



APIC

Spreading knowledge.
Preventing infection.™

CHAPTER HANDBOOK

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Association for Professionals in Infection Control and Epidemiology, Inc.

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CHAPTER ORGANIZATIONAL HANDBOOK

TABLE OF CONTENTS

I. FOREWARD

II. GENERAL INFORMATION

- A. APIC's Purpose and Programs
- B. Organization
- C. History
- D. Strategic Plan (Vision 2012)
- E. Benefits of Membership

III. BYLAWS

- A. Model Bylaws Information
- B. Chapter Model Bylaws with Instructions

IV. CHAPTER JOB DESCRIPTIONS

- A. President
- B. President-elect
- C. Secretary
- D. Treasurer
- E. Immediate Past President
- F. Membership Committee
- G. Executive Committee
- H. Program Planning Committee
- I. Education Committee
- J. Bylaws Committee
- K. Nominating Committee
- L. Committee Chair
- M. Ad-Hoc Committees

V. GENERAL MEETINGS AND EDUCATION PROGRAMS

Introduction

- A. Business Meetings
 - 1. Membership Meetings
 - 2. Board of Directors and Executive Committee Meetings
 - 3. Committee Meetings
 - 4. Parliamentary Procedures
 - 5. Suggested Business Agenda
- B. New Member Orientation
 - 1. Suggested Agenda for New Member Orientation
- C. Educational Program Planning
 - 1. Educational Needs Assessment
 - 2. Program Planning
 - 3. Financial Planning
 - 4. The Planning Committee
 - 5. Planning Schedule

- D. Goals, Purposes & Objectives
 - 1. Learner Objectives
- E. Content Development
- F. Teaching Strategies
- G. Faculty Selection and Contact
 - 1. Qualifications
 - 2. Honoraria
 - 3. Speaker Information
 - 4. Handouts
 - 5. Moderators
- H. Continuing Education Credit
- I. Conference Site
 - 1. Selection of the facility
 - 2. Contracts
 - 3. Insurance
 - 4. Food Service
- J. Marketing the Conference
 - 1. Marketing Tools
 - 2. Use of National Logo
- K. Exhibitors
- L. Registration
- M. Handouts and Packets
- N. Evaluation and Summary of Conference
- O. Post-Meeting Activities

VI. MEMBERSHIP PROMOTION

- A. APIC Chapter Membership Requirements
 - 1. Requirements for Maintaining Chapter Status
- B. Unaffiliated/Prospective Members
- C. Procedures for Recruiting New Members
 - 1. Requirements for Chapter Membership
 - 2. Payment of Dues
- D. Membership Recruitment
 - 1. Use of APIC Promotional Package
 - 2. Mailings
 - 3. Advertising
 - 4. Social Events
 - 5. New Member Orientation

VII. AWARDS & SCHOLARSHIPS

- A. APIC Chapter Excellence Awards
- B. Chapter Leadership Award
- C. Carol DeMille Achievement Award
- D. Distinguished Service Award

VIII. CHAPTER IDENTIFICATION AND ROSTERS

IX. APPENDIX

I. FOREWARD

This chapter handbook was created with you in mind and contains suggested guidelines for the ongoing operation of your local chapter. It is APIC's goal to provide the chapters with tools and resources that make conducting chapter business as easy and efficient as possible. The information contained in this handbook is presented to assist you in implementing the work of the organization on the local level. It is highly essential to your chapter's success and your success as a chapter leader. However, the maximum benefit will only be reached when/if you do your best with the resources at your disposal.

All new chapter officers will be provided with a chapter handbook prior to the start of their term of service. The chapter handbook will also be made available to any prospective chapter leaders. To aid in convenience, the chapter handbook will live on the APIC website at <http://www.apic.org/ChaptersResources> and can/should be used in conjunction with the Online Chapter Resource Center.

Please feel free to make suggestions, give comments or share success stories, examples or additional tools by contacting the Membership Services Department at (202) 789-1890, option 1. Thank you for your dedicated service as a chapter leader!

II. GENERAL INFORMATION

A. APIC's PURPOSE AND PROGRAMS

APIC's mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes. The Association's more than 11,000 members have primary responsibility for infection prevention, control and hospital epidemiology in health care settings around the globe. APIC's members are nurses, epidemiologists, physicians, PhDs, microbiologists, clinical pathologists, laboratory technicians and public health professionals. APIC advances its mission through education, research, consultation, collaboration, practice guidance, public policy and credentialing. In order to support the aforementioned mission, APIC conducts a variety of activities intended to achieve the following:

- **Member and Organizational Excellence:** To provide support, recognition, and opportunities for professional growth and development of infection prevention and control professionals world-wide.
- **Practice and Credentialing:** To define, evaluate, and continually improve the practice of infection prevention and healthcare epidemiology.
- **Education:** To develop, promote, and provide meaningful, accessible, and affordable educational products and programs for infection prevention and control professionals, healthcare workers, and the general public.
- **Strategic Alliances:** To identify, evaluate, and pursue opportunities for alliances that advocate wellness, infection prevention, and healthcare epidemiology.
- **Research:** To support, promote and publicize research in healthcare epidemiology and infection prevention.
- **International Activities:** To identify, develop, and enhance international activities to improve the practice of infection prevention and control and to promote the effective application of healthcare epidemiology.

APIC has sought to achieve these objectives through a variety of activities, seeking increased support for infection prevention and control at local, national, and international levels.

Each year the specific work of the organization is carried out by volunteer committees and by professional staff located at the APIC Headquarters (HQ).

B. ORGANIZATION

APIC is a not-for-profit, international association exempt from US taxation under Internal Revenue Code Section (501) (c) (3). It is governed and directed by a Board of Directors elected by the membership.

More than 113 chapters in the U.S. provide local resources to over 11,000 APIC members.

The Certification Board of Infection Control, Inc. (CBIC) is an affiliated not-for-profit organization responsible for providing certification for professionals in the fields of infection control and epidemiology.

The Research Foundation, a division of APIC was created in 1993 and was merged into the parent organization in 2005. The Foundation funds and conducts studies to answer key research questions that will advance the understanding and practice of infection prevention and control.

The Scientific Research Council is the oversight committee that recommends research priorities and guides APIC's research activities. APIC's Research Foundation, brings together ICPs, epidemiologist, researchers, industry partners and other members of the healthcare community to evaluate the efficacy of infection prevention practices and evaluate approaches to reduce the risk of infection and save lives.

C. HISTORY

The need to control infections was recognized in the mid-1950s and early 1960s when outbreaks of severe staphylococcal infections occurred among hospital patients.

During the 1970s, infection control programs proliferated in hospitals throughout the U.S. Astute infection control professionals (ICPs) quickly realized that standardized educational programs were needed to promote a practice based on sound scientific principles. They also recognized the need to provide this education along with the opportunity for networking. To meet these needs, a Steering Committee met in North Carolina on April 18, 1972, and established the Association for Practitioners in Infection Control (APIC).

As the profession evolved and matured into the broader context of healthcare delivery, so did APIC. In 1994, the name was changed to the **Association for Professionals in Infection Control and Epidemiology, Inc. (APIC).**

D. STRATEGIC PLAN

APIC Vision 2012

Preferred Future

By 2012, APIC will be recognized as the leader in infection prevention and control by practitioners, policy makers, healthcare executives, and consumers.

Goal 1

APIC will emphasize prevention and promote zero tolerance for healthcare-associated infections and other adverse events.

Goal 2

APIC will ensure that appropriate standards and measures are set by which infection prevention and control programs are evaluated by regulatory agencies, healthcare executives, payers and consumers.

Goal 3

Infection prevention and control will be recognized as a separate and distinct profession, whose members are positioned for leadership roles in health care.

Goal 4

APIC will serve as a catalyst for leading edge research for the prevention of infection and associated adverse outcomes.

Goal 5

APIC will play a leadership role in emergency preparedness related to infection prevention and control, including emerging and reemerging diseases, bioterrorism, natural disasters and other issues.

E. BENEFITS OF MEMBERSHIP

APIC Publications

- ◆ The *AJIC (American Journal of Infection Control)* is considered by APIC members to be one of the most important benefits of membership. Published ten times a year, *AJIC* publishes peer-reviewed articles on infection control, epidemiology, infectious diseases, quality management, occupational health, and disease prevention, as well as APIC Guidelines, State-of-the-Art Reports, position statements and CDC Guidelines.
- ◆ *Prevention Strategist* is the quarterly member magazine where articles on the activities of the association and its membership are published.
- ◆ *Infection Connection* is a quarterly clinical newsletter focusing on Infection Preventionists and practices in the long-term care health sector. To subscribe or renew your subscription, please check the appropriate box on the application/renewal form and add the subscription fee to your membership dues payment.
- ◆ *E-News* reaches more than 11,000 infection preventionists. This weekly electronic newsletter provides timely and up-to-date information and breaking news from APIC. From events to public policy to education, APIC's E-News provides infection preventionists with the knowledge they need to help fight infection and effect change in their organization.

Educational Programs

- ◆ **APIC's Annual Educational Conference and International Meeting** is considered the premier educational opportunity for healthcare professionals in all settings who have

infection control and prevention responsibilities. It is also the meeting place for novice and experienced infection preventionists to expand their knowledge base, establish practical expertise in infection control and epidemiology, and network with infection control experts and colleagues.

- ◆ **EPI: Education for Prevention of Infection** promotes knowledge and excellence in the practice of Infection Surveillance, Prevention and Control. Each course provides invaluable information, tools, and resources from which current and prospective APIC members benefit.
- ◆ Videos available from APIC include **Vancomycin-Resistant Enterococcus, Tuberculosis Protection for Healthcare Workers, and The Final Word on Bloodborne Pathogens**. For a complete list of videos, visit the APIC store at www.apic.org.
- ◆ APIC's live and recorded webinars utilize the latest in presentation technology combining audio and visual presentation in a way that allows you to watch in the comfort and convenience of your home or office or as the educational offering during one of your chapter meetings.

Professional Growth

- ◆ **APICweb (www.apic.org)** is the infection preventionists' main on-line resource network. It offers journal abstracts, links to other related professional sites, member information, publications, and late-breaking news about the infection control profession.
- ◆ **APIClist** is a listserv (e-mail discussion group) for APIC members and others involved in infection control and epidemiology. Infection preventionists are able to post questions and/or responses in this free forum. APIClist is your best source for quick information.
- ◆ **Continuing Education** credit is available through APIC for completion of various courses.

Opportunities to Participate

- ◆ **Local Chapters** promote the exchange of practical, clinical information among its members. APIC supports 113 local chapters. Organized by infection preventionists, chapters help meet educational and professional needs at the community level.
- ◆ **Membership Sections** work to advance the special interest of your practice area within infection prevention and epidemiology. Members may serve as resource experts and/or use the sections as vehicles for enhanced networking. Each section is charged with identifying needs for educational programs and products and fostering coalitions with organizations outside of APIC. Other goals include: recruiting members from a particular area of interest, providing a voice within APIC for sectional interests, and advancing APIC's strategic plan in specific areas.
The sections each develop an annual conference meeting/program. The current sections are Ambulatory Care, Home Care, Long-term Care, Pediatrics, Veterans' Affairs, Behavioral Health, Minority Issues, and EMS/Public Safety.

- ◆ **Focus Groups** provide an opportunity to communicate informally with colleagues sharing the same concerns and challenges. APIC provides six (6) focus groups—Rehabilitation, International, U.S. Air Force, U.S. Army, U.S. Navy and Consultants. Focus groups meet formally once a year at the APIC Annual Conference.

III. BYLAWS

A. MODEL BYLAWS INFORMATION

The following section provides guidance on the responsibilities of the Chair of your chapter's Bylaws Committee. The template cover sheet, reviewer sheet, and Model Bylaws with instructions are a complete package of required documentation to properly obtain approval for the guidance of your local chapter activities.

The sequential steps involved in the review, revision, and approval process follows:

1. Read the documents provided in this section to familiarize yourself with its contents.
2. Compare the model bylaws and instructional comments with your local chapter's bylaws.
3. Revise the chapter's bylaws by filling in the blanks and adding to the template bylaws
4. Present the proposed changes and amendments of the local APIC chapter bylaws to your chapter in accordance with the bylaws revision process as stated in the Amendment article.
5. Once chapter approval has been granted, obtain the initials of three board members on each sheet of the bylaws in the spaces provided as well as on the reviewer sheet.
6. Submit in a Word document via e-mail to Senior Manager of Component Relations at HQ. A hard copy, including aforementioned initials will also be necessary to complete the process.
7. The Senior Manager of Component Relations reviews the chapter bylaws for accuracy and forwards a copy to APIC's legal counsel for approval.
8. The APIC legal counsel notifies the Senior Manager of Component Relations of the necessary revisions and/or approval status in writing.
9. The Senior Manager of Component Relations notifies the local APIC Chapter Bylaws chair and the Membership Services Committee of the approval status in writing.
10. APIC's legal counsel retains a copy of the bylaws and a copy is retained in chapter files at HQ, along with the approval date.

If you require further assistance, feel free to contact the Senior Manager of Component Relations, at (202) 454-2603.

B. CHAPTER MODEL BYLAWS WITH INSTRUCTIONS

A copy of the chapter's bylaws as approved by APIC and any amendments approved by the chapter and APIC should be maintained using this section. In the case of a bylaws amendment, updated bylaws should be inserted in this section, and previous bylaws should be dated and stored in an historical file.

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND
EPIDEMIOLOGY, INC.**

TEMPLATE COVER SHEET

(FULL NAME OF CHAPTER)

(COMPLETE IDENTIFICATION NUMBER)

ORIGINAL BYLAWS

DATE: MONTH DAY YEAR

REVISION #1

DATE

REVISION #2

DATE

REVISION #3

DATE

REVISION #4

NAME CHANGED TO _____

DATE

REVIEWED, BUT NOT REVISED

DATE

DISBANDED

DATE

CHAIRPERSON, BYLAWS

NAME

WORK ADDRESS

WORK PHONE NUMBER

FAX NUMBER

HOME PHONE NUMBER

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND
EPIDEMIOLOGY, INC.**

SAMPLE BOARD MEMBER REVIEW SHEET

APIC BYLAWS

(FULL NAME OF CHAPTER)

(COMPLETE IDENTIFICATION NUMBER)

DATE OF REVIEW/REVISION

POSITION
NAME
ADDRESS
PHONE
INITIALS

POSITION
NAME
ADDRESS
PHONE
INITIALS

POSITION
NAME
ADDRESS
PHONE
INITIALS

THESE INITIALS APPEAR ON EACH PAGE OF THE LOCAL CHAPTER BYLAWS
ATTACHED.

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND
EPIDEMIOLOGY, INC.**

MODEL BYLAWS (WITH INSTRUCTIONS) FOR LOCAL CHAPTERS

ARTICLE 1 - NAME AND SEAL

Section 1. Name

The name of this organization is the Association for Professionals in Infection Control and Epidemiology, Inc., (insert chapter name), hereafter referred to as APIC (insert name and identification number) or as APIC (insert short number) or the Chapter.

Section 2. Seal

The seal of the National Association "APIC" or "Association" shall be a circular impression seal with the words "Association for Professionals in Infection Control and Epidemiology, Inc., Massachusetts 1987" affixed thereto.

*INSTRUCTIONS FOR ARTICLE I: The chapter name and identification number should be inserted where indicated above. All other information in this section is **MANDATORY as written**.*

ARTICLE II – PURPOSE AND GOALS

SECTION 1. PURPOSE

The general purpose of the Association is to improve health by serving the needs and aims common to all disciplines that are united by infection control and epidemiology activities.

SECTION 2. GOALS

- A. To direct, support and improve the practice and management of infection control and the application of epidemiology
- B. To position APIC as the leader in the practice of infection control and the application of epidemiology
- C. To ensure that APIC's mission is supported by its resources and activities
- D. To support the APIC public policy efforts

*INSTRUCTIONS FOR ARTICLE II: This section is **MANDATORY as written** and should not be changed.*

ARTICLE III - TAX STATUS

SECTION 1. TAX STATUS

The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute. APIC is organized exclusively for educational, charitable, scientific, and literal purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

The Association intends to obtain the full benefit of any tax exemption it may be entitled to under the Internal Revenue Code. Accordingly, the Association and its chapters shall be managed in a manner consistent with such exempt statutes.

*INSTRUCTIONS FOR ARTICLE III: This section is **MANDATORY as written** and should not be changed.*

ARTICLE IV - MEMBERSHIP

SECTION 1. PRIVILEGES

- A. [Membership in the Association is a privilege and is achieved by compliance with these bylaws.](#)
- B. Categories
1. Active Membership
Active members shall be individuals occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.
 2. Associate Membership
Associate members shall be individuals not actively involved in the practice and management of infection control and/or the application of epidemiology. Such members may not vote or hold elected office.
 3. Retired Membership
Retired members shall be individuals who are no longer employed in any capacity and who have had five consecutive years of Active or Associate APIC membership prior to retirement. Retired members may not vote or hold elected office; however, they may serve in appointed capacities.
 4. Honorary Membership
Honorary Members shall be individuals elected to this category by the **APIC Board of Directors** in recognition of their contribution to the Association. Honorary members shall not be occupationally or professionally involved in the practice or management of infection control or the application of epidemiology. Such members may serve the association in any manner mutually agreeable to themselves and to the board, but may not vote or hold office.
 5. Lifetime Membership
Lifetime Members shall be individuals elected to this category by the **APIC Board of Directors** in recognition of their contribution to the field of infection control and/or epidemiology or to the Association. Lifetime members are those individuals who are currently or have been occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.
 6. Patron Membership
Patron members support the efforts of APIC to improve, influence and support the quality of health care through the practice and management of infection control and the application of epidemiology in all health settings. Patron member companies are entitled to list up to 10 individuals as patron associates. Patron associates cannot vote or hold elected office.
- C. [Membership Renewals](#)
[Membership is based on an anniversary year.](#)
- D. [Membership in Local Chapters](#)
[All members of the local chapters of the Association must also be members of APIC. Active Members of APIC are the only persons eligible for Active Member status in the chapter.](#) If a chapter leader does not follow the public policy position papers and overall stance of APIC HQ, their chapter membership could be in jeopardy.

INSTRUCTIONS FOR ARTICLE IV: Chapter membership categories must be consistent with National APIC categories. Honorary and Lifetime memberships can only be conferred by the National Board of Directors. Patron membership applies only to the national level and should not be referred to in chapter bylaws. Letters A, C, and D above are **MANDATORY as written.**

SECTION 2. FISCAL YEAR

The fiscal year shall be the calendar year.

SECTION 3. DUES

- A. Dues for each calendar year shall be determined by the Board of Directors.
- B. Local chapter membership dues shall not exceed those of the national Association.
- C. All dues shall be remitted according to Board policy.
- D. Membership cards shall be issued contingent upon receipt of current dues.

INSTRUCTIONS FOR ARTICLE IV, SECTIONS 2 & 3: Dues amounts are not specified in the Bylaws. Any increase or decrease in Chapter dues does require a vote by the Chapter membership after presentation at a Chapter meeting. Because it is not a Bylaws change, it does not require a 30-day advance notice. Dues for Retired Members on the national level are one-half (1/2) the annual dues. Local chapters may follow suit or establish a rate equitable to them including up to a full rate.

SECTION 4. TERMINATION

- A. If the dues of any member are not paid in accord with the policies of the Chapter, membership shall be automatically terminated.
- B. In the event a chapter member ceases to be a member of APIC, membership in the chapter shall also automatically terminate.
- C. Any member may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the Chapter would be served thereby. Such member, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.
- D. The Board of Directors may provide for subsequent reinstatement.

INSTRUCTIONS FOR ARTICLE IV, SECTION 4: This section on Termination is **MANDATORY as written** and should not be changed.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

SECTION 1. MEETINGS

- A. Annual Meetings
The annual business meeting of this organization shall be held on the (*insert the day of the week and month*) or at such time as directed by the Board of Directors.
- B. Quorum
Those members present at the annual business meeting shall constitute a quorum.

INSTRUCTIONS FOR ARTICLE V: The annual meeting day of the week and month should be inserted where indicated above.

ARTICLE VI – OFFICERS

SECTION 1. COMPOSITION

The officers shall consist of a president, president-elect, treasurer, and secretary, who shall perform their duties as prescribed by the bylaws and by the Board of Directors.

SECTION 2. DUTIES

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 with Board approval.
3. Shall preside at all Board meetings of the chapter.
4. Shall preside at all business meetings of the chapter.

B. President-Elect

1. Shall prepare to assume the office of President.
2. Shall fill the office of President should that office become vacant and subsequently fill the office of President for a regular term as is entitled the President-elect.

C. Treasurer

1. Shall oversee and be responsible for the management of the financial affairs of the chapter.
2. Shall oversee the preparation of periodic financial reports for the Board.
3. Shall review financial affairs of the chapter as necessary with legal counsel and/or accountant.
4. Shall oversee the preparation of the annual budget and present it to the Board of Directors.
5. Shall be a member or consultant to any committee having to do with the Association's monies.
6. Shall be bonded through the Association.

D. Secretary

1. Shall be responsible for the accurate recording and transcribing of the minutes of all chapter and Board of Directors meetings.
2. Shall submit all minutes to the Board of Directors in accord with established procedure.

INSTRUCTIONS FOR ARTICLE VI: Chapters may choose to alter the number and functions of officers based on the needs of their chapter and the number of individuals available to fill the positions. More specific details of officers' responsibilities should be described in chapter policies to avoid frequent Bylaws revisions.

SECTION 3. TERMS OF OFFICE

- A. The President shall serve for a term of one year or until a successor has assumed office.
- B. The President-elect shall serve for a term of one year or until a successor has assumed office.
- C. The Secretary shall serve for a term of two years or until a successor has assumed office; and shall be elected in the odd-numbered years.
- D. The Treasurer shall serve for a term of two years or until a successor has assumed office and shall be elected in the even-numbered years.
- E. No officer or director shall serve more than two consecutive terms in the same office.
- F. All terms of office shall begin at the first Board of Directors meeting of the calendar year.

SECTION 4. QUALIFICATIONS

- A. The President-elect shall have automatically succeeded to the presidency after having held the office of President-elect the preceding year.
- B. The President-elect shall have served at least one year as a member of the chapter Board of Directors prior to assuming the office of President-elect.

SECTION 5. VACANCIES

- A. If any office with the exception of President-elect becomes vacant, it may:
 1. Remain vacant until the next election.
 2. Be filled by appointment by the Board of Directors for the unexpired term.

- B. If the office of President-elect becomes vacant, it shall be filled by a special election of the membership.

SECTION 6. REMOVAL

Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VI: The terms of offices can be individually altered to meet the needs of the Chapter.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1. COMPOSITION

The Board of Directors shall consist of the four officers, the immediate Past President and no less than (*insert number*) and no more than (*insert number*) directors.

SECTION 2. TERMS

- A. The directors shall serve a term of two years or until a successor has assumed office. They shall be elected on a rotating basis with no less than four and no more than six elected each year.
- B. The immediate Past-President shall serve as a director for one year upon completion of the term of office of President.

SECTION 3. DUTIES

- A. The Board of Directors shall be the governing body of the chapter and shall establish policy for conducting the business and management functions of the chapter.
- B. The Board reviews committees and officers reports and makes recommendations concerning committee activities.
- C. The Board authorizes the official acts of the elected officials and committees.
- D. The Board approves the slate of candidates for the ballot.

SECTION 4. MEETINGS

- A. Meetings shall be held a minimum of twice yearly, at the discretion of the board or upon the call of two or more of the directors.
- B. Dates, notices, and agenda shall be according to the policy set by the Board of Directors.
- C. A minimum of fourteen days notice shall be required prior to a Board of Directors meeting.
- D. Two-thirds (2/3) of the Board of Directors shall constitute a quorum.

SECTION 5. REMOVAL

Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VIII: The composition of the Board and the number of people on the Board may be more or less. An odd number of directors is recommended to avoid ties in votes.

ARTICLE VIII – ELECTIONS

SECTION 1.

Elections shall be held annually prior to the beginning of the terms of office.

SECTION 2. VOTING

- A. Only Active members may vote.
- B. Voting shall (may) be by mail ballot.
- C. A majority vote shall elect when there are less than three candidates.
- D. A plurality vote shall elect when there are three or more candidates.
- E. Tie votes shall be broken by drawing lots.

SECTION 3. TELLERS

- A. A Tellers' Committee shall be appointed annually from the membership-at-large by the president and approved by the board of directors.
- B. Shall count the ballots in accord with established procedure approved by the board of directors.
- C. Shall submit to the board of directors a written analysis of ballots cast and the number cast for each candidate.
- D. Shall not be eligible to run for any office while serving on the Tellers' Committee.

SECTION 4. ELIGIBILITY OF CANDIDATES - GENERAL QUALIFICATIONS

- A. Shall be current Active member of APIC.
- B. **No Officer or Director may hold local and national office in the Association, simultaneously.**

INSTRUCTIONS FOR ARTICLE VIII: The election process may be altered to fit chapter size, but Section 4. B. is MANDATORY as written and should not be changed.

ARTICLE IX – COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

- A. Shall consist of three members of the Board of Directors: the President, the President-elect, and one member elected by and from the current Board of Directors.
- B. Shall make all necessary decisions between Board meetings to insure the continuous functioning of the chapter.

SECTION 2. STANDING AND SPECIAL COMMITTEES

Standing and special committees are appointed by the Board. The composition, terms, and duties of these committees shall be determined by the Board of Directors. Appointments shall be made on a year-by-year basis.

SECTION 3. BUDGET AND FINANCE COMMITTEE

- A. Shall be comprised of the President, President-elect, Treasurer and such other members as determined by the Board of Directors.
- B. Shall be chaired by the Treasurer.

SECTION 4. NOMINATING COMMITTEE

- A. Qualifications: To be eligible to serve on the Nominating Committee, an individual must meet those qualifications stated in Article VIII. Section 4, subsections A & B.
- B. Composition and Duties

1. Shall consist of seven (7) members to be elected by the membership for a two-year term on a rotating basis with three members elected each even-numbered year and four members elected each odd-numbered year.
2. Shall not be eligible to run for any office while serving on the Nominating Committee.
3. Shall be headed by a chairperson appointed from the committee members and approved by the Board of Directors.
4. Shall solicit nominations representative of a multidisciplinary international organization.
5. Shall develop procedures for the conduction of elections and submit for Board approval.
6. Shall develop and submit a slate of candidates for the chapter ballot to the Board of Directors for approval.
7. Shall notify all nominees of their status regarding their candidacy.

INSTRUCTIONS FOR ARTICLE IX: The number of Nominating Committee members and its policies will vary depending upon the size of the chapter. Standing committees and their composition are up to the chapter.

ARTICLE X - OFFICIAL PUBLICATION

- A. The official publication of the Association shall be the *American Journal of Infection Control*.
- B. All members shall receive the *American Journal of Infection Control*.

INSTRUCTIONS FOR ARTICLE X: This section is **MANDATORY as written** and should not be changed.

ARTICLE XI - LIABILITY AND INDEMNIFICATION

SECTION 1. LIMITATION OF LIABILITY

No officer or director shall be personally liable to the chapter or its members for monetary damages for breach of fiduciary duty as an officer or director notwithstanding any provision of law imposing such liability, provided however, that this provision shall not eliminate the liability of an officer or director to the extent that such liability is imposed by applicable law, (i) for any breach of the officer's or director's duty of loyalty to the chapter or its members, (ii) for acts or omissions not in good faith which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which there is improper personal benefit. This provision shall not eliminate the liability of an officer or director for any act or omission occurring prior to the date upon which this provision becomes effective. No amendment to nor repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer or director for or with respect to any acts or omissions of such officer or director occurring prior to such amendment or repeal.

SECTION 2. INDEMNIFICATION

The chapter may, in the sole discretion of the Board of Directors, indemnify in whole or in part any person (and his heirs, executors, administrators, or other legal representatives) who is or shall have been an officer or director of the chapter or any person who is serving or shall have served at the request of the chapter against all liabilities and expenses (including judgments, fines, penalties, and attorney's fees and all amounts paid, other than to the chapter, in compromise or settlement) reasonably incurred by any such officer, director, or person who may be a party defendant or with which he may be threatened or otherwise involved, directly or indirectly, by reason of his being or having been an officer or director of the chapter or such other chapter, except in relations to matters as to which any such officer, director, or person shall be finally adjudged, other than by consent, in such action, suit, or proceeding to have been liable for bad faith or misconduct in their performance of his duty as such officer or director.

INSTRUCTIONS FOR ARTICLE XI: This section is **MANDATORY as written** and should not be changed.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary writings of General Henry M. Roberts, *Roberts Rules of Order*, most recently revised, govern the association in all cases not covered by these bylaws.

INSTRUCTIONS FOR ARTICLE XII: This section is MANDATORY as written and should not be changed.

ARTICLE XIII - AMENDMENTS

SECTION 1. PROCESS

These bylaws may be amended upon two-thirds (2/3) vote of those Active Members present at a meeting of the membership, provided that such proposed amendments have been presented, in writing, to the voting membership at least thirty (30) days prior to the vote.

SECTION 2. APPROVAL

Amendments approved by the voting membership shall not become final until they have been submitted to the APIC Senior Manager of Component Relations, who will then seek final approval from APIC's legal counsel. The Senior Manager of Component Relations shall notify the local chapter of approval or non-approval. Approved bylaws (original copy) shall be sent to APIC Headquarters for inclusion in the local chapter's permanent file.

INSTRUCTIONS FOR ARTICLE XIII: This section is MANDATORY as written and should not be changed.

ARTICLE XIV - FINANCIAL OPERATIONS

The chapter shall keep accurate and complete books and records of its accounts, meetings, and proceedings of the organization. There may be an annual audit of the books and accounts of the chapter in such a manner as directed by the board of directors of APIC. The Treasurer shall submit necessary documentation as required by APIC.

INSTRUCTIONS FOR ARTICLE XIV: This section is MANDATORY as written and should not be changed.

ARTICLE XV - 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 the assets of the chapter by distributing the assets to the said organization known as the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute.

INSTRUCTIONS FOR ARTICLE XV: This section is MANDATORY as written and should not be changed.

IV. CHAPTER JOB DESCRIPTIONS

This section contains job descriptions for the officers and committee chairs of the chapter. The job descriptions include internal chapter responsibilities as well as chapter officer's responsibilities to APIC HQ.

Each officer should receive a copy of his or her job description at the beginning of served term.

1. PRESIDENT

The president shall:

- a. Be directly responsible to the Board of Directors for the administration of the organization.
- b. Delegate committee activities and appoint members to committees as necessary with board approval.
- c. Preside at all board meetings of the association.
- d. Be the principal spokesperson for the chapter.
- e. In general, perform all duties and have all powers customarily incident to the office of President and such other duties and powers as may be prescribed by the Board of Directors from time to time.
- f. Serve as chairperson of the Executive Committee.
- g. Sign with the Secretary or any other proper officer of the chapter authorized by the Board of Directors any deeds, mortgages, bonds, contracts and other instruments that the Board of Directors has authorized to be executed.

SPECIFIC DUTIES

The President should ensure that the following documents are completed and returned within the indicated time frame. Copies of these documents should be retained for the chapter's records.

DOCUMENTS

Report of Chapter Officers
and Committee Chairs (*see Local Chapter
Data Sheet, Chapter Resource Center*)

RETURN DATE

Within 14 days of
election of officers

HQ will need lists of
officers by December 1 for
distribution to board
liaisons at the APIC
Leadership Orientation

Annual Report

January 31

DUES

The President is responsible for reporting to HQ any changes to the chapter dues structure. **The deadline for reporting of dues changes is September 1 of each year.** (*see Local Chapter Data Sheet, Chapter Resource Center*). This will allow time for changes to applications, brochures, APIC's home page and fax-on-demand prior to the start of the new year.

MEETINGS

- Prepare and review the agenda in advance.
- Hold regular Board meetings to:
 - a) Establish chapter goals and objectives for the year. Do this at the first meeting.
 - b) Review committee assignments and progress.
 - c) Formulate policies by which the chapter will function.
 - d) Prepare an agenda for the Business Meeting.
- Board meeting scheduling:
 - a) Hold Board meetings prior to each general membership (monthly) meeting, if possible.
 - b) Appoint committee chairs prior to the first Board meeting so they may attend.
 - c) Establish Board meeting times and notify all members. At the time of notification, ask for suggestions for agenda items.
 - d) Prepare an agenda for the meeting and give a copy to the Secretary.
 - e) Attempt to conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.

2. PRESIDENT-ELECT

The President-elect shall:

- a. Assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be prescribed from time to time by the President or the board of directors.
- b. Prepare to assume the office of President.
- c. Fill the office of President should that office become vacant and subsequently fills the office of President for a regular term as is entitled the President-elect.

SPECIFIC DUTIES

- Become familiar with the President's duties as well as the organizational system structure.
- Become familiar with the bylaws of the chapter.
- Become familiar with various committees within the chapter.
- Maintain communication with the President.
- Perform presidential duties in the absence of the President as delegated by the President.

3. SECRETARY

The Secretary shall:

- a. Be responsible for the accurate recording and transcribing of the minutes of all association and Board of Directors meetings.
- b. Submit all minutes to the Board of Directors in accord with established procedure.
- c. See that all membership notices are duly given in accordance with applicable state laws and the chapter's bylaws.
- d. Be custodian of chapter records (including the seal of the corporation if applicable) shall be responsible for keeping a record of the mailing address of each director and officer of the chapter.
- e. 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 Board of Directors.

SPECIFIC DUTIES

- 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.
- Accurately record, transcribe and distribute to all Board members, within 30 days, the minutes of all official meetings of the Board or chapter membership.
- Become familiar with the chapter's bylaws and Roberts Rules of Order.

FORMS

As the Secretary maintains the chapter documents, he/she should keep on hand an ample supply of all necessary forms and distribute them as required.

RECORDS

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

- a. Petition for Chapter Status
- b. Bylaws

In new sections of the Chapter Organizational Handbook or in separate files, the Secretary should also maintain:

- a. Membership rosters provided by APIC
- b. Minutes of all Board of Directors and Executive Committee Meetings
- c. Chapter correspondence

4. TREASURER

The Treasurer shall:

- a. Oversee and be responsible for the management of the financial affairs of the Association.
- b. Oversee the preparation of periodic financial reports for the Board.
- c. Review financial affairs of the Association as necessary with legal counsel and/or

- accountant.
- d. Oversee the preparation of the annual budget and present it to the Board of Directors.
 - e. Be a member or consultant to any committee having to do with the Association's monies.
 - f. Be bonded through the Association.

SPECIFIC DUTIES

The APIC Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the local APIC chapter and submits reports in a timely manner. The treasurer has a fiduciary responsibility to exercise reasonable care for the assets of the chapter. The Treasurer's tasks include:

Maintaining

- Maintain a copy of your chapter's charter, bylaws, and tax ID number.
- Organize files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
- Establish and maintain a checking account.
- Organize the accounting system.

Managing

- Manage the chapter's finances including bank accounts.
- Monitor financial results compared to budget, income compared to expense.
- Work with officers and committees to develop new revenue sources.

Accounting

- Make deposits in bank account; record source and amount in Receipts Journal.
- Review expense requests, write checks and maintain Disbursements Journal.
- Maintain bank account balance and reconcile bank statements.
- Prepare Quarterly and Annual Income and Expense Statements.
- Prepare Quarterly and Annual Balance Sheets.

Reporting

- Present financial reports to the chapter president, executive committee, board, committee chairs and membership as needed.
- Forward financial reports to APIC HQ.

Budgeting

- Request budgets from chapter officers and committees.
- Develop next year's budget with chapter officers and committee chairs.
- Manage the budget approval process.
- Forward budget to APIC HQ.

5. CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)

Chapter Legislative Representatives (CLRs) serve as the major link between APIC's Chapters and the Public Policy Committee. This relationship is much more than a communications link, however; it is a dynamic partnership, reliant on effective communication between the Chapter and APIC HQ. The success of the Committees many initiatives are highly dependent upon the support and energies of Chapter members, particularly the CLR.

The CLR shall:

- a. Be appointed by the Chapter President for a term of one year with an option to renew the appointment.
- b. Be an active member of APIC.
- c. Report to the Chapter President and serve as the primary Chapter contact for the Public Policy Committee and APIC HQ.
- d. Have an interest in learning more about the legislative process.
- e. Have access to email to receive all communications and requests for action.

SPECIFIC DUTIES

- Address legislative and/or regulatory issues as directed by the Chapter President and APIC Headquarters.
- Interact with policymakers on behalf of the Chapter, on issues related to infection prevention and control practices.
- Distribute materials and information from the Public Policy Committee to Chapter members and recommend appropriate Chapter action.
- Mobilize Chapter members to respond to issues, when requested by APIC Headquarters, and provide follow-up.
- Respond to Action Alerts, Notices, and other communications in a timely manner or by the designated deadline.
- Attend or arrange for a substitute to attend the annual CLR meeting during the APIC Annual Educational Conference.
- Share major outcomes of Chapter grassroots efforts with the APIC Headquarters.

6. IMMEDIATE PAST PRESIDENT

The immediate Past President shall:

- a. Serve as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board of Directors.
- b. In general, 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 president or the Board of Directors.

7. MEMBERSHIP COMMITTEE

The Membership Committee shall:

- a. Promote and maintain growth of the chapter through membership promotion and retention campaigns.
- b. Determine member eligibility requirements.
- c. Determine categories of membership dues and assessments.
- d. Assist in the development of programs intended to affect the character or size of the membership of the chapter.
- e. Have membership brochures/application forms available at all regular meetings.

SPECIFIC DUTIES

RECORDS

The Membership Committee chair shall:

- Review chapter membership rosters monthly for accuracy. Report inconsistencies and any changes to name/address of members immediately to the Senior Coordinator, Membership & Customer Service.

8. EXECUTIVE COMMITTEE

The Executive Committee is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership. The Executive Committee shall:

- a. Direct the business and financial affairs of the chapter.
- b. Foster growth and development of the chapter.
- c. Establish administrative policy.
- d. Assist the President in the structuring of committees.
- e. Review committee reports and determine action to be taken.
- f. Approve large budgetary allocations as submitted by the treasurer.
- g. Approve fund raising functions.
- h. Serve on committees as assigned.

9. PROGRAM PLANNING COMMITTEE

The Program Planning Committee shall:

- a. Plan and present educational programs, seminars, workshops and social functions for the chapter with the assistance of the Education Committee.
- b. Secure meeting place for each monthly meeting.
- c. Submit tentative program plans to the Executive Committee for review and approval.
- d. Secure speakers for program when requested.
- e. Support program setup and management
- f. Promote program schedule and activities

SPECIFIC DUTIES

MEETINGS

Inform APIC of any upcoming meetings in the early stages of planning so that promotion at the national level can take place and promotional materials can be sent to the chapter in advance of the meeting. After any program, a program summary should be submitted to HQ for possible inclusion on the web, *APIC News*, or other promotional pieces.

10. EDUCATION COMMITTEE

The Education Committee shall:

- a. Promote the educational activities of the chapter.
- b. Assess and respond to educational needs of the chapter membership at least every two years.
- c. Plan educational sessions that will provide continuing education credit. Seek CE credit approval from local CE approver.
- d. Develop educational goals and objectives for the coming year, based on needs indicated by the membership.
- e. Review program evaluation results and provide feedback to speaker(s) and program committee.
- f. Collaborate with Program Committee on planning and presentation of educational programs. Maintain complete program file including, CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcement and any program handouts.

11. BYLAWS COMMITTEE

The Bylaws Committee shall:

- a. Review the bylaws and recommend amendments to insure consistency with the actions of the policy-making bodies of the chapter and with the national bylaws.
- b. Present proposed amendments to the membership thirty (30) days prior to voting.
- c. Submit proposed bylaws changes to APIC for review and approval.

12. NOMINATING AND AWARDS COMMITTEE

The Nominating Committee shall:

- a. Obtain a list of active members from which to consider candidates.
- b. Select qualified candidates for each office, taking into consideration attendance and participation of the nominees.
- c. Inform each nominee, in writing, of specific duties of nominated office.
- d. Prepare a ballot for voting.
- e. Present a ballot which includes a brief resume of candidates to the membership prior to the annual meeting.

13. COMMITTEE CHAIR

Each committee chair should maintain the records of the committee unless he or she chooses to delegate the responsibility to a secretary of the committee. The records should consist of:

- a. The committee budget as approved by the Board of Directors and quarterly updates of the status of the committee budget, a copy of which should be forwarded to the Treasurer.
- b. Minutes of committee meetings.
- c. Committee correspondence.

14. AD-HOC COMMITTEES

Ad-Hoc Committees should be appointed by the President, as necessary to investigate special problems, arrange specific projects (such as Infection Control Week displays, seminars, etc.) Committee size should be determined by the magnitude of responsibilities.

Committees can be very important to the smooth running of the local chapter. Therefore, it is important to involve the maximum number of members in committee functions to encourage support of the organization and provide on-going interest in infection control activities. Local chapters will have varied needs and should develop their committees accordingly.

V. GENERAL MEETINGS AND EDUCATION PROGRAMS

This section contains guidelines for use by the Program Planning Committee, Education Committee, Board of Directors, and other committees of the chapter for planning business meetings, new member orientations, and educational programs sponsored by the chapter.

A. BUSINESS MEETINGS

1. Membership Meetings

As stated in your bylaws, the chapter should hold at least one regular business meeting of members annually for the election of officers and/or for the transaction of chapter business. The chapter may also choose to elect officers by mail or electronic ballot.

Special membership meetings may be called by the president or upon written request of 10% of the membership. Written notice of such meetings should be sent according to the chapter's guidelines for the annual meeting.

A quorum of 10% of all chapter members, in person or by proxy, is required to conduct business at either regular or special business meetings. Applicable state law should be checked to ensure this quorum percentage is in accordance with state regulations.

Membership meetings should be planned and coordinated by the Program Planning Committee with the approval of the president.

2. Board of Directors and Executive Committee Meetings

Business of the Board of Directors must be conducted by a majority of directors in office. For example, if your Board consists of seven directors, four must be present to conduct business. (This is known as a quorum). Once a quorum is in attendance, a majority of those people may act, unless the bylaws provide a different number.

Business shall be conducted by the **President**, or in his or her absence the **President-elect**, for board of directors and Executive Committee meetings. The **Secretary** is responsible for preparing the minutes of each Board and Executive Committee meeting. The **Treasurer** should report on the financial stability of the chapter at each meeting. If a **committee chair** is not a member of the board of directors, he or she should be invited to the board meeting to report on activities being planned by the committee.

Either the Secretary of the Board or the Program Planning Committee Chair should plan and coordinate with the President for both Board of Directors and Executive Committee meetings. Delegation of this responsibility is at the discretion of the President.

3. Committee Meetings

Committee meetings are called at the request of the committee chair. Committee members should be sent notice at least ten days before the meeting. A majority of committee members must be present at each meeting in order to conduct business.

The committee chair is responsible for planning and coordinating each committee meeting and preparing the minutes of each meeting unless such responsibility is delegated to a secretary of the committee. The Program Planning Committee Chair can be consulted for assistance in planning the meeting.

Any motion approved by a committee that may have a financial impact on the chapter must be referred to the board of directors for final approval.

4. Parliamentary Procedure

Business should be conducted at all meetings according to the current version of Robert's Rules of Order Newly Revised. The President and each committee chair should obtain a copy of these rules.

Basically, the President (in the case of Membership, Board of Directors and Executive Committee) and the committee chairs will preside over all business of their respective meetings. All recommendations for action must be presented in the form of motions with business being conducted in the following fashion:

1. Motion introduced
2. Motion seconded
3. Motion discussed
4. Amendments offered, if any
5. Amendments seconded
6. Amendments discussed
7. Amendments voted upon for approval/disapproval
8. Motion voted upon for approval/disapproval

A motion must be approved by a majority of members present provided the quorum requirement is met.

5. Suggested Business Agenda

Opening by President/Chair
Approval of Minutes of Previous Meeting
President's/Chair's Report
Treasurer's Report/Report of Current Financial Status
Report of Activities
Old Business
New Business
Announcement of Next Meeting
Adjournment

B. NEW MEMBER ORIENTATION

Orientation of new members is essential to promote active participation in the chapter and ultimately will increase and retain members. New members should be given background information on the chapter including its purpose, goals and current activities. It is also important to provide information on how to become actively involved in the chapter, i.e., how

to become an officer, committee chair or committee member.

Meeting with your new members is much more effective than a letter or flyer describing your chapter. This type of meeting should be held immediately following APIC's approval of your chapter status and thereafter at appropriate intervals, depending on the number of new members.

1. Suggested Agenda for New Member Orientation

a. Welcome and Introduction by President

- * Introduction of Board of Directors and Committee Chair
- * Purpose and Goals of Chapter
- * Current Activities of the Chapter
- * How to Become a Chapter Leader

b. Presentations by Committee Chairs

- * Introduction of Committee Members
- * Function and Goals of the Committee
- * Current Activities of the Committee
- * How to Become a Committee Member

c. Closing by President

- * Appreciation for Attendance
- * Encourage Individual Discussion with Chapter Leaders Following the Meeting

C. EDUCATIONAL PROGRAM PLANNING AND IMPLEMENTATION

1. Educational Needs Assessment

When a program will provide CE credit(s), subject matter should reflect the professional educational needs of the participants. A formal or informal assessment of need of chapter members and regular attendees should be conducted at least every 2 years. A survey may be developed for a geographical area to determine the level of interest in specific topics and may be mailed to members or distributed at a meeting. Calling other chapter presidents, polling chapter membership, or polling other local organizations via questionnaire can also be done. Survey the population selected regarding demographic information, years of experience in the field, topics of interests or need, preferred length of offering, and day of week preferences. The needs assessment should be summarized and the results utilized for developing programs to meet audience requirements. Information for several seminars can be obtained from a single needs assessment. (*See Sample Needs Assessment Tool, Chapter Resource Center*)

2. Planning

The planning for a successful educational meeting should begin no less than 12 months prior to the event. If you intend to provide continuing education credit for program participants you will need to contact state nursing societies, community colleges

accrediting nursing, CE offices in colleges, or continuing education offices in hospitals. Many approvers of CE credits require applications a minimum of 30-45 days in advance of the meeting.

It is fundamental to successful meetings that a budget and a planning schedule be established at the outset, and that they are used as management tools throughout the planning process by all committee members, particularly by the individual(s) responsible for arrangements and logistics. Attention to detail, conscientious record keeping and confirmation of all arrangements in writing will keep the operation of Murphy's Law to a minimum.

Educational offerings should be planned based on the results of a needs assessment. They should be developed under the direction of/or in collaboration with Infection Control Professionals who are skilled in designing and implementing learning opportunities. Ample time should be allotted for planning and promotion depending upon length of conference, type of speakers needed, etc. Planning should begin a minimum of 6 - 12 months prior to the conference date. When selecting conference dates, be aware of other conferences planned that may be similar in subject matter and attract similar participants. Check the APIC website for other conferences and/or class schedules. Other events such as sports and festivals may also decrease conference attendance and availability of sleeping rooms and meeting space.

A checklist / timetable should be developed early in the planning process to ensure that all steps of the planning process are achieved.

3. Financial Planning

Availability of chapter funds for producing a conference should be an initial consideration. The availability of support from exhibitors or other industry sources should also be evaluated. Careful cost estimates for the conference should be made. Expenses for the seminar should be projected to include: meeting space; audiovisual requirements; food service; faculty honoraria; travel; lodging and meals; printing; advertising and mailing; and insurance fees. Revenues should be projected based upon registration fees, expected attendance, and exhibitor's fees. The number of registrants required to break even on expenses should be determined in order to establish registration fees and determine the extensiveness of marketing initiatives.

4. The Planning Committee

An enthusiastic, hard-working, program planning committee led by a chair who has strong leadership capabilities and an understanding of group dynamics is vital to the development of a stimulating program and a smooth running meeting.

The length of the meeting will dictate various activities to delegate to members of a Planning Committee. Those activities may include: 1) program planning; 2) speaker contact, including speaker evaluations; 3) continuing education credit, including participant evaluations; 4) contracts and insurance; 5) facilities and food/breaks; 6) marketing; 7) registration; 8) exhibitors; 9) and financial accounting.

Minutes should be kept of all committee meetings and promptly distributed to committee members, as well as officers of the chapter. This will ensure that all committee members understand committee decisions and assigned responsibilities, and the officers of the chapter are kept informed of the committee's progress. The officers will also be provided an opportunity to comment on committee actions and the program content.

The chair of the Program Planning Committee is responsible for the overall success of the educational meeting, both financial and substantive. He or she must prepare and follow agendas for all committee meetings; see that minutes are taken, prepared and circulated; assign responsibility for various aspects of the meeting to committee members; establish and oversee a system for handling expenses and revenue; and see to it that budget and planning schedules are adhered to.

The initial task of the Program Planning Committee is to address the "five W's". They are:

- * **Why** - Why are we planning this event? Set educational and financial objectives. Continuing education accreditors require that educational objectives be written using behavioral terms that are measurable.

 - * **Who** - Who is the target audience? How many people will come?

 - * **What** - What do we want this meeting to communicate? What do we want attendees to learn or do as a result of attending? Broad or narrow in scope? Basic or advanced? Collect and use needs assessment data of members and audience anticipated. Sources of needs assessment data include: topics suggested at prior programs, evaluation forms, membership needs assessment surveys, clinical inquiries from colleagues, results of quality improvement surveys or changes in JCAHO standards, and articles in journals. The answers to these questions are the behavioral objectives that should drive the content planning, are required by CE accreditors, and are included on the evaluation form.
- When** - Determine duration and select dates of the meeting, taking into consideration seasonal factors, national and religious holidays, and other events scheduled on or near the selected dates.
- Where** - Select a facility taking into consideration target population, facilities available, accessibility, cost and appeal. Determine whether you want to hold the meeting in a hotel or at an academic/medical facility, considering cost, meeting and exhibit space, time of year (college campuses are generally available during the summer months only), and staff at the facility.

In some cases the "five W's" are addressed after the establishment of a budget, in which case decisions must be made consistent with the

limitations of the budget. In other instances, the budget is prepared based on the decisions made on the "five W's".

5. **Planning Schedule**

Once a meeting date is set, it is critical to plan a schedule. Establish key deadlines and work backwards.

Key Deadlines

Example:

| | |
|--------|--|
| Dec 1 | Date of meeting |
| Nov 25 | Delivery of program materials (handouts) |
| Nov 10 | Printing date of program materials |
| Nov 8 | Blue line date (program materials) |
| Oct 1 | First draft date (program materials) |
| Sep 15 | Deadline for receipt of speaker material |
| May 1 | Date of mailing promotional brochure |
| Apr 15 | Printing date of promotional brochure |
| Apr 10 | Blue line date (promotional brochure) |
| Mar 1 | First draft date (promotional brochure) |
| Mar 1 | Deadline for ads insertion, calendar listings, ordering mailing lists. |
| Feb 15 | Outline of final program due, speakers contacted |
| Feb 1 | Outline of preliminary program due |
| Jan 4 | Planning Committee meeting dates |

D. **GOALS, PURPOSE & OBJECTIVES**

Programs should be educational in nature and should reflect the goals and objectives of APIC's Vision 2012. The program goal should be a broad statement that reflects the intent of the seminar and will aid in marketing the program.

1. **Learner Objectives**

Objectives must state expected outcomes for the participants and should be developed for all offerings. The objectives should be clearly stated, relevant to infection control and epidemiology, utilized as a basis for determining content, and for evaluation of the effectiveness of the offering. A program of 1 hour should have a 2-4 behavioral objectives. Full day programs may have 12-20 objectives. The objectives should contain action verbs to signify what the learner must achieve. The action verbs must not be open to wide interpretation, or difficult to measure, and should closely reflect the domain of learning (cognitive and affective) and the level of learning desired within the domain.

E. **CONTENT DEVELOPMENT**

The content of the offering, as stated previously, should evolve from the educational needs assessment and be consistent with the stated objectives, adaptable to infection control and epidemiology, and outlined for each topic to meet specific objectives. If multiple subjects are being taught to a varied audience, concurrent sessions may be considered if meeting space allows and financial resources are adequate.

F. TEACHING STRATEGIES

A variety of adult education principles and teaching methodologies can be utilized to ensure that teaching methods are appropriate for the topics, type and size of the audience, and will meet stated objectives. The following teaching methods can be considered when a large amount of information must be provided in a relatively brief period of time:

- Lecture - a one-way organized formal presentation of information or the point of view by a resource person.
- Symposium - three to six lectures presented in turn by resource persons in various phases of a single subject or problem; includes open discussion with the audience.
- Forum - open discussion with short comments by one or more speakers.
- Panel - four to seven expert individuals present facts and opinions about an issue. Questions from the audience are taken at the end of the presentation for open discussion. The presentation is conducted in an orderly fashion.

Workshop type formats should be considered if the purpose of the offering is to provide situational learning experiences. Workshop formats are not effective for large audiences.

G. FACULTY SELECTION AND CONTACT

Assign Planning Committee members the task of contacting specific speakers to provide a consistent contact for each member of the faculty throughout the planning process. Speaker Contact Forms may be helpful during these communications. (*See sample Speaker Contact Form, Chapter Resource Center*)

1. Qualifications

Assessment of the faculty member's qualifications should be based on the: 1) curriculum vitae; 2) academic and / or experiential expertise relevant to subject matter; 3) prior history of quality presentations heard by committee members or other persons whose recommendation would be considered reliable.

2. Honoraria

The standard amount of honoraria to be offered to the faculty should be determined prior to contacting the faculty. The amount of honoraria is often based on the amount of time for each lecture/session a person is presenting. If a selected speaker requests a variation in honoraria, the Program Committee and/or Board of Directors should consider the request. Having certain speakers can increase the marketability of the conference. Some faculty is routinely sponsored by industry and should make their own arrangements to receive honoraria with the sponsoring company. Persons who work in government agencies are usually not permitted to receive honoraria, however, this could vary depending on current federal or local regulations.

Once the amount of honoraria is agreed upon, inform the faculty member in writing of what and how expenses will be provided or reimbursed. This may include: 1) travel expenses (airfare / auto mileage, ground transportation, car rental, tips); 2) lodging expenses (number of nights); 3) and food allowance (should be consistent with APIC policy). The airline ticket can be purchased by the chapter and mailed to the speaker; and the hotel room may be on a master account. (*See Sample Speaker Letter, Chapter Resource Center*)

3. Speaker Information

Faculty should be informed in writing of information they are required to submit such as curriculum vitae, lecture outline, bibliography, conflict of interest declaration, handouts, travel arrangements, faculty reimbursement form, and audiovisual requirements. (*See Sample Information for Speaker, Chapter Resource Center*).

4. Handouts

Handouts are often desirable and necessary for workshop-type formats. The faculty member should be informed of handout requirements determined by the Planning Committee. If the chapter will duplicate and provide handouts for participants, the deadline for submission should be at least one to two months prior to the conference. If the chapter will allow for handouts to be individually distributed at the conference, the deadline for submission should be at least one week prior to the conference.

The chapter may choose to have the faculty member provide copies of the handout and reimburse the speaker. This sometimes can save money if the printing costs are lower where the person is employed, but can increase costs if they use an expensive duplicating company.

5. Moderators

Moderators can be selected from the chapter membership. Those selected should be able to field questions and have at least one question prepared for the speaker upon completion of the lecture. They should be instructed to keep the sessions on time. Announcements should be given to the moderators in writing. Invited moderators may be used for selected sessions such as a point-counterpoint in which you desire the moderator's perspective. Moderators usually do not receive an honoraria or free registration.

H. CONTINUING EDUCATION CREDIT

Continuing education credits should be sought for the professional specialties included among those for whom the conference is planned. Each professional organization may have different requirements for awarding credit that may vary from state to state. In general, nursing requirements tend to be the most stringent. To assist in obtaining credit, the following actions may be helpful.

- Check with local hospitals and universities to see if they can approve credit for one or more professional groups.
- If no local hospital or university can approve continuing education credit, contact the professional associations, such as your state nurses' association, to determine

their requirements for continuing education credits.

- Seek assistance from other chapter members who have experience in applying for continuing education credit.
- If physician credit is to be offered, many states require the physician's involvement in the planning of the conference. ANCC Nursing credit requires an RN with a BSN to serve on the planning committee. This should be determined prior to program planning.
- Develop the seminar assessment tools to be used for conference evaluation.
- Collect and collate speaker information (CV's, objectives, handouts, evaluation tools) from the Program Planning Committee to forward to accrediting associations for reviewers.
- Provide documentation of credits to seminar participants.

I. CONFERENCE SITE

1. **Selection of Facility**

Before selecting a facility for the conference, determine the format of the program, projected attendance, seating requirements (e.g., schoolroom, theater, small groups), lecture and audiovisual requirements, exhibit space requirements, food services, restroom facilities, and budget restraints. Facilities to consider are health-care institutions, hotels, conference centers, convention centers, retreat centers, etc. Several sites should be visited early in the planning process. Suggestions for sites that would meet your needs may be available from a local convention bureau. A checklist of requirements should be developed before visiting facilities. (*See Sample Facility Assessment, Chapter Resource Center*)

2. **Contracts**

A contract with the facility should be signed as soon as possible to ensure room space will be held. The contract should include all room fees, food service, equipment and services, and dates and sleeping room blocks. **If there are specific questions, contact APIC legal counsel.**

A joint venture agreement must be filed if the conference is being co-sponsored by another organization. **Contact APIC legal counsel for the current joint venture agreement.**

3. **Insurance**

Contact the APIC Membership Services Department to obtain liability insurance for the conference. This insurance is necessary to protect the chapter if someone is injured during the conference and is provided on a daily rate.

4. **Food Service**

Meals and breaks can be simple or elaborate. They are often the most expensive item of the seminar. They can be planned as follows:

- Continental breakfast (30 minutes to 1 hour) - coffee, tea (decaffeinated or herbal beverages also may be included), bakery items during registration. Fruits and juices are usually very expensive.
- Breaks (15 to 30 minutes depending on conference size) - coffee and tea in the morning; and coffee, tea and sodas in the afternoon.
- Lunch (45 minutes to 1 hour) - lunch should be provided unless there are nearby restaurants that can serve large parties quickly. If provided, consideration can be given to sit down versus buffet lunches to save time.

Additional time may be considered for breaks and lunch if exhibits are being shown. When providing the caterers with an estimate of attendance, include the number of faculty, Planning Committee, exhibitors, guests, and extra meals for onsite registrants if needed.

J. **MARKETING THE CONFERENCE**

1. **Marketing Tools - Journal Advertisements and Registration Flyers**

A list of appropriate journals and newsletters should be formulated for advance advertising of the conference. The advertisement information should include: date of seminar; location; name of the seminar; target group(s); and basic content and contact information. Professional journals and newsletters to contact include AJIC (*American Journal of Infection Control*), *APIC News*, *Infection Control and Hospital Epidemiology*, nursing journals, local nursing organization newsletters and newsletters of professional associations. This should be done early to allow ample time to meet deadlines for publication.

A conference registration flyer or brochure should be developed as soon as possible. The selection of the type of flyer should be based on weight, ease of mailing, and the amount of printing space needed. The brochure should contain, at a minimum, the following information: 1) title and chapter name; 2) date, location, and site; 3) CE accreditation/contact hours provided; 4) behavioral program objectives, goals, and target audience(s); 5) faculty list and title / content of presentations - highlight details that will attract attendees; 6) registration form and fees; 7) name, address, phone and fax numbers of a contact person; 8) and registration deadline if applicable.

2. **Use of National Logo**

The use of the official APIC logo is strictly prohibited. Instead, chapters should adopt and use their individual chapter specific logo. Before using the chapter logo, chapters should refer to the APIC Logo and Chapter Logo Usage Policy and must submit a signed Logo License Agreement to APIC HQ.

(see APIC Brand Site at www.apicbrandsite.org.)

K. EXHIBITORS

Formulate a list of potential exhibitors and assign Planning Committee members to contact them. Contact local pharmaceutical companies and product representatives about sponsorship. Industry representatives also may be asked to sponsor other items such as coffee breaks or faculty expenses. They should receive credit for their contributions in the flyer, handout material, and verbally during the conference.

Information outlining all of the site specific needs (space, tables, electrical outlets for equipment and advertisement signs, and number of exhibitors) must be compiled. Exhibit times and fees should be determined and a letter verifying the agreement sent to the vendor. Exhibit fees can be based on square footage of the exhibit space as well as the location of the exhibit in the hall. Exhibitors can be encouraged to provide educational handout materials at their booths. Persons should be assigned to coordinate the vendor exhibits and to maintain a list of representatives from each company. This information can be used for promoting future educational conferences.

L. REGISTRATION

The process for registration includes:

- Documentation of receipt of registration, including development of a registrant list.
- On-site processing of registrants.
- Provision of chapter members to staff the registration desk for conference participants and exhibitors.
- Provision of name tags, conference handouts, and answering general questions.
- Awarding the continuing education credit certificates may also take place at the registration desk.

M. HANDOUTS AND PACKETS

Handouts should be prepared well in advance. Distribute packets at the registration desk to prevent disruption during presentations.

N. EVALUATION AND SUMMARY OF CONFERENCE

Evaluation forms should be distributed to each registrant upon registration. To increase the return rate of evaluation forms (and therefore the value of the data), you might consider collecting the completed evaluation form in exchange for the signing of CE forms, if CE credit is given.

The evaluation of the conference should include evaluation of the faculty, facilities, and program content. The evaluation tool should measure the program's learner objectives. Faculty can also be asked to evaluate the conference. Space can be provided on the form to allow for future topic suggestions. (*See Sample Form, Chapter Resource Center*)

O. POST-MEETING ACTIVITIES

For future planning purposes it is important to collate the evaluation data, complete a report of attendance, and send thank you letters to faculty and staff. Make a program file that includes records of registration, handout materials, evaluation form, evaluation results, statement of credit or certificate, and any promotional material(s). This master file should be retained for 5 years. Send any required report to CE accreditation group.

- Evaluation Report - will tell you what the attendees liked, what they didn't like, and what topics might be covered in future meetings.
- Attendance Report - will help you to assess your promotion and advertising efforts, and determine which groups you may not have reached.
- Thank You Notes - are very important for creating good will among faculty and those who worked on planning the meeting. This should be done in writing and also in any other public way that is appropriate, i.e., chapter newsletter, certificates, etc.

It is important that all correspondence and records be collected from the planning committee members, organized, and stored with other chapter records. Of particular importance are CE records (including correspondence with accrediting bodies and copies of attendance verification), and financial records. Complete records will greatly assist the committee that plans the next educational meeting.

VI. MEMBERSHIP PROMOTION

This section contains information on the functions of the Membership Committee and suggestions on membership promotion campaigns.

Introduction

MEMBERSHIP IS YOUR CHAPTER. Every program your chapter sponsors should be based on this fact. Without members, your chapter could not exist. Therefore, membership promotion should be an ongoing process. The effectiveness of internal membership operations is reflected in your success in gaining and retaining new members. However, even the best effort can be unproductive if effective communication among officers, directors, committee chair and current members does not exist. After all, chapter leaders are working for the entire membership. The more members you retain the more active participation the chapter will receive and vice versa.

A. APIC CHAPTER MEMBERSHIP REQUIREMENTS

As outlined in the Petition for Chapter Status and the Chapter Bylaws, there are specific membership requirements for maintenance of chapter status and for individuals to become members of the chapter. These requirements are summarized below.

- **APIC Requirements for Maintaining Chapter Status**
The chapter must maintain a minimum of 15 members at all times in order to remain a chapter. Membership in the chapter must be open to all APIC members. All chapter members must also be APIC members.

B. UNAFFILIATED / PROSPECTIVE MEMBERS

Unaffiliated members are APIC members who live in areas where there is a chapter but have not elected to join the chapter in the area in which he or she is located. Chapter officers may request a listing or labels of these **unaffiliated** APIC members at any time.

Prospective members are those who are not members of APIC or the Chapter. Prospective members are not eligible to vote, hold office, or participate on chapter committees. Privileges for prospective members are determined by each chapter. The main question for most chapters is whether prospective members will pay the same amount as chapter members for educational meetings and seminars. In addition, if the chapter distributes a newsletter, they may choose to charge the prospective member a nominal fee to cover the cost of the newsletter production and mailing.

A written policy concerning prospective member's privileges and fees should be approved by the chapter Board and filed in the chapter's Organizational Handbook.

C. PROCEDURES FOR RECRUITING NEW MEMBERS

When talking with an individual interested in joining the chapter, first determine if the person is currently an APIC member or if the person is willing to join. The response to these questions will permit accurate and complete information to be given to the potential chapter member.

The following requirements should be explained when recruiting or signing up chapter members.

Requirements for Chapter Membership

1. **All chapter members must also be members of APIC.** The chapter expiration date for current APIC members joining the chapter will be their current APIC expiration date. Chapter dues will not be prorated.
2. All individuals applying for chapter and APIC membership **must complete an APIC membership application form.**

Payment of Dues

All chapter dues must be processed by APIC HQ. Payment and application must be received for each member in order to process the membership and have an accurate computer dues payment record. The dues payment is to be made payable to APIC. HQ will remit all chapter dues quarterly. This process ensures that members will be automatically billed in subsequent years by HQ for chapter and national membership.

Each individual may send the payment directly to APIC, or a chapter officer may collect the membership payments and send them in together. It is crucial that there is a completed enrollment form with each payment so the correct person receives

membership benefits.

D. MEMBERSHIP RECRUITMENT

HQ supports the local chapters by informing each new APIC member of chapter existence, service area, the dues necessary to join, benefits of joining the chapter, and the names of all chapter presidents.

A roster or labels of unaffiliated members and/or prospective members in the chapter's geographic location can be requested for purposes mailing brochures for educational meetings and for membership drives.

Good planning and communication are critical to the success of any membership promotion. First, establish your objectives and goals for the campaign:

- What will be the focus of the campaign?
- What audience are you addressing?
- How many names of potential members need to be generated for the campaign?
- How many new members are required to qualify as a "successful" campaign?
- Will you be able to provide a specific additional benefit if your campaign is successful?

The type of campaign undertaken by your chapter will depend on the anticipated results the campaign will produce in your specific area.

1. Use of APIC Promotional Package

The APIC promotional package consists of membership brochures, special applications in the event of a national promotion such as member-get-a-member campaign, publication forms, and information on APIC activities. This information, along with an informational letter on the chapter and its activities, can be used as an effective promotional tool at meetings sponsored by the chapter and exhibits sponsored by other organizations.

2. Mailings

The APIC promotion package could also be mailed to APIC members within your area (mailing labels available from HQ) or discipline specialty groups in your state, for example the local LTC, EMS, Ambulatory Care or Public Health association. Most associations have available, usually for a charge, a mailing list of their members. This package could include specific benefits and activities afforded to the various disciplines along with a general overview of chapter activities.

Flyers on upcoming activities sponsored by the chapter could also be prepared and

mailed to prospective members.

3. Advertising

An ad in your local newspaper or hospital newsletter on a specific activity being undertaken by the chapter can alert potential members and participants who may not otherwise be reached.

4. Social Events

Social events allow non-chapter members an opportunity to meet with chapter leaders and members. You could organize an informal reception and/or a meeting highlighting the chapter's purpose and activities. Promotional materials should be readily accessible at the event.

5. New Member Orientation

An important promotion should be an orientation for new members that provides them with information not only on the chapter, but on how to become active within the chapter. After all, these new members represent the future and success of your chapter. The time and effort devoted to this activity will more than justify itself as members understand the purposes and objectives of the chapter and the importance of active membership. This meeting should be coordinated with the Program Planning Committee. Further information on the content and format of this meeting is contained in the "General Meetings and Education Programs Section of this Handbook.

CONCLUSION

The most important item to remember is that your membership is the lifeline of your chapter. The highest priority should be placed on the recruitment of new members and the retention of current members. A steadily growing membership of active participants will ensure a strong successful chapter.

VII. AWARDS & SCHOLARSHIPS

Please contact APIC HQ for additional information on the awards/scholarships listed below.

APIC Chapter Excellence Awards

APIC is pleased to announce the Chapter Excellence Awards. The award recognizes and rewards chapters that support APIC's mission by advancing the goals of the organization's strategic plan. An award will be given in each of the following categories, which correlate with the strategic plan:

- Member Support and Organizational Excellence
- Clinical and Professional Practice
- Education, Communication, and Information Resources
- Strategic Alliances
- Research
- Worldwide Activities

Award

\$500 in APIC products of your choice for each award category. We encourage all APIC chapters to submit information on chapter activities and projects that pertain to the six categories above.

Chapter Leadership Award

Purpose: To provide an opportunity for chapters to recognize one of their members at the Annual Educational Conference and International Meeting.

Award: Recipients receive chapter leader ribbon, certificate, and recognition during awards ceremony at APIC Annual Conference.

Selection Criteria: Selection criteria are left to the chapter board of directors. However, the Nominating and Awards Committee suggested the following:

Chapter member for at least two years

Served as an officer; on the board of directors, as a committee chair or member

Serves as mentor

Participates in community activities

Carole DeMille Achievement Award

Purpose: Carole DeMille was a pioneer in the development of the role of the infection control professional. A founder of National APIC, Carole served as its president and board chair, as well as the initiator of the APIC-New England Chapter. She became an internationally recognized authority in the developing field of hospital infection control. Her contributions to the field of infection control and to improved patient care will live far beyond her death in 1979. Carole was known for her reverence of the past, vision of the future, and optimistic approach to present day realities. Many adjectives have been used to describe Carole, e.g., creative, charismatic, friendly, tireless and finally as one who stood firmly behind her ideals. It is in her honor, and to perpetuate her ideals, that this award was established in 1980.

Award: The recipient receives a commemorative plaque and \$1,000.

Distinguished Service Award

Purpose: The APIC Distinguished Service Award is presented to a member of APIC in recognition of outstanding professional contributions in a volunteer capacity at the national level. Recipients of this award will be selected based upon their commitment to furthering the goals of APIC, their ability to inspire commitment from others and the significance of their contributions to the membership of APIC and its various audiences.

Award: The recipient will receive a commemorative item, registration and travel expenses (up to \$1,000) to the APIC Annual Educational Conference where the award is presented.

Selection Criteria: The following criteria represent the qualities that demonstrate the nominee's dedication and commitment to APIC. Nominees will be evaluated based on the following characteristics: Leadership, Collegially, Service/Productivity and Mentorship.

VIII. CHAPTER IDENTIFICATION & ROSTERS

CHAPTER IDENTIFICATION NUMBER

This section is intended to define chapter identification numbers and provide an updated list of chapters, dues, frequency of meetings, etc.

The identification number of each chapter is divided into five sections. These are as follows:

1. Geographical region
2. State
3. Number of chapter given in that state
4. Acceptance date of Chapter
5. Number of chapter status awarded by APIC

Example: APIC – Greater Cleveland
ID#: 03-oh01-2.19.77-017

| | | |
|---------|---|--|
| 03 | = | Region three |
| OH | = | State of Ohio |
| 01 | = | First Chapter awarded in state of Ohio |
| 2.19.77 | = | Date Chapter awarded by APIC |
| 017 | = | The 17 th Chapter awarded by APIC |

ACCESSING CHAPTER ROSTERS

To login to APIC's website go to www.apic.org, select the **Login/Logout** tab on the top of the page. Your **username** is the email address on your member record (*lowercase only*) and your **password** is the first letter of your last name capitalized and your member ID number.

For example:

Username: janedoe@usa.com
Password: D12345

If you currently do not have an email address on file then use your password for both. Once you are logged in you will have the option to change your password. Please write this down in a safe place because once this information has been changed APIC will not have a record but could reset if needed.

Once successfully logged in, select the 'MyAPIC' tab at the top-right of the page. Then click on your chapter link under the 'Leader Resources' section on the right-hand side of the page*.

The Chapter roster can be viewed by clicking the appropriate link. You can download the roster into Excel by clicking the 'Download' button. If inaccuracies are found on the roster please verify with the member that they are a member of APIC HQ and have submitted chapter dues for processing. *Please note that it takes approximately 3-4 weeks to process dues especially during our busy renewal season that typically begins December – April.*

To report inaccuracies please contact the membership and chapter relations department at HQ.

**These instructions may be changed as part of the APIC website improvement projects.*

IX. APPENDIX

FORMS AND TEMPLATES

Provided for your use are forms and templates to assist chapters in communicating with HQ and performing general chapter business. These forms and other chapter related resources can be found at www.apic.org on the Online Chapter Resource Center.

1. APIC Chapter Officers Data Form
2. Request for Chapter Liability Insurance Form
3. Chapter Dues List (updated Jan. 1 yearly)
4. Instructions for Accessing Chapter Rosters
5. APIC Logo and Chapter Logo Usage Policy
6. Logo License Agreement
7. Speaker Evaluation Form
8. Session Evaluation Form

