

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL
AND EPIDEMIOLOGY, INC.**

MODEL BYLAWS FOR LOCAL CHAPTERS

ARTICLE 1- NAME AND SEAL

Section 1. Name

The name of this organization is the Association for Professionals in Infection Control and Epidemiology, Inc., hereafter referred to as APIC Chapter 13 OR APIC Greater New York Chapter 13.

Section 2. Seal

The seal of the National Association "APIC" or "Association" shall be a circular impression seal with the words "Association for Professionals in Infection Control and Epidemiology, Inc., Massachusetts 1987" affixed thereto.

INSTRUCTIONS FOR ARTICLE I: The chapter name and identification number should be inserted where indicated. All other information in this section is MANDATORY as written.

ARTICLE II - PURPOSE, MISSION, AND GOALS

Section 1. Purpose

The general purpose of the Chapter is to improve health by serving the needs and aims common to all disciplines that are united by infection control and epidemiology activities.

Section 2. Goals

- A. To direct, support, and improve the practice and management of infection control and the application of epidemiology.
- B. To position APIC as the leader in the practice of infection control and the application of epidemiology.
- C. To ensure that APIC's mission is supported by its resources and activities.

INSTRUCTIONS FOR ARTICLE II: This section is MANDATORY as written and should not be changed.

ARTICLE III - TAX STATUS

Section 1. Tax Status


The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute. APIC is organized exclusively for educational, charitable, scientific, and literal purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

The National Association intends to obtain the full benefit of any tax exemption it may be entitled to under the Internal Revenue Code. Accordingly, the Association and its Chapter shall be managed in a manner consistent with such exempt statutes.

INSTRUCTIONS FOR ARTICLE III: This section is MANDATORY as written and should not be changed.

INITIALS: 

INITIALS: 

INITIALS: 

ARTICLE IV - MEMBERSHIP

Section 1. Privileges

A. Membership in the Association is a privilege and is achieved by compliance with these bylaws.

B. Categories

1. Active Membership

Active members shall be individuals occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.

2. Associate Membership

Associate members shall be individuals not actively involved in the practice and management of infection control and/or application of epidemiology. Such members may not vote nor hold elected office.

3. Retired Membership

Retired members shall be individuals who are no longer employed in any capacity and who have had five consecutive years of Active or Associate APIC membership prior to retirement. Retired members may not vote nor hold elected office; however, they may serve in appointed capacities.

4. Honorary Membership

Honorary Members shall be individuals elected to this category by the National Board of Directors in recognition of their contribution to the Association. Honorary members shall not be occupationally or professionally involved in the practice and management of infection control or the application of epidemiology. Such members may serve the Association in any manner mutually agreeable to themselves and to the Board, but may not vote or hold office.

5. Lifetime Membership

Lifetime Members shall be individuals elected to this category by the National Board of Directors in recognition of their contributions to the field of infection control and/or epidemiology or to the Association. Lifetime members are those individuals who are currently or have been occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees and hold elected office.

6. Student Membership

Individuals enrolled full-time in an accredited institution, prior to the reward of an associates or bachelors degree. Such members may not vote or hold office; however may serve on committees.

C. Membership Renewals

- 1. Membership shall be based on the calendar year or per National APIC Office Schedule.
2. Honorary membership shall be for a lifetime.

D. Membership in Local Chapters

All members of the local Chapters of the Association must also be members of the National Association and Active Members of the National association are the only persons eligible for Active Member status in the Chapter.

INITIALS: [Signature]

INITIALS: DO

INITIALS: [Signature]

INSTRUCTIONS FOR ARTICLE IV: Chapter membership categories must be consistent with National APIC categories. Honorary and Lifetime memberships can only be conferred by the National Board of Directors. Patron membership applies only to the national level and should not be referred to in chapter bylaws. Letters A, C and D above are MANDATORY as written.

Section 2. Fiscal Year

The fiscal year shall be the calendar year.

Section 3. Dues

- A. Dues for each calendar year shall be determined by the Board of Directors.
- B. Local Chapter membership dues shall not exceed those of the national Association.
- C. All dues shall be remitted according to Board policy.
- D. Membership cards shall be issued contingent upon receipt of current dues.

INSTRUCTIONS FOR ARTICLE IV, SECTIONS 2 & 3: Dues amounts are not specified in the Bylaws. Any increase or decrease in Chapter dues does require a vote by the Chapter membership after presentation at a Chapter meeting. Because it is not a Bylaws change, it does not require a 30-day advance notice. Dues for Retired Members on the national level are one-half (1/2) the annual dues. Local Chapters may follow suit or establish a rate equitable to them including up to a full rate.

Section 4. Termination

- A. If the dues of any member are not paid in accordance with the policies of the Association, membership shall be automatically terminated.
- B. In the event a Chapter member ceases to be a member of the National Association, membership in the Chapter shall also automatically terminate.
- C. Any member may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the Association would be served thereby or upon losing membership in National APIC. Such member, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.
- D. The Board of Directors may provide for subsequent reinstatement.



INSTRUCTIONS FOR ARTICLE IV, SECTION 4: This section on Termination is MANDATORY as written and should not be changed.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

Section 1. Meetings

- A. Annual Meetings
The annual business meeting of this organization shall be held in January in conjunction with the educational conference or at such time as directed by the Board of Directors.
- B. Quorum
Those members present at the annual business meeting shall constitute a quorum.

INSTRUCTIONS FOR ARTICLE V: The annual meeting day of the week and month should be inserted where indicated above.

INITIALS:  INITIALS:  INITIALS: 

ARTICLE VI – OFFICERS

Section 1. Composition

The officers shall be a President, a President-Elect, a Treasurer, and a Secretary. These officers shall perform the duties prescribed by these Bylaws, perform those duties as usually pertain to their respective offices, and perform those duties prescribed by the Board of Directors.

Section 2. Duties

A. President

1. Shall be directly responsible to the Board of Directors for the administration of the organization.
2. Shall delegate committee activities and appoint members to committees as necessary with Board approval.
3. Shall preside at all Board meetings of the Chapter.
4. Shall preside at all business meetings of the Chapter.

B. President-Elect

1. Shall prepare to assume the office of President.
2. Shall fill the office of President should that office become vacant and subsequently fill the office of President for a regular term as is entitled the President-Elect.

C. Treasurer

1. Shall oversee and be responsible for the management of the financial affairs of the Chapter.
2. Shall oversee the preparation of periodic financial reports for the Board.
3. Shall review financial affairs of the Chapter as necessary with legal counsel and/or accountant.
4. Shall oversee the preparation of the annual budget and present it to the Board of Directors.
5. Shall be a member or consultant to any committee having to do with the Association's monies.
6. Shall be bonded through the National Association.



D. Secretary

1. Shall be responsible for the accurate recording and transcribing of the minutes of all Chapter and Board of Directors meetings.
2. Shall submit all minutes to the Board of Directors in accord with established procedure.

INSTRUCTIONS FOR ARTICLE VI: Chapters may choose to alter the number and functions of officers based on the needs of their Chapter and the number of individuals available to fill the positions. More specific details of officers' responsibilities should be described in Chapter policies to avoid frequent Bylaws revisions.

Section 3. Terms of Office

- A. The President shall serve for a term of one year or until a successor has assumed office.
- B. The President-Elect shall serve for a term of one year or until a successor has assumed office.
- C. The Secretary shall serve for a term of two years or until a successor has assumed office and shall be elected in the odd-numbered years.
- D. The Treasurer shall serve for a term of two years or until a successor has assumed office and shall be elected in the even-numbered years.
- E. No officer or director shall serve more than two consecutive terms in the same office.
- F. All terms of office shall begin at the first Board of Directors meeting of the calendar year.

INITIALS:  INITIALS: DO INITIALS: 

Section 4. Qualifications

- A. The President shall have automatically succeeded to the Presidency after having held the office of President-Elect the preceding year.
- B. The President-Elect shall have served at least one year as a member of the APIC Board of Directors prior to assuming the office of President-Elect.

Section 5. Vacancies

- A. If any office becomes vacant, it may
 - 1. Remain vacant until the next election.
 - 2. Be filled by appointment by the Board of Directors for the unexpired term.
- B. If the office of President-elect becomes vacant, it shall be filled by a special election of the membership.

Section 6. Removal

Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office whenever, in its judgment, the best interests of the Chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VI: The terms of offices can be individually altered to meet the needs of the Chapter.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of the four officers, the immediate Past-President, and no less than nine and no more than twelve directors.

Section 2. Terms

- A. The Directors shall serve a term of two years or until a successor has assumed office. They shall be elected on a rotating basis with no less than four and no more than six elected each year.
- B. The immediate Past-President shall serve as a Director for one year upon completion of the term of office of President.

Section 3. Duties

- A. The Board of Directors shall be the governing body of the Chapter and shall establish Chapter policy for conducting the business and management functions of the Chapter.
- B. The Board reviews committees and officers reports and makes recommendations concerning committee activities.
- C. The Board authorizes the official acts of the elected officials and committees.
- D. The Board approves the slate of candidates for the ballot.

Section 4. Meetings

- A. Meetings shall be held a minimum of twice yearly at the discretion of the Board or upon the call of 2 or more of the Directors.
- B. Dates, notices, and agenda shall be according to the policy set by the Board of Directors.
- C. A minimum of fourteen days notice shall be required prior to a Board of Directors meeting.
- D. Two-thirds (2/3) of the Board of Directors shall constitute a quorum.

INITIALS: W INITIALS: DO INITIALS: J

Section 5. Removal

Any Director, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office whenever, in its judgment, the best interests of the Chapter would be served thereby. The Director, to be removed, shall be given notice of said meeting at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VII: The composition of the Board and the number of people on the Board may be more or less. An odd number of Directors is preferred to avoid ties in votes.

ARTICLE VIII – ELECTIONS

Section 1. Elections

Elections shall be held annually prior to the beginning of the terms of office.

Section 2. Voting

- A. Only Active members may vote.
- B. Voting shall (may) be by mail ballot.
- C. A majority vote shall elect when there are less than three candidates.
- D. A plurality vote shall elect when there are three or more candidates.
- E. Tie votes shall be broken by drawing lots.

Section 3. Tellers

- A. A Tellers' Committee shall be appointed annually from the membership-at-large by the President and approved by the Board of Directors.
- B. Shall count the ballots in accord with established procedure approved by the Board of Directors.
- C. Shall submit to the Board of Directors a written analysis of ballots cast and the number cast for each candidate.
- D. Shall not be eligible to run for any office while serving on the Tellers' Committee.

Section 4. Eligibility of Candidates - General Qualifications

- A. Shall be current Active member of APIC.
- B. No officer or Director may hold local and National office in the Association simultaneously.

INSTRUCTIONS FOR ARTICLE VIII: The election process may be altered to fit chapter size, but Section 4, B is MANDATORY as written and should not be changed.

ARTICLE IX – COMMITTEES

Section 1. Executive Committee

- A. Shall consist of three members of the Board of Directors: the President, the President-Elect, and one member elected by and from the current Board of Directors.
- B. Shall make all necessary decisions between Board meetings to insure the continuous functioning of the Chapter.

Section 2. Standing and Special Committees

Standing and Special Committees are appointed by the Board. The composition, terms, and duties of these committees shall be determined by the Board of Directors. Appointments shall be made on a year-by-year basis.

INITIALS: @

INITIALS: DO

INITIALS: Jan

Section 3. Budget and Finance Committee

- A. Shall be comprised of the President, the President-Elect, the Treasurer, and such other members as determined by the Board of Directors.
- B. Shall be chaired by the Treasurer.

Section 4. Nominating Committee

- A. Qualifications: To be eligible to serve on the Nominating Committee, an individual must meet those qualifications stated in Article VIII. Section 4, subsections A & B.
- B. Composition and Duties
 - 1. Shall consist of six members to be elected by the membership for a two-year term on a rotating basis with three members elected each year.
 - 2. Shall not be eligible to run for any office while serving on the Nominating Committee.
 - 3. Shall be headed by a chair appointed from the committee members and approved by the Board of Directors.
 - 4. Shall solicit nominations representative of a multidisciplinary international organization.
 - 5. Shall develop procedures for the conduction of elections and submit for Board approval.
 - 6. Shall develop and submit a slate of candidates for the Chapter ballot to the Board of Directors for approval.
 - 7. Shall notify all nominees of their status regarding their candidacy.

INSTRUCTIONS FOR ARTICLE IX: The number of Nominating Committee members and its policies will vary depending upon the size of the Chapter. Standing Committees and composition are up to the Chapter.

ARTICLE X - OFFICIAL PUBLICATION

- A. The official publication of the Association shall be the *American Journal of Infection Control*.
- B. All members shall receive the *American Journal of Infection Control*.

ARTICLE XI - LIABILITY AND INDEMNIFICATION

Section 1. Limitation of Liability

No officer nor director shall be personally liable to the Chapter or its members for monetary damages for breach of fiduciary duty as an officer or director not withstanding any provision of law imposing such liability, provided however, that this provision shall not eliminate the liability of an officer or director to the extent that such liability is imposed by applicable law, (i) for any breach of the officer's or director's duty of loyalty to the Chapter or its members, (ii) for acts or omissions not in good faith which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which there is improper personal benefit. This provision shall not eliminate the liability of an officer or director for any act or omission occurring prior to the date upon which this provision becomes effective. No amendment to nor repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer or director for or with respect to any acts or omissions of such officer or director occurring prior to such amendment or repeal.

INITIALS: _____

INITIALS: _____

INITIALS: _____

Section 2. Indemnification

The Chapter may, in the sole discretion of the Board of Directors, indemnify in whole or in part any person (and his heirs, executors, administrators, or other legal representatives) who is or shall have been an officer or director of the Chapter or any person who is serving or shall have served at the request of the chapter against all liabilities and expenses (including judgments, fines, penalties, and attorney's fees and all amounts paid, other than to the Chapter, in compromise or settlement) reasonably incurred by any such officer, director, or person who may be a party defendant or with which he may be threatened or otherwise involved, directly or indirectly, by reason of his being or having been an officer or director of the Chapter or such other Chapter, except in relations to matters as to which any such officer, director, or person shall be finally adjudged, other than by consent, in such action, suit, or proceeding to have been liable for bad faith or misconduct in their performance of his duty as such officer or director.

INSTRUCTIONS FOR ARTICLE XI: This section is MANDATORY as written and should not be changed.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary writings of General Henry M. Roberts, *Roberts Rules of Order*, most recently revised, govern the Association in all cases not covered by these Bylaws.

INSTRUCTIONS FOR ARTICLE XII: This section is MANDATORY as written and should not be changed.

ARTICLE XIII - AMENDMENTS

Section 1. Process

These Bylaws may be amended upon two-thirds (2/3) vote of those Active Members present at a meeting of the membership, provided that such proposed amendments have been presented, in writing, to the voting membership at least thirty (30) days prior to the vote.

Section 2. Approval


Amendments approved by the voting membership shall not become final until they have been submitted to the National APIC Chapter Services Coordinator, who will then seek final approval from APIC's Legal Counsel. The Chapter Services Coordinator shall notify the local Chapter of approval or non-approval. Approved Bylaws (original copy) shall be sent to APIC National Office for inclusion in the local Chapter's permanent file.

INSTRUCTIONS FOR ARTICLE XIII: This section is MANDATORY as written and should not be changed.


ARTICLE XIV - FINANCIAL OPERATIONS

The Chapter shall keep accurate and complete books and records of its accounts, meetings, and proceedings of the organization. There may be an annual audit of the books & accounts the Chapter in such a manner as directed by the Board of Directors of APIC. The Treasurer shall submit necessary documentation as required by APIC.

INSTRUCTIONS FOR ARTICLE XIV: This section is MANDATORY as written and should not be changed.

INITIALS: 


INITIALS: DO

INITIALS: 

ARTICLE XV - DISSOLUTION OF THE ORGANIZATION

In the event of dissolution, the Board of Directors, after payment or making provision for the payment of all liabilities, shall dispose of all the assets of the Chapter by distributing the assets to the said organization known as the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute.

INSTRUCTIONS FOR ARTICLE XV: This section is MANDATORY as written and should not be changed.

INITIALS: 

INITIALS: 

INITIALS: 