

Indian Nurses Association of Illinois (INAI) USA

BYLAWS

PREAMBLE

WHERE AS, Indian Nurses Association of Illinois USA (INAI USA) is a not-for-profit organization under the rules and regulations of non-profit organizations in the country of United States of America, state of Illinois

WHERE AS, the purpose of this organization is to serve as a professional body and resource for all registered professional nurses and nursing students of Indian origin and heritage in USA regardless of actual or perceived social status, practice, age, sex, color, race, religion, sexual orientation, or financial status.

WHERE AS, it is recognized that the officers of the organization and the membership as a whole have the responsibility to conduct its business cooperatively upholding the nursing professional and ethical standards towards achieving the established mission and goals of this organization.

Indian Nurses Association of Illinois (INAI) and its members will hereby organize themselves into an affiliate nursing organization in conformity with National Association of Indian Nurses of America (NAINA).

Article I

ORGANIZATION

The name of the organization shall be Indian nurses association of Illinois USA (INAI USA), a nonprofit organization, incorporated in the state of Illinois, United States of America.

Article II

Mission, Vision, & Values

Mission

INAI is the organization for all professional nurses and nursing students of Indian origin/heritage that creates a community of excellence in nursing practice and healthcare through networking and collaboration.

Vision

To promote professional excellence in nursing practice and healthcare through the empowerment and renewal of professional and cultural identity of all nurses and nursing students of Indian origin/heritage, and to optimize their contribution to the health and well-being of individuals, families, and communities.

Values

As an organization of professional nurses and nursing students of Indian origin/heritage, we are committed to:

- Caring, compassion, ethical values, and exceptional healthcare practice
- Client centered helping relationships and advocacy
- Accountability and responsibility for evidence-based practice
- Continuous personal and professional development of self and others
- Collaboration and innovation

Article III

GOALS

1. To assess and identify nursing care for healthcare consumers especially ethnic minority and socially, spiritually and

economically underserved populations for the optimum quality of care by acting as wellness advocates.

2. To act as a change agent in aligning existing institutions and/or to help to establish institutions to suit the health needs of ethnic minorities and socially, spiritually and economically underserved populations
3. To Provide health screening and promote health awareness to community groups through seminars, workshops and health fairs
4. To provide nurses and health professionals as volunteers to assist in health screening programs and to provide health information.
5. To promote Nursing Profession through career counselling among ethnic minorities and the underserved population.
6. To increase knowledge and awareness of healthcare needs of ethnic minorities.
7. Provide leadership in training and mentoring for Nurses and nursing students
8. To advocate for employment of qualified Indian Nurses for placement in Healthcare institutions and other agencies
9. To provide volunteers as health speakers and volunteers on health issues for organizations in ethnic minority and socially, spiritually and economically underserved communities.
10. To assess and provide health care information to young people, at risk youth and families who are below the poverty line and

would qualify for subsidized lunches because they meet federal poverty level requirements.

Article IV

MEMBERSHIP

Section I

CLASSIFICATIONS

1. Individual Membership:

Qualified members from the states of Illinois, USA with no other established state Indian nursing association may become a member of Indian Nurses Association of Illinois (INAI) as a member by paying an Individual Membership fee.

Qualifications for Individual Members shall be:

- Registered professional nurse of Indian origin or heritage.
- Must have current RN license in any states or territories of USA.
- Must be of good professional standing (not barred or suspended license).
- Member must agree with the mission and comply with the rules and bylaws set by Indian Nurses Association of Illinois (INAI).
- The individual Membership term shall be biennial and Ten years based on the dues paid

2. Associate/ Affiliate Members

Associate/ Affiliate membership will be extended to individuals irrespective of Indian origin or heritage if they share the mission, vision, and values of Indian Nurses Association of Illinois (INAI) to include but not be limited to Registered Professional Nurses, nursing students, Licensed Practical Nurses (LPN), Licensed Vocational Nurses (LVN) and other healthcare professionals. The affiliate members do not hold offices or participate in decision making process and do not have voting privileges, but may enjoy all other benefits of Indian Nurses Association of Illinois (INAI) membership as a member by paying Associate/ Affiliate Membership fee.

Qualifications for Individual Members shall be:

- Individuals irrespective of Indian origin or heritage
- Individuals of other health care disciplines
- Retired Registered professional nurse of Indian origin or heritage
- Student nurses of Indian origin or heritage.

- Must be of good professional standing
- Member must agree with the mission and comply with the rules and bylaws set by Indian Nurses Association of Illinois (INAI).

3. Honorary Members

Honorary membership may be awarded to individuals, organizations or businesses who support the mission and goals of Indian Nurses Association of Illinois (INAI), and as determined by the Executive Board.

Section 2:

Membership Dues

Fiscal year for membership shall be from January 1st to December 31st (same as the calendar year of Indian Nurses Association of Illinois) (INAI), the association)

- Membership fees for Individual Member is \$ 50.00 for 2 year (USD)
- Membership fees for Individual Member is \$200.00(USD) for 10 Years
- Membership fees for Associate/ Affiliate Member is \$15.00 for 1 year (USD)
- Membership fees for Honorary Member is \$100.00 for 1 year (USD)

Section 3:

Responsibilities of Membership

Each member has the responsibility to uphold the mission, vision, and values and support the goals and objectives of Indian Nurses Association of Illinois (INAI). Further, members are to respect each other, promote team work, and uphold the professional nursing code of conduct at all times.

Article V

ORGANIZATIONAL STRUCTURE

Section 1:

Executive Board

The executive board consists of the President, Executive Vice President, Vice President, Secretary, and Treasurer, total of five members.

The responsibilities of the executive board are to oversee the day to day operation of the association, to organize and set priorities for all committees, to set meeting agenda, and to develop new committees and ad hoc committees as needed, to provide essential information that is related to Indian Nurses Association of

Illinois (INAI) and communicate with all associations and members in a timely fashion, to provide budgetary oversight and remain fiscally responsible, to administer the organization in accordance with the bylaws, and to formulate long range goals and programs in collaboration with the governing board.

Section 2:

Advisory Board:

Advisory board consists of the Board Chair and four (4) Board members, a total of five members. The past five presidents will become the Advisory Board. Advisory board chair will be the president of the immediate past executive board. Responsibilities of the advisory board include mentoring, resolving issues, disciplining, and overseeing the code of conduct of the organization and its members.

Board of Directors

Members of the Executive Board and the Advisory Board will be known as the Board of Directors of Indian Nurses Association of Illinois (INAI).

Section 3:

Committees

Indian Nurses Association of Illinois (INAI) will have the following committees to accomplish the established goals

1. Professional development/Education
2. Membership
3. Fundraising
4. Bylaws/Governing Rules& Regulations
5. APN Forum
6. Cultural Program
7. Public Relations/ Publications Editorial
8. Website

The following Committees will be appointed as needed

1. Research/Grant
2. Awards /Scholarships
3. Election

Additional committees or subcommittees can be established and dissolved as needed. Committee chair may be elected or appointed by the President of Indian Nurses Association of Illinois (INAI).

Each committee will have a Director also known as the committee chair person and minimum of three (3) committee members selected from the membership.

Director has the authority to select subcommittees and committee members and set goals and agenda for the meetings of their individual committee. All new initiatives must be communicated and sanctioned by the Executive Board.

Section 4:

The Executive Board, Advisory Board, and the Directors of each committee will constitute members of the Governing Board.

Article VI

OFFICERS

Section 1: Elected Officers

The elected officers of this Association shall be the President, Vice President, Secretary, Treasurer, and Executive Vice President.

Section 2: Qualifications of Officers

Members of the Executive Board must preferably have at least 6 months of experience in a leadership role and in good standing in Indian Nurses Association of Illinois (INAI).

Section 3: Duties

Duties of each of the officers of the Executive Board members of Indian Nurses Association of Illinois (INAI) shall be as documented in the by-laws and will be amended or modified as needed by the Executive Board. It is the duty of each officer of the association to conduct the business co-operatively, upholding the nursing professional and ethical standards to achieve the mission and goals of Indian Nurses Association of Illinois (INAI). All officers are responsible for attending meetings to conduct the business of the organization and submit quarterly and written annual reports.

President:

- The president shall be the presiding officer and shall administer all business of the Organization as provided for by the bylaws.
- The president is responsible for adopting and abiding by the by-laws which comply with IRS requirements and are consistent with the by-laws of Indian Nurses Association of Illinois (INAI)
- The president attend all Executive Board meetings or designating a member to attend the meeting in his/her absence
- The president will disseminate appropriate information to the chapter membership
- The president will represent local chapter in National Association of Indian nurses of America (NAINA) Governing Board meetings

- The president will submit written reports to NAINA governing board regarding chapter activities as requested.

Executive Vice President:

- Performs the duties of the President in the absence/vacancy or at the request of the President and Governing Board
- Performs other duties as may be delegated by the President or with the consensus of the Executive Board.
- Collaborates fund raising events
- Assists boards and committees in developing and executing strategic plan for the association.

Vice President:

- Performs tasks as assigned by the President and or requested by the Governing Board.
- Identifies areas for progress in the association and makes recommendations to the responsible boards and chairs s of the Committees.
- Performs the duties of the secretary in her/his absence and or at the request of the President.

Secretary:

- The secretary shall serve as the corporate secretary for the organization and fulfill all duties authorized by the Executive Board.
- The secretary shall keep the minutes of all meetings, maintain the membership list and be responsible for all correspondence on behalf of the organization.
- Takes charge of all record keeping for the elected term. Prepares/updates templates and maintains record for meetings/teleconferences, attendance roster, agenda and minutes

Treasurer:

- The treasurer shall be the corporate treasurer and fulfill all duties authorized by the Executive Board.
- The treasurer will maintain a ledger of financial assets, funds and liabilities and conduct the business of the organization by depositing and disbursement of funds as authorized by the president.
- All funds shall be deposited in the bank under the name of INAI as authorized by the Executive Board
- All disbursement of the funds shall be by the decision of the Executive Board. In emergencies or when the Executive Board is not available to meet and approve spending, a maximum of \$300.00 shall be spent, jointly

authorized by the President and Treasurer. Such expense shall be reported at the next meeting of the Executive Board.

Section 4: Term of Office

Officers shall be elected at the annual general body meeting for a term of two years. No officer shall serve more than two (2) consecutive terms or a total of four years in any one office. Term of the office will correspond with the fiscal/ calendar year of the organization, defined as January 1st to December 31st of the following year.

Section 5: Vacancies

If a vacancy occurs in the position of the President, the Executive Vice President will assume the responsibilities till a new President takes the office after the Executive Board meets. The president will appoint officers if vacancies occur on the Executive Board till the term of the office is completed.

If a vacancy occurs in any other office, the Governing Board, by majority vote, shall elect a successor to hold office for the unexpired term, or may co-opt from among them as many members as necessary to fill the vacancy.

Section 6: Absence from Office

The Executive Board has the authority to remove and appoint new members with majority consensus of the Board members, if there is an unexcused absence of Executive Board Members from three (3) consecutive board meetings.

Section 7: Termination

A Board member may be suspended or terminated from the Executive Board after a hearing for activities opposing the purposes and interests of Indian Nurses Association of Illinois (INAI) or after unexcused absence from the Board meetings for three (3) consecutive times. This shall be done by vote of one half or more of the total members of the Executive Board.

Article VII

Election/Selection of Board Members

Elections Process

The *Governing* Board will conduct the election of office bearers of the Association by majority vote every two years, preferably in the annual general body meeting. Voting of New executive Board members will take place in general body meeting. The candidates receiving the majority vote will be elected to the office they are running for.

The President and Executive Board will appoint an election committee.

- A call or a letter for nominations will be made by the nominating committee will inform the Executive Board and members of the association about the upcoming election a minimum of thirty days (30) prior to the election.

The president who is also a member of the Executive Board is responsible to communicate the nomination process and requirement to all their membership.

- Nomination forms shall be made available at least one month in advance.
- Nominating committee shall inform all the **Governing** Board members about the proposed slate and election process
- The Executive Board and all other elected officers shall be elected through a democratic process, using secret balloting if needed.
- Election result will be notified to the membership, **Governing Board** and NAINA

Article VIII

The Term of the Officers

The term of the Executive Board members will be two (2) years at a time. The board member maybe re-elected for a maximum of two (2) terms or total of four (4) years in any one role.

Article IX

Meeting Frequency

There should be at least one meeting of the Executive Board every year. Individual board and committees may meet more often as needed to accomplish the goals of the organization.

The annual general body meeting shall be held in January or May of each year.

Special meeting:

Special meeting of the Executive Board shall be called at the request of the President. Notice of the time, place, and agenda of the meeting shall be communicated by the secretary.

Educational and Cultural activities may be conducted when feasible in addition to the General Body and Executive Board annual meetings.

Article X

Decision Making and Quorum

The Executive Board is empowered to make operational decisions.

Fifty percent (50%) of the Executive board and General Body in attendance shall constitute a quorum.

Major decisions: If quorum is not met, then the decision of the majority present will sustain.

Article XI

Records and Auditing

The records shall be consist of the articles of incorporation, Bylaws, amendments, minutes of Executive Board meetings, minutes of General Body Meetings, membership

applications, register of membership, and other documents as designated by the Executive Board.

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Financial documents to include financial/bank statements and other records and receipts will be maintained by the treasurer, an officer of the Executive Board.

All records will be available to membership for review with an appointment.

All records shall be handed over to the officers of the new Executive Board at the beginning of each term.

Article XII

Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern the organization in all cases to which they are applicable and in which they are consistent with these by-laws.

Article XII

Amendments to the Bylaws

Bylaws may be altered or amended by the *Governing Board* with majority vote.

Article XIII

Dissolution

- In the event of dissolution of Indian Nurses Association of Illinois (INAI), Indian Nurses Association of Illinois (INAI) shall, after paying or providing of all liabilities and deposits of organization dispose of all assets in accordance with the law.
- Approved by *Governing* Board Members
- Signature: *Beena Vallikalam* Date: *08/26/2018*
- Print Name: *BEENA VALLIKALAM* (President)

Revised 04/30/2017