



# **STARTING A NAHN CHAPTER**

## PROCEDURE FOR STARTING A CHAPTER

1. Return memorandum "Memo of Intent" to NAHN headquarters. (See appendix i).
2. Plan and organize first organizational meeting. Specify the date, hour and place. Open the nominations for chair, secretary, and treasurer pro tem. (See appendix iii).
3. Return memorandum "Charter Member Roster" to NAHN headquarters. (See appendix iv).
4. Obtain an IRS identification number for your chapter. (See appendix ii).
5. Send memo to obtain seed money to NAHN headquarters. (See appendix v).
6. Plan and organize second organizational meeting. Nomination of permanent officers should occur. (See appendix iii and vi).
7. Send memorandum "Adoption of By-Laws" to NAHN headquarters. (See appendix vii & xxii).
8. Follow election procedures for chapter officers. Use NAHN by-laws and Robert's Rules.
9. Send results of chapter elections to NAHN headquarters. (See appendix viii).
10. Send an article to NAHN National Office for newsletter, announcing new chapter and officers.
11. Plan and organize chapter business dinner/lunch meetings.

*Installation of new chapters will be conducted at the annual conference/annual meeting.*

# NATIONAL ASSOCIATION OF HISPANIC NURSES

## STARTING A CHAPTER

### INFORMATION

1. Once the list of charter members and proposed by-laws are received, the national treasurer will issue the chapter \$500.00 seed money. This grant is to be used for starting a chapter expense bank account. This money does not have to be repaid to the national chapter.

#### **Financial Considerations:**

2. Get your IRS identification number. You will need it to open a Chapter bank account.
3. Open your bank account as soon as you know who your treasurer elect will be, so that checks may be deposited into your account. Please keep all of your receipts. Also, establish a simple audit system early on, so as to be prepared for any future audits requiring account availability of funds. Please note that when you first open the bank account you will be opening it as a small business, not as a non-profit organization.
4. When sending membership applications to the national office, submit all monies and a completed membership application for each member. Attach the original member's application or renewal. Keep a copy of new member's application for your files.
5. Establish a preliminary budget taking into consideration what your chapter wants to do and what resources are available to you.
6. Start a general operating fund.
7. Start a scholarship fund.

#### **General Information:**

8. Members of your chapter must be members of the National Association.
9. Enclosed is a copy of the national by-laws. Use them as a model to write your chapter by-laws. Please sign and type the date you voted to accept the by-laws on the last page as this is the date your chapter becomes an official chapter of NAHN.
10. Enclosed are several copies of the national brochure with history, objectives, philosophy, and membership dues. You may use the national logo along with your chapter name until you design a brochure for your chapter. Please be sure to include your Chapter Name with the logo.

## **NAHN'S Membership Benefits:**

11. Benefits include:

- a) Full member is able to make motions, debate and vote.
- b) Leadership and training in management of a chapter organization using parliamentary procedures.
- c) Members are invited to attend a national conference/business meeting annually at a reduced member rate.
- d) Members receive the quarterly journal of *Hispanic Health Care International* (HHCI).
- e) Members receive the quarterly newsletter NAHN at a Glance. Your chapter is encouraged to submit articles, photographs, and news for publication. You may do this by calling us at 919-573-5442 or emailing submissions to [communication@thehispanicnurses.org](mailto:communication@thehispanicnurses.org).
- f) Members are represented at national, regional, and local meetings of importance to the Hispanic community and to the Hispanic nurses.
- g) Members may be considered for national recognition through the Ildaura Murillo Excellence in Education and the Henrietta Villasescusa Service Award, and the Janie Menchaca Wilson Leadership Award.
- h) Members may apply for the various scholarships that NAHN has established. Student members are encouraged to apply.
- i) Members may run for National chairperson/member appointment to assigned committees.
- j) Members benefit from educational discounts from selected colleges and universities.

11. Currently no funds are available to attend National conference/meetings.

12. Local chapters may start a newsletter if they so desire.

13. Exploration of the requirements for a tax identification number in your state is necessary for fund raising purposes.

14. Tax exempt status is obtained from NAHN, under the tax exempt umbrella organization.

## **Meeting Tips:**

15. Determine, in your by-laws, how often you would like to meet. You may not want to meet during the months of July and December. With the National conference usually scheduled in July, and the holidays in December, it may not be feasible for your chapter to meet at those

times. Locations may vary from restaurants, hospitals agencies, etc. Sponsors and speakers for meetings can be solicited by the chapter.

16. Some chapters meet monthly, some bi-monthly.
17. Some chapters plan business dinner/lunch meetings. From the beginning you should establish that networking and socialization are an important part of NAHN, but there will be a lot of work in order to meet goals. Members should be prepared to report at meetings. Sometimes you can get a business to donate refreshments or sponsor dinner.
18. Call your board of directors for advice or questions. Other chapter presidents are also good resources. Take advantage! (See appendix x and xi).
19. We recommend that you obtain a copy of Robert's Rules of Order Revised.
20. Our new chapter presidents newsletter will be published monthly. Information or correspondence may be sent to: [info@thehispanicnurses.org](mailto:info@thehispanicnurses.org)
21. Membership is handled at the National Office. Please send all membership applications to:  
National Association of Hispanic Nurses (NAHN)  
1500 Sunday Drive, Suite 102  
Raleigh, NC 27607

**\*Please note that you may not use the National logo without appropriate written permission from the NAHN Office.**

## Appendix

- i. Memo of Intent to form a chapter of NAHN
- ii. Procedure to get an IRS identification number for your chapter (see separate document)
- iii. Sample meeting agendas
- iv. Charter member roster
- v. Seed money memo
- vi. Sample ballot procedure
- vii. Adoption of by-laws to become official chapter
- viii. Announcement of chapter officers
- ix. Installation of officers
- x. Biographical data form
- xi. Board member contact list – see <http://www.nahnnet.org/NAHNLeadershipStaff.html#BoardofDirectors>
- xii. Chapter president contact list – see <http://www.nahnnet.org/NAHNLeadershipStaff.html#ChapterPresidents>
- xiii. Sample Chapter By-laws
- xiv. Procedure to apply to be under the NAHN tax-exempt umbrella (see separate document)

Date:

To: National President

From: Chair Pro Tem

**Subject: Memo of Intent to form a chapter of NAHN**

\_\_\_\_\_ (CITY, STATE)

proposes to form a chapter of NAHN to be known as the

\_\_\_\_\_

chapter of NAHN.

Contact Name and Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ FAX \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SAMPLE AGENDA FOR FIRST CHAPTER MEETING**

1. Call to order.
2. Nomination and election of chair, secretary and treasurer pro tem in sequence. Use verbal vote or written form.
3. NAHN's historical information. Use NAHN brochure.
4. Resolution to form chapter. We recommend the following wording, "Resolved that in the sense of promoting (take statement from NAHN propose, etc.) a chapter now be formed. Open, debate and adopt.
5. Appointment of committee to draft by-laws and authorize committee to make copies for all members.
6. Date, time, and place of next meeting.
7. Adjournment.

## **SAMPLE AGENDA FOR SECOND CHAPTER MEETING**

1. Call to order by the chair pro tem.
2. Reading and approval of minutes
3. Presentation of proposed by-laws.
4. Discussion of proposed by-laws.
5. Adoption of proposed by-laws by majority vote. Chapter becomes official on this date. Send roll, letter of intent, by-laws and request for seed money to appropriate personnel.
6. Recess for enrolling members.
7. Appointment of nominating committee by chair pro tem to nominate and elect permanent officers. Use NAHN procedure for ballots.
8. Date, time, and place of next meeting.
9. Adjournment.

## **SAMPLE AGENDA FOR THIRD CHAPTER MEETING**

1. Call to order by chair pro tem.
2. Reading and approval of minutes.
3. Report of election results by nomination committee chair to chair pro tem.
4. Chair announces winners of election.
5. Permanent officers take over.
6. Standing committee appointments must be made with a minimum of by-laws, membership and program persons being appointed.
7. Date, time, and place of next meeting.
8. Adjournment.



Date:

To: NAHN Executive Director  
1500 Sunday Drive Suite 102  
Raleigh, NC 27607

From: Chapter President- Elect

**Subject: Charter Member Roster**

Enclosed is a check(s) to cover all National and Local membership dues with member applications. I have also enclosed original copies of each member's application and have retained copies of applications for the chapter.

New Applications\_\_\_\_\_ Transfer Applications\_\_\_\_\_ Renewal Applications\_\_\_\_\_

<u>General: <b>Voting</b></u>	<u>Students:</u>	<u>Affiliate/Associate/International:</u>	<u>Emeritus: <b>Voting</b></u>
National \$100	<u>Non-Voting</u>	<u>Non-Voting</u>	National \$50
Chapter \$25	National \$30	National \$75	Chapter \$15
	Chapter \$10	Chapter \$25	

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
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City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

To: National President

From: Chair Pro Tem

Date:

Subject: \$500 Seed Money

Please forward \$500 seed money (grant) to be used to start our chapter. We understand that we do not have to reimburse NAHN. We will save our receipts.

## **SAMPLE BALLOT PROCEDURE**

1. Chapter pro tem appoints nominating committee of 1 chairperson and 2 members.
2. Committee selects slate of nominees from current paid member roster; at least 1 or more.
3. Committee mails nominees a "Biographical Data Form" to be returned in 2 weeks. (See appendix ix).
4. "Biographical Data Form" should be returned to the chairperson of the nominating committee.
5. Committee prepares the ballots format from with the information provided by each nominee.
6. Committee members mail ballots and return envelopes to paid members. The ballots are to be addressed to the nominating committee chairperson.
7. Indicate on ballot that completed ballots must be returned within 15 days. Type in Date Due.
8. Committee mails ballots to all paid voting members at least 30 days before the third organizational meeting or the chapter annual meeting.
9. Committee counts ballots and the chairperson announces results at the third organizational meeting of the chapter annual meeting.
10. Committee chairperson seals the ballot results and gives to the secretary of chapter to hold and dispose of in 3 months.

Date:

To: National President

From: Chair Pro Tem

Subject: Adoption of By-Laws to become Official Chapter

Enclosed is a copy of the By-Laws adopted by the

\_\_\_\_\_ (CITY, STATE)

chapter of the National Association of Hispanic Nurses known as the

\_\_\_\_\_ chapter of NAHN,

voted on and adopted \_\_\_\_\_ (date).

Place this on the last page of the by-laws.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:  
To: National President  
From: Chapter President  
Subject: Announcement of Chapter Officers

**President**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

**Vice-President**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

**Secretary**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

**Board of Directors**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

**Board of Directors**

4. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

5. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

6. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (e-mail) \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email: \_\_\_\_\_

Date:

To: National President

From: Chapter President

Subject: Installation of Officers

The following officer will attend The Installation of Officers to be held at the National Annual Meeting or the next Bi-Annual Conference.

Officer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_



**BIOGRAPHICAL DATA FORM**

Candidate for the office of: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

.....

Educational Background:

Current Employment Position:

Present Offices held in this or any other organization:

Past Offices/Honors:

Platform Statement: Please write a short statement of 100 words or less as to what you would hope to accomplish if elected to this office.

**Chapter of the  
National Association of Hispanic Nurses**

**Bylaws**

**Article I-Name**

The association shall be known as the \_\_\_\_\_ Chapter of the National Association of Hispanic Nurses

**Article II-Purpose and Functions**

Section 1. Purpose

The purpose of this Association shall be to foster the development and improvement of health care for all people and, in particular Hispanic ethnic groups, through the concerted efforts of Hispanic Nurses.

Section 2. Functions as a Non-Profit Organization

- a. This organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influencing legislation and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### Section 3. Functions to Promote the Health of Our Hispanic Communities

- a. To have a voice in the planning of health service delivery to Hispanic citizens and residents of Pima County and surrounding communities
- b. To compile a local membership directory of Hispanic nurses
- c. To promote leadership, professional, and educational advancement of Hispanic nurses to meet the health care needs of the Hispanic populations
- d. To support research aimed at evidenced-based solutions and to promote those measures that will address the health and health problems of Hispanic clients and communities
- e. To identify the contributions of Hispanic nurses to research, education, and nursing practice
- f. To strengthen the influence of Hispanic nurses on government and organized nursing through coordinated action

## **Article III-Members**

### Section 1. Voting Members

Membership in this Association is open to any licensed nurse in the United States and its jurisdictions who are of Hispanic and other ancestry and who have paid the dues called for in the Bylaws. For the purpose of these Bylaws, these individuals shall be known as voting members.

### Section 2. Affiliate Members

Any non-nursing health care professional that is interested in helping solve the problems and needs of the Hispanic nurses shall be known as Affiliate members. These individuals will be non-voting members.

### Section 3. Student Members

This class shall include any nurse who is at least sixty-two (62) years of age, is no longer employed full-time in the occupation of nursing, and has helped to solve the healthcare problems and support the healthcare needs of the Hispanic community during her or his career. These members will be non-voting members.

#### Section 4. Emeritus

This class shall include any nurse who is at least sixty-two (62) years of age, is no longer employed full-time in the occupation of nursing, and has helped to solve the healthcare problems and support the healthcare needs of the Hispanic community during her or his career. Emeritus members are voting members.

#### Section 5. Corporate Member

Any corporation who is interested in assisting to solve the problems and to meet the needs of the Hispanic community and has paid dues, shall be known as a Corporate member. A Corporate member shall be entitled to all benefits of NAHN, except for making motions, voting and holding office.

#### Section 6. Good Standing Member

A Member in Good Standing is one whose current NAHN dues are paid and who complies with provisions of amended Articles of Incorporation and the Bylaws of NAHN.

#### Section 7. Honorary Member

This class shall include any individual who has gained national recognition in the field of nursing or contributed to the health care of Hispanic communities, having been recommended by at least two members and having received a three-fourth (3/4) vote of the National Board of Directors in the affirmative during an Annual Meeting.

#### Section 8. International Associate Members

This class shall include any nurse licensed in their country of origin that does not reside in the United States and its jurisdictions but is of Hispanic ancestry and is interested in helping to solve the healthcare problems and support the healthcare needs of the Hispanic community. International members shall be entitled to all of the privileges, except those of making motions, voting, and of holding office.

### **Article IV-Membership Year and Dues**

#### Section 1. Membership year

The membership year shall begin with the date that the dues payment was received by the Treasurer.

#### Section 2. Membership Dues

- a. Membership dues shall be set by the National Board and NAHN and voted upon by the membership. Voting members shall pay annual dues to the National Association of Hispanic Nurses and to the Chapter.

## **Article V-Executive Board of Directors**

### Section 1. Composition

The Executive Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and the Chairs of any existing committee.

### Section 2. Duties

The Executive Board shall be responsible for the affairs of the Chapter. The Board may delegate its authority as it deems appropriate and is not in conflict with these Bylaws.

### Section 3. Quorum

Two thirds of the Executive Board (two officers) and 25% representation of membership shall constitute a quorum.

## **Article VI-Officers**

### Section 1. Elected Officers

The elected offices of this association shall consist of a President, Vice-President, a Secretary and a Treasurer.

### Section 2. Qualification of Officers

Voting members of this association shall be eligible to hold elected offices.

### Section 3. Term of Office

Officers shall not be eligible to serve in the same office for more than three consecutive terms of 2 years. After two years out of the Board, they may join the Board again.

### Section 4. Vacancies

A vacancy occurs in the position of President, the Vice-President shall become president. If a vacancy occurs in any other office, the Executive board shall by majority vote, elect a successor to hold office for the unexpired term.

### Section 5. President

The president shall preside at all meetings of the Executive Board. The President shall be a non-voting ex-officio member of all committees, except the nomination Committee, and in cases of a tie vote. The President shall perform all such duties as are incident to the office or that may be assigned to the President by the Executive Board. A co-signature by the President is required on any checks issued by the Chapter.

### Section 6. Vice President

The Vice-President shall perform the duties of the President during the President's absence or inability to act. The Vice-President shall be in charge of recruitment and membership.

### Section 7. Secretary

The Secretary shall keep the minutes of the meetings of the Members and the Board of Directors. The Secretary shall preserve all papers, letters and records of transaction. The Secretary shall issue all notices required by statutes, by these By-laws, or by resolution of the Board of Directors. The Secretary shall sign all instruments requiring the Secretary's signature. The Secretary, within thirty (30) days upon completion of the term of office, shall deliver to the new Secretary all books, papers, and reports covering all transactions that have taken place during the secretary's term of office.

### Section 8. Treasurer

The Treasurer shall receive, have custody of, and be responsible for all bookkeeping and accounting of all the funds of the association: Shall see that only the bills as have been approved by the President or Board of Directors are paid; and shall submit a financial statement to the Board of Directors at regular meetings and to the membership at large at the annual meeting. A co-signature by the Treasurer is required on any checks issued by the association. Within thirty (30) days upon completion of terms of office, the Treasurer shall deliver to the new Treasurer all papers, books, records and money of the association with a supplemental report covering all transactions that may have taken place since the last report of the treasurer to the membership. At the end of the treasurer's term, an audit of the books may be made by an individual outside of the organization.

## **Article VII-Committees**

### Section 1. Standing Committees

The standing committees shall include Bylaws, Education, Public Relations, Advocacy, Nominating, Awards and Scholarships, Fundraising and Special Committees.

### Section 2. Bylaws Committee

This committee shall consist of at least three members with no limit as to the number of members in the committee. This committee shall receive and study any proposals for amendment to the Bylaws and may initiate proposals for amendments to the same.

### Section 3. Education Committee

Shall consist of at least three (3) members with no limit as to the number of members in the committee. This committee shall focus on the need to educate health care providers and the public about the world view, values and needs of Hispanic clients and to work to minimize barriers and obstacles to obtaining good health care. This committee shall also

be in charge of providing Continuing Education credits to the membership. This committee shall be responsible for the chapter newsletter.

Section 4. Public Relations Committee

Shall consist of at least three (3) members with no limit as to the number of members in the committee. The committee shall devise ways and means of promoting good will between the public and the association and collaborate in the dissemination of information among the members of the association.

Section 5. Advocacy

Shall consist of at least three (3) members with no limit as to the number of members in the committee. This committee shall monitor legislative action pertaining to health and welfare issues related to Hispanic clients and nurses. Please refer the NAHN's Policy Statement on Political Activity.

Section 6. Nominating Committee

Shall consist of at least three (3) members with no limit as to the number of members in the committee. The nominating committee shall be responsible for preparing and presenting a report to the Secretary of the Board of Directors no later than sixty days prior to the elections. The report shall set forth a slate of candidates, consisting of at least two candidates for each office. The committee must obtain from candidates a statement of qualifications and consent to serve. Ballots shall be mailed to all voting members as specified in the Bylaws.

Section 7. Awards and Scholarships Committee

Shall consist of at least three (3) members with no limit as to the number of members in the committee. This committee shall select recipients of awards and scholarships approved by the Board of Directors and/or the membership at large.

Section 8. Fundraising Committee

Shall consist of at least three (3) members with no limit as to the number of members in the committee. This committee shall be responsible for creating and organizing fundraising activities for the organization.

Section 9. Special Committees

The Executive Board may establish such special committees as deemed appropriate. Such committees shall have such members, duties and terms of office as shall be determined by the body appointing them.

Signature: President \_\_\_\_\_

Chapter of the National Association of Hispanic Nurses: \_\_\_\_\_

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