

Association for Radiologic and Imaging Nursing  
GLARIN Regional Chapter  
Bylaws

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**ARTICLE I : NAME**

The name of this professional organization shall be known as Great Lakes Association for Radiologic and Imaging Nursing, hereinafter referred to as GLARIN. GLARIN, is a regional chapter of the Association for Radiologic and Imaging Nursing (hereinafter referred to as ARIN). Its purposes and objectives shall be those of ARIN and shall comply at all times with the bylaws of ARIN.

**ARTICLE II: Non-Profit Statement**

GLARIN is recognized as a non-profit organization.

**ARTICLE III: Core Purpose and Values**

**Core Purpose**

To foster the growth of nurses who advance the standard of care in the imaging environment.

**Values**

- Commitment to professionalism
- Responsive to technological advances
- Leadership in a constantly evolving environment
- Advocate for safe patient care

**ARTICLE IV: Membership**

This chapter shall have two categories of membership: Active and Associate. Membership in ARIN is a prerequisite to membership in the chapter as an officer on the GLARIN board of directors. General members do not need to be members of ARIN. Both active and associate membership shall be approved by the board member designee or GLARIN Board. The member shall supply the Chapter with a completed membership application along with the appropriate dues.

**Section 1: Active**

Any registered nurse who is or has been practicing in diagnostic or therapeutic imaging environments. Active members shall have the right to vote and hold office and shall be subject to all dues and assessments. To request active membership a completed membership application shall be completed through the GLARIN website [www.glarin.org](http://www.glarin.org), and the appropriate dues amount sent for active membership.

**Section 2: Associate**

Any non-registered nurse who is interested in the goals and objectives of the association. Associate members shall have all the rights and obligations of active members except for the right to vote or hold office. To request associate membership a completed membership application shall be completed through the GLARIN website [www.glarin.org](http://www.glarin.org), and the appropriate dues amount sent for associate membership.

**Section 3: Termination of Membership**

Membership in this Chapter shall be terminated automatically upon:

1. The resignation of the member.
2. Non-payment of the membership dues as stated in Section X. Failure to forward dues within sixty (60) days after renewal notification shall result in removal from the membership roster and withdrawal of all privileges as a member of the Chapter.

**ARTICLE V: MEETINGS**

**Section 1 - General Meetings-** General Meetings of the membership of this Chapter shall be held a minimum of two (2) times a year to conduct business and for educational and networking purposes. The date, time, and place of the meetings shall be posted on the GLARIN website and sent to chapter members over e-mail not less than seven (7) days prior to the date of the next meeting.

**Section 2- Notification of General Meetings-** Notification of general meetings shall be posted on the GLARIN website and an e-mail sent out to chapter members that includes the date, time, and location of the meeting no less than seven (7) days prior to the date of the next meeting.

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**Section 3 - Annual meeting:** The Annual Meeting of the members of this Chapter shall be held as determined by the officers. The Annual Meeting agenda will include election of the officers and directors of this Chapter as provided in these bylaws Article V & VI and decision by vote of the dues for the subsequent year as provided in these bylaws Article X, Section 1.

**Section 4 - Notification of Annual Meeting:** The date, time, and place of the Annual Meeting shall be announced to the Chapter membership at least thirty (30) days prior to the meeting on the GLARIN website and sent as an e-mail to members of the chapter.

**Section 5 - Quorum:** Members of this Chapter present at the General Meeting shall constitute a quorum. A quorum at the annual meeting shall consist of not less than one half (1/2) of the membership registered to attend the Annual Meeting.

**Section 6 – Voting:** At all General Meetings of this Chapter, each voting member shall have one (1) vote and may cast this vote in person or by on-line proxy vote through the GLARIN website. A simple majority vote of those members in attendance and on-line voting shall decide the issue. At the Annual Meeting of this Chapter voting will follow the election procedures outlined in Article V, Section 3 & 4. Any other votes at the Annual Meeting, other than election of officers and directors, will follow the same process as those of the General Meetings as outlined above. Voting rights of a Director shall not be delegated to another nor excused by proxy.

## ARTICLE VI : ELECTIONS

**Section 1- Nomination Process:** The membership must be informed in the notice of the General Meeting prior to the Annual Meeting that the agenda for that meeting will include acceptance of nominations for office. At this General Meeting candidates eligible to hold office will be nominated by at least two (2) members eligible to vote. These candidates must agree to serve in the office to which they have been nominated verbally or in writing (need not be present) at that General Meeting for the nomination to be accepted. All candidates must agree in writing to serve submitted to the Chapter Secretary by thirty-five (35) days prior to the Annual Meeting in order to be placed on the ballot.

**Section 2 - Qualifications for Office:** Any voting member in good standing shall be eligible for nomination and election to serve in any office of this Chapter and must provide verbal and written acceptance of the nomination to serve in a Chapter office as outlined in Section I of this Article. To hold office the member must also be a good standing member of ARIN.

**Section 3 - Eligibility to Vote in Elections at the Annual Meeting:** Voting members of this Chapter shall be members in good standing as of forty (40) days prior to elections. Members in good standing shall be defined as those who have paid in full all Chapter membership dues and owe no monies or submission of any required paperwork or reports to this Chapter. Chapter members shall be required to register to attend and be eligible to vote at the Annual Meeting by responding in the manner outlined in the written notice not less than twenty-four (24) hours prior to the meeting.

**Section 4 - Election Procedure:** A copy of the ballot shall be posted on the GLARIN website and sent by e-mail to all voting members at least thirty (30) days prior to the Annual Meeting in order to notify all members of the nominated candidates. This ballot may be used to cast an absentee ballot through the chapter website if a member will be unable to attend the Annual Meeting. At the Annual Meeting, voting will take place by secret ballot. Each voting member shall have one (1) vote and may cast this vote in person at the Annual Meeting or by absentee ballot through the chapter website not less than twenty-four (24) hours prior to the Annual Meeting. A majority vote of those voting members present and absentee ballots received from voting members by the deadline shall govern. In case of a tie, if more than the two (or more) candidates with equal votes were on *the ballot*, another vote shall take place with only those candidates with equal votes re-running and majority vote will govern as above. (Absentee ballots for only those candidates with equal votes re-running would be counted.) If only two candidates with equal votes were on the ballot, a choice shall be made by drawing lots.

**Section 5 - Elected Officers:** Each elected officer shall take office immediately upon election to that position. Each elected officer may conduct business as necessary between General Meetings of the membership. Such actions may *be* ratified by the active membership of the Chapter at the next General Meeting if the Board of Directors deems it necessary.

**Section 6 - Manner of Election and Terms:** The Board of Directors shall be elected at the Chapter's Annual Meeting. The Board of Directors shall be elected by a majority vote of the active membership **present** at the Annual Business Meeting of the Chapter.

**Section 7 - Re-Election:** No member of the Board of Directors may serve more than two (2) consecutive terms in the same capacity. The President may serve only one (1) consecutive term equaling two (2) years.

## ARTICLE VII: OFFICERS/ BOARD OF DIRECTORS

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**Section 1 - Authority and Responsibility:** The governing body of this Chapter shall be the Board of Directors. The Board of Directors shall have supervision, control, and direction of the affairs of the Chapter, and actively pursue its objectives and supervise the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as deemed advisable, and may in the execution of the powers granted, delegate certain of its authority.

**Section 2 – Officer Composition:**

The Board of Directors shall consist of:

- One (1) President
- One (1) President-Elect
- One (1) Secretary
- One (1) Treasurer
- Up to three (3) Board Members (one (1) member will include the Past President)

The Leadership Members shall consist of:

- Up to four (4) State Liaisons (to represent each state respectively: Michigan, Indiana, Illinois and Wisconsin)
- One (1) Membership Chair
- Up to four (4) Educational Chair (two to represent monthly and two to represent annual educational opportunities)
- One (1) Electronic Media Chair
- One (1) (to each specialty) Associate Member Liaison (ie: Radiology Technologist, PA-C, MD)

**Section 3 - Eligibility for Office:**

1. Any active member of the Association who is or is willing to become, a member of ARIN, is eligible for nomination and election to any office of the chapter.
2. The Board of Directors and Leadership Members shall at all times be active members of ARIN.
3. The President-Elect shall have served at least one (1) year as a member of the Board of Directors or chaired a GLARIN committee for a minimum of one (1) year prior to nomination to this office.
4. A Member may not hold two (2) or more elective offices at the same time.

**Section 4 - Terms of Office:** The term of office shall begin in January of the year following the Annual Fall Business Meeting at which the officer is installed.

Officers:

- President- one year
- President-Elect- one year
- Secretary- one year
- Treasurer- one year
- Board Members:
  - Board Member #1- Past President - one year term
  - Board Member #2- one year
  - Board Member #3- one year
- State Liaisons – one year
- Electronic Media Chair – one year
- Membership Chair – one year
- Educational Chair
  - Monthly – one year
  - Annual – one year
- Associate Member Liaison – one year

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**Section 5 - Quorum of the Board:** At any meeting of the Board of Directors, no less than four (4) members of the Board shall constitute a quorum for the transaction of the business of the Chapter and any such business thus transacted shall be valid providing it is affirmatively passed upon by a majority of those present.

**Section 6 - Meetings of the Board:** A regular meeting of the Board of Directors shall be held no less than two (2) times during each administrative year at such date, time and place as the Board may prescribe. Notice of such meeting shall be given to the Directors not less than seven (7) days before the meeting is held. Special meetings of the Board may be called by the President or at the request of three (3) Directors, by notice of e-mail, or posting on the chapter website not less than seventy-two (72) hours before the meeting is held.

**Section 7 - Vacancies/Removal:** Any vacancy occurring on the Board of Directors between Annual Meetings shall be filled by the Board of Directors. A director so elected to fill a vacancy shall serve the remainder of the term of her/his predecessor. Any member filling a vacancy for an unexpired term of one (1) year or more shall be deemed to have served one (1) year. The Board of Directors may at its discretion, by affirmative vote of two-thirds (2/3) of its other members, remove a Director from office if that Director has not attended two-thirds (2/3) of the meetings and/or has not paid their dues, and/or has been neglectful of their duties as an officer of director.

**Section 8 – Compensation:** The President and President-Elect will be reimbursed for the registration fee to the ARIN national conference. All other board of director positions are uncompensated. Reimbursement for expenses incurred on behalf of the Chapter shall be at the Board of Directors' discretion.

#### **ARTICLE VIII : OFFICER RESPONSIBILITIES**

1. Officers
  - A. President
    1. The President shall serve as the Chief Executive Officer of the Chapter.
    2. Make all required appointments of standing and special committees with the approval of the Board of Directors.
    3. She/He shall also serve as a member ex-officio with the right to vote on all committees, with the exception of the dominating Committee if one is established.
    4. Shall complete all duties and responsibilities set forth and written by the Board of Directors.
    5. At the completion of his/her term as President, he/she will serve a one (1) year term as a Board Member and Chairperson of the Nominating Committee.
  - B. President-Elect
    1. The President-Elect shall succeed to the Presidency.
    2. Assumes duties/responsibilities of the President in the Presidents' absence or inability to serve.
    3. Performs all duties & responsibilities set forth and written by the Board of Directors.
  - C. Secretary
    1. Assures that there is proper recording of the proceedings of the general and board meetings of GLARIN and all committees.
    2. Maintains accurate records of all meeting minutes and correspondence.
    3. Performs all duties and responsibilities set forth and written by the board of directors.
  - D. Treasurer
    1. The Treasurer shall be in charge of the Chapter's funds and be responsible for keeping of the funds in such banks, trust companies and/or investments as are approved by the Board of Directors.
    2. Reports on the financial status of the Association at all meeting of the Board of Directors and at other times when called upon by the President.
    3. At the expiration of her/his term of office, she/he shall deliver over to her/his successor, all books, money and other property she/her may be in charge of.
    4. Performs all duties and responsibilities set forth and written by the Board of Directors.
  - E. Board Members
    1. Performs all duties and responsibilities set forth and written by the Board of Directors.
  - F. State Liaison
    1. Each State Liaison shall represent their state respectively, Indiana, Illinois, Michigan and Wisconsin.
    2. Each State Liaison will coordinate monthly and annual educational opportunity in cooperation with the Educational Chair.
    3. Report any concerns that their state members may have to the Board of Directors.

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4. Should the Chapter invite additional states into its membership, a State Liaison will be appointed to represent that state's members.
  5. Performs all duties and responsibilities set forth and written by the Board of Directors.
- G. Membership Coordinator
1. Maintains accurate records of Chapter members, including, but not limited to: Name, address, phone, email.
  2. Works closely with treasurer regarding Chapter dues.
  3. Maintains accurate records of Chapter dues for each member and is responsible to notify each member regarding renewal of membership.
  4. Performs all duties and responsibilities set forth and written by the Board of Directors.
- H. Educational Chairs
1. Monthly Educational Chair
    - a. Responsible to coordinate monthly continual educational opportunities offered by the Chapter to satisfy the contact hours required for state registered nurse licensure.
    - b. Performs all duties and responsibilities set forth and written by the Board of Directors
  2. Annual Educational Chair
    - a. Responsible to coordinate monthly continual educational opportunities offered by the Chapter to satisfy the contact hours required for state registered nurse licensure.
    - b. Performs all duties and responsibilities set forth and written by the Board of Directors
- I. Electronic Media Chair
1. Responsible to maintain the Chapter internet website.
  2. Coordinate with the Board of Directors and post any current events, chapter meetings, meeting minutes, etc.
  3. Performs all duties and responsibilities set forth and written by the Board of Directors.
- J. Associate Member Liaison
1. Responsible to coordinate monthly continual educational opportunities, correlating with the nurses CE, offered by the Chapter to satisfy the contact hours required within their specialty.
  2. Performs all duties and responsibilities set forth and written by the Board of Directors.

**ARTICLE IX : Committees:** The Standing Committees of the Chapter shall be determined by the Board of Directors. Any Director may request that a committee be formed to provide assistance in fulfilling any of their duties. The Board will determine the duties, powers and responsibilities of all standing and special committees.

**Section 1 – Membership Committee:** The purpose of a membership committee is to recruit and retain members and to keep an accurate record of current membership status.

1. Mechanism of Chairperson Election
  - a. The membership chairperson is a GLARIN member that has either volunteered or has been appointed by the board.
  - b. The committee will be responsible with communicating and coordinating with the Membership Coordinator of the Board of Directors.
  - c. The length of the term is at least one election year.
  - d. The term may be extended for another year depending upon the interest of that member to serve in this capacity.
2. The membership chairperson shall complete all duties and responsibilities that have been set forth and written by the Board of Directors.

**Section 2 – Newsletter Committee:** The purpose of a newsletter committee is to provide a means of membership communication and networking.

1. The Newsletter Chairperson shall serve as the Editor and complete all duties and responsibilities set forth written by the Board of Directors.
2. Mechanism of Chairperson Election:
  - a. The newsletter chairperson is a GLARIN member that has either volunteered or has been appointed by the board.
  - b. The committee will be responsible with communicating and coordinating with the Electronic Media Chair of the Board of Directors
  - c. The length of the term is at least one election year.

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- d. The term may be extended for another year depending upon the interest of that member to serve in this capacity.

**Section 3 – Nominating Committee:** When chapter membership exceeds twenty five (25) members, the President shall appoint a Nominating Committee. The purposes of a Nominating Committee are to motivate and recruit members to run for office and to direct/oversee the annual nomination procedure.

1. The Nominating Committee will consist of the past President as the nomination chairperson and another elected co-chairperson.
2. This committee shall complete all duties and responsibilities set forth and written by the Board of Directors and in accordance with the written Nomination Procedure.
3. The length of the term is at least one election year

**Section 4 – Fundraising Committee:** The purpose of a fundraising committee is to conduct fundraising events/activities for GLARIN. The Fundraising Chairperson shall complete all duties and responsibilities set forth and written by the Board of Directors. The length of the term is at least one election year.

**Section 5 – Educational Committee:** The purpose of the Educational Library committee is to provide support to the Monthly and Annual Educational Board Members. This committee will also be responsible in maintaining the repository of resources submitted by GLARIN members. The Educational Library Chairperson shall complete all duties and responsibilities set forth and written by the Board of Directors. The length of the term is at least one election year.

**Section 6 – Scholarship Committee:** The purpose of the Scholarship committee is to award scholarship monies to those members who have demonstrated contribution of their time, talents toward being active in the GLARIN chapter. The Scholarship Chairperson shall complete all duties and responsibilities set forth and written by the Board of Directors. The length of the term is at least one election year.

**Section 7 – Special Committees:** The President with the approval of the Board of Directors shall appoint such other committees, sub-committees or task forces as are necessary and which are not in conflict with other provisions of these by-laws, and the duties of any such committees shall be prescribed by the Board of Directors upon appointments.

#### **ARTICLE X : Dues and Assessments**

##### **Section 1- Chapter Dues:**

1. Dues for the Chapter may be levied and shall be determined by the current Board of Directors.
2. National ARIN dues shall not be collected.
3. The membership dues shall be collected on a yearly basis dependent upon the initial enrollment of the member.

**Section 2 - Fiscal period:** The fiscal period of the Chapter shall be JANUARY 1<sup>st</sup> through DECEMBER 31<sup>st</sup> of each year.

**Section 3 - Lapse in Dues Payment:** Any Chapter members whose dues or assessments are unpaid at the time of the Annual Business Meeting shall be ineligible to vote or hold office. Failure to forward dues in sixty (60) days after the renewal notification shall result in removal from the membership roster and withdrawal of all privileges as a member of the chapter. Any member removed from the membership roster because of non-payment of membership dues, may be reinstated by making application for membership together with payment of current dues.

#### **ARTICLE XI: Amendments to the Bylaws**

**Section 1: Amendment Procedure:** These bylaws may be amended or repealed by two thirds (2/3) vote of the voting members present at any General Meeting of the Chapter duly called and regularly held, provided that the proposed amendments have been e-mailed or posted on the chapter website no later than thirty (30) days prior to the meeting.

**Section 2 - Reflection of Amendments to ARIN Bylaws:** Any changes to the ARIN bylaws which cause these bylaws to be in conflict shall of themselves cause these bylaws to be amended in compliance.

#### **ARTICLE XII: MISCELLANEOUS**

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**Section 1 - Chapter Records:** All records of the Chapter shall be open to the membership of the Chapter at any reasonable time by contacting the Chapter Secretary.

**Section 2 - Parliamentary Procedure:** Robert's Rules of Order, Newly Revised, except when in conflict with the bylaws of ARIN or this Chapter, shall control all meetings of the Chapter as required; and may be instituted by the Chapter President or ranking Officer at any time.

**ARTICLE XIII: DISSOLUTION**

The Chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws. On dissolution of the Chapter, any funds remaining, after the payment of outstanding debts, shall be sent to the Treasurer of the Association for Radiologic and Imaging Nursing for the purpose of funding educational seminars.

**BYLAWS** - revised 10/25/2010. Voted on and accepted by chapter board.