint a replacement for a vacancy in any office for the balance of that term.

The President serves as the chief executive officer. She/he will serve, with voting privileges, on all committees, except for the Nominating Committee. Other duties may be determined by the Board of Directors.

The President Elect is strongly encouraged to succeed to the Presidency. She/he will perform the duties of the president in the event of her/his absence. Other duties may be determined or delegated by the Board of Directors.

The Secretary is responsible for the mailing of notices to the membership. She/he records the proceedings of meetings of the Chapter, Board of Directors, and all committees. She/he maintains accurate records of membership demographics and executes correspondence within and outside the Chapter.

The Treasurer is responsible for the Chapter's monies and supervises the Chapter's bank accounts, trust accounts and/or investments as may be approved by the Board of Directors. She/he reports on the financial status of the Chapter at all Board meetings and at other meetings as directed by the President.

Section 2: Qualifications for Office

Any voting member in good standing shall be eligible for nomination and election to any elective office of this Chapter.

Section 3

The officers shall at all times be active members of ARIN.

Article VI: Board of Directors

Section 1: Board Defined, Authority and Responsibility

The governing body of this Chapter shall be the board of Directors. The Board shall be composed of all elected officers and the three Directors-at-Large. It supervises, controls and directs all affairs of the Chapter.

Section 2: Manner of Election and Terms

The Directors-at-Large shall be elected at the Chapter's Annual Meeting. One Director shall be elected for a one year term and two Directors shall be elected for two year terms.

Section 3: Quorum of the Board, Voting

At any meeting of the Board of Directors, four members of the Board shall constitute a quorum for the transaction of *any* business of the Chapter. Voting rights of a Director are not to be delegated.

Section 4: Vacancies and Removal

Vacancies in any elected office may be filled, for the balance of the term, by the Board of Directors at any General or Special meeting. Removal by the Board of any elected officer may be accomplished by a two-thirds majority vote. Reasons for removal may include lack of attendance, delinquency in payment of dues, or inactivity in Radiological Nursing.

Article VII: Committees

Section 1: Nominating Committee

The Nominating Committee shall be elected at the Annual Meeting and shall consist of at least three voting members not currently holding an office in the Chapter. The Nominating Committee shall nominate candidates for the required offices and directorships of the Chapter as provided in these by-laws. The committee shall report such nominations in writing to the voting membership at the meeting prior to the subsequent Annual Meeting.

Section 2: Special Committees

The President, with the approval of the Board of Directors, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of these by-laws, and the duties of any other committees shall be prescribed by the board of directors upon appointments.

Article VIII: Dues and Assessments

Section 1

Dues for the Chapter may be levied and shall be determined by the active membership at the annual business meeting of the Chapter. National ARIN dues shall not be collected by the Chapter.

Section 2

The fiscal period of the Chapter shall be January 1 through December 31.

Section 3

Any chapter members whose dues or assessments are unpaid at the time of the annual business meeting shall be ineligible to vote or hold office.

Article IX: Amendments to the By-Laws

Section 1

These by-laws may be amended or repealed simple majority vote of the voting members present at any General Meeting of the Chapter, duly called and regularly held, provided that the proposed amendments have been mailed to the Chapter membership at least thirty days prior to the meeting. Amendments may also be made by mail vote. The Board shall have sole power to submit the proposed amendments by mail ballot. A two thirds vote of all active members responding shall be required for approval of by-law amendments submitted by mail, provided that total respondents must be equal to at least one-fourth of all active members. Return ballots must be postmarked no later than thirty days after the mailing of the proposed by-laws to the members.

Section 2

Any changes to the ARIN by-laws which cause these by-laws to be in conflict, shall of themselves cause these by-laws to be amended in compliance.

Article X: Miscellaneous

Section 1

All records of the Chapter shall be open to the membership of the Chapter at any reasonable time.

Section 2

Roberts' Rules of Order, Newly Revised, except when in conflict with the by-laws of the Chapter, shall control all meetings of the Chapter.

Article XI: Dissolution

The Chapter may be dissolved by a majority vote of the Board. The Chapter shall use its funds only to accomplish the objectives and purposes specified in these by-laws. On dissolution of the Chapter, any funds remaining shall be sent to the Treasurer, ARIN, for the purpose of the funding education seminars.