The Ohio State Chapter of the International Association of Forensic Nurses (OH-IAFN)

Bylaws

ARTICLE I: DEFINITION OF TERMS

Chapter: A local subsidiary branch of the Parent Association.

Contractual Agreement: A signed document between two parties that define guidelines of which both parties agree to.

Intellectual Property: An intangible asset that consists of human knowledge and ideas. Some examples are patents, copyrights, and trademarks.

Parent Association and/or Corporation: International Association of Forensic Nurses main office.

Real Property: Property consisting of houses and land. Also referred to as real estate.

Trade Secrets: a process, method, plan, formula or other information unique to IAFN, which gives it an advantage over competitors

ARTICLE II - NAME

The name of this chapter is Ohio State.

ARTICLE 111 - OFFICE AND REGISTERED AGENTS

President: Sarah Schemmel
Past President: Tamara Robertson
President Elect: Michelle Stratton
Secretary: Mindy M. Lause
Treasurer: Loralee Bidlingmaier
Webiste/Media: Laura Kaiser
ARTICLE IV - PURPOSES
The purpose of the chapter is to practice and promote the profession of forensic nursing in national and international settings (as taken from the IAFN Articles of Incorporation). The mission of the IAFN is to provide leadership in forensic nursing practice by developing, promoting, and disseminating information internationally about forensic nursing science.

ARTICLE V - AFFILIATION
The Ohio State Chapter is an affiliate of the International Association of Forensic Nurses. The Chapter is subject to the IAFN's Constitution and Bylaws, as well as the Code of Ethics.

ARTICLE VI - MEMBERSHIP

Section A: Membership.
Active members of this chapter shall, by virtue of their membership to the Parent association, be entitled to all rights and privileges of the IAFN. Upon the resignation, termination, or removal of IAFN membership as hereinafter provided, that member shall cease to be a member of this Chapter. All members of the chapter must be members in good standing with the International Association of Forensic Nurses, Inc.

Section B: Termination of Membership.
Upon termination from membership of this Chapter, the member shall surrender all documents in her or his possession belonging to the Chapter.

Section C: Membership Orientation and Rules.
Membership in this chapter shall be open to all persons who support the goals of the Parent organization and who qualify under one or more of the membership categories enumerated in Section E, below.

Section D: Fidelity to Charter and Bylaws
1. All members shall file an application for membership and MUST be a member of the IAFN to be a member of the Chapter. Membership
2. Members are expected to uphold the goals and objectives of the Chapter and of the International Association of Forensic Nurses, Incorporated and abide by the guidelines set forth in these bylaws.
3. Chapter bylaws must reflect and stay current with any changes to the IAFN bylaws. It is the responsibility of the Chapter to be aware of changes to IAFN bylaws.
4. It is the responsibility of the Chapter to ensure that Chapter bylaws are compliant with applicable state laws in the Chapter's jurisdiction.
Section E: Membership Categories. The following membership categories are established:

1. **Student Member**: A person who is presently a student expressing an interest in forensic nursing. Student members may attend chapter and IAFN functions and receive IAFN publications at reduced rates, but may not vote or hold office in the chapter or Parent organization. A person with an RN license does not qualify for student membership.

2. **Member**: A person who is a registered nurse in good standing with the licensing boards in the jurisdiction of practice and whose professional orientation is toward forensic nursing. Members may vote and hold office in the organization.

3. **Associate Member**: A person who expresses an interest in the field of forensic science, is not a Registered Nurse, and supports the concepts of forensic nursing. Associate members may not vote or hold elective office in the organization.

Section F: Office Holding.
All members of this Chapter, excluding student and associate members, are eligible to hold elected office in this Chapter, within the parameters set in these Bylaws.

Section G: Applications for Membership.

1. **Membership Application and Approval**: Application for membership in this Chapter shall be on forms approved for such purposes by the Executive Board of Directors of IAFN. Applications with the designated fee shall be submitted to the Parent Association on a 1 year, 3 year or 5 year basis.

2. **Membership Credentials**: Upon approval of the application for membership, the Parent Association shall issue the approved membership identification credentials, to include a membership number, membership card, and chapter affiliation to the new or returning member.

Section H: Membership Records and Record Accountability.
Persons accepted for membership in this Chapter under the provisions of these Bylaws will be assigned a permanent membership number that shall not be reassigned to any other person and will serve as their Chapter and Parent Association member number. A permanent file of the membership documents, including application and any other papers generated pertaining to that member shall be maintained by the Parent Association. These records shall be considered confidential. Member’s records may be reviewed by the individual member, the Executive Board of Directors, Chapter Board of Directors and/or appointed office-holders only in relation with official duties of the Chapter.

Section I: Distribution of Bylaws.
The bylaws of this Chapter shall be accessible to each member through the Chapter Board of Directors or through the Parent Association.
ARTICLE VII: DUES

A new chapter member, that is a current member of the IAFN, will pay chapter dues directly to the Chapter, with a copy of the member application sent to the Parent Association.

A member prospect that is not yet a member of the IAFN must be directed to the Parent Association for payment of dues to the IAFN and the Chapter.

The renewal dues payment shall be invoiced on a yearly basis from the Parent Association in conjunction with renewals due to the Parent Association.

The manner in which dues rates are determined is by a simple majority vote of IAFN Chapter Presidents and approved by the IAFN Board of Directors.

ARTICLE VIII: MEETINGS

Section A: Notice of Meetings.
Notice of all chapter meetings must be provided to chapter members by the Chapter Board of Directors' designee. At all times the designee will attempt to give the greatest notice in time to chapter members. Members are responsible for maintaining a current mailing address and email address with the Parent Association as well as their Chapter.

Section B: Decision-Making Authority and Decision Process.

1. Decision-Making Authority: Decision-making authority rests with the Chapter Board of Directors on a majority vote basis. At their discretion, the Chapter Board of Directors may elect to authorize voting of the chapter membership on one or more issues and decisions. In such cases, each member shall be entitled to one vote.

2. Voting Process and Proxies: Votes may be cast in person or by signed proxy by members in good standing mailed to the Secretary of this Chapter, and voted by the Secretary. Valid proxies must carry the members; membership number, the date of the authorization, as well as the date of the meeting at which the proxy will be voted. Proxies must be announced and checked by the Secretary prior to the announced time of the meeting. The original proxy will be required to vote and no copies will be accepted.
Section C: Meetings

1. All Chapter Board meetings of the Chapter shall be open to all chapter members in good standing, except those portions of the meeting specifically pertaining to personnel issues.

2. Information regarding the scheduling and agenda items may be obtained from the Chapter Board of Directors.

3. Minutes of all Chapter Board of Director meetings shall be available to members in good standing.

4. At the Chapter Board of Directors discretion and with approval from the Parent Association, certain matters can be kept confidential for purposes of fulfilling the fiduciary responsibilities.

ARTICLE IX: OFFICERS, OFFICIAL AND OFFICIAL ACTS

Section A: Chapter Board of Directors.

1. Composition of the Chapter Board of Directors: The Chapter Board of Directors shall consist of five members until changed by an amendment to this by-law adopted by the vote or written consent of the holders of a majority of the members and approved by the Parent Association. The Chapter Board of Directors shall be comprised of a president, president-elect, recording secretary, treasurer, and immediate past president.

2. Election of Directors:

   a. Chapter Board of Directors

      i. Directors shall be elected by a simple majority of votes cast by members of the Chapter entitled to vote who return a valid ballot. Elections may also be performed with a hand count provided that sufficient documentation is performed.

      ii. The President-elect shall hold their elected office for one year, moving into the Presidency for one year and to the position of Immediate Past president for one year, for a total period of three years.

      iii. The Secretary and Treasurer elected to the Chapter Board of Directors shall hold their elected position for a period of two years. The office term for all Directors will begin on the first day of the calendar year immediately following their election. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified.

      iv. Eligible candidates who are nominated for an available position will be placed on the ballot.

      v. In the event of a tie vote for any position a ballot or hand count shall be issued for a vote to resolve the dead-locked candidate position.

      vi. All terms of offices will take effect on January 1st of the year after they are elected into office and end on December 31 of their last year in office.

   b. Removal of Officers:

      i. A member of the Chapter Board of Directors may be removed from office if:

         1. his/her RN license has been suspended or revoked
by a licensing board of his/her state or country.
2. he/she convicted of a felony
3. he/she inappropriately uses association funds and/or
   fails to fulfill the duties and responsibilities of the
   elected position.
ii. A member of the Chapter BOD who is subject to removal must be
    notified in writing by Certified Return Receipt Requested mail
    of the intent to be removed from office setting forth the
    reason(s) for such action no later than one (1) months prior to
    the Chapter Board meeting to take action.
   1. Any member of the Chapter BOD subject to removal
      has the right to address the Board prior to any action.
   2. Any member of the Chapter BOD subject to removal
      can request a Special Board meeting, where a stenographic
      record can be made of the proceedings at the said
      Board Member’s cost.

b. **Resignation and Vacancies:**
   i. Any Director may resign upon giving written notice to the
      Chapter President or the Chapter President-Elect, and such
      resignation shall be effective immediately, unless the notice
      specifies a later time. If the vacancy coincides with a
      regularly scheduled election, the unexpired term of office will
      be placed on the ballot for election. If the vacancy does not
      coincide with a regularly scheduled election, the Chapter Board
      of Directors may make an
      appointment from the membership for the unexpired term of
      office or may call for a Special Election.
   ii. Vacancies on the Chapter Board of Directors may be filled by
      a simple majority vote. Each director so elected shall hold
      office until the expiration of the term or until a successor is
      elected by a vote.

Section B: **Responsibilities of the Chapter Board of Directors.**

1. **General Responsibilities**: Subject to the provisions of the general
   corporation law of the State of (your state), the IAFN Chapter
   Affiliation Agreement, and to any limitations in the Articles of
   Incorporation of the Parent Association relating to action required to
   be approved by the members, as that term is defined in these
   Bylaws, the business and affairs of the chapter shall be managed
   and all chapter powers shall be exercised by or under the direction
   of the Chapter Board of Directors.
2. **Fiduciary Duty**: Each member of the Chapter Board of Directors
   shall perform their duties as defined in said bylaws, as an ordinary
   prudent person in a like position would do under similar circumstances.
   **Committees**: Committees of the Chapter may be appointed by resolution
   passed by a simple majority of the Chapter Board. Committees shall
   have such powers as expressly delegated by the Chapter Board of
   Directors, except those powers expressly made non-delegable by the Parent
   Association or these Bylaws.
Section C: Function of Officers

1. The Officers of the Chapter shall be a President, a President-Elect, the Immediate Past President, Recording Secretary and Treasurer.

2. Election of Officers: The Officers of the Chapter shall be elected pursuant to Section A, #2.

3. **President:** The President shall have general supervision, direction and control of the business and Officers of the Chapter. The President shall preside at all chapter meetings of the members and at all meetings of the Chapter Board of Directors. The President shall be an ex officio non-voting member of all committees and shall have the general powers and duties of management usually vested in the office of President.

4. **President-Elect:** In the absence or disability of the President, the President-Elect shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Chapter Board of Directors or these Bylaws.

5. **The Immediate Past President:** In the absence or disability of the President and President-Elect, the Immediate Past President shall perform all of the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Immediate Past President shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or these Bylaws.

6. **Recording Secretary:** The Recording Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Chapter Board of Directors and Members. These minutes shall include the time, date and place of the meeting, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Directors’ meetings, the number of share present or represented at Members’ meetings and the proceedings thereof. Minutes shall be written and available to the membership. The Recording Secretary shall give, or cause to be given, notice of all the meetings of the Members and of the Chapter Board of Directors.

7. **Treasurer:** The Treasurer shall keep and maintain or cause to be kept and maintained in accordance with generally accepted accounting principles, adequate and correct accounts of the properties and business transactions of the Chapter, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, earnings (or surplus) and shares. The books of account shall at all reasonable times be open to inspection by any member of the Chapter Board of Directors and the Parent Association. The Treasurer or Chapter designee shall deposit all moneys and other valuables in the name and to the credit of the chapter with such depositories as may be designated by the Chapter Board of Directors. The Treasurer or the Chapter designee shall disburse the funds of the Chapter as may be ordered by the Chapter Board of Directors or Parent Association. The Treasurer shall render to the Chapter Board on a quarterly basis and to the Parent Association on an annual basis an account of all of the transactions and of the
financial condition of the Chapter and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Section D: Regulation and Supervision of Affairs, Contracts, and Commercial Paper.

1. **Regulation and Supervision of Affairs, Contracts:** The Parent Association shall approve all contracts before entering into a signed contractual agreement when the obligation exceeds $1,000.

2. **Audit Trail and Accountability:** Funds shall be collected, dispensed, and accounted for in a manner prescribed by the Parent Association. Accountability of funds shall be established in such a way so as to provide a clear audit trail of all funds. Upon written request by the Parent Association or a member of the Chapter, requested financial documents shall be made available for inspection within 30 days.

3. **Quorum:**
   a. **Chapter Board of Directors Quorum.** A quorum for the purpose of voting shall be a simple majority of the Chapter Board of Directors where at least one of the following officers must be present: President, President Elect, or Immediate Past President. Any action of the majority of the members on the Chapter Board of Directors shall be deemed a chapter act, except that the Board may take no action to amend the Chapter Bylaws.

   b. **Membership Voting Quorum.** A quorum of the voting membership will consist of a simple majority vote of all members in good standing with voting privileges that return a ballot.

4. **Compensation of the Chapter Board of Directors and Officers:** Directors and/or Officers, as such, shall not receive any stated salary for their services. By resolution of the Chapter BOD with approval from the Parent Association, expenses of attendance, if any, may be allowed for attendance at specific chapter or Parent Association events; provided that nothing herein contained shall be construed to preclude any Director from serving the Chapter in any other capacity and receiving compensation therefore.

**ARTICLE X: NET EARNINGS AND FINANCES**

**Section A: Non-Profit Status and Fund Use Limitations**

No member of this Chapter shall be entitled to any portion of the net earnings of this Chapter or the Parent Association except as in the form of grants or scholarships as provided in these Bylaws, and said earnings shall not inure to the benefit of any private person except as provided for in said Bylaws. However, this Chapter may compensately a member of this Chapter for expenses incurred in service to the Chapter.
Section B: Real Property
Chapters may not engage in the purchase of Real Property or Contractual Agreement without the written consent of the Parent Association of purchases and financial obligations over $1,000.00.

Section C: Loans, Mortgages, and Sale of Stock
Only the Parent Association may transact to secure loans, mortgages, and/or engage in the sale of corporate stock.

Section D: Dissolution
In the event of dissolution of the Chapter, all chapter assets will be returned to the Parent Association within 30 days of dissolution.

Section E: Accounting Year
The accounting year of the Chapter shall be on a calendar year beginning January 1.

ARTICLE XI: RECORDS, REPORTS AND INSPECTION

Section A: Records
The Chapter shall maintain, in accordance with generally accepted accounting principles, adequate and correct accounts, books and records of its business and properties. All of such books, records and accounts shall be kept with the Treasurer or President, or at a location as fixed by the Chapter Board of Directors from time to time. Financial records must be submitted annually to the Parent Association.

Section B: Inspection of Books and Records
Books and records shall be open to inspection to members upon specific written request within 30 days. Requests made by the Parent Association shall be allowed with no notice and must be supplied within 10 days of the request.

Section C: Certification and Inspection of Bylaws
The original or a copy of these Bylaws, as amended or otherwise altered to date shall be kept at the Chapter's principal office and with the Parent Association and shall be open to the inspection by the members previously stated.

Section D: Payment of Money
The treasurer shall be apprised of all checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Chapter.

Section E: Execution of Contracts
The Parent Association may authorize any Chapter Officer or Officers, agent or agents, to enter into a contract or execute any instrument in the name of and on behalf of the Chapter. Such authority may be general or confined to specific instances. Unless so authorized by the Parent Association, no Officer, agent or employee shall have any power or authority to bind the Chapter by a contract or agreement, or to pledge its credit, or to render it liable for any purpose if the amount exceeds $1,000.00.
ARTICLE XII: REPORTS

The Chapter Board of Directors shall provide a report to the Members. Reports will also be submitted to the Parent Association annually on the state of the Organization. The annual report shall also contain a summary of the fiscal year.

ARTICLE XIII: AMENDMENTS AND REVISIONS

A quorum for the change of the Chapter Bylaws shall consist of a simple majority vote of all members in good standing with voting privileges that return a ballot. For changing or amending existing bylaws, said ballot shall be cast following a specified period of public comment.

ARTICLE XIV MISCELLANEOUS

Section A: Indemnity

Chapter shall indemnify, save and hold harmless IAFN, officers, directors, employees, members, and partners from and against any and all claims, actions, suits, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever (a "Claim"), which may arise by reason of (i) any act or omission by Chapter, officers, directors, members or partners, or (ii) the inaccuracy of breach of any of the covenants, representations and warranties made by Chapter in this Agreement. This indemnity shall require the Chapter to provide payment to IAFN of costs and expenses as they occur. Chapter shall promptly notify IAFN upon receipt of any Claim and shall grant to IAFN the sole conduct of the defense to any Claim. The provision of this Section shall survive any revocation, surrender or other termination of this Agreement. You'll pay for attorney fees.

Section B: Confidential Information

1. Intellectual Property and Trade Secrets

i. The Intellectual Property and Trade Secrets is and shall remain at all times the sole and exclusive property of IAFN. The Intellectual Property and Trade Secrets may be used by the Chapter of IAFN if and only if such use is made pursuant to the terms and conditions of this limited and revocable license. Any failure by Chapter to comply with the terms and conditions contained herein, whether willful or negligent, may result in the immediate suspension or revocation of this Agreement by IAFN. Failure to comply, whether willful or negligent, also may result in the suspension or revocation of the charter of the Chapter by IAFN. The interpretation and enforcement (or lack thereof) of these terms and conditions, and compliance therewith, shall be made by IAFN in its sole discretion.

ii. Intellectual Property must be used by the Chapter in a professional manner and solely for official Chapter related purposes. Chapter shall not permit any third party to use the Intellectual Property without IAFN's prior written approval. In any authorized use by Chapter of the Intellectual Property, Chapter shall ensure that the applicable trademark and copyright notices are used pursuant to the requirements of United States law and any other guidelines that IAFN may prescribe.
iii. IAFN may request the signing of Copyright Assignment or other appropriate documents before the use of Intellectual Property.

iv. IAFN reserves the right to request samples of use of the Intellectual Property from which it may determine compliance with these terms and conditions. IAFN also reserves the right to prohibit use of any of the Intellectual Property, as well as to impose other sanctions, if it determines, in its sole discretion, that Chapter’s usage thereof is not in strict accordance with the terms and condition of this limited and revocable Agreement.

2. Proprietary Information
   i. Members may have access to confidential or proprietary information as part of membership, never to be disclosed to a third party without IAFN’s direct and express approval.

*ARTICLE XV: Scope and Standards of Practice

Section A: Standards of Practice for Forensic Nursing

1. Assessment
   The forensic nurse collects pertinent data and information relative to the patient’s health, death, or the situation.

2. Diagnosis
   The forensic nurse analyzes assessment data to determine actual or potential diagnoses, problems, and issues.

3. Outcomes Identification
   The forensic nurse identifies expected outcomes for a plan individualized to the patient or the situation.

4. Planning
   The forensic nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

5. Implementation
   The forensic nurse implements the identified plan.
   Standard 5A. Coordination of Care
   The forensic nurse coordinates care delivery.
   Standard 5B. Health Teaching and Health Promotion
   The forensic nurse employs strategies to promote health and a safe environment

6. Evaluation
   The forensic nurse evaluates progress toward attainment of goals and outcomes.

*ARTICLE XVI: Committees and Components of the Organization

Section A: Advisory And Other Committees.

The Chapter Board may provide for such other committees, including committees and advisory groups. It shall be the function and purpose of each such committee to advise the Board; and each such committee shall have such powers and perform such specific duties or functions, not inconsistent with the articles of incorporation of the corporation or these bylaws, as may be prescribed for it by the Board. Chair appointments and the filling of such vacancies shall be made by the President, unless the Board otherwise provides. Any action by each such committee shall be reported to the Board at its meeting next succeeding such action and shall be subject to control, revision, and alteration by the Board, provided that no rights of third persons shall be prejudicially affected thereby.

End of the Ohio Chapter - International Association of Forensic Nurses Bylaws

*Amended Version of Bylaws- March 1, 2019

***Amended Version of Bylaw-January 2015***

***Amended Version of Bylaw-January 1, 2008***

***Amended Version of the Bylaws - Dated: January 1, 2006***

Original Version of the Bylaws - Dated: March 1, 2001

The undersigned hereby certifies that he/she is the signing officer of the International Association of Forensic Nurses Ohio CHAPTER, and that the foregoing by-laws were duly amended by the Chapter Membership and have not been modified, amended or supplemented but are in full force and effect on the date hereof.

This the 1st day of March, 2019.