

AMERICAN  
ASSOCIATION  
of CRITICAL-CARE  
NURSES

\_\_\_\_\_ Chapter  
Bylaws

Dated: \_\_\_\_\_

All AACN chapters are governed by the following in this order:

- A. The AACN Bylaws
- B. The Chapter Charter Agreement
- C. The Chapter Governance Manual
- D. The Individual Chapter's Bylaws

Items covered in items A, B, or C should not be repeated in the chapter's bylaws.

1.	Chapter's Purpose	<p>List your chapter's purpose here. Some examples might be focused on:</p> <ul style="list-style-type: none"><li>• Education</li><li>• Networking</li><li>• Sharing Evidence Based Practices</li><li>• Professional Development</li><li>• Community Service</li></ul> <p>All that you do as an AACN chapter should be in alignment with the <a href="#">Healthy Work Environment Standards</a>.</p>
2	National Support	<p>Your regional <a href="#">Chapter Advisor</a> (CAT) is your local support person and link to the national office. Reach out to your CAT for advice as needed.</p> <p>Your AACN Chapter Department staff is also available for support as needed. They can be reached at <a href="mailto:Chapters@aacn.org">Chapters@aacn.org</a> or toll free at 800-394-5995, x338, x365, or x313.</p>
3.	Fiscal Year	<p>The chapter's fiscal year shall be from (month) to (month). AACN's fiscal year is July-June.</p>
4.	Chapter Leadership Team	<p>The chapter leadership team, consisting of all officers, board members, and chairpersons, represent the general membership of the chapter. Therefore, it is their duty to communicate with the chapter members to get their opinions on chapter issues.</p>
5.	Board Members	<p>The following leadership positions will have voting rights on chapter issues:</p> <p>President President-elect Treasurer Treasurer-elect</p>

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		<p>Secretary Secretary-elect (any other positions?)</p> <p>The following leadership positions will serve in an advisory capacity:</p> <p>Board Member Member-at-Large Chairpersons Nurse Planner (any other or different positions?)</p>
6.	Term Limits	<p>Discuss as a board and determine your leadership team's term limits. We recommend 1-2 year terms that are staggered so that only half the board will rotate off each year.</p> <p>Recycling board members can lead to group think and the chapter becoming stagnate. That's why it's good to plan for succession to bring fresh ideas to the board and help ensure the chapter's sustainability.</p>
7.	Chapter Board Contract	<p>The <a href="#">Chapter Board Contract</a> located in the Resource Library was developed by a chapter. It addresses accountability and expectations. Determine if your board will utilize this contract and document that information here. At the very least, your bylaws should address board accountability and your contingency plan if a board member does not live up to their responsibilities.</p>
8.	Job Descriptions	<p>The chapter should have job descriptions for each chapter leadership position. Information should be documented here on where that information can be found.</p>
9.	Board Meetings	<p>Board members must attend ____% of all board meetings each year to live up to their board commitment.</p> <p>All board members are expected to have current, active national membership at all times.</p> <p>If board members are unable to attend a board meeting, they are expected to alert the President within 24 hours of the meeting. If any board member unable to attend a board meeting is responsible for providing a chapter report of any kind, they will provide the report to the President 24 hours prior to the meeting.</p> <p>Board meetings should be open to the chapter membership for transparency.</p>

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10.	Special Meetings	Special meetings of the chapter may be called at any time by the President or by written request of twenty-five percent (25%) of the members. Only those items of business set forth in the notice of special meetings shall be discussed and acted upon at such a meeting.
11.	Communication Norms	Discuss as a board and determine what your chapter's communication norms will be and document them here. Refer to the <a href="#">Communications Norms</a> info in the Resource Library for guidance.
12.	Meeting Norms	Discuss as a board and determine what your chapter's meeting norms will be and document them here. We recommend utilizing the <a href="#">AACN Meeting Norms</a> located in the Resource Library.
13.	Quorum	A quorum for voting shall consist of not less than ____% of voting-eligible chapter officers.
14.	Chapter Elections	Document the chapter's election process here.
15.	Officer Transition	The board should have a written plan for officer/board transition in order to provide the incoming officers/board members the information needed to seamlessly carry on the chapter work. We recommend utilizing the <a href="#">Chapter Transition Checklist</a> located in the Resource Library.
16.	Mentoring & Succession Planning	It is important for the chapter's sustainability to mentor chapter members for chapter leadership positions. The chapter should have a written succession plan in place. Information should be documented here on where that information can be found.
17.	Scholarship Program	If your chapter offers educational scholarships, document that information here.
18.	Awards	If your chapter offers chapter awards, document that information here.
19.	Free Attendance at Chapter Events	If your chapter offers its board members or anyone else free attendance at chapter events, document that information here.
20.	Community Service	Document the chapter's stance on community service. What it will support, how, etc.
21.		
22.		
23.		
24.		
25.		

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26.		
27.	Amendments	These bylaws may be altered, amended or changed by an affirmative vote of two-thirds (2/3) of the active members present and voting provided a quorum is present, at any regular meeting of the chapter or at any meeting duly called for the purpose of amending the bylaws. Full statement of proposed amendment must be published in the notice calling the meeting. Any amendment to these bylaws will be effective only after it has been approved in writing by the Chapter Specialist of AACN. Such approval will be based on whether the proposed amendment is consistent with AACN's mission, vision, and values.

CHAPTER APPROVALS	
<b>Approved by the Board of Directors on (date).</b>	
<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Signature (name), President (chapter name) Chapter-AACN</div>	<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Date</div>
<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Signature (name), Treasurer (chapter name) Chapter-AACN</div>	<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Date</div>
<b>AACN CHAPTER DEPARTMENT APPROVAL</b>	
<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Signature Karen Certalic, Chapter Specialist American Association of Critical-Care Nurses</div>	<div style="text-align: right; margin-bottom: 5px;">X</div> <div style="text-align: right;">Date</div>
<b>Please Note:</b> <ul style="list-style-type: none"> <li>Upon approval by the Chapter Board of Directors, these Bylaws should be submitted to the AACN Chapter Department for approval.</li> <li>The AACN Chapter Specialist will review the Bylaws to ensure they are in alignment with AACN's mission, vision, and values.</li> <li>When approved, the AACN Chapter Specialist will sign where indicated and return a fully signed copy of the Bylaws to the chapter President via email.</li> </ul>	