



**GEORGIA INFECTION CONTROL NETWORK, INC.**

---

**BY-LAWS**

**ARTICLE I NAME AND SEAL**

**Section 1.** The name of the organization is the Georgia Infection Control Network\*, Inc. d/b/a the Georgia Infection Prevention Network, hereafter referred to as GIPN or the network. \*

**Section 2.** The seal of the organization shall be GIPN superimposed on the State of Georgia, enclosed in a circle.

**Section 3.** The colors of the organization shall be royal purple and white.

**ARTICLE II PURPOSE AND GOALS**

The goals of the organization are:

- a) To develop effective statewide communication.
- b) To serve as an infection prevention and control resource.
- c) To promote standardization of infection prevention and control practices.
- d) To promote and meet the educational needs of the membership.

**ARTICLE III MEMBERSHIP AND DUES**

**Section 1. Membership**

- a) Membership in the organization shall be open to individuals interested in Infection Prevention, Control and Epidemiology. Membership renewals shall be based on the calendar year.

## **Section 2. Dues**

- a) The Board of Directors shall approve dues, for each calendar year.
- b) All dues shall be remitted according to Board policy.
- c) Membership cards shall be issued contingent upon receipt of current dues.

# **ARTICLE IV BOARD OF DIRECTORS AND OFFICERS**

## **Section 1. Board of Directors**

- a) The elected Board of Directors shall be the governing body of the Network.
- b) The Board shall consist of 15 representatives elected by the membership. There shall be one (1) representative from each of the ten (10) health districts; one (1) representing Long Term Care; one (1) representing Public Safety; one (1) representing Public Health; and two (2) representing members at large.
- c) Ex-officio Liaisons may be appointed by the Chair and approved by the Elected Board to serve on an as needed basis. The appointed ex-officio Board Members shall be reviewed, evaluated, and appointed, by the Board for an additional year if the need is determined.
- d) Each Liaison may choose a member, of their choice, to serve as a Support Liaison to assist them during their term as a Board Member.
- e) In the event the current Chairman is not elected to serve for the year following his/her term, he/she will serve in an ex-officio advisory capacity on the Board for the year following his/her term as Chairman.
- f) The Board plans for and determines the date and place for the statewide educational programs.
- g) The Board authorizes the official acts of the elected officials and committees.
- h) The Board approves the slate of candidates for the ballot.

## **Section 2. Officers**

- a) The officers of the Board will be: Chairman, Vice-Chairman, Secretary and Treasurer elected from and by the Board.

- b) Chairman:
- 1) Will have a minimum of one year Board experience prior to serving as Chairman.
  - 2) Will be responsible to the Board for the Administration of the Network and shall preside at all Board Meetings.
  - 3) Will appoint a three (3) member Nominating Committee and other committee chairmen as needed and approved by the Board of Directors.
  - 4) Will appoint members to the Board, to fill unexpired terms, as approved by the Board.
  - 5) Will serve as Chair of the Executive Committee
  - 6) Will perform other duties that pertain to the office of Chairman.
- c) Vice-Chairman
- 1) Will preside in the absence of the Chairman.
  - 2) Will fill the office of Chairman should that office become vacant
  - 3) Shall serve as a member of the Executive Committee
- d) Treasurer
- 1) Will manage the financial affairs of the Network and maintain all financial records
  - 2) Will prepare financial reports for each Board meeting and for the annual business meeting.
  - 3) Will prepare and present an annual budget to the Board at each annual business meeting.
  - 4) Will be bonded.
  - 5) Will collect all revenue
  - 6) Will serve as a member of the Executive Committee
- e) Secretary
- 1) Shall be responsible for recording, distributing and maintaining minutes of all official meetings.
  - 2) Will maintain accurate records of membership
  - 3) Will maintain all official correspondence of the Board.
  - 4) Will maintain a record of all elected Board members and award recipients.
  - 4) Will serve as a member of the Executive Committee and will maintain records of all proceedings.
  - 5) Will perform other duties that pertain to the office of Secretary.

**Section 3 . The Executive Committee** shall consist of the four officers of the Board.

## **ARTICLE V NOMINEES FOR THE BOARD OF DIRECTORS**

### **Section 1. Eligibility**

- a) Shall be employed in an area of Infection Prevention and Control
- b) Shall have current experience related to infection prevention and control issues in the State of Georgia
- c) Shall be a current member of the Georgia Infection Prevention Network.

### **Section 2. Nominations**

- a) Nominations for office shall be submitted to the Board by the Nominating Committee for approval
- b) Nominating Committee report shall be submitted to the Board a minimum of four weeks prior to the election.
- c) Nominations will be received from the floor or as write-in nominations at the time of voting.

### **Section 3. Terms of Office**

- a) The term for each elected Board member shall be two years.
- b) Terms of office shall be staggered with half the Board elected each year, insuring that there will always be experienced members on the Board.

## **ARTICLE VI ELECTIONS AND VOTING**

### **Section 1. Elections**

- a) Election results shall be announced at the annual business
- b) The proposed slate of nominees will be sent to the membership 30 days prior to the closing of elections.
- c) The nominees shall be elected by majority vote.

### **Section 2. Voting**

- a) Voting shall be by either electronic ballot or paper ballot at least 30 days after distribution.
- b) All current members may vote
- c) Tellers shall be appointed by the Chairman to tabulate votes and shall consist of at least 3 members
- d) Tie vote shall be broken by a special run-off election.

**ARTICLE VII FISCAL YEAR AND MEETINGS**

**Section 1.** The fiscal year shall be the calendar year.

**Section 2. Meetings**

- a) The annual educational meeting shall be held in the month determined by the Board of Directors.
- b) The annual business meeting of the Network shall be held at the time of the annual educational meeting.
- c) The Board will meet a minimum of twice a year.

**ARTICLE VIII AMENDMENTS**

**Section 1 . By-Law changes**

- a) Shall be submitted to the membership thirty (30) days prior to the vote
- b) Voting shall be by either electronic ballot or paper ballot at least 30 days after distribution.
- c) Rational for the recommended changes must be explained to the members and all questions answered prior to balloting.

**ARTICLE IX PARLIMENTARY PROCEDURE**

The parliamentary writings of General Henry M. Roberts, Robert’s Rules of Order, most recently revised, will be used to govern the organization in all cases not covered by the by-laws.

**ARTICLE X DISTRIBUTION OF FUNDS IN THE EVENT OF DISSOLUTION OF GIPN**

Distribution of the GIPN funds shall be divided equally among Georgia APIC Chapters in the event of the dissolution of GIPN

Developed 1981  
Revised 1989;  
January 1991;  
December 1991;  
October 2000;  
October 2001,  
October 2004;  
October 2007  
October 2008

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