

New Hampshire Infection Control and Epidemiology Professionals

CHAPTER BYLAWS

ARTICLE I – Name:

New Hampshire Infection Control and Epidemiology Professionals, referred to as “NHICEP” or the “Organization”.

ARTICLE II – Mission, Purpose, Structure, Goals, & Objectives

Section 1: Mission

NHICEP is a voluntary, professional organization whose members are committed to continuous quality patient care improvement by the practice of Infection Prevention and Control through education, communication, standardization and professional relations.

Section 2: Purpose

The general purpose of the Organization is to improve patient care by serving the needs and aims common to all disciplines that are united by Infection Prevention and Control activities.

Section 3: Structure

NHICEP shall be non-profit, non-partisan, and non-sectarian and shall have the right to establish and control its activities through its elected officers.

Section 4: Goals

NHICEP shall conduct its activities with the following goals:

- a. To maintain and enhance the profession of Infection Prevention and Epidemiology.
- b. To establish NHICEP as a recognized authority and advocate for the profession and practice of Infection Prevention and application of epidemiology.
- c. To maintain and increase the visibility and effectiveness of NHICEP as a professional Organization.
- d. To educate members to the best practices related to the prevention of Healthcare Associated Infections (HAI) through resources and activities.

Section 5: Objectives

- a. Provide a medium for interchange of ideas and dissemination of current resources, regulatory standards, and material relative to infection prevention, control and epidemiology.

- b. Provide consultation and direction on relevant matters relating to infection prevention, control, and epidemiology.
- c. Identify and define health care issues that affect infection prevention, control, and epidemiology.
- d. Promote educational programs and activities to enhance the knowledge of Infection Prevention Professionals.
- e. Promote a liaison with other professional organizations to enhance patient care and clinical practice related to infection prevention and control.

ARTICLE III – Annual Dues

Section 1:

All dues and other monies paid to the Organization shall become the property of the Organization to be spent in accordance with approval by the Board of Directors.

Section 2:

Dues are paid annually and are not pro-rated. Dues that are received or post-marked on or prior to November’s annual meeting will be discounted, whereas dues received or post-marked after the annual meeting date shall remain full price. Annual dues may be raised at the discretion of the Board and shall be passed by a 2/3 vote of present members during scheduled Board Meetings.

Section 3:

The Board may accept, retain, or expend any funds or property that may be devoted to furthering the work or programs of the Organization.

ARTICLE IV – Officers

Section 1: Designated Officers

The officers shall be as follows: President; President-Elect; Treasurer; Membership Chairperson; Board Member with Secretary Duties; Media Chairperson; (2) Program Co-Chairpersons; and State Liaison.

- a. In the event, there is additional interest for board members, the Secretary role will be changed to a standalone role.

Section 2: Terms of Office

- a. President-Elect, Media Chairperson, and one (1) Program Chairperson shall serve for a term of two (2) years or until a successor is elected. Elections for these offices shall be held in odd- numbered years.

- b. The Treasurer, Board Member, Membership Chairperson, and one (1) Program Co-Chairperson shall serve for a term of two (2) years or until a successor is elected. Election for these offices shall be held in even-numbered years.
- c. There are no term limits for the Board of Director position.

Section 3: Duties of Officers

In addition to those duties outlined in the Bylaws, the officers are responsible for conducting business and management functions of the Organization. Participatory membership, including attendance, is a criterion for continued designation as an officer. Two (2) absences and/or lack of participation or fulfillment of duties may result in change of appointment at the discretion of the Board.

a. President:

- 1) Shall be directly responsible to the Board of Directors for the administration of the Organization.
- 2) Shall delegate committee activities and appoint members to committees as necessary.
- 3) Shall preside at all Board meetings of the Organization.
- 4) Shall preside at all Business meetings of the Organization.
- 5) Shall be ex-officio member of all committees except the Nominating Committee.
- 6) Shall appoint and terminate special committees as necessary.
- 7) Shall prepare agendas for Board Meeting and Chapter Business Meetings
- 8) Shall communicate regularly by phone, fax, electronic or regular mail, with the members of the Board of Directors and Committee Chairpersons.
- 9) Shall notify the winning and losing election candidates prior to the announcement to the membership at the annual meeting.
- 10) Shall represent the Organization at the annual APIC or SHEA conference (at the early bird registration rate) with airfare, ground transportation, and hotel fees.
- 11) Shall be responsible for welcoming new members, and newly positioned New Hampshire Infection Prevention Professionals to the Organization.
- 12) Shall be responsible for annual submission of IRS documentation annually as required to maintain non-profit status.

b. President-Elect:

- 1) Shall prepare to assume the office of President.
- 2) Shall rotate to the office of the President after term in office has been served.

- 3) Shall assume the duties of the President in her/his absence.
- 4) Shall fill the office of President should that office become vacant, with the title of President-Designee, and subsequently fill the office of President for the regular term as entitled the President-Elect.
- 5) Shall serve as Chairperson for the Annual Meeting Committee.
- 6) Shall coordinate a nomination committee and oversee recruiting for the board.
- 7) Shall represent the Organization at the annual APIC or SHEA conference for one of the two transition years, (at the early-bird registration rate), with airfare, ground transportation, and hotel fees.

c. Treasurer:

- 1) Shall manage the financial affairs of the Organization.
- 2) Shall prepare financial reports for the Board meetings and for distribution to the members.
- 3) Shall initiate a financial audit every two years, in odd years when transition of power occurs, and/or upon a change of the individual serving as the organization's Treasurer, as requested by the Board of Directors or the Organization.
- 4) Shall prepare and present the annual budget to the Board of Directors.
- 5) Shall submit IRS documentation to the President annually.
- 6) Shall maintain financial records for the previous three years.

d. Recording and Corresponding Secretary:

- 1) Shall be responsible for the correspondence of the Organization. Shall maintain Chapter correspondence, reports, and records for at least five (5) years.
- 2) Shall be responsible for the accurate recording, transcribing, and distribution of minutes of regularly scheduled meetings of the Organization to the Board of Directors and membership.

e. Board Member:

- 1) Shall assist the President in duties as assigned.
- 2) Shall review, revise, and bring forward any changes for review and approval, concerning the Organization's by-laws to the entire Board.
- 3) Shall serve as the secretary role (i.e. take board meeting minutes).
- 4) Shall assist in other areas when needed.

f. Media Chairperson:

- 1) Shall directly manage all media accounts and website created by NHICEP Board of Directors
- 2) Shall be responsible for posting presentations, announcements, PayPal Updates, and other information as appropriate.
- 3) Shall review website quarterly to assure current and functional content.

g. Program Co-Chairperson(s):

- 1) The Program Co-Chair is responsible, under the advisement of the Board of Directors, for the planning and coordination of educational programs to meet the educational needs of the membership.
- 2) Assumes the responsibility for implementing the identified educational needs of the membership.
- 3) Appoints and oversees the Program Committee. Directs the planning and implementation of the educational programs.
- 4) Shall be the point of contact for product vendors participating at the Annual Meeting.
- 5) The Program Co-Chairperson is responsible for notification to the Board of Directors when a speaker requests an honorarium.

h. Membership Chairperson:

- 1) Responsible for the coordination of accurate records of membership.
- 2) Responsible for all correspondence and mailings relating to membership, especially new member packets.
- 3) Responsible for ballot distribution.

Section 4: Vacancies

Unless otherwise stated in these by-laws, if an office is vacant, it may remain vacant until the next election or be filled by appointment at the discretion of a majority vote from the Board of Directors, with the exception of positions of President and President-elect. In the event of vacancy of President, the President Elect shall move to the position of the President and the Board shall solicit nominations from the membership and a special election for President-Elect shall be held. Should the position of President-Elect become vacant, the Board shall solicit nominations from the membership and a special election for President-Elect is held.

If the Secretary position is not filled, the Board will designate another officer to record the minutes.

ARTICLE V. Elections and Candidate Voting

Section 1: Nominations

- a. The Nominating Committee shall solicit the names of members willing to serve as an Officer.
- b. Each nominee shall consent to serve if elected before his or her name is placed in the ballot.
- c. No write-in votes shall be allowed in any election.
- d. Nominating Committee:
 - 1) Consists of no less than two (2) volunteer members as appointed by the Board of Directors.
 - 2) Responsible for the coordination of the annual election of officers in accordance with the NHICEP by-laws.
 - 3) Obtains the role descriptions and provides such to recruited members for the positions that need to be filled.
 - 4) Develops and submits a slate of eligible candidates for the Board of Directors' review and approval.
 - 5) Notifies all nominees of their status regarding their candidacy.
 - 6) Prepares the ballot and biographical summaries of candidates for each office and submits such in alphabetical order.
 - 7) Arranges for the ballot and biographical summaries, to be forwarded Membership Chairperson, who in turn is responsible for sending to each eligible voting member.
 - 8) Appoints two impartial tellers, to tally the votes and report the final count to the Board of Directors.

Section 2: Elections

- a. Elections shall be held annually.
- b. Elections shall be held starting in the month of September and results reported at the Annual Meeting.
- c. Unless stated otherwise in these by-laws, rules and procedures for conduct of elections shall be recommended by the nominating Committee and approved by the Board of Directors.

Section 3: Candidate Voting

- a. All active members of the Organization in good standing may vote.
- b. Voting shall be solely by mail or electronic ballot.
- c. Votes resulting in a tie shall be determined by a random selection method.

- d. Members of the Nominating Committee shall serve as tellers for elections. The appointed “tellers” must have no interest in ballot outcome.
- e. Tellers shall count ballots immediately following deadline for return of ballots. Tellers shall submit a written analysis of ballots cast and the numbers cast for each candidate to the Board of Directors.
- f. The President shall officially notify candidates of the election results.
- g. A majority of the membership voting shall elect.

NOTE: Specification of the election process is a mandatory component of the by-laws.

ARTICLE VI: Special Committees

Special committees may be appointed by the President, with Board approval, and may cease to exist when the purpose for which they were created is accomplished. The Board of Directors shall determine the composition, terms, and duties of these committees.

ARTICLE VII: Meetings of the Membership

Section 1: Annual Meeting

The annual meeting will be held in the fourth quarter.

Section 2: Regular Meetings

Regular meetings of the Organization shall be held at such time and place as determined by the Board of Directors.

ARTICLE VIII: Board of Directors

Section 1: Composition

The Board of Directors shall consist of: the President; President-Elect; Treasurer; Secretary; Membership Chairperson; Media Chairperson; one (1) Director; Program Committee Chairperson (s); Liaison from the State Public Health (*to be appointed by State Public Health and approved by the Board of Directors*); and the immediate post-President who shall serve for one year upon completion of term of the office as President.

Section 2: Duties of the Board of Directors

- a. Attend Board Meetings and keep the President and Board abreast of all activities related to the Organization.
- b. Establish policy, direct the activities of elected officers and committees, and approve all actions pertaining to the business of the Organization.

- c. Review and recommend on reports of committees and officers.
- d. Attain a working knowledge of the By-laws and Role Description that relates to the position served and makes recommendations for changes when indicated.
- e. Assume responsibilities as requested and perform other duties as delegated.
- f. Determine budgetary requirements and remain within the limits of the budget.
- g. Participate in a “Transition Meeting” of the outgoing and newly-elected board members, to be held following the Annual Meeting and prior to the next scheduled meeting in the new calendar year.
 - 1) The outgoing Board member(s) shall transfer any and all formal documents to the newly elected Board member(s).
- h. Determine the recipients of the NHICEP educational scholarships.
- i. Determine allocation of NHICEP speaker honorariums.
- j. The Board of Directors shall discharge such other duties as are herein provided.
- k. Uphold strict confidentiality in matters discussed during meetings of the Board and with board materials without authorization to do so.

Section 3: Meetings of the Board of Directors

- a. The annual meeting of the Board of Directors shall be held prior to the annual meeting of the membership.
- b. All other meetings of the Board of Directors shall be held at the discretion of the Board or upon call of the President.
- c. Four (4) members of the Board of Directors shall constitute a quorum.
- d. Action may be taken by the Board of Directors without a meeting if the total membership of the Board consents, in writing or by electronic format, to such action. Such written consent shall be filed with the minutes of the proceedings of the Board.

ARTICLE IX: Membership

Section 1: Membership Privileges

Membership in the Organization is open to all individuals employed or affiliated in a health-related field.

- a. Attendances of Meeting
- b. Scholarship
 - 1) Any current paid member of NHICEP considering the scholarship fund shall apply no later than November 1st for the following year’s convention or its equivalent, as deemed appropriate by the Board of Directors, using the approved application form.

- 2) The scholarship fund shall be used for the annual APIC or SHEA conference, with early-bird registration, airfare, ground transportation, and hotel fees. The recipient will be responsible for food/drink and any other expenses incurred. All efforts will be made to distribute one (1) scholarship to an acute care member and one (1) to a non-acute care member, when funds allow.
- 3) If the recipient is a non-member to APIC or SHEA and would like to become one, this will be considered as part of the scholarship. This would occur if you are able to immediately register as a “member” for the conference itself
 - i. Decision will be based on overall cost
- 4) The recipient of the scholarship must be willing to present a summary of the conference to NHICEP at the next scheduled general meeting.
- 5) The recipient must be an active member of NHICEP, with membership of at least one full calendar year.
- 6) The Board of Directors shall determine the selection process.
- 7) The name of the recipient(s) shall be announced at the Annual NHICEP meeting.

Section 2: Establishment of Membership

To become eligible for membership, individual’s must

- Complete formal application.
- Pay membership dues in full.
- Agree to uphold the mission of the organization.
- Agree to abide by the code of conduct.

Those who have met criteria of membership shall become an active member. *Refer to Article 3, Section 2.*

Section 3: Membership Renewal

- a. Membership shall be concurrent with the budgetary year (January to December).
- b. Membership is contingent upon payment of annual dues, to be paid in full by December 31, for the coming year. *Refer to Article 3, Section 2.*

Section 4: Transfer of Membership:

Transfer of active membership within a health care facility or health organization is prohibited. Active membership shall stay with the registered person for the remainder of the year for which dues are paid.

Section 6: Categories of Membership:

In addition to the above full membership, the Board acknowledges other membership as follows, with dues waived:

- a. Courtesy representatives from the NH Department of Health and Human Services.
 - a. 2 total free from NH DHHS. One being from the HAI program and the other being from the Communicable Disease Section.
- b. Honorary – a past member who has made a significant impact or contribution to the Organization.

ARTICLE X: Financial Operations and Dissolution of the Organization

Section 1: Tax Status

NHICEP is an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended or a successor statute.

The Organization is established exclusively for educational, charitable, scientific, and literary purposes, within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

The Organization intends to obtain the full benefit of any tax exemption it may be entitled to under the Internal Revenue Code. Accordingly, the Organization shall be managed in a manner consistent with such exempt statutes. The Employer Identification Number is 02-0470840.

Section 2: Financial Operations

The Organization shall keep accurate and complete books and records of its accounts, meetings, and proceedings of the Organization. There shall be an audit every two years of the Treasurer of the organization in such a manner as directed by the Board of Directors or the Organization known as NHICEP. The Treasurer shall submit necessary documentation as required by NHICEP.

Designation of the budget year is January 1 to December 31.

Section 3: Dissolution of the Organization

In the event of dissolution, the Board of Directors, after payment or making provision for the payment of all liabilities, shall dispose of all assets of the Organization to the Association for Professionals in Infection Control and Epidemiology (APIC) of New England.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of Robert's rules of Order shall guide the Organization in cases to which they are applicable.

ARTICLE XII: Amendments

Section 1: Process

The by-laws shall be reviewed annually. The draft proposal shall be presented to the Board of Directors for acceptance and amended as indicated. The final draft proposal shall be presented to the membership and given 2 weeks to vote or recommend any additional changes. The draft may be amended by a majority vote of those active members present and voting at a regular meeting of the membership or through an electronic format (such as Survey Monkey).

Section 2: Approval

Amendments approved by the voting membership shall not become final until they have been submitted to the Board of Directors for their approval. Approved by-laws (original copy) shall be retained by the Current President and/or Secretary and made available to all members via the NHICEP web site.

Reviewed and revised: 7/8/97, 12/14/00, 3/16/04, 12/2/05, 3/08, 5/13/2008, 5/10, 11/9/12, 1/15/13, 11/7/14, 7/14/17, 1/15/18, 9/5/18, 7/24/19, 9/10/21, 6/9/2022, 2/10/2023