**Definitions**

The International Association of Clinical Research Nurses (IACRN) shall be referred to in this document as ‘Association.’

Ohio Valley IACRN will be referred to as ‘Chapter.’

**Policy 1: Chapter Local/Regional Chapters**

Local chapters and regional chapters are ambassadors of the Association and exemplify its mission: “to define, validate and advance clinical research nursing as a specialty practice and to support the professional development of registered nurses who directly or indirectly impact the care of clinical research participants.”

**Local chapters promote the Association’s mission in their local communities by:**

1. Promoting and advancing the Chapter's key initiatives

2. Providing continuing education for clinical research nurses

3. Providing networking opportunities to advance research nursing practice

Establishing a local or regional chapter of the Association and then achieving Chapter status requires a multi-step application process. Full details of the chapter application process including a step by step guide for developing chapters, pre-requisites for membership, a description of fiscal responsibilities, and description of the chapter relationship to the Chapter can be found in the *IACRN Step by Step Guide for Developing a Chapter.* Version Date: 9-16-16

The Ohio Valley IACRN chapter went through the steps above and were granted full chapter status February 2016.

**Policy 2: Membership**

 **Full Member**: Full members shall be a registered nurse or the international equivalent, currently working in a research role or a role supporting clinical research. A Full Member shall have the right to vote, to make nominations, and to chair, serve and vote on committees, hold an elected or appointed office, and other privileges as determined by the Board.

**Associate Member**: Associate members shall be registered nurses that have an interest in clinical research but are not currently working in a research role or a role supporting clinical research. Associate members hold all the same benefits of Full Membership except they may not hold elected office or chair committees.

**Student Member**: Student members shall be currently enrolled in a full-time accredited nursing program. Proof of enrollment is required. Student members do not have the right to vote, make nominations, or chair a committee.

**Annual Membership Renewal**

The Board of the Ohio Valley IACRN shall determine the dues for membership annually.

Ohio Valley IACRN does not require dues at this time but in order to be a member in good standing you must be a member in good standing with the Association. The Board of the Chapter shall determine the dues for membership annually. The Association allows members to join and renew anytime during the calendar year. Membership is good for one to two years based on length of membership chosen. Dues are required annually or biannually. An email is sent to Full and Associate members when their membership has lapsed. Members remain active for a 30 day period of time. After that time the member whose Association dues become delinquent shall be automatically dropped from the membership. Membership and its benefits will be terminated upon delinquency. Members can reinstate upon payment of their dues. Dues are not refundable or transferable.

A member who continues to meet eligibility requirements of membership and whose dues are paid in full for the current year shall be considered a member in good standing.

**Termination of Membership**

The membership of any member of the Association shall terminate upon the occurrence of any of the following events:

a. The revocation or suspension of a member’s license or registration as a nurse.

b. The conviction of a member for a felony which indicates that the member may be a danger to public health or safety.

c. The exhibiting of behavior determined to be inappropriate, unethical, or which could place the Association and/or its membership at risk.

The Board maintains the right to remove a member for conflict of interest, unethical behavior or obstructive behavior that precludes a committee or the Association from functioning effectively.

**Quorum**

Ten percent (10%) of the voting members must be present, or represented by proxy, at any full membership meeting of the Chapter to constitute a quorum. If a quorum is not present at a meeting, any action taken at that meeting will not be considered a valid action.

**Policy 3: Board of Directors for the Ohio Valley IACRN Chapter**

The Chapter shall be governed by a Board of Directors composed of approximately five (5) to eight (8) members, including the Immediate Past President, President, President-Elect, Secretary, and four Members at Large. Each member of the Board shall be a member in good standing. Insofar as possible, members of the Board shall be representative of the diversity of the Chapter. Members at large shall be elected for 2 years or until their successors are elected. It is acceptable to create 2-year positions and stagger the election years of the members-at-large. The Board will evaluate annually the needs for additional representation from the Chapter.

The Board shall control and direct the affairs of the Chapter including;

1. Establish the vision, mission, and values statements for the Chapter

2. Determine its policies

3. Execute its purposes

4. Ensure effective organizational planning

5. Manage resources effectively

6. Determine, monitor, and strengthen the Chapter’s programs and services

7. Recruit and orient new Board members and assess Board performance

The Board shall perform such other duties as are specified in the Bylaws and these policies. The Board shall act in alignment with the Chapter, and has no power which is not given to them by the Bylaws

The Board has discretion to appoint an interim position or create a special election, whichever is in the best interest of the Chapter.

**Meetings**

The Board will meet a minimum of 3 times per year and may meet via electronic or conferencing media. A special meeting of the Board may be called by the President or shall be called upon the written request of two Board members.

**Quorum**

A majority of the Board members shall be necessary to constitute a quorum at any meeting. A meeting at which a quorum is initially present may continue to transact business notwithstanding the departure of Board members from the meeting, if any action taken is approved by at least a majority of the required quorum for that meeting.

**Policy 4: Officers**

The Officers of the Chapter shall be the President, President-Elect, Secretary, and such other board members that the Board may authorize. An officer shall not hold more than one office at a time. Officers must be members in good standing of the Chapter. These elected Officers shall sit on the Board and shall perform the duties described by the Bylaws and Policies of the Chapter. It is acceptable to combine offices, and stagger the election years of the Officers as determined by the Board to meet the needs of the chapter.

**Term of Office**

The Officers shall be elected for one or two year terms or until their successors are elected. Their term of office shall begin on January 1. No Officer shall be eligible to serve more than two consecutive terms in the same office. The President-elect assumes the role of President at the completion of the President’s term; therefore there is no election for President.

**Vacancies**

In the event the office of President becomes vacant, the President-elect shall serve as President for the unexpired term as well as their expected term of President. In the event of vacancies in other offices the Board has discretion to appoint an interim position or create a special election, whichever is in the best interest of the Chapter.

**President**

The President shall serve as presiding officer of all regular and special meetings of the general membership and Board; shall be an ex-officio member of all committees; shall make all required appointments of standing and special committee and task force chairs; shall perform such other duties as are assigned by the bylaws or the Board.

**President Elect**

The President-elect shall become familiar with the duties of the President and shall succeed to the Presidency at the expiration of the President’s term of office or should the President be unable to complete their term for any reason.

**Secretary**

The Secretary shall maintain all records as required by law; oversee the proper recording of the proceedings of the general membership and of the Board; shall submit minutes to the Board for approval and shall make approved minutes available to the general membership within 30 days of the meeting; shall manage and direct activities of the Chapter as approved by the Board and shall be responsible to the Board and shall perform other duties as assigned by the Bylaws and the Board, including but not limited to the following:

1. Maintaining contact list for the chapter

3. Supporting the duties of the President and the Board

4. Coordinating nominations and elections

5. Send updates for the Ohio Valley IACRN to the Chapter

6. Appointing an alternate when unable to participate in a meeting

**Member-at-Large**

The Members-at-Large shall serve on the Board and shall complete requests by the Board to edit documents, provide feedback or provide information. They shall be required to participate in at least one chapter activity (ie: plan a meeting). They shall assist with raising awareness about the mission and goals of the Chapter to the community and complete specific tasks and assignments of the Board as needed. There shall be four Members-at-Large at any given time, each serving a two-year term which shall expire on alternating years.

**Immediate Past President**

The Immediate Past President shall serve on the Board and assist the President as requested. They shall assist with raising awareness about the mission and goals of the Chapter to the community and complete specific tasks and assignments of the Board as needed.

**Terms of Office**

The term of office for President and Members-at-Large shall be two years. The Members-at-Large shall begin their term on alternate years.

The term of office for the Immediate Past President and the President-Elect shall be one year terms.

**Policy 5: Elections and Voting by Members**

**Nominations**

Interested candidates will submit an application to the Board by August 1st. The application will consist of the candidates’ name, place of employment, current job title, brief description of their role and responsibilities, and board position of interest.

The slate of candidates will be presented at the September chapter meeting.

**Voting**

The slate of nominees shall be placed on ballots, which will be distributed electronically to all voting members of the Chapter by October 1st. Votes are to be cast by November 1st. Votes received after the deadline established by the Board will not be accepted for tally.

Officers and Members-at-Large shall be elected by a plurality of the votes cast for each office. The Membership will be given the option to vote yay or nay for unopposed candidates. Officers and Members-at-Large that run unopposed shall be elected by a majority of the “yay” votes cast.

*The newly elected Officers and other constituents shall assume their responsibilities beginning on the first day of the calendar year immediately following their election.*

**Policy 6: Chapter Committees**

Chapter committees shall be created based on identified Chapter needs and approved by the Board. Each committee’s purpose must align with the mission and vision of the Chapter. Chairpersons for newly developed committees will be appointed by the Board for one term; subsequent chairpersons will be decided by the individual committee through election or appointment and final approval by the Board.

**Committee Structure, Membership and Leadership**

Every committee will be led by a chair and ideally a co-chair. The first year of the committee’s existence, the chair and co-chair will be appointed by the Board. The co-chair of the committee will succeed the chair, allowing opportunity for continuity of leadership.

Chairperson Responsibilities

1. Responsible to advance committee work and communicate with committee members

2. Responsible for being aware of and in alignment with IACRN strategic plan

3. Responsible for reporting to the Board upon request