

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 the SNN are to:
- A. Foster collegiality among registered 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 the SNN shall be open to any registered nurse who supports our purposes and functions and pays dues.

- 3.02** **Membership Privileges**
- A. Participate in SNN activities.
 - B. Serve on the Nurses Expo committee 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 the SNN according to current SNN bylaws.
 - 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.
- 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 the SNN. In addition, shall:
 - 1. Serve as an ex-officio member of all committees
 - 2. Appoint chairs of special committees.
 - 3. Be one of the signatories on checks of the SNN
 - 4. Serve as advisor to Nurses Expo.
- B. The vice-president shall:
 - 1. Assume the duties of president in the president's absence.
 - 2. Chair the Awards Committee
- C. The secretary shall:
 - 1. Keep the minutes of the SNN meetings.
 - 2. Conduct the general correspondence of the SNN.
 - 3. Have custody of all records and papers belonging to the SNN for which no other provisions have been made.
 - 4. Chair the Scholarship Committee
- 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 the SNN.
 - 3. Prepare an annual budget for the 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 the 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 the SNN.
 - 11. File appropriate no-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:

- A. Transact the business of the SNN between meetings.
- B. Report the action of the Board of Directors at the regular meetings.

- C. Select a place for deposit of funds in conjunction with the Treasurer.
- D. Provide for the biennial audit of all books of account by a certified public accountant.
- E. Adopt a budget.
- F. Fill vacancies on the SNN board and on committees.
- G. Create special committees as needed.
- H. Prepare a slate of officers for election
- I. Review and up-date the by-laws as necessary

ARTICLE VI. STANDING COMMITTEES

6.01 Standing committees of the SNN shall be Awards, Scholarship and Nurses Expo.

6.02 DUTIES OF COMMITTEES:

A. Awards:

The purpose of the Awards Committee is to promote excellence in nursing.

Duties of the committee:

- 1. Develop/revise criteria for Distinguished Advocate for Nursing and Excellence in Nursing Awards
- 2. Mail nomination forms and publicize the awards.
- 3. Select winner(s) from qualified nominees.
- 4. Present awards at Nurses Expo.

B. Scholarships:

The purpose of the Scholarship Committee is to promote education in nursing by offering scholarships for nursing students in these categories:

- 1. Basic nursing program
- 2. Degree completion program
- 3. Graduate nursing program, Masters
- 4. Graduate nursing program, Doctorate

Duties of the committee

- 1. Develop/revise criteria for scholarship awards.
- 2. Mail applications and publicize scholarships as appropriate.
- 3. Select winner(s) from qualified applicants.
- 4. Award scholarship(s) at Nurses Expo.

C. 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 Co-Chairs/Program Co-Chairs:

- a. The progression of Program Expo Co-Chair shall be as follows: 1st year Program Co-Chair to 2nd year Program Co-Chair then to Expo Co-Chair.
- b. These three positions must represent each of the three major Rockford hospitals on a rotating basis. This rotation will be done on a continuous basis.
- c. Membership of Expo Planning Committee shall consist of the two Co-Chairs of each Sub-Committee (noted below), the two Co-Chairs for Program Committee, and the Expo Event Co-Chairs.

2. Sub-Committees:

- a. Each of the Sub-Committee Co-Chairs shall recruit Sub-Committee members as needed. Sub-Committees should have a minimum of three members.
- b. Co-Chairs must prepare a written summary of their Committee work and distribute copies to the attendees at the Expo wrap-up meeting held in May.
- c. Co-Chairs make a commitment to be at the entire Expo.

3. Vacancies:

- a. Occurring in the Expo Co-Chair 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 Co-Chair positions shall be immediately filled after discussion and should be an active/participating Sub-Committee member.

4. Finances:

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

Committees:

1. Program Committee:

- a. Transition to Expo Chair/Program Co-Chairs: A program Co-Chair needs to have served for at least two years as an active/participating co-chair of another committee.
- b. Active/participating is defined as attending 2/3 of the Expo Planning Committee meetings. (Attendance at four of the six meetings, which are generally two hours long.)
- c. Program Sub-Committee shall consist of two Co-Chairs and members as needed. It is highly recommended that Program Committee members be presenters for the Expo event.
- d. The Expo Co-Chairs will be invited to all Program Committee meetings and act as “ad hoc members” to the Program Committee.
- e. All Keynote speakers shall be arranged for and presented (to Expo Planning Committee) at least five months (end of October) before the event.
- f. It is preferable that signed agreements/contracts be obtained from keynote speakers five months prior to the event and from break-out speakers four months prior to the event.

2. Duties:

Expo Co-Chairs

- a. This job includes coordination of all information for the current year program. Six meetings are scheduled to include the chairpersons of each committee.
- b. Prior to the first meeting, the Expo Co-Chair will contact the past Expo Co-Chair to find out if they intend to continue working on the Committee. Also, the first meeting date is set.
- c. Using the Expo Sub-Committee list from the previous year, a notification method (postal, telephonic, electronic, etc.) will be utilized inviting them to the first meeting. See Nurses Expo Planning Committee Timeline.
- d. When reimbursement is needed, expense forms are completed along with receipts to the SNN Treasurer or designated SNN Representative in the absence of the SNN Treasurer

- f. Confirm Expo dates with the Arrangement Committee.
Usually done right after Expo is over and no later than July 31.
- g. Stationery supplies are assessed and, if needed, more are ordered.
- h. Establish a date, time and place for the “Wrap-up Meeting” held in May.

Program Committee:

- a. Members fill Chair and Co-Chair positions after serving on the Committee for one year.
- b. These positions rotate through all three hospitals.
- c. Determines topics
- d. Selects speakers
- e. Contacts speakers – each committee member is assigned a speaker to contact and introduce
- f. Sets the Expo Agenda
- g. Applies for CNE credit
- h. Assembles the Program Book

Foundation:

- a. Requests financial support/sponsorship for Expo from Exhibitors and other resources.
- b. Keeps track of speaker support.

Exhibits:

- a. Contacts past and potential exhibitors by mail between October 1-15
- b. Makes follow-up phone/mail contact.
- c. Is available the day of the Expo to assist with set up
- d. There are generally fifty available booths
- e. Potential exhibitors include, but are not limited to:
 - 1. Pharmaceutical companies
 - 2. Nursing agencies
 - 3. Hospitals
 - 4. Community agencies

Publicity:

- a. This Committee is responsible for advertising the Expo via:
 - 1. Radio
 - 2. Television
 - 3. Newspapers
 - 4. Agencies
 - 5. Internet and social media
- b. Members may assist other committees

Arrangements:

- a. This committee is responsible for:
 - 1. Locating a facility in Rockford, Illinois
 - 2. Reserving the date
 - 3. Contracting with the selected facility
 - 4. Planning food and beverage
 - 5. Assigning program rooms
 - 6. Facilitating audio visual and on-line needs
 - 7. Contracting with a company to provide Exhibitor booths

Posters:

- a. Update the “Call for Abstracts” form yearly
- b. Include the form in the Expo brochure
- c. Send the form to Directors of Nursing Programs, Nursing Administrators and other Nursing Leaders

- 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 to the poster winners

Facilitators:

- a. Organize volunteers and assign them to specific speaker sessions
- b. Compile packets for each section
- c. Work with the speakers in each sessions
- d. Monitor attendance sheets
- e. Collect evaluations
- f. Distribute CNE certificates

Registration:

- a. Compiles a list of registered participants
- b. Registering event participants the day(s) of the Expo by signing in participants, distributing nametags and Expo materials
- c. Traffic control and answering questions
- d. Assisting with student registration
- e. Assisting with on-site registration

Other Responsibilities of committee members:

- a. Each Sub-Committee is responsible for providing the Expo Co-Chairs with a written report at least 24 hours before the scheduled meeting if they cannot attend the meeting.
- b. Troubleshooting and last minute changes occurring at Expo or made by the Sub-Committee Chairs according to the area affected. If there is conflict, the Expo Co-Chairs make the final decision.
- c. 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 four of the six meetings (two thirds of the meetings) to maintain the Active Participation Status.
- b. Months Prior to the Event Date

9 months	End of June
7 Months	End of August
5 Months	End of October
3 Months	Early January
1 Month	February
1 Month After	May

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 meeting by a 99% vote of members present and voting.

ARTICLE VIII. DISSOLUTION

8.01

In the event of the 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.