**CHAPTER BYLAWS**

**Chicago Metropolitan Chapter**

**American Society for Pain Management Nursing**

ARTICLE I

NAME

Section 1. The name of this non-profit organization shall be the Chicago Metropolitan Chapter of the American Society for Pain Management Nursing (CMC-ASPMN).

Section 2. This organization is a Chapter chartered by the American Society for Pain Management Nursing (ASPMN).

ARTICLE II

PURPOSE AND MISSION

Section 1. CORE PURPOSE

To promote optimal pain management.

Section 2. MISSION

The mission of CMC-ASPMN shall be to support integrative, whole person, evidence-based care to all those experiencing pain. This shall be accomplished through collaboration, inter-professional partnerships, education, research, and advocacy.

ARTICLE III

MEMBERSHIP

Section 1. CLASSIFICATION

Membership in this Chapter shall be open only to members of ASPMN. *Chapter membership shall become effective upon verification of ASPMN membership.*

Section 1.1 Active Member

Active member: Any Registered Nurse licensed to practice in North America (United States, Mexico, Canada) shall be eligible for active membership, and may vote, hold office, and serve on committees.

Section1.2 Associate member

Any LPN/LVN and other healthcare practitioners, e.g., pharmacists, social workers, students, etc. interested in pain management. Associate members shall be excluded from holding office, nominating, and voting, and cannot chair a committee or taskforce. An Associate Member may be a member of a committee.

Section 1.3 Student member

Any individual enrolled in a health profession education program is eligible for student membership. Student members who are not yet licensed registered nurses shall be excluded from voting or holding office but may be a non-voting member of a committee. Registered Nurses who are returning to school for an advanced health profession degree shall have all the privileges of an Active Member. Membership dues shall be free.

Section 1.4 Retired member

Retired RN membership is only available to a retired nurse over 62 years of age who is not currently employed in nursing and has been an ASPMN members for 3 continuous years prior to status change from full member to retired member. Membership dues shall be 50% of full membership dues. A retired member who was an eligible voting member upon election to retired membership status shall retain their rights and privileges in the Society.

Section 2 QUALIFICATIONS AND PRIVILEGES:

A non-voting member of any classification may not nominate members of the Society for elected offices/positions.

Section 3 MEMBERSHIP YEAR/FISCAL YEAR

Section 3.1 Dues

The Chapter Board of Directors shall determine the annual dues for the various classes of members. Dues shall be no more than 50% of ASPMN dues.

Section 3.2 Membership Year

Automatic renewals will be emailed based on the date the person joined. Dues are delinquent 60 days following the annual date of renewal. A member, whose Chapter dues or national dues become delinquent, shall be automatically dropped from membership in the Chapter. Members can be reinstated upon payment of the dues. Dues are not refundable.

Section 3.3 Fiscal Year

The fiscal year shall be January 1 through December 31.

ARTICLE IV

OFFICERS AND BOA.RD OF DIRECTORS

Section 1 BOARD OF DIRECTORS AND ELECTED OFFICERS

The elected officers shall be President, President-Elect, Immediate Past President, Secretary, Treasurer and 3 Directors. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chapter. The Immediate Past President will remain a consultative member of the Board of Directors for one (1) year after his/her term.

Director: Any CMC-ASPMN member is eligible to be nominated and/or elected to this position.

The Duties of the Officers are as follows:   
Section 1.1 President

The President shall be the Chief Executive Officer of the Chapter and shall:

* Preside at the meetings of the Board of Directors and the general membership meetings
* Be responsible for executing policies determined by the Board of Directors
* Act as the chief spokesperson for the Chapter
* Serve as ex-officio member of committees of the Chapter
* Appoint chairpersons of special committees
* Have authority to sign all checks, disbursements and legal documents
* Be responsible for providing the Annual Report to ASPMN

Section 1.2 President-Elect

The President-Elect shall:

* Assist the President in the performance of their duties as and when requested
* Substitute for the President when required, including chairing meetings in the absence of the President
* Automatically assume the office of the President for a term of one year at the end of the President’s term
* Assume duties of the President

Section 1.3 Immediate Past President

The Immediate Past President shall:

* Assist and advise the President and the President-Elect in the performance of their duties
* Substitute for the President or President-Elect when requested

Section 1.4 Secretary

The Secretary shall:

* Record the minutes of all business meetings of the members and of the Board of Directors
* Maintain correspondence for CMC-ASPMN
* Notify members of all meetings at the request of the President
* Be responsible for any other duties of the Chapter as may be requested by the President or Board of Directors

Section 1.5 Treasurer

The Treasurer shall:

* Receive and have custody of the Chapter’s funds and securities
* Maintain a full and accurate record of receipts and disbursements of funds belonging to the Chapter
* Have authority to sign all checks, disbursements and legal documents
* Deposit all monies and valuable effects in the name and to the credit of the Chapter in such depositories as may be directed by the Board of Directors
* Present a statement of receipts and disbursements to the Board of Directors and Membership at the annual general membership business meeting
* Shall substitute for the President if the President, President-Elect or the Immediate Past President are unable to serve
* For any expenditure over $500.00, the President/Treasurer must seek a quorum vote from the Board of Directors

Section 2 EXECUTIVE Committee

The executive officers of the Society shall consist of a President, a President-elect, Immediate Past President, Secretary and Treasurer. The Executive Officers shall conduct the business of the Society between meetings of the Board.

Section 3 BOARD OF DIRECTORS

The Board of Directors shall:

* Have general supervision of the affairs of the Chapter between business meetings
* Make recommendations to the Chapter
* Perform such duties as are specified in the bylaws and be subject to the orders of the Chapter. None of its acts shall conflict with action taken by ASPMN.

Section 4 TERMS OF OFFICE:

The terms of office will be January1 through December 31.

President One (1) year

President-Elect One (1) year

Immediate Past President One (1) year

Secretary Two (2) years

Treasurer Two (2) years

Directors Two (2) years

Section 5 ELECTION

Election ballot distribution will take place by electronic voting each Fall quarter, with results tabulated in December so new officer may assume their posts January 1. Additional write-in candidates will be allowed on the final ballot. New Board members will be introduced during the first Chapter Board of Directors meeting and will be announced to the membership by email.

Section 6 VACANCY

A vacancy in the office of President shall be filled by the President-Elect. A vacancy for any other office shall be filled by a vote of the Board of Directors.

Section 7 The Secretary, Treasurer, and Directors will have term limits of two successive terms of office, or until respective successors have been duly elected

ARTICLE V

MEETINGS

Section 1. General Membership Business meetings: Chapter meetings will be held at least annually at a place determined by the Board of Directors.

Section 2. Board of Directors: Meetings of the Board of Directors shall be held at least quarterly.

Section 3**.** Special Meetings: The Board may be called by the President and/or by the verbal/written request of 50% of the Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 4 Quorum1: For meetings, a simple majority of members present shall constitute a quorum of > 50% for the transaction of business

ARTICLE VI

ELECTIONS

Section 1. NOMINATIONS: Candidates for office shall meet the established qualifications and shall consent to serve if elected.

Section 2. ELECTIONS: Elections shall take place by electronic mailing. A plurality2 vote for any office shall constitute an election. In case of a tie, the election shall be determined by lot.

ARTICLE VII

COMMITTEES AND TASK FORCES

Section 1 EXECUTIVE COMMITTEE shall be composed of President, President-Elect, Secretary and Treasurer. This committee shall have general supervision of the Chapter between meetings of the Board of Directors. This committee shall be subject to the orders of the Chapter and the Board and none of its acts shall conflict with actions taken by the Chapter or the Board.

Section 2 PROGRAM PLANNING COMMITTEE will be responsible for preparation of programs sponsored by the chapter.

Section 3 OTHER COMMITTEES shall be appointed by the President of the Chapter or Board of Directors as deemed necessary to carry out the work of the Chapter.

ARTICLE IX

DISSOLUTION

In the event of dissolution of the Chapter, the distribution of any remaining funds will revert to the American Society for Pain Management Nursing in accordance with current tax laws.

ARTICLE X

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 in terms of bylaw and any special rules of the Chapter. Policies, procedures, and the manner of conducting meetings that is consistent with knowledge-based governance will supersede Robert’s Rules where applicable

ARTICLE XI

AMENDMENTS

These Chapter bylaws can be amended by ballot, wherein a plurality2 vote shall constitute adoption of the amendment.

Reviewed and Revised 11/2014, 9/2025