

# **APIC – SFBA CHAPTER 024**

## **CHAPTER STANDING RULES**

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### Rule Number 1: Elections

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#### **Purpose:**

The purpose of this rule is to clarify and/or facilitate the election process within the local organization.

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#### **Scope:**

Applies to all members.

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#### **Rule: Elections**

1. Elections will be held by electronic ballot (survey monkey). Ballots will be sent only to active members. The member's APIC number will be used for validation of electronic ballots.
2. When ballots are ready to be counted, a minimum of two (2) tellers (nominating committee members) will meet virtually. The tellers will not include nominating committee members who are running for office. Nominating Committee members must resign from the committee prior to running for office. Additional tellers may be appointed by the President as needed.
3. Before reviewing survey monkey voter results, the Head Teller (Nominating Committee chair) and tellers will verify that all votes were cast by eligible active members.
4. Tellers will tally and the Head Teller will read the names of each vote. The two (2) tellers will record the results.
5. Tallies will be double checked at the time of tallying.
6. Votes will be credited to a candidate when the intent of the voter is clear.
7. Tie vote shall be broken by Head Teller by drawing lots.
8. The tellers will prepare a report to be presented to the President. Such report will contain the election summation. The summation will contain the number of votes received, the number invalidated, the number of votes cast for each office, and the number of votes received by each candidate. The report will be endorsed by the tellers, any official monitor present, and the President.
9. The President will read only the names of the elected candidates to the general membership.
10. The election results, after reading by the President, and the election summary shall be placed in a sealed envelope and turned over to the Recording Secretary. This will be retained until the installation of officers, and it is certain that the membership will not challenge the election results.
11. A copy of the report and completed "Willingness to Serve" forms shall be electronically saved. Documents will be maintained for three (3) years.
12. Any candidate may request a witnessed recount. A majority (50% plus 1) of the active membership may request a recount.
13. A majority of the active membership present at the meeting when the slate of candidates is presented may vote to require voting to take place at an open meeting.
14. Upon consent of the Board, the President may appoint a Past-President to witness and monitor the voting process.

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### Rule Number 2: National Education Conference

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#### **Purpose:**

The purpose of this rule is to define eligibility and reimbursement procedures for attendance to the annual APIC Annual Educational Conference and International Meeting.

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### **Scope:**

Board of Directors

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**Rule:** APIC National Education Conference

1. Each year, all Chapter Board of Directors shall be reimbursed towards travel expenses, lodging and/or registration to supplement agency funding, if any, to enable them to attend respective meetings of the APIC National Conference. The President will be reimbursed for airfare, hotel, and conference fee or a maximum of \$ 2,000.00 whichever is more, all others will be reimbursed a maximum of \$1000.00. Funding for additional officers/board members to be determined annually.
2. Last minute funding shall be handled on a case-by-case basis, at the discretion of the BOD.

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### **Rule Number 3: Attendance of California APIC Coordinating Council**

#### **Purpose:**

The purpose of this rule is to ensure chapter representation and facilitate attendance at California APIC Coordinating Council meetings.

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#### **Scope:**

Board of Directors

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**Rule:** Attendance to California APIC Coordinating Council (CACC)

1. CACC is an advisory committee comprised of two (2) representatives from each California APIC Chapter.
2. There are four (4) regional meetings per year. The President and President-Elect or designated alternate(s) will attend all meetings.
3. Funding for CACC representatives will be budgeted annually. The Chapter will provide reimbursement to a representative for attendance at the quarterly meeting. Reimbursement will be for the following only:
  - a) Round trip car mileage according to current government standards.
  - b) Round trip air transportation. Participant is expected to use most cost-effective fare; reservations made at least three weeks in advance.
  - c) Round trip surface transportation from airport to meeting site not to exceed \$80.00 per meeting.
  - d) Luncheon meeting costs for participant

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### Rule Number 4: Endorsements

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#### **Purpose:**

The purpose of this rule is to clarify the process by which an organization can obtain APIC-SFBA endorsements.

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#### **Scope:**

Board of Directors

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#### **Rule:** Endorsements

1. If an educational program wishes endorsement by APIC-SFBA, the Board of Directors must approve the program before it is advertised in any manner.
2. Application for program approval is to be submitted to the Program Director.

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### Rule Number 5: Standing Rules Changes

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#### **Purpose:**

The purpose of this rule is to clarify the process by which the Standing Rules may be amended.

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#### **Scope:**

General Membership

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#### **Rule:** Standing Rules Changes

1. Proposed changes to the Standing Rules shall be submitted by the general membership to the Chair of the By-laws Committee.
2. Standing Rules will be approved by the Board of Directors and by a vote of the majority of the membership present with previous notice or by two-thirds (2/3) vote without previous notice.

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### Rule Number 6: Board of Director Positions and Executive Committee

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#### **Purpose:**

The purpose of this rule is to identify the Board of Director Positions and the positions comprising the Executive Committee for the APIC SFBA Chapter

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#### **Scope:**

General Membership

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#### **Rule:** Positions (see appendix for position descriptions)

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## **A P I C – S F B A C H A P T E R 0 2 4**

### **C H A P T E R S T A N D I N G R U L E S**

1. The following positions are elected annually, serving a one-year term: President, President Elect, Secretary, Education Director, and Education Director elect.
2. The Treasurer serves a two-year term.
3. The following positions shall be appointed by the President, affirmed by the Board of Directors, and will serve a two-year term: Website Coordinator, Chapter Legislative Representative, Chapter Membership Chair, Recognition Coordinator, Librarian, and Nominating Committee Chairperson.
4. Nominating Committee Chairperson will identify annually, two-chapter members who will comprise the nominating committee.
5. The following positions comprise the Executive Committee: President, President Elect, Secretary and Treasurer

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#### **Rule Number 7: Attendance at Board Meeting**

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##### **Purpose:**

The purpose of this rule is to define meeting attendance expectations for Board of Directors members and outline review of absences.

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##### **Scope:**

Board of Directors

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##### **Rule:** Attendance at Board Meeting

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1. Board Members are expected to attend all meetings.
2. Absences to board meetings shall be reported to the President in advance of that meeting.
3. A total of two absences to Board meetings shall be reviewed by all Board Members to determine validity of absence and action to be taken.

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#### **Rule Number 8: Chapter Dues**

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##### **Purpose:**

The purpose of this rule is to describe chapter dues.

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##### **Scope:**

General Membership

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##### **Rule:** Chapter Dues

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Full year dues are \$30.00. Chapter membership dues shall be determined by the Board of Directors but shall not exceed those of the National APIC dues.

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#### **Rule Number 9: Funding**

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##### **Purpose:**

The purpose of this rule is to describe the process for project funding.

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##### **Scope:**

General

Membership

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### **Rule: Funding**

Any group requesting funding for a project from the budget of APIC SFBA must present a written budget at the time funding is requested. Chapter budget is formulated and approved by October/November of the preceding year; therefore, requests for funding must be submitted by August of the year preceding the need for monies.

1. The Carmen Hensch Memorial Educational Support (previously termed “scholarship”) Program funding: The Education Support Program supports professional education of APIC SFBA chapter members by partially funding attendance of any conference related to infection control (i.e., APIC, SHEA, IDAC, etc.). Funding is based on established criteria. Applications will be submitted no later than one (1) month prior to the conference date, to the Education Director. The applications will be reviewed by Education Director and a committee of two or more BOD members. The Education Support Program funding criteria will be outlined on the application and maintained by the Education Director. The money is awarded after the conference when receipts are rendered to the Treasurer within two months of the conference. A presentation to the chapter members will be required by Education Support recipients. Requests for funds by chapter members in successive years will be evaluated by BOD, which reserves the right to give preference to new applicants. BOD members may not receive chapter support for APIC national conference and educational support in the same year.
2. Educational/Best Practice Speaker funding: All chapter members who will provide education during the chapter meeting that will not be sponsored by vendors will be awarded with \$250.00 for 1/2 hour and \$500.00 for 1-hour educational session
3. Recognition Program funding: Recognition Program awards one time per year \$50.00 per abstract and \$100 per first author published journal article with highest monetary amount being awarded. It is the responsibility of the author to inform the BOD of publication via established methods. These awards will be maintained and awarded by the Recognition Coordinator.

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4.

### **Rule Number 10: Succession of Officers**

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#### **Purpose:**

The purpose of this rule is to clarify the process for filling vacated offices of the Board of Directors and the Nominating Committee.

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#### **Scope:**

Board of Directors and Nominating Committee

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### **Rule: Succession of Officers**

1. If any office becomes vacant, it may remain vacant until the next election or be filled by appointment by the Board of Directors for the unexpired term.
2. Vacancy in President-elect:
  - a) If the President-elect is unable or unwilling to hold the office of the President, a majority of the Chapter Board of Directors present at any meeting at which a quorum is present shall elect a new president who has previously served at least one year as a member of the Chapter Board of

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Directors prior to assuming the office.

- b) If the President -elect becomes vacant, it shall be filled by a special election of the Chapter Voting Membership.

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### **Rule Number 11: Annual Meeting**

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#### **Purpose:**

The purpose of this rule is to describe Annual Meeting Agenda items.

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#### **Scope:**

General Membership

Rule: Annual Meeting

1. Installation of Officers shall occur at the annual meeting and be conducted by the retiring President or designee.
2. The President may present the updated strategic plan to the BOD and update the general membership at the annual meeting or first meeting of the coming year.

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### **Rule Number 12: Membership List**

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#### **Purpose:**

The purpose of this rule is to clarify the process by which the membership list is released for distribution.

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#### **Scope:**

General Membership

Rule: Membership List

1. The Board will review and approve all requests for membership list distribution such as for educational programs.
2. This list may not be released / used for commercial purposes without the consent of each individual member.
3. Email lists will be updated and released to APIC SFBA chapter members in PDF format quarterly.

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### **Rule Number 13: Continuing Education Credit/ Infection Prevention Unit**

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#### **Purpose**

The purpose of this rule is to define the process for administering Continuing Education Credit and Infection Prevention Unit

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#### **Scope:**

General Membership

Rule: Continuing Education Credit – Nursing

1. For purposes of record keeping, credit will be recorded in continuing education hour time blocks (CE hours). Each hour (50 minutes) of theory equals one CE hour. Each three hours of course- related clinical practice equals one CE hour. Courses of less than 50 minutes will not be approved for CE

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hours.

### 2. Nursing Continuing Education Hours

- a) The Education Director is responsible for maintaining the RN C.E. provider number and reviews all applications and forms pertaining to continuing education provider number before they are sent to the Board of Registered Nursing. RN C.E provider renewal is every 2 years.
- b) The educational programs offered, and the necessary documentation and retention of files will meet the requirements for CE as required by the Board of Registered Nursing.
- c) CE will be offered to chapter members at no charge.
- d) Continuing education during the scheduled meetings will be offered at no charge.

### 2. Infection Prevention Units

- a) All non-nursing chapter members, a certificate of attendance will be provided, 1 contact hour is equivalent to 1 IPU.

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### Rule Number 14: APIC-SFBA Website

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#### **Purpose:**

The purpose of the website is to communicate Chapter information and matters involving infection control to its membership in a timely manner.

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#### **Scope:**

General Membership

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#### **Rule: APIC-SFBA Website**

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1. A Board Member shall be appointed by the Chapter President as Website Coordinator and shall be responsible for maintaining/updating the website.
2. The Board member will work with the National APIC website template and add materials with approval of the President.
3. The website will not be used to directly promote any specific vendor or specific product.
4. Links to other websites will be approved by the BOD.
5. Confidential information must be approved by the BOD prior to appearing on the website. Examples of confidential information include meeting minutes, financial information, roster.
6. A report will be prepared for each BOD meeting. The Website Coordinator will report on the status of the website, will include any issues or discussion topics related to improving and maintaining the chapter website. Quarterly, the key website statistics on usage will be included in a written report.
7. Any emergency postings to the website will have prior approval by the Executive Committee.
8. Open Job Positions will be posted on the website by the Website Coordinator. Priority for posting of Infection Control positions at their facility will be given to active APIC-SFBA members. Both members and non-members of APIC-SFBA may request posting of the position free of cost. All postings will include:



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- ☐ Name, phone number, fax number and/or email address of contact person, or a link to this information
  - ☐ Title / Position available
  - ☐ General Location: North Bay/San Rafael; South Bay/San Jose; San Francisco/Peninsula; East Bay/Oakland/Tri-Valley; Wine Country; Other
  - Specific address / city – optional
9. Consultant and mentor postings on the website will be managed/coordinated by the Website Coordinator. The consultant is responsible for informing the Website Coordinator of any changes in content. Information posted for consultants and mentors shall be limited to name, location, phone number and/or email address. The page will contain the following disclaimer:

**Posting of consultant and mentor information does not imply endorsement by APIC-SFBA Chapter #024 Board of Directors collectively or individually or its membership collectively or individually.**

The consultant will provide only the following information for posting:

- ☐ Name
- ☐ Phone number and/or email address

### 10. Guidelines When Requesting Posting:

- a. Items posted to the website shall be approved by the Executive Committee, except as noted in 7 above
- b. Information must be submitted electronically and “camera ready”.
- c. The Website Coordinator may use his or her discretion to deny the posting if the file is too large. Requestor must be the owner of the information or have written authorization to post on the site. The Website Coordinator will receive a copy of the authorization prior to the posting.
- d. Forms and information from the “public domain” may be posted but requestor must verify that document is in the public domain. A description of the form with the applicable website address for the document may be posted.
- e. Posting is done two (2) times per month by the Website Coordinator:
  - i. After the BOD meeting
  - ii. At end of month

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### **Rule Number 15: APIC-SFBA Reimbursement**

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#### **Purpose:**

The purpose of the rule is to provide guidelines for reimbursements for expenditures incurred while performing official APIC-SFBA business

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#### **Scope:**

Board of Directors who incur expenses while performing official APIC-SFBA business

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#### **Rule: APIC-SFBA Reimbursement**

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1. Board of Directors who incur expenses and request reimbursement while performing official APIC SFBA business will submit an Expense Voucher to the Treasurer within 60 days. This includes

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consultants and others who incur regular expenses. This may be done by email, in person, fax, or by US Mail.

2. The signature of the individual must be on the Expense Voucher form with all receipts supporting the expenses.
  3. The Treasurer, or second signee if the Treasurer is the payee or is unavailable, will pay the reimbursement to the individual within 30 days after receiving the expense report. This may be done by email, fax, in person or by US Mail.
  4. No reimbursement is to exceed the amount budgeted unless the BOD has given prior approval.
- Expenses that are questionable, will be reviewed by the BOD during an ad hoc meeting or by the Board at a regularly scheduled meeting.

(See reimbursement form Appendix 1)

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### **Rule Number 16: APIC-SFBA Financial Record Keeping**

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#### **Purpose:**

The purpose of the rule is to provide guidelines for how long financial records must be kept.

#### **Scope:**

The Treasurer will keep all financial records for three years. This includes budgets, incomes, and disbursements as well as all treasury reports presented to the BOD and the General membership and budgets.

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#### **Rule:** APIC-SFBA Financial Record Keeping

The Treasurer will keep all financial records for three years.

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### **Rule Number 17: Voting between Board of Director meetings by email**

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#### **Purpose:**

The purpose of the rule is to provide guidelines for voting between Board of Director meetings by email

#### **Scope:**

In some instances, a proposal or issue needs attention and call for board member vote in between regular board of director meetings.

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#### **Rule:** BOD voting by email

1. Voting by email between meetings will be performed at the President's discretion.
2. A vote in favor by 2/3 of BOD members is required for an affirmative vote.

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### Appendix 1: Expense reporting form



Reimbursement  
Form.doc

### Appendix 2:

#### **Board of Directors and Committees & Committee Position Descriptions 2023**

**See APIC Chapter Handbook for more details:**

**To find the Chapter Leaders Community in MyAPIC:** [Chapter Leaders - APIC Connect](#)

#### **A. CHAPTER PRESIDENT shall:**

1. Be directly responsible to the Board of Directors (BOD) for the administration of the organization.
2. Delegate committee activities, appoint members to committees as necessary with Board approval, and serve as an ex-officio member of all committees except the Nominating Committee.
3. Serve a one-year term. If no successor has assumed the office the term may be extended by the Board of Directors if the current President is willing.
4. Be the principal spokesperson for the chapter.
5. Draft and send Board and Chapter agendas to board of directors for review and editing in advance of all meetings
6. Revise board agenda according to board member input, and send final agenda, and minutes from last meeting (from secretary) with a meeting reminder to Board of Directors in advance of all board meetings
7. Revise member agenda according to board member edits and send with first chapter meeting reminder prior to all member meetings to Membership Chair for distribution to chapter members (sfbaapic@gmail.com)
8. Request and collect all board reports and minutes from last meeting (Consent Agenda items) in advance of all meetings including:
  - ☐ Bylaws
  - ☐ Public policy
  - ☐ Education
  - ☐ Membership
  - ☐ Minutes from the last meeting
  - ☐ Recognition
  - ☐ Treasurer
  - ☐ Website
9. Send second and final chapter meeting reminder prior to all member meetings to Membership Chair (sfbaapic@gmail.com) for distribution to chapter members - include the meeting agenda as well as all consent agenda items (see above), and reminder for the featured service project.
10. Conduct board and member meetings in a structured manner to cover the agenda items within a reasonable period – use timer or timekeeper to assist.
11. Facilitate all member meetings. Facilitate approval of Consent Agenda Items. Turn meeting over to Program Director to introduce educational speaker.
12. Work with Board of Directors during first meeting of the year to develop an annual strategic plan.
13. With BOD, evaluate status of Annual Strategic plan in June (semi-annual) and December

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(annual) and share with chapter members.

14. Serve as chairperson of the Chapter Executive Committee.
15. Sign with the secretary, or any other proper officer of the chapter authorized by the board, any deeds, mortgages, bonds, contracts, and other instruments that the board has authorized to be necessary.
16. Mentor the successor to provide a smooth transition into the president role
17. Serve as the primary communication link with APIC HQ on matters such as reporting chapter leadership, and other business and communication critical information. Respond to APIC requests, notices, and other communications in a timely manner or a designated deadline.
18. The president should ensure that the following documents are completed and returned to APIC HQ within the indicated time frame. Copies of these documents should be retained for the chapter's records:
  - ☐ Annually: Report of Chapter Officers, Committee Chairs Within 14 days of election (apicmembership@apic.org)
  - ☐ Annually: HQ will need lists of officers by **December 1** to ensure that all incoming officers receive necessary information prior to the beginning of their terms
  - ☐ Chapter Logo Policy and License Agreement - Each chapter must read and agree to the logo usage policy by submitting a signed license agreement. HQ must have a signed logo license agreement on file from each chapter **before** the chapter is provided with and authorized to use the APIC chapter-specific logo.
  - Any changes to the chapter due's structure. **The deadline for reporting of dues changes is August 15 of each year.** This will allow time for changes to APIC's renewal billings, which begin in October.
19. In addition to communicating with members during regular chapter meetings, President shall prepare and ask Membership Chair to distribute a chapter newsletter periodically. These shall be posted on the Chapter website.

**TOOLS and RESOURCES** – APPENDICES See chapter website “Board of Directors Resources”  
<http://community.apic.org/sanfranciscobayarea/home>

- **SAMPLE:** Board and Meeting Agendas
- **SAMPLE:** Quarterly President Newsletter
- **SAMPLE** Annual Chapter Strategic Plan
- Chapter Officers' Data Sheet
- Chapter Leaders Resource Toolkit
- Chapter Bylaws

#### **B. PRESIDENT-ELECT** shall:

1. Assist the president in the discharge of the duties of the president as may be directed by the president and shall perform such other duties as may be prescribed from time to time by the president or the chapter board of directors.
2. Prepare to assume the office of president.
3. Fill the office of president, should that office become vacant, and subsequently fill the office of president for a regular term, as is entitled to the president-elect.
4. Serve as a communication link with APIC HQ on matters as designated by the president. Further, the president -elect must respond to APIC requests, notices, and other communications in a timely manner or by the designated deadline.
5. Become familiar with organizational system structure, including chapter bylaws, policies, and committees.
6. Formulate and update policies as needed, according to which the chapter will function.

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7. Review and update bylaws of the chapter with input from board members within calendar year.
8. Maintain communication with the president.
9. Perform presidential duties in the absence of the president and as delegated by the president.
10. Review and revise the Chapter bylaws and Standing Rules as necessary.
11. Mentor the successor to provide a smooth transition into the president-elect role.

**TOOLS and RESOURCES** – APPENDICES See chapter website “Board of Directors Resources”  
<http://community.apic.org/sanfranciscobayarea/home>

- Chapter Bylaws

#### **C. SECRETARY** shall:

1. Accurately record, transcribe, keep on file, and distribute to all board members, the minutes of all official meetings of the board and chapter membership.
2. Submit all minutes to the BOD for review, approval, and distribution to members with established procedure.
3. In general, perform all duties and have all powers customarily incident to the office of secretary and such other duties and powers as may be prescribed from time to time by the president or the BOD.
4. Serve as a communication link with APIC HQ on matters as designated by the president. Respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.
5. Custodian of chapter records (see Records section); be responsible for keeping a record of the mailing and email addresses of each director and officer of the chapter.
6. Be responsible for all official chapter correspondence as directed by the president. Assure that the president receives a copy of all official correspondence received or distributed.
7. Become familiar with the chapter’s bylaws and Roberts’ Rules of Order.
8. Mentor the successor to provide a smooth transition into the secretary role

#### **D. RECORDS:**

The secretary should maintain all organizational documents of the chapter. Within the chapter’s Organizational Handbook, the Secretary should store the:

- a. Petition for Chapter Status
- b. Bylaws

In the Organizational Handbook or in separate files, the secretary should also maintain:

- a. Membership rosters provided by APIC
- b. Minutes of all BOD and Chapter Executive Committee meetings
- c. Chapter correspondence

**TOOLS and RESOURCES** – APPENDICES See chapter website “Board of Directors Resources”  
<http://community.apic.org/sanfranciscobayarea/home>

- **SAMPLE:** Member and Board Minutes Template
- Roberts’ Rules of Order (chapter hard copy)
- Chapter Bylaws

#### **E. TREASURER** shall:

1. Oversee and be responsible for the management of the financial affairs of the association in accordance with the Chapter Treasurers’ Manual (located in the chapter treasurers’ resources on the **Chapter Leaders’ community**). Oversee the preparation of periodic financial reports for the board.
2. Review financial affairs of the chapter as necessary with legal counsel and/or accountant.
3. Be a member or consultant to any committee having to do with the association’s monies.
4. \*Treasurer and Past President (who will then be President and then Past President) will be

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bonded through the association. (Bonding is provided through APIC HQ. See Chapter Treasurers' Handbook for more details.)

5. Serve as a primary communication link with APIC HQ on matters concerning the chapter's monies, dues, and financial reporting. Respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.
6. Maintains, manages, and accounts for all records related to the finances of the local APIC chapter and submits quarterly financial reports to National APIC.
7. Submits annual tax information (1099) to necessary individuals and to the IRS.
8. Maintain a copy of the chapter's tax ID number.
9. Organize files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
10. The Treasurer and the President Elect (who then becomes President and Past President) will be on the bank account and will hold a debit card for three years or as determined by board of directors.
11. The Treasurer must attend most chapter and board meetings.
12. Organize the accounting system.

#### **Managing**

1. Manage the chapter's finances, including bank accounts.
2. Monitor financial results compared to budget, income compared to expense.
3. Work with officers and committees to develop new revenue sources.
4. Participate in the APIC National Treasurers webinars/calls.
5. Purchase necessary insurance for any Chapter events such as the Product Faire.

#### **Accounting**

1. Make deposits in bank account, record source and amount in Receipts Journal.
2. Review expense requests, write checks, and maintain Disbursements Journal.
3. Maintain bank account balance and reconcile bank statements.
4. Prepare Quarterly and Annual Income and Expense Statements. (See above, and chapter treasurers' resources on **Chapter Leaders' community**)
5. Prepare quarterly and annual balance sheets. (See online community)

#### **Reporting**

1. Present financial reports to the BOD and chapter members for each chapter meeting.
2. Forward financial reports to APIC HQ at [chapterreports@apic.org](mailto:chapterreports@apic.org) according to the schedule provided in the Chapter Treasurer's Manual.

#### **Budgeting**

1. Annual: Request budgets from chapter officers and committees.
2. Annual: Develop next year's budget with chapter officers and committee chairs.
3. Manage the budget approval process.
4. Forward budget to APIC HQ at [chapterreports@apic.org](mailto:chapterreports@apic.org) according to schedule in Chapter Treasurer's Manual on the chapter treasurers' resources on the **Chapter Leaders' community**.

**TOOLS and RESOURCES** – APPENDICES See chapter website "Board of Directors Resources" <http://community.apic.org/sanfranciscobayarea/home> ; All financial templates, tools and resources are located in the chapter treasurers' resources on the **Chapter Leaders' community**.

#### **F. EDUCATION DIRECTOR** shall:

1. Maintain chapter's meeting and event calendar – keep updated document posted on chapter website.
2. Identify and confirm venue location for all member chapter meetings for following year – ensure minimum requirements: seating for #50, tables for vendor display, lunch and sign in, LCD projector, and laptop, audio for in person meeting.
3. Keep and bring to each chapter meeting the chapter laptop and LCD projector – maintain in working order.

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### **C H A P T E R S T A N D I N G R U L E S**

4. Act as point of contact with all meeting venue hosts, speakers and sponsors for all chapter meetings.
5. Identify and confirm an educational speaker for each chapter meeting the following year.
6. During first quarter annually or as needed, coordinate a needs assessment survey of chapter members for following year educational sessions (chapter meetings) session topics via survey monkey.
7. Renew and send fee to Board of Registered Nursing as a CEU provider.
8. Maintain records for CEU program for all educational sessions (speaker CV, learning objectives, slides, or outline).
9. Send the program evaluation link to Membership Chair to send to members that attended the meeting
10. Provide CEU and member sign in sheets for each meeting (in-person).
11. Coordinate Education Support program distributing application to members at first of each year, receiving applications, reviewing applications with Board of Directors, approving applications per budget, dispersing monetary awards. See Rule #9 Funding for program details.
12. After November chapter meeting, meet with Program Director elect and hand off all materials and status of planning for following year's meeting locations and speakers.
13. In advance of all chapter meetings: Send reminder message to all meeting venue host, speaker(s) and food sponsors in advance of meetings.  
In person meeting
  - Arrive early to ensure meeting room is prepared – table is available for registration for meeting, meals and any vendor display required
  - Arrive early to ensure AV equipment works (microphone, slide advancer, projector), chapter laptop is set up and all presentation slides are open and ready
  - Provide meeting sign in, CEU sign in sheets, speaker session evaluation forms, and CEU certificates for chapter members.
  - During meetings introduce speakers, food sponsors.
  - During meetings, facilitate Education and Hot Topics session.
  - During lunch at meetings, facilitate 5-minute presentations by each vendor sponsor to chapter members.
14. After each chapter meeting:
  - Send speaker slides to Website Director for posting ASAP – send message to chapter members once slides and handouts are posted.
  - Send thank you message (email) to meeting venue host, speaker(s), and food and/or speaker vendor sponsors.

#### **Virtual meeting:**

- Log in at the meeting early to ensure that no issues in the web link and all presentations are ready.

**TOOLS and RESOURCES** – APPENDICES See chapter website “Board of Directors Resources”  
<http://community.apic.org/sanfranciscobayarea/home>

- **SAMPLE:** Event Calendar Template
- **SAMPLE:** CEU Certificate
- **SAMPLE:** Session Evaluation form
- **SAMPLE:** CEU sign in sheet
- **SAMPLE:** Chapter meeting sign in sheet
- **APPLICATION:** Conference Education Support (previously termed “scholarship”)

# **APIC – SFB CHAPTER 024**

## **CHAPTER STANDING RULES**

### **D. CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)**

The Chapter Legislative Representative (CLR) is APIC's representative to state and local policymakers on public policy matters. The CLR serves as the major link between his/her chapter, APIC, and the Public Policy Committee. The success of APIC's public policy initiatives is highly dependent on the support and energies of chapter members, particularly the CLR.

APIC's Public Policy staff is responsible for issuing communications, via the CLRs, to keep chapters apprised of the program's various activities including position statements. CLRs are expected to relay this information to all chapter members.

#### **The CLR shall:**

1. Provide reports to chapter members at each meeting (as consent item) from APIC HQ, and the Public Policy Committee including information from them including communications, position statements, updated state and federal legislative information on issues related to infection prevention (from APIC's website)
  2. Be knowledgeable about APIC policy positions.
  3. Have an interest in and be willing to develop expertise in the legislative process on federal and state legislative and regulatory issues.
  4. Provide APIC Public Policy Reports at all chapter meetings.
  5. Report to the chapter president and serve as the primary contact between the chapter and APIC HQ on issues of public policy.
  6. Represent APIC's policy positions to chapter members, ensuring that legislative and regulatory positions expressed by chapter members are consistent with APIC HQ.
  7. Mobilize chapter members to respond to issues, when requested by APIC HQ, and provide necessarily follow up to both chapter members and APIC HQ.
  8. Respond to APIC Action Alerts, notices, and other communications in a timely manner, or by the designated deadline.
  9. Share major outcomes of chapter grassroots efforts with APIC.
  10. Participate in APIC CLR training webinars and the CLR meeting at Annual Conference.
- Mentor the successor to provide a smooth transition into the CLR role.

**TOOLS and RESOURCES** – APPENDICES See chapter website "Board of Directors Resources"  
<http://community.apic.org/sanfranciscobayarea/home>

- **SAMPLE:** CLR report to chapter/Board of directors

### **F. IMMEDIATE PAST PRESIDENT**

The immediate past president shall:

1. Serve as a consultant to the BOD in the execution of all business by virtue of his/her experience on the board.
2. In general, the immediate past president shall perform all duties and have all powers customarily incident to the office, and such other duties and powers as may be prescribed from time to time by the chapter president or the board.

Mentor the successor to provide a smooth transition into the immediate past-president role

### **G. MEDIA AND COMMUNICATION COMMITTEE**

This committee will report to the BOD and will be responsible for creating and maintaining social media applications for the chapter.



## **A P I C – S F B A C H A P T E R 0 2 4**

### **C H A P T E R S T A N D I N G R U L E S**

The committee will develop, share with chapter members, and annually review the guidelines for chapter use of these applications. The committee goal is to support optimal networking and communication between chapter members and about chapter business, keeping all chapter members more actively engaged and involved, even if unable to attend chapter meetings.

#### **H. EXECUTIVE COMMITTEE**

The Chapter Executive Committee will meet as needed between board meetings for issues requiring more expedient direction and decisions. The Executive Committee is comprised of the President, President-Elect, Secretary and Treasurer.

#### **I. NOMINATING COMMITTEE**

The nominating committee will meet on an as needed basis to complete the following functions Annually and maintain confidentiality in the election and maintain single voting of members who qualify per Bylaws.

##### **August – September:**

- a. Start recruiting at the APIC meetings for APIC Board.
- b. Familiarize the Board Positions that are hard to fill (President Elect, Program Chair Elect, Secretary, Membership Chair)
- c. Attend to the September APIC Board or start emailing these Board positions and ask them for ideas on who to contact. Do they have anybody they recommend?
- d. At the September meeting, communicate with members which positions are open and recruit!
- e. Ask Membership director to email the job descriptions (from Standing Rules) to chapter members.
- f. Contact your Nominating Committee members and put a plan together for emailing and calling for volunteers to serve.

##### **September to End of October**

- a) Ask Membership Director, for the current list of members not including the vendor chapter members.
- b) Start calling active VOTING members – they are the only ones that can serve on the Board. Can't be inactive members. Follow the Bylaws and Standing Rules.
- c) Once someone volunteers, email a Willingness to serve form. This must be returned electronically, fax or mail to you. Keep on file.
- d) Work to fill the positions for the November meeting. Attend the Board and General membership meeting and present the names on the ballot. Identify any positions that your team was unable to fill and put that out there at the chapter meeting.

##### **November to December**

- a) You want to do the voting soon after the November meeting. If you don't have a complete ballot (positions w/out names for the ballot) – go forward but with Board approval at the November meeting.
- b) Get the ballot to the Web Director and/or Membership Chair because the voting will be by Survey Monkey – Membership Chair will create ballot in Survey Monkey.
- c) Create voting directions to be emailed: One vote; instruct members to double check their APIC membership # because that is how we do a confidential ballot. Wrong number = no

# **APIC – SFB CHAPTER 024**

## **CHAPTER STANDING RULES**

vote.

- d) Election survey will be sent by email and to chapter members only, not vendors.
- e) Before sending to members, test the survey.
- f) Election survey should be open to chapter members for 3 weeks, followed by a week to count, summarize, and present the results at the December Board/Membership meeting.

### **Counting Ballots**

1. Utilize the most current roster from the Membership Chair with names and APIC membership numbers.
2. Identify one of your committee members to review and double check counting of the ballots.
3. Create an EXCEL spreadsheet to count votes and compare each member number on a ballot to the member number on the Membership roster. If they don't match, then that vote is not counted.
4. Summarize election results, sign with the committee member that double checked the results, and present to the Board.

Note: Incoming Nominating Committee chair to receive template documents, and past election results on a zip drive.

### **J. RECOGNITION DIRECTOR**

The Recognition Director is responsible for:

- Providing a report to each chapter meeting highlighting members who have received their initial CIC, or re-certification, who have published an article in a professional journal.
- Administering the monetary award as directed by board of directors, to approved applicants for members who submit abstracts, posters, or present oral sessions at professional conference.

**TOOLS and RESOURCES** – APPENDICES See chapter website “Board of Directors Resources”  
<http://community.apic.org/sanfranciscobayarea/home>

- **SAMPLE:** Recognition report to chapter/Board of directors
- **TEMPLATE:** Application for monetary recognition of publication or presentation.

### **K. MEMBERSHIP CHAIR**

The Membership Chair is responsible for:

- a) Providing a report of current # members at each member meeting.
- b) Fostering/encouraging growth of the chapter through membership recruitment and retention campaigns.
- c) Determining additional member eligibility requirements, if any, outside of those imposed by APIC.
- d) Determining categories of membership dues and assessments.
- e) Supporting the development of programs intended to affect the character or size of the membership of the chapter.
- f) Having membership brochures/application forms available at all regular meetings.
- g) Reviewing chapter membership rosters monthly for accuracy.
- h) Develop and implement member programs to increase member engagement (e.g., mentoring).
- i) Encouraging chapter members to update contact and/or demographic information on MyAPIC, as needed.
- j) Sending email communications from President as needed to chapter members.

## **A P I C – S F B A C H A P T E R 0 2 4**

### **C H A P T E R S T A N D I N G R U L E S**

- k) See that all membership notices are duly given in accordance with applicable state laws and the chapter's bylaws

#### **L. WEB SITE COORDINATOR:**

The Website Coordinator is responsible for:

- a) Providing a report to chapter members each meeting which includes what's new on the website.
- b) Posting reports, slides after each chapter meeting in a timely manner, notifying chapter members once posted.
- c) Directing website inquiries to the appropriate board member in a timely fashion.
- d) Revising the website per approval of board/membership to maintain user friendly site. Keeping content current, deleting outdated content.
- e) Maintaining policy for posting and removing website content.