

# INDIANA STATE NURSES ASSOCIATION

## POLICIES AND PROCEDURES FOR FORMATION AND OPERATION OF CHAPTERS

### **Purpose**

These Policies and Procedures for Formation and Operation of Chapters are to implement Article II—Chapters of the ISNA Bylaws, as amended October 2005.

Dissolution of the regions shall be effective no later than September 1, 2006.

### **Authority**

The Chapters shall function in accordance with these Policies and Procedures for Formation and Operation of Chapters as approved by the ISNA Board of Directors.

The Chapters shall support and function to promote the purposes of ISNA, as listed in the ISNA Bylaws as amended October 2005, Article I, Section 2, Purposes:

The purposes of ISNA shall be to

- (1) Foster high standards of nursing, and
- (2) Promote the professional and educational development of nurses and advance their welfare, and
- (3) Work for the improvement of health standards and the availability of health care services for all people.

These purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, sexual orientation, or any other consideration in accordance with the Bylaws of the American Nurses Association, hereinafter also referred to as ANA.”

### **Formation**

A Chapter may be proposed by a minimum of ten (10) ISNA members.

A Chapter may be formed to improve networking, professional practice, and development within a specific clinical, functional, or geographic area.

An "Application to Form a Chapter" must be submitted to ISNA.

The ISNA Board of Directors must approve the “Application to Form a Chapter.”

At least ten (10) ISNA members are required to maintain chapter status.

### **Participation**

ISNA Members

- May vote
- May participate in any Chapter
- May participate in more than one Chapter

Affiliates

- May participate in one chapter
- May not vote
- May not hold leadership position

### **Leadership**

Chapter leadership structure shall be determined by each Chapter.

The Chapter shall select a spokesperson to serve as the liaison to the ISNA Board of Directors.

Liaisons and leaders shall be ISNA members.

### **Responsibilities**

A. ISNA will provide, at a minimum, the following services to the Chapter:

1. Telephone/email alerts as needed.
2. Information about scholarships, awards, and opportunities for services.
3. Notification of ISNA policy changes
4. Chapter member lists
5. Publication in ISNA Bulletin, ISNA web site, and ISNA listserv of potential and current Chapters.
6. Publication in ISNA Bulletin, ISNA web site, and ISNA listserv of Chapter meetings and activities.
7. Mechanism for participation in Chapters via telephone conference calls, chat rooms and other electronic means.
8. Mailing labels.

B. Responsibility of Board of Directors

1. 1. Approve establishment of Chapters.
2. 2. Designate a Board member as liaison to the Chapter
3. 3. Dissolve the Chapter if it is determined there is no longer a specific need or interest for that chapter to exist.
4. 4. Provide a mechanism for Chapters to apply for grants for Chapter activities.
5. 5. Provide a mechanism to pay for approved Chapter expenses.
6. 6. Provide regular communication with the Chapter liaison regarding current ISNA and professional issues.
7. 7. Provide annual feedback to Chapters.
8. 8. Submit a detailed annual report to the members about Chapter activities.

C. Responsibilities of Chapters

1. 1. Notify ISNA of name(s) of the Chapter liaison and leadership.
2. 2. Determine and report the name of the person who will be responsible for submitting reports and documents to ISNA.
3. 3. Encourage members to attend the Annual Meeting of the Members.
4. 4. Submit annual work plan.
5. 5. Submit an annual report of chapter activities

### **Quorum**

For purposes of voting, a quorum shall be a minimum of eight (8) Chapter members or three (3) percent of the Chapter participants, whichever is larger. One person must be in a Chapter leadership position or the Chapter liaison to the ISNA Board of Directors.

### **Meetings**

Chapters will demonstrate evidence of at least one activity that promoted the purposes of the Chapter during each year.

**INDIANA STATE NURSES ASSOCIATION  
2915 North High School Road  
Indianapolis, IN 46224  
317/299-4575  
www.IndianaNurses.org**

**APPLICATION TO FORM A CHAPTER**

Proposed Name of Chapter:

Description of Interest, Geographic, Clinical, or Functional Area

Purpose of Chapter:

Attach a list of at least ten requesting ISNA members.

Submit to ISNA to: ISNA President, 2915 North High School Road, Indianapolis, IN 46224 or email to [info@IndianaNurses.org](mailto:info@IndianaNurses.org).

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Action: \_\_\_\_\_

Rationale: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary, ISNA Board of Directors

Approved, ISNA Chapters Task Force, March 17, 2006  
Approved, ISNA Board of Directors, March 24, 2006

## **INDIANA STATE NURSES ASSOCIATION TRANSITION TO CHAPTERS**

### **DISSOLUTION**

- Region leadership to meet to discuss transition\*
- Develop recommendation for region members to vote to transfer resources to another not-for-profit organization.
- Vote by members at a region meeting or via mail ballot+ regarding transfer of Region resources to a not-for-profit organization. Examples of organizations include:
  1. ISNA for unrestricted purposes
  2. ISNA for restricted purposes; e.g., web site, Chapter Growth and Development Grant Fund
  3. Indiana Nurses Foundation for unrestricted purposes
  4. Indiana Nurses Foundation for restricted purposes (must be first approved by INF)
  5. Community foundations
  6. Schools of nursing
- Regions will transfer reserve funds to the organization(s) approved by region members' vote or ballot.
- Region bank accounts closed and funds transferred no later than September 1, 2006.
- Regions will send all material to ISNA for archiving no later than September 1, 2006

### **REGION DUES ALLOCATION**

- June 16, 2006: Last month region funds will be allocated to the regions.
- July 16, 2006: Implementation of Chapter Growth and Development Grant Fund. Funds previously sent to regions will be allocated to the Growth and Development Grant Fund.

### **FORMATION OF CHAPTER FROM REGIONS AND CURRENT SPECIAL INTEREST FORUMS**

- Discussion with members of Policies and Procedures
- Ascertain interest in applying for Chapter status
- Identification of Interest, Geographic, Functional, or Clinical Area
- Submit Application to ISNA Board of Directors

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\*ISNA may facilitate participation via conference calls. ISNA Board members and staff will be available via conference call.

+ISNA may assist with printing and or mailing.

Approved, ISNA Chapters Task Force, March 17, 2006  
Approved, ISNA Board of Directors, March 24, 2006