



## WISCONSIN ORGANIZATION OF NURSE EXECUTIVES, INC.

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**WISCONSIN ORGANIZATION OF NURSE EXECUTIVES, INC.**

**WONE**

**RULES AND REGULATIONS**

**ARTICLE I - MEMBERSHIP -- See Bylaws Article III**

- 1.1 Eligibility - See Bylaws, Article III, 3.1
  - A. Full members attend business and educational meetings, chair and serve on committees, hold office, vote, and are eligible for the Nurse Leader of the Year Award.
  - B. Students may attend WONE business and educational meetings.
  - C. Honorary members may attend business and educational meetings and serve on and/or chair committees.
- 1.2 Application for Membership
  - A. Membership applications, with dues, are to be submitted to the chairperson of the Membership Committee.
    - 1. No dues are required of honorary members.
    - 2. Honorary members must renew membership annually.
  - B. Any incomplete or invalid application will be returned to the applicant.
  - C. Membership cards shall be sent to approved applicants.
- 1.3 Termination of Membership - See Bylaws Article III, 3.2
  - A. Termination of membership for non-compliance to the Bylaws requires a majority vote of the full Board of Directors, (hereinafter referred to as the "Board".)
- 1.4 Hearing Procedure for Considering Complaints and Grievance
  - A. The member complaining shall present his/her complaint or grievance in writing to the President.
  - B. All correspondence between the complainant and the Organization relating to the complaint or grievance shall be by registered mail, return receipt requested.
  - C. The President shall notify the Board of the complaint or grievance within ten (10) working days of its receipt.

- D. A quorum of the Board shall decide whether the complaint merits a hearing.
- E. The complainant shall be notified of the determination by the Board within twenty (20) working days following receipt of the original complaint or grievance.
- F. If the complainant desires a hearing, he/she may request such, in writing to the President, within fifteen (15) working days following receipt of the determination of the Board.
- G. The President shall appoint three (3) members of the Board to act as a hearing panel. This panel shall be empowered to make final disposition of the matter.
- H. The hearing shall be conducted in an impartial manner, and shall be held within twenty (20) days following receipt of the request from the complainant.
- I. All parties of interest shall be informed of the time, place and nature of the hearing, the authority for conducting it, the matters under consideration and the action that may ensue.
- J. Any party appearing at the hearing shall have the right to counsel, who need not be an attorney.
- K. Judicial rules of evidence need not be followed. Oral or documentary evidence may be received by the hearing panel, but irrelevant, immaterial or unduly repetitious evidence shall be excluded.
- L. A written transcript of the proceedings shall be maintained by the hearing panel.
- M. The parties to the hearing may present their cases by oral or documentary evidence, submit rebuttal evidence or conduct cross-examination as may be required for full disclosure of the facts.
- N. The panel shall base its decisions on the entire record or body of evidence, and its decisions shall be supported by reliable, probative and substantial evidence contained in the record.
- O. The decision of the hearing panel shall be in writing and signed by each hearing officer and shall be rendered within five (5) working days following the final day of the hearing. A copy shall be made available to the complainant and hearing panel members.
- P. The decision of the hearing panel, along with the transcript of hearing proceedings shall be transmitted directly to the Board of the Wisconsin Organization of Nurse Executives, Inc.
- Q. All of the timelines in sections E-O may be modified per mutual agreement.

## **ARTICLE II - AFFILIATIONS -- See Bylaws Articles I and XI**

### 2.1 Organizational Relationships

- A. Appointment as this Organization's representative to other organizations shall be based on the position held in this Organization or appointment by the Board.
- B. The Board may direct affiliation in other organizations for the purpose of furthering the mission and goals of WONE.

## **ARTICLE III - BOARD OF DIRECTORS -- See Bylaws Article VII**

### 3.1 Meetings

- A. Regularly Scheduled Meetings:
  - 1. The meeting of the Board after election of new officers shall be the Annual Board Retreat (the Planning Meeting). It shall be attended by current and newly elected board members, committee chairpersons, co-chairpersons, historian and editor of the newsletter for the coming year.
  - 2. Other regularly scheduled board meetings shall be attended by board members, committee chairpersons or co-chairs, editor(s) of newsletter and historian.
  - 3. Members of the Board, committee chairpersons, editor(s) of newsletter and historian are notified with an agenda one (1) week in advance of the meeting or as required by the Board.
- B. Special Meeting of the Board of Directors
  - 1. Board members are notified at least three (3) days prior to the meeting date.
  - 2. The meeting agenda will be limited to the specific reason for which the meeting is called.
  - 3. A telephone conference may be used in lieu of a formal meeting.
- C. Meetings of the Executive Council (See Bylaws Article VI, 6.2B & 6.4E)
  - 1. The meeting agenda will be limited to the specific reason for which the meeting is called.
  - 2. A telephone conference may be used in lieu of a formal meeting.

- D. Special Meetings of the Organization Membership
  - 1. Members are notified at least two (2) weeks in advance of the meeting by e-mail or postal mail if no e-mail address is available.
  - 2. The meeting agenda will be limited to the specific reason for which the meeting is called.

### 3.2 Board Functions and Responsibilities

- A. Review and revise strategic plan and WONE action grid.
- B. Approve annual budget.
- C. Approve all committee appointments.
- D. Provide committee chairpersons with organizational priorities to assist with planning and provide committee direction.
- E. Approve educational programs, including those co-sponsored with other organizations.
- F. Approve opening WONE educational programs to other than Organizational membership.
- G. Receive, review, and approve the financial report from the Treasurer at regularly scheduled meetings.
- H. Receive and review reports from all officers, committees, historian and newsletter editors at least annually.
- I. Review minutes of all business meetings prior to distribution to the membership.
- J. Review and approve recommendations for recognition awards.
- K. Identify and define health care issues as they affect nursing. Adopt position statements pertinent to the strategic plan of the Organization. Appoint official spokesperson(s) to articulate position statements.
- L. Conduct and analyze a periodic assessment of the membership to determine needs, concerns, and issues. Submit the report to the board for use in strategic planning.
- M. Appoint an individual Board member as WONE's representative to other professional organizations.

### 3.3 Board Expenses

Board expenses reimbursed by the Organization include:

- A. Expenses incurred at Annual Strategic Planning Retreat;
- B. Mileage at a rate determined each year by the Board (not to exceed current IRS rate);
- C. Meals for members expected to attend Board meetings;
- D. Travel, meals, lodging and registration for the President and President-Elect or Past President as finances permit to attend American Organization of Nurse Executives (AONE) Annual Meeting;
- E. Lodging for President at the Annual Business Meeting and the Organization's conferences;
- F. Banquet fees for CEO and immediate family of recipient of Nurse Leaders of the Year;
- G. Expenses incurred in carrying out business of Organization as approved by the Board.

### **ARTICLE IV - OFFICERS -- See Bylaws Article VI**

#### 4.1 Presidential Responsibilities - See Bylaws Article VI, 6.4A

Authority and Duties:

- A. The President of the Organization has a uniquely demanding and rewarding responsibility. It is the responsibility of the president to lead the Board of Directors, committees and members toward realization of the Organization's mission. The president serves as a bridge between the administration of the past and future president and must insure that the organization moves forward without disruption.
- B. The president is subject to the control of the Board of Directors, and is guided by the Organization's mission and implements Rules and Regulations established by the Board.

Responsibilities of the President:

- A. Serve as the Chief Executive of the Organization.
- B. Preside at all board and business meetings; formulates agendas and schedules meetings.
- C. Serve as Chair of the Board of Directors.

- D. Submit the estimated annual budget for the Board of Director's expenses for the coming fiscal year to the Treasurer by November 1st.
- E. Facilitate the development of the strategic plan with the Board of Directors and Committee Chairs and Co-Chairs.
- F. Provide timely communication to the membership through the newsletter and the President's letter.
- G. Present a summary report of activities of the Organization at least yearly, a copy of which shall be kept in the permanent files of the Organization.
- H. Appoint and fill vacancies of the Chairperson, Co-chairperson of standing and special committees subject to Board approval.
- I. Serve as the official spokesperson for the Organization and as the liaison between the Organization and 1) the Wisconsin Health and Hospital Association (WHA) and 2) AONE.
- J. Ensure that a liaison exists between WONE and other organizations that influence nursing in Wisconsin.
- K. Attend committee meetings as an ex-officio member.
- L. Attend the annual meeting of AONE, present the WONE reports, and communicate current AONE activities to the Board of Directors and general membership.
- M. Works collaboratively with the President-Elect or Past President through his or her term of office to provide for continuity of leadership.
- N. Perform such other duties as authorized by the Board.

4.2 President-Elect, Past-President Responsibilities - See Bylaws Article VI, 6.3B, 6.4B

Authority and Duties:

- A. The President-Elect, Past President shall, in the absence or incapacity of the President, perform all the duties and assume all responsibilities of the President. The Past-President provides a continuity/history to the Board and Organization and assists in the mentoring process. The President-Elect, Past-President shall also perform all other duties as the Board directs.

Responsibilities:

- A. Work collaboratively with the President throughout his/her term of office to provide for continuity leadership and smooth transition of leadership.



- B. Perform all duties and assume all responsibilities of the President, in the absence of or due to the incapacity of the President.
- C. Select committee chairpersons and co-chairpersons for Board approval at the last Board meeting of her/his term of office. Board members shall not serve as committee chairs with the exception of chair of Committee on Nominations.
- D. Coordinate the orientation of new Board members and committee chairpersons no longer than sixty (60) days after election and/or selection.
- E. Serve on Bylaws Committee (President-elect only).
- F. Provides continuity to the office of President, Board and the Organization.
- G. Serves as a consultant to the President.

4.3 Secretary Responsibilities - See Bylaws Article VI, 6.4C

Authority and Duties:

- A. The secretary shall record and maintain the minutes and conduct general correspondence of the Organization in accordance with established Rules and Regulations.

Responsibilities:

- A. Maintain all official records including Articles of Incorporation, bylaws, financial reports, minutes of Board meetings, business meetings and committee meetings.
- B. Provide the Board of directors, committee chairpersons and members with minutes of meetings as appropriate.
- C. Prepare the minutes of all business meetings of the Organization.
  - 1. Provide minutes of the Annual Business Meeting to the Board Members prior to the Board Retreat.
  - 2. Provide minutes of prior Annual Business Meeting to Program Committee for inclusion in program packet.
  - 3. Provide minutes of the Annual Business Meetings to members upon their request.
  - 4. Provide minutes of all meetings of the Board to Board members and committee chairpersons within thirty (30) days following each meeting.

5. Provide meeting minutes of the Board to the President of WHA or designee.
  6. Maintain minutes of the Organization, Board and all committees for four (4) years.
- D. All records of transition (former WONE and WCNM combined to form current WONE) will be kept and archived.
  - E. Tabulate results of mail votes and report them to the Board.
  - F. Conduct the general correspondence of the Organization.
  - G. Maintain an active file of all committee reports.
  - H. Obtain and maintain Conflict of Interest file which will be maintained for seven (7) years.
  - I. Maintain Organization's stationery supplies, including logo plate.
  - J. Transfer all records to the newly elected Secretary prior to the beginning of the fiscal Year.
  - K. Serve as an ex-officio member on Committee on Nominations.
  - L. Obtain recognition gifts for outgoing Board members and nurse leaders as appropriate.
  - M. Perform such other duties as delegated by the Board.
  - N. Results of elections shall be held by the Secretary for two (2) years and then destroyed.

#### 4.4 Treasurer Responsibilities - See Bylaws Article VI, 6.4D

##### Authority and Duties

1. The Treasurer shall issue checks and establish investments on behalf of the Organization following the Rules and Regulations established by the Board. The Treasurer shall maintain financial records and report all matters related to the finances of the Organization to the Board and the general membership.

##### Responsibilities:

- A. Maintain and retain all financial records of the Organization.
- B. Develop an annual budget based on a fiscal year of January 1 to December 31; present budget to the Board for approval.
- C. Maintain a chart of accounts for each approved category of expense.

- D. Reimburse expenses incurred by Organization members as authorized by the Board. See Rules & Regulations, Article V, 5.1C and Article III, 3.3.
- E. Submit payment for Organization expenditures as authorized by the Board.
- F. Make appropriate investments of funds subject to Board approval.
- G. Deposit membership dues and other funds within ten (10) days of receipt.
- H. Arrange a Board approved audit of the financial account of the Organization, at a frequency directed by the board, and report results to the Board.
- I. Transfer all records and funds to newly elected Treasurer prior to the beginning of the fiscal year.
- J. Prepare and present an annual financial report to the Board and membership.
- K. Perform such other duties as delegated by the Board.

**ARTICLE V - COMMITTEES -- See Bylaws Article VIII**

5.1 Committee Guidelines

- A. Committee Composition
  - 1. All committees are composed of a minimum of two (2) members in addition to the Chairperson and optional Co-chairperson. Chairperson/Co-chairpersons will be approved by the Board.
    - a. There shall be representation from multiple health care organizations.
    - b. Equitable geographic distribution shall be encouraged.
    - c. Need for a Co-chairperson role is determined by the Chairperson based upon scope of work of the committee and/or need for a succession plan. The Co-chairperson may attend board meetings in the absence of the chairperson, but does not have voting privileges.
- B. Committee Member Involvement
  - 1. Members confirmed for a specific committee are expected to attend at least 50% of the meetings, if applicable, and/or participate in committee activities as delegated by the Chairperson. If any member is unable to make that commitment, they may be removed from the committee at the discretion of the chair.
- C. Committee Expenses
  - 1. Committee expenses reimbursed by the Organization include personal

mileage to attend committee meetings and committee expenses approved by the Board.

2. Committee members shall submit an expense voucher to the Chairperson after expenses are incurred. Members may choose to decline any or all reimbursement.

D. Responsibilities of the Chairpersons

1. Select committee membership, except the Nominations Committee.
2. Send a letter of confirmation of committee membership.
3. Schedule meeting dates at least three (3) weeks in advance.
4. Record and submit minutes to the President and Secretary at scheduled Board meetings.
5. Submit committee reports to the Secretary when requested prior to the Board meeting with identified issues to be discussed.
6. Submit estimated annual budget for the coming fiscal year to Treasurer by August 31<sup>st</sup>.
7. Assure completion, sign and submit expense vouchers for committee member's expenses to the Treasurer using Chart of Accounts. See Rules and Regulations Article X, 10.6.
8. Attend meetings of the Board as an ex-officio member and report on committee activities and actively participate in Board discussion. Arrange for attendance of Co-chair, if one exists, if unable to attend.
9. Prepare and submit report of committee activity to newsletter following Board approval.
10. In the event of resignation or failure to meet attendance requirements report membership changes to the Board.
11. Review committee responsibilities listed in Rules & Regulations annually and submit to the By-Laws Committee Chairperson upon the request of the Bylaws Committee Chairperson.
12. Submit a written annual report of committee activities to the Board at the Annual Board Retreat.
13. Present an annual report of committee activities to the membership at the Annual Business Meeting.
14. Submit revenue to Treasurer as received.

- E. Responsibilities of the Co-Chairperson, when in existence.
  - 1. Chair committee meetings in absence of chairperson.
  - 2. Attend the Annual Board Retreat.
  - 3. Attend meetings of the Board if chairperson unable to attend.
  - 4. Assist chairperson in carrying out committee responsibilities.

## 5.2 Committee on Nominations

- A. Purpose: to develop a slate of candidates for election and select the Nurse Leader of the Year Award winner.
- B. Composition
  - 1. Chairperson is the President-elect or Past President of the Organization, and four (4) members. Two (2) members are elected in alternate years for two-year terms.
  - 2. Secretary of the Organization serves as an ex-officio member.
- C. Meetings
  - 1. The committee shall not be required to hold formal meetings but may conduct business by other means as deemed appropriate by the majority of committee members. A majority of the members of the committee must participate in finalization of nominations.
- D. Responsibilities
  - 1. Prepare a slate of candidates for Secretary or Treasurer, three (3) directors and two members of the Committee on Nominations annually and President-elect biannually.
  - 2. Prepare a slate of candidates for special elections to fill vacancies.
  - 3. Prepare election ballots with background information on candidates and mail to membership. See Bylaws, Article V, 5.5D and Article V, 5.3A.
  - 4. The candidate receiving the greatest number of votes case for a given position shall be elected to that position. In the case of a tie vote, the choice shall be determined by lot drawn by someone appointed by the President not associated with the Nominations Committee. Candidates will be notified of election results by the Chair of the Committee on Nominations.
  - 5. Select a member for the nursing leadership award based on a timely application and the following criteria. See Bylaws, Article VIII, 8.1, C.1.
    - a. A member in good standing of the Organization.

- b. Has provided service to the organization through participation in special or standing committees or through elected office.
- c. Has demonstrated creativity in nursing management/administration.
- d. Has promoted the profession of nursing and nursing management/administration within the institution and community. Serves as a role model and coach to others.
- e. Has demonstrated nursing leadership in sharing knowledge and expertise through presentations, seminars, formal course offerings and/or publications.
- f. Demonstrates positive intra-institutional relationships with other disciplines including medicine and all levels of personnel within the Organization.
- g. Participates in a broad range of civic and health-care related organizations - a political activist for nursing and health care.

### 5.3 Committee on Program

#### A. Purpose

- 1. To develop programs and activities that promote the objectives of the Organization.

#### B. Composition

- 1. Chairperson
- 2. Optional Co-Chairperson
- 3. At least two (2) other members (to be consistent with 5.1)

#### C. Meetings

- 1. The committee will meet as often as necessary to plan the program for the Annual Business Meeting and any other special programs.

#### D. Responsibilities

- 1. Develop programs and plan activities that promote the strategic plan of the Organization.
- 2. Make all the arrangements for programs and meetings at least a year in advance.
- 3. Contact speakers and make arrangements for their accommodations at meetings.
- 4. Work with WHA in arranging program activities for WONE at the WHA

Convention.

5. Manage the registration process for Organization meetings.
6. Prepare appropriate handouts and materials for registrants.
7. Coordinate activities with the Committee on Marketing.
8. Obtain Board approval for program plans.
9. Coordinate with the Membership Committee the scheduling of the suite for promoting socialization and networking.
10. Collaborate with Membership and Professional Development Committees on programs for new members.

5.4 Committee on Bylaws - See Bylaws Article VIII, 8.1, C.3.

A. Purpose

1. To review the Bylaws, Rules and Regulations, and Articles of Incorporation annually and to recommend changes that will meet the strategic plan of the Organization.

B. Composition

1. Chairperson
2. Optional Co-Chairperson
3. President-Elect
4. At least two (2) other members

C. Meetings

1. The number of committee meetings will be determined by the Chairperson.

D. Responsibilities

1. Review the Bylaws, Rules and Regulations, and Articles of Incorporation at least annually.
  - a. Ensure congruency among Bylaws, Rules and Regulations and Articles of Incorporation.
2. Recommend changes to meet the strategic plan of the Organization.
3. Review AONE Bylaws for guidance in updating Organization Bylaws.
4. Review and extract from Board minutes recommended policy changes to update Bylaws, Rules and Regulations.

5. Notify committee chairpersons to submit recommended revisions for the Rules and Regulations and Bylaws prior to the Bylaws Committee meeting.
6. Solicit membership input in revision of Bylaws, Rules and Regulations.
7. Ensure distribution to the membership of the revised Bylaws annually in conjunction with the membership list.

## 5.5 Committee on Membership Services

### A. Purpose

1. Promote the growth of new members in the Organization and maintain a demographic database of the membership.

### B. Composition

1. Chairperson
2. Optional Co-Chairperson
3. At least two (2) other members

### C. Meetings

1. The number of committee meetings will be determined by the Chairperson.

### D. Responsibilities

1. Develop and implement programs to recruit, welcome, and retain members for the Organization.
2. Develop and maintain recruitment brochure.
3. Send applications to new and renewing eligible members.
4. Review membership applications and return incomplete or invalid applications to the applicant.
5. Generate a demographic database through the annual application/renewal process.
6. Collaborate with Program and Professional Development Committees on program for new members.
7. Prepare and maintain a current membership list which is distributed annually to the membership.
8. Distribute membership cards for approved members. Send Bylaws, Rules and Regulations and current membership lists to new members.



9. Furnish a list of new members to be published in each issue of the newsletter.
10. Forward membership dues to the Treasurer as received.
11. Submit additions and deletions in membership to the Board at each meeting.
12. Distributes membership lists and mailing labels. Report activity to the Board at each meeting.
13. Encourage membership in AONE.
14. Plan and host with the program committee, the suite for promoting socialization and networking at Organization functions.
15. Administer the mentorship program for new members.

#### 5.6 Committee on Marketing

##### A. Purpose

1. Develop and implement marketing strategies to promote the Organization.
2. Identify potential opportunities for growth within the Organization. Submit this report to the President prior to the Business Meeting for use in strategic planning at the Annual Board Retreat.

##### B. Composition

1. Chairperson
2. Optional Co-Chairperson
3. At least two (2) other members

##### C. Meetings

The number of committee meetings will be determined by the Chairperson based on projects to be accomplished.

##### D. Responsibilities

1. Maintain a display of Board and Officers for the Annual Business Meeting.
2. Annually prepare letters introducing either the President or President-elect to other Wisconsin professional associations.
3. Assist in the development of a written description and strategy for defining the essence and role of the organization.
4. Define strategies for relating to other professional groups in Wisconsin.

5. Prepare press releases for newly elected officers and Nurse Leader of the Year.

#### 5.7 Committee on Legislation

- A. Purpose: Increase members' awareness of the impact of governmental and other regulatory bodies upon health care and to increase active participation to effect legislation/regulations involving health care.
- B. Composition
  1. Chairperson
  2. Optional Co-chairperson
  3. At least two (2) other members
- C. Meetings
  1. The committee will meet as often as necessary and no less than quarterly.
- D. Responsibilities
  1. Monitor key agencies on a regular basis for legislative initiative as related to health care.
  2. Teach skill of legislative interaction to the membership.
  3. Establish and maintain two-way communication with the WHA Council on Public Policy.
  4. Draft position papers for review/approval by the Executive Board. The position papers will be sent by e-mail with a due date. No response indicates approval.
  5. Inform membership of legislative activities at state and national levels.
  6. Establish and maintain a communication network for the purpose of providing a process to alert nurse leaders to health care concerns in a rapid manner; Review and update the communication network annually.
  7. Promote the visibility of nurse leaders and their position on selected issues, i.e., coordinate attendance and input by members at public hearings.
  8. Communicate the Organization's concerns with health care legislative issues to appropriate legislators.

#### 5.8 Committee on Professional Development and Research

- A. Purpose

1. Provide professional development opportunities for WONE members, support evidence-based nursing leadership practice, and encourage utilization of nursing leadership research.
  2. Manage the WONE Annual Scholarship and Research Program by providing scholarships and research funding to eligible applicant to promote degree completion and advancement, and conduction of leadership research studies.
- B. Composition
1. Chairperson
  2. Optional Co-chairperson
  3. At least two (2) other members
- C. Meetings
1. The committee will meet as needed.
- D. Responsibilities
1. Identify nursing research that has relevance to the strategic plan of the organization.
  2. Communicate findings of funded research to the membership.
  3. Review the applications and recommend candidates to the Board for receipt of education and research funding.
  4. Collaborate with Membership and Program Committees on program for new member orientation.
  5. Recommend annually to the Board levels of funding for education and research.
  6. Develop and maintain selection criteria for the purpose of selecting candidates eligible for education and research funding Committee on Finance.

#### 5.9 Committee on Finance

- A. Purpose: to review financials and make recommendations to the Board about the financial operations and performance of the organization.
1. To ensure that information is provided in a format the Board can utilize to make accurate decisions and inquiry.
  2. To monitor and report on the financial viability and make recommendations to improve the financial strength of the organization.
- B. Composition

1. The board should seek to include as members of the Committee those who possess skills in the disciplines of accounting, finance, and business practices.
2. The committee should consist of at least four, but not more than seven, WONE members to include a chairperson or co-chairperson who is the Treasurer.
3. Committee appointments shall be approved annually by the full board.

C. Meetings

1. The Committee shall meet in conjunction with the Board meeting schedule.
2. Additional meetings may occur as the Committee or its chair deems advisable.

D. Responsibilities

1. Establish guiding principles to establish contemporary and compliant financial practices.
2. Assure timely, accurate analysis of financial information.
3. Review and advise the Board regarding the form, content and frequency of all published financial information for the organization.
4. Alert the Board of any financial concerns.
5. Review audit results and report the final outcome/recommendations to the full Board.
6. Assure that financial aspects of liability/business insurance and risk management are appropriate.
7. Assure appropriate tax planning and compliance.
8. Assure appropriate management of organization-wide financial assets.
9. Assure adherence to all finance-related policies.

5.10 Committee on Nursing Leadership Academy

A. Purpose Statement

1. A goal for WONE is to support nurse leader development. The Nursing Leadership Academy provides a comprehensive 3-day program with supportive mentoring and connections to resources for the participant. The purpose of the Nursing Leadership Academy is to review, provide support and structure for ongoing Nursing Leadership Academy cohorts around the state.

B. Composition

1. The chair of the committee will be the coordinator of the state wide program.
2. The committee shall consist of a minimum of three additional WONE members, representing various regions of the state. These representatives will coordinate the regional events.

C. Meetings

1. The Committee shall meet at time intervals determined by the chair. Meetings will be a twice a year at minimum.

D. Responsibilities

1. Coordinate and communicate upcoming NLA events around the state
2. Recruit faculty
3. Work with WNA to facilitate events
4. Secure location for each event
5. Routinely update curriculum
6. Use feedback from participants to update and enhance the program
7. Provide updates to the W-ONE Board of Directors

**ARTICLE VI - HISTORIAN**

A. Composition

1. Historian as appointed by the Board. See Bylaws, Article X.

B. Responsibilities

1. Attend Board meetings as a voting member and the Annual Retreat.
2. Submit estimated annual budget for the coming fiscal year to the Treasurer at a date designated by the Board.
3. Collects and organizes material that reflects the history of the organization:
  - a. Newsletter
  - b. Minutes of the Organization, which is delegated to the Secretary of the Organization
  - c. Position papers

- d. Pictures of presidents, board members, Nurse Leaders of the Year
- e. Selected pictures of social events

**ARTICLE VII - ORGANIZATIONAL COMMUNICATIONS -- See Bylaws, Article IX, 9.1**

- A. Newsletter
  - 1. The Board shall appoint an editor to publish an organizational newsletter, attend Board meetings, and the Board retreat
  - 2. Establish a publishing schedule and deadlines for the coming year
  - 3. Responsibilities
- 2. Submit estimated annual budget for the coming fiscal year to the Treasurer by August 31<sup>st</sup>.
- C. Submit vouchers to Treasurer for expenses, using Chart of Accounts. See Rules & Regulations, Article X, 10.6.
- D. Submit revenue to Treasurer.
- E. Publish and distribute the newsletter to all members.
- F. Submit a copy of the newsletter to WHA, members of the Wisconsin Nursing Coalition, and other organizations as directed by the Board.
- G. Solicit information and articles pertinent to the membership including:
  - 1. Names of new members
  - 2. Wisconsin openings for nurse executives
  - 3. Position changes of nurse leaders
  - 4. Summary of content of the Organization's Board business and educational meetings and committee activity
  - 5. Recognition awards conferred to members
- F. Advertisements as approved by the Board
  - 1. WONE Website
    - a. The WONE website is [www.w-one.org](http://www.w-one.org)
    - b. The Editor of the newsletter will also maintain the organization's website.

## **ARTICLE VIII - RULES OF CONDUCT FOR ANNUAL BUSINESS MEETINGS**

### 8.1 Voting

- A. Voting at Business Meetings - See Bylaws Article V 5.5
- B. Voting on issues shall be done at Annual Business Meetings.

### 8.2 Quorum

- A. A quorum shall consist of 5% of the voting members of the Organization, of which two (2) shall be members of the Board.

### 8.3 Time

- A. All meetings shall start promptly.

### 8.4 Motions

- A. Members of the Organization may introduce motions.
- B. When a motion is made and seconded, it shall be restated by the chairperson before being discussed.

### 8.5 Debate

- A. A member shall be entitled to the floor after he/she rises, addresses the presiding officer, gives name and obtains recognition from the chair. Upon recognition, a member shall speak.
- B. A member shall state whether discussion is in the affirmative or negative. Discussion must be confined to the question before the group.
- C. Discussion on a motion shall be limited to three (3) minutes per speaker.
- D. No member may speak a second time until all others who wish to speak have had the opportunity to do so.
- E. No member shall be given privilege of the floor more than twice on the same question without the unanimous consent of the voting body.

### 8.6 Timekeepers

- A. A timekeeper may be appointed by the President to serve at each meeting.
- B. It shall be the duty of the timekeeper to indicate to each speaker when the allotted time has elapsed.

### 8.7 Floor-tellers

- A. Floor-tellers shall be appointed by the President to count, tabulate and report votes.

B. During a vote count, only floor-tellers will be permitted to move about.

8.8 Resolutions

A. Resolutions shall be submitted to the President at least fifteen (15) days prior to the meeting. They shall be in writing and signed by the person presenting them.

B. Any resolution declared by the President to be in order may be presented by a member.

8.9 Parliamentary Authority

A. A parliamentarian may be appointed at the President's discretion.

**ARTICLE IX - AMENDMENT OF RULES AND REGULATIONS**  
**See Bylaws Article XII, 12.2**

9.1 Amendment

A. These Rules and Regulations may be amended by the Board at a regularly scheduled meeting by a simple majority of an established quorum.

**ARTICLE X - MISCELLANEOUS RULES/REGULATIONS**

10.1 Position Statements

A. A position statement is a concise articulation of the Organization's opinion on any issue that can be used by a member, media or other organization to communicate Organization's stance.

B. The Organization's name and stationery shall not be used nor any office holder shall not speak for the Organization regarding a particular issue unless the Executive Board has taken a position on the particular issue.

C. Organization members, committees, or task forces may draft a position statement pertinent to the strategic plan of the Organization. See Rules & Regulations, Article III, 3.2K.

D. Position draft must contain:

1. Position Statement
2. Justification of need for the Organization to adopt a formal position on this matter.
3. Risks/benefits/limitations to the Position Statement.
4. Proposal for use of the statement, e.g., pro-active, reactive, how to communicate the statement and to whom.
5. Anticipated response to statements from key groups.



E. Adoption Process

1. A draft should be submitted to the appropriate committee for review.
  - a. If the statement does not pertain directly to any committee function, it should be submitted to the Board.
2. After committee review, a draft will be submitted to the Board for approval.
3. The position statement will be communicated to general membership.

F. Exception to Standard Process

1. Situations will arise needing prompt attention and adoption of a position statement when committee review is not feasible.
2. Submit position statement to President or members of the Executive Council.
  - a. The statement must be approved by a quorum of the Board at a Board meeting, through a telephone vote or electronic mail.
  - b. The position statement and process by which it was approved must be communicated as rapidly as possible to the full membership.

G. Use of Approved Position Statements

1. Formal release to media and other organizations may be done by any member of WONE; however, it will usually be coordinated by the Board.
2. Position statements may be released to any interested person or organization.

H. Format

1. All position statements will be stated directly using action verbs and a pro-active posture.
2. The first statement will contain the key points of the Organization's position, e.g., "WONE supports..."
3. Further information will follow the position statement delineating the background for the position statement, e.g., the Organizations philosophy, beliefs, research and interest.

- I. Position statements will be reviewed and/or updated every three years by a board appointment person or group.

10.2 Conflict of Interest

- A. Annually the secretary will distribute the Conflict of Interest statement for

signature by

1. Officers
2. Board members
3. Chairpersons
4. Co-Chairpersons

B. The permanent file will be maintained by the secretary for seven (7) years.

#### 10.3 Mail voting on issues - See Bylaws Article V, 5.5E

- A. The proposed issue with background information shall be mailed to eligible voting members via e-mail or postal mail if no e-mail address is available.
- B. The votes shall be reported by the Secretary to the Board.
- C. A simple majority vote of those ballots returned shall determine the results.
- D. The results of the vote shall be communicated to the membership.

#### 10.4 Membership Lists including contact information

- A. WONE shall maintain two membership lists including contact information. These will be updated annually to reflect current membership.
  1. A full membership list will be kept and made available to members for the purposes of communication and networking. This list will also be used to conduct WONE business, as needed.
  2. In addition, a limited membership list will be kept and be made available for sale to members and outside organizations/individuals as specified in 10.4 C & D.
- B. All members will have the option of omitting their names and contact information in the limited membership list. This option will be made available upon application for membership and at all subsequent renewals of membership.
- C. The limited membership list will be available at a set fee to members, upon approval of the Membership Chairperson to:
  1. For the purpose of distributing information on educational seminars sponsored by other than the Organization.
- D. The limited membership lists will be available at a set fee to non-members after approval by the Membership Chairperson. Vendors exhibiting at the Annual Business Meeting may purchase membership lists at the set fee.
- E. Revenues received from the sale of membership lists will be submitted to the Treasurer.

- F. The Membership Chairperson will report distribution of membership list at each board meeting.

10.5 Organizational Records

- A. Minutes and other Organization documents will not be accessible to anyone outside the Organization's membership unless so approved by the Board.

10.6 Chart of Accounts

- A. The following chart of accounts shall be used when submitting organizational expenses:

Revenue Accounts	
Board of Directors	101
Newsletter (labels)	201
Program (conferences, seminars, vendors)	301
Legislative	401
Bylaws	501
Finance (interest, etc.)	601
Membership (dues)	701
Professional Development & Research	801
Marketing & Planning (fund raisers)	901
Expenses Cost Centers	
Board of Directors	100
Newsletter	200
Finance	600
Committees Cost Centers	
Program	300
Legislation	400
Bylaws	500
Membership	700
Professional Development & Research	800
Marketing and Planning	900
Recruitment and Retention	1100
Finance	xxxx
Nursing Leadership Academy	xxxx
Expense Accounts	
Printing	010
Mailing/Postage	020
Telephone	030
Travel	040
Purchased Services	050
Speaker fees/Honorariums	060
Hotel & Banquet	070
Meals	080
Miscellaneous	090

Developed 8/93

Revised 9/85, 1/86, 2/86, 7/86, 3/87, 4/88, 4/89, 4/90, 4/91, 4/92, 2/93, 2/94, 2/95, 3/96

(combined WCNM), 2/97, 11/97, 11/99, 7/00, 3/02, 8/03, 4/05, 4/08, 2/10, 2/11, 4/12, 4/14, 6/16, 6/17.