

# STATELINE NURSES NETWORK BY-LAWS

## Mission Statement

The Stateline Nurses Network (SNN) is a not-for-profit group of registered professional nurses who seek to advance the profession of nursing through networking, collegiality and professional development.

### ARTICLE I. NAME

1.01 The name of the association shall be Stateline Nurses Network

### ARTICLE II. PURPOSES AND FUNCTIONS

2.01 The purposes of SNN are to:

- A. Foster collegiality among active licensed professional (i.e. registered nurse, licensed practice nurse) nurses
- B. Foster high standards for nursing
- C. Provide a networking venue for nurses

These purposes shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion or sexual orientation.

2.02 The functions of SNN are to:

- A. Provide for continuing education for nurses.
- B. Promote professional nursing.

### ARTICLE III. MEMBERS

#### 3.01 Qualifications

Qualifications for Membership in SNN shall be open to any licensed nurse (RN or LPN) or retired RN or LPN who supports our purposes and functions and pays dues. A licensed nurse (registered nurse-RN or licensed practical nurse-LPN) is, by definition, someone who holds a current, active nursing license issued by a state board of nursing. If a nurse's license has expired, they are no longer legally considered a registered nurse until the license is renewed.

#### 3.02 Membership Privileges

- A. Participate in SNN activities.
- B. Serve on the Nurses Expo and/or Pain Resource committees with free attendance for active committee participation.
- C. Vote in matters pertaining to SNN
- D. Discounts for SNN events

#### 3.03 Membership Year

The membership year for members shall be for a fiscal year of April 1–March 31.

### ARTICLE IV. DUES

#### 4.01 Annual Dues

Annual dues for a member shall be the dues set by the SNN Board

#### 4.02

#### **Payment of Dues**

- A. Members shall pay dues to SNN according to current SNN bylaws. Nurse Expo registration fees include an annual SNN dues payment.
- B. A member who fails to pay dues as required shall forfeit all membership rights.

#### ARTICLE V.

#### **OFFICERS and BOARD OF DIRECTORS**

#### 5.01

- A. The Officers of SNN shall be President, Vice President, Secretary, and Treasurer.
  - 1. In the absence of having all offices occupied, the President **and** Treasurer positions **must** be filled
  - 2. Should no Secretary office be filled, the President shall serve as Secretary as well.
- B. There shall be 2-4 elected Directors
- C. Officers and Directors shall be elected at the annual meeting and shall serve until their successors are elected. Vacancies occurring on the Board shall be filled by the Board of Directors.

#### 5.02

#### **DUTIES**

Officers and Directors shall perform the duties usually performed by the office and duties specified in the Bylaws or designated by the Board of Directors:

- A. The President shall serve as chair of the Board of Directors and meetings of SNN. In addition, the President shall:
  - 1. Serve as an ex-officio member of all committees
  - 2. Appoint or approve chairs of special committees (Awards/Nurses Expo/PRC).
  - 3. Be one of the signatories on checks of the SNN
  - 4. Ensure yearly state filings of all tax forms.
  - 5. Serve as advisor to Nurses Expo and Pain Resource Committee.
  - 6. Serve as Chair or delegate a Board member or Stateline Nurses Network member to Chair the Awards/Scholarship Committee.
- B. The Vice-President, if elected, shall:
  - 1. Support the President and perform duties as delegated.
  - 2. In the absence or incapacity of the President, the Vice President may assume presidential responsibilities.
- C. The Secretary, if elected, shall:
  - 1. Maintain official records, including meeting minutes and official correspondence.
  - 2. Have custody of all records and papers belonging to SNN for which no other provisions have been made.
  - 3. If no Secretary is elected, these duties shall be assumed or delegated by the President.
- D. The Treasurer shall:
  - 1. Select a banking establishment of his/her choosing with the approval of the Board of Directors.
  - 2. Receive and have custody of the monies belonging to SNN.
  - 3. Prepare an annual budget for SNN.
  - 4. Deposit and invest money as directed by the Board of Directors.
  - 5. Provide for the disbursement of funds.

6. Keep an itemized account of all receipts and disbursements.
7. Present a statement of receipts and disbursements to the Board of Directors and at SNN meetings as appropriate.
8. Prepare financial records for the filing of income tax forms on an annual basis (fiscal year April-March).
9. Prepare financial records for a formal review at the end of the Treasurer's term of office. Present the biennial report of the reviewer at the SNN Board meeting following the review.
10. Be one of the signatories on checks for SNN.
11. File appropriate not-for-profit status forms annually.

### 5.03 THE BOARD OF DIRECTORS

The Board of Directors shall consist of the officers, directors, and others as appointed and shall:

1. Transact the business of the SNN between meetings.
2. Report the action of the Board of Directors at the regular meetings.
3. Provide approval of place for deposit of funds in conjunction with the Treasurer.
4. Provide for the biennial audit of all books of account by a certified public accountant.
5. Adopt a budget.
6. Fill vacancies on the SNN board and on committees.
7. Create special committees as needed.
8. Prepare a slate of officers for election
9. Review and up-date the by-laws as necessary

## ARTICLE VI. STANDING COMMITTEES

**6.01** Standing committees of SNN shall be Awards/Scholarships, Nurses Expo, and Pain Resource Committee.

### **6.02 DUTIES OF COMMITTEES:**

#### **A. Awards/Scholarships:**

The Awards and Scholarship Committee shall support and recognize excellence in nursing and promote continuing education within the profession.

#### **The Committee shall:**

1. Develop and periodically revise eligibility criteria for the following:
  - a. Distinguished Advocate for Nursing Award
  - b. Excellence in Nursing Award
  - c. Educational Scholarships
2. Publicize nomination and scholarship opportunities and distribute application forms
3. Accept and review awards nominations in the following categories:
  - a. Distinguished Advocate for Nursing Award
  - b. Excellence in Nursing Award
4. Accept and review scholarship applications in the following categories:
  - a. Prelicensure Nursing Programs
  - b. Degree Completion Programs
  - c. Graduate Nursing Programs – Masters level

- d. Graduate Nursing Programs – Doctoral level
5. Select recipients based on established criteria and applicant qualifications
6. Present awards and scholarships at the annual Nurses Expo or other designated event.

**B. Nurses Expo:**

The purpose of the Nurses Expo Planning Committee is to organize and make arrangements for the Nursing educational program: Nurses Expo (Expo).

**Members:**

**1. Expo Overall Planning Chair/Co-Chairs & Program Chair/Co-Chairs:**

- a. These leadership roles shall rotate among representatives from healthcare organizations within the service area to promote equitable participation across the local health systems, agencies, clinics, providers, etc.
- b. Membership of Expo Planning Committee shall consist of the Overall Planning Committee Chair and/or Co-Chairs, the Program Committee, and each Sub-Committee (noted below).

**2. Sub-Committees:**

- a. Each of the Sub-Committee Chairs, Co-Chairs and committee members shall recruit Sub-Committee members as needed
- b. Sub-Committees should have a minimum of two members.
- c. Chairs and/or Co-Chairs must prepare a written and/or electronic summary of their sub-Committee work and distribute copies to the attendees either prior to or at the Expo wrap-up meeting held post-Expo and as agreed upon by Expo Committee members. This wrap-up meeting should be held 6-8 weeks after Expo.
- d. Chairs, Co-Chairs and committee members make a commitment to be at the entire Expo.

**3. Participation:**

- a. Definition of Active Participation: To be considered active and in good standing, a committee member is expected to attend at least two-thirds ( $\frac{2}{3}$ ) of scheduled Expo Planning Committee meetings. Attendance may be in person or, when available, via virtual participation.
- b. If a member is unable to attend a meeting, they are expected to submit a written and/or electronic update in advance (at least 24 hours) to ensure the committee remains informed of relevant developments and responsibilities. This report submission does NOT constitute meeting attendance.

**4. Vacancies:**

- a. Occurring in the overall Expo Planning Chair/Co-Chair position(s) shall be immediately filled after discussion with preference given to an active/participating Co-Chair of a Sub-Committee.
- b. Occurring in the Sub-Committee Chair/Co-Chair position(s) shall be immediately filled after discussion and should be an active/participating Sub-Committee member.

**5. Finances:**

- a. SNN Board assumes all financial liability for Nurses Expo and its budget in conjunction with the Treasurer, Expo committee Co-Chairs and Program Chair.

## **Sub-Committee Duties:**

### **1. Expo Overall Planning Chair/Co-Chairs**

- a. This job includes coordination of all information for the current year program. Meetings are scheduled to include the chairpersons of each committee.
- b. Prior to the first meeting, the Expo Overall Planning Chair/Co-Chairs will contact previous and new committee members for participation.
- c. Prior to the first meeting, the Expo Overall Planning Chair/Co-Chairs will confirm the Expo date with the President of SNN, Expo Sub-Committee Chairs/Co-Chairs, especially the Arrangements Chairs/Co-Chairs, and other committee members. This is usually done right after Expo, at the wrap-up meeting and no later than July 31.
- d. A calendar of meeting dates is established (with locations, if possible).
- e. Using appropriate communication means, members will be notified of and invited to meetings.
- f. Stationery supplies are assessed and, if needed, more are ordered.
- g. Establish a date, time and place for the “Wrap-up Meeting” held within eight weeks after Expo.

### **2. Program Committee:**

- a. Transition to Expo Program Chair/Co-Chairs: A program Chair/Co-Chair needs to have served for at least two years as an active/participating co-chair of another Expo subcommittee. The Expo Program Chair is responsible for mentoring rotational replacement.
- b. Program Sub-Committee shall consist of one Chair and/or two Co-Chairs and additional members as needed.
- c. The committee:
  - i. Determines topics
  - ii. Selects speakers
  - iii. Contacts speakers – each committee member is assigned speaker(s) to contact and communicate needs.
    - a) All speakers shall be arranged for and presented (to Expo Planning Committee) in a timely manner to promote contact hour credit application, and development and distribution of publicity/brochure, and aid in securing speaker sponsorships.
    - b) It is preferable that signed agreements/contracts be obtained from all speakers ideally five months prior to the event.
- d. Members can fill Chair and Co-Chair positions after serving on the Committee for one year. These positions should rotate depending on availability and aptitudes of committee members.
- e. The overall Expo Planning Chair should be invited to all Program Committee meetings and is present in an active listening role and only interacts if specifically addressed.
- f. Sets the Expo Agenda
- g. Applies for contact hour credit

- 3. Marketing:**
  - a. Markets and advertises Expo via as many venues as possible (TV, radio, Social Media, agencies, etc.)
  - b. Creates a Press Release for distribution before the Expo.
  - c. Generates prospectus
  
- 4. Exhibits/Sponsorships:**
  - a. Updates available sponsorships and fees
  - b. Edits existing sponsorship request form
  - c. Contacts past and potential sponsors/exhibitors for financial sponsorships, exhibitors, and donations
  - d. Keeps track of sponsorship support
  - e. Makes follow-up contact
  - f. Is available to assist with set up
  - g. Potential sponsors/exhibitors include, but are not limited to:
    1. Pharmaceutical companies
    2. Nursing agencies
    3. Hospitals
    4. Community agencies
    5. Schools of nursing
    6. Medical equipment companies
  
- 5. Arrangements:**
  - a. Locates a facility in the northern Illinois, southern Wisconsin region
  - b. Reserves the date
  - c. Contracts with the selected facility
  - d. Plans food and beverage
  - e. Assigns program rooms
  - f. Facilitates audio visual and on-line needs
  - g. Contracts with a company to provide Exhibitor booths if not included in facility arrangements
  - h. Works on design and placement of tables for speaker and exhibitor rooms
  
- 6. Posters:**
  - a. Review and if necessary update the “Call for Abstracts” form yearly
  - b. Include a summary of the form in the Expo brochure
  - c. Publicize to Directors of Nursing Programs, Nursing Administrators, other Nursing Leaders, etc.
  - d. Review received abstracts
  - e. Notify applicants of the Committee’s decision to accept or not accept the poster
  - f. Recruit judges to judge the posters
  - g. Award ribbons and certificates to the poster winners
  
- 7. Registration/signage/volunteers:**
  - a. Compiles a list of registered participants
  - b. Registers event participants the day(s) of the Expo by signing in participants, distributing nametags and Expo materials
  - c. Traffic control and answers questions
  - d. Assists with student registration
  - e. Assists with on-site registration
  - f. Maintains helpful presence to all
  - g. Prepares signage per Expo Planning Committee needs

- h. Updates the volunteer grant application yearly
- i. Includes a summary of the volunteer application information in the brochure
- j. Reviews all applications in a timely manner and choose appropriate winners, i.e., nursing students, nurses, retired nurses
- k. Contacts winners of the grant with next steps, including time to arrive the day before and day of Expo, duties to be performed, and remind them they will be able to attend Expo free
- l. Urges nurse volunteers to join Stateline Nurses Network, if eligible
- m. Lets all non-winners know they were not chosen but can still pay the fee to attend Expo
- n. Ensures volunteers perform the duties needed
- o. Provides a review the benefits/challenges of the volunteers in the summary report

**Other Responsibilities of committee members:**

- a. When reimbursement is needed, receipts are to be submitted to the SNN Treasurer or designated SNN Representative in the absence of the SNN Treasurer. Any cost greater than \$25.00 requires prior approval from the Treasurer and/or President.
- b. Each Sub-Committee is responsible for providing the Expo Overall Planning Chair with a written and/or electronic report at least 24 hours before the scheduled meeting if they cannot attend the meeting.
- c. Troubleshooting any last minute changes occurring at Expo or made by the Sub-Committee Chairs according to the area affected. If there is conflict, the Expo Overall Planning Chair/Co-Chairs make the final decision.
- d. Each Sub-Committee is responsible for a final report to be presented at the wrap-up meeting and information/materials/supplies are transferred to the new Sub-Committee Chair if necessary.

**Meetings:**

- a. Members must attend two thirds of the meetings to maintain the Active Participation Status and “comped” Expo registration.
- b. Attendance can be in person or via video conferencing app, if available. Submitting subcommittee report does NOT constitute attendance at a meeting.

**C. PAIN RESOURCE COMMITTEE**

- 1. The mission of the Pain Resource Committee (PRC) is to provide education and networking opportunities for pain resource professionals and the regional health community with the goals of:
  - a. Providing & pursuing excellence in pain management education to all healthcare professionals in the Midwest region by securing high value pain management speakers, facilities for educational events and exhibitors/sponsors for said education event.
  - b. Providing a pain forum for networking between healthcare professionals in the region
  - c. Promoting pain awareness, pain management and the rights of those with pain throughout the community

2. The Pain Resource Committee will commit to offer nursing resources to the local community through educational programs, including:
  - a. A pain-focused conference speaker at each annual Nurses Expo in the spring
  - b. Additional pain resource education sessions throughout the year
3. Requirements of PRC members:
  - a. At least one member of the subcommittee shall be an active member of American Society for Pain Management Nursing in order to remain current in pain management issues/concerns and in contact with potential future presenters and exhibitors.
  - b. Members must be SNN members and must attend two thirds of meetings and/or contribute to discussions of the PRC education events to maintain active participation status and receive “comped” PRC education event.

## **ARTICLE VII. PARLIAMENTARY AUTHORITY AND AMENDMENTS**

**7.01** The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern SNN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the group may adopt.

### **7.02 AMENDMENT OF BY-LAWS**

- A. Prepare (Bylaw) proposed amendments to be submitted to the Board of Directors for review and approval.
- B. Bylaws may be amended without previous notice at any Board of Directors (BOD) meeting by a majority vote of the members present voting.

## **ARTICLE VIII. DISSOLUTION**

- 8.01** In the event of SNN’s dissolution, assets will be distributed as follows:
- A. All liabilities and obligations of the corporation will be met
  - B. Any assets held by the corporation upon condition requiring return shall be returned
  - C. Assets held for a charitable, educational or similar use but not held upon a condition requiring return, shall be transferred or conveyed to one or more corporations or organizations engaged in activities substantially similar pursuant to a plan of distribution, and
  - D. Any remaining assets may be distributed to such societies or organizations or corporations as may be specified in a plan for distribution.