

CONSTITUTION AND BY-LAWS OF OOPNE

CONSTITUTION

MISSION

The mission of the Ohio Organization of Practical Nurse Educators is to advance excellence in Practical Nursing education by supporting, promoting, fostering and advocating.

ARTICLE I—NAME

The name shall be the Ohio Organization of Practical Nurse Educators.

ARTICLE II—OBJECTIVES

The Objectives of the Organization shall be to:

1. Actively support Practical Nursing and Practical Nurse education.
2. Promote the professional growth and development of practical nurse educators in educational and practice settings.
3. Foster collaboration among nurses to enhance nursing education and practice.
4. Advocate for the Practical Nursing profession within the community.

ARTICLE III—MEMBERSHIP

The voting membership of the organization shall consist of current coordinators/ directors and faculty members of Ohio schools of practical nursing. Non-voting members include advocates/ consultants directly involved with practical nursing in Ohio. Retired individuals may continue as honorary members without voting privileges. All members must be registered nurses.

ARTICLE IV—OFFICERS

The officers of the organization must be current coordinators, directors or faculty of Ohio schools of practical nursing. The officers shall be the President, the Vice-President, the Secretary, and the Treasurer.

ARTICLE V—MEETINGS

The meetings shall be held semi-annually and for special reasons at the call of the President.

ARTICLE VI—QUORUM

The quorum shall consist of 20% of the current voting members..

ARTICLE VII—AMENDMENTS

- SECTION 1 The constitution may be amended by a majority vote of the membership at any regular meeting, at a special meeting called for this purpose, or by mail or electronic ballot.
- SECTION 2 A copy of the proposed amendment shall be sent to each school in advance of the time they are presented.

BY-LAWS

ARTICLE I—DUTIES OF OFFICERS

- SECTION 1 The duties of the officers shall be as implied by their respective titles and as specified by the By-Laws. All officers are volunteers and are by no means compensated financially during their term of office.
- SECTION 2 The President shall preside at all meetings. He/she shall have the power to call special meetings and to appoint committees including a Nominating Committee of three members. He/she shall be an ex-officio member of all committees and shall have the power to vote. The President shall provide an agenda at the time of the meetings. The President shall be the second signatory for the organization.
- SECTION 3 The Vice-President, who shall be the President-elect, shall assume the duties of the President in his/her absence or inability to serve. The Vice-President shall be the chairperson of the Planning Committee.
- SECTION 4 The Secretary shall keep minutes of the meetings and submit them to the President and the members for correction and approval. All meeting minutes shall be retained in an electronic format for a minimum of seven (7) years. The secretary shall prepare correspondences as a representative of the organization. Vacancies in committee chair positions shall be filled by the secretary as chair as directed by the President.
- SECTION 5 The treasurer shall maintain books, records and membership rosters and maintain compliance with IRS regulations, including annual tax filing. The treasurer shall collect monies and pay bills as directed by the President, the Executive Committee, and/or the organization. There shall be a bimonthly compilation of fund reports to the officers for approval and

signature. The treasurer shall maintain an annual budget in an electronic spreadsheet format. The checkbook and other financial records, including invoices and receipts, shall be made available upon the request of the Executive committee. All financial records shall be maintained by the Treasurer for a minimum of seven (7) years.

ARTICLE II—ELECTION OF OFFICERS

The officers shall be elected by secret ballot biennially at the Spring meeting of the membership. The Vice-President and Treasurer shall be elected in even years and the Secretary shall be elected in odd years. Additional nominations may be made from the floor with prior written consent of the nominee. Officers are elected by a majority vote of voting members present after a quorum has been established. No proxy or electronic voting is permitted for election of officers. All officers shall be elected to terms of two years and may serve a maximum of three consecutive terms.

ARTICLE III—SUCCESSION OF OFFICERS

- SECTION 1 The Vice-President shall assume the duties of the President in the event of a vacancy.
- SECTION 2 If a vacancy occurs among elected officers, the Executive Committee shall fill the vacancy with an existing officer or committee chairperson until an election is held to fill the unexpired term.
- SECTION 3 Officers who fail to execute the duties of the office or due diligence of the office may be removed from office by the remaining Executive officers after discussion and decision.
- SECTION 4 Any officer of the organization can resign from their position by providing written notice to the President and, unless otherwise specified in this notice, the acceptance of this resignation will not be necessary to make it effective.

ARTICLE IV—COMMITTEES

- SECTION 1 All committee chairpersons and members are volunteers and are by no means compensated financially during their term of office.
- SECTION 2 Standing Committees shall be formed and recognized biennially and shall consist of the following:
- a. Legislation and By-Laws Committee
 - b. Public Relations Committee

- c. Education Committee
- d. Executive Committee
- e. Communications Committee
- f. Planning Committee

SECTION 3 Functions of the Standing Committees

- a. Legislation and By-Laws
 1. Engage in research as related to legislation and legal issues pertaining to the practice of nursing, practical nurse education, practical nurse educators and health related issues.
 2. Recommend to the Executive Committee and the membership, action to be taken regarding issues and legislation pertaining to the practice of nursing, practical nurse education, practical nurse educators and health related issues.
 3. Biannually, in uneven years, and at the direction of the Executive Committee, review the organization's Constitution and By-Laws. Recommend any needed changes to the Executive Committee.
 4. Prepare letters of support for legislative issues as a representative of the organization.
 5. A report will be presented to the membership at the spring and fall meetings.

- b. Public Relations
 1. Provide new member packets, membership pins and gifts at conferences.
 2. Conducts fundraising activities.
 3. Recognition of OOPNE members as appropriate.
 4. Maintains organizational archives and updates history.
 5. A report will be presented to the membership at the spring and fall meetings.

- c. Education
 1. Identify potential topics and presenters for the Spring and Fall conferences and make recommendations to the Planning Committee.
 2. Apply for and secure continuing education units through Ohio Board of Nursing approved providers as directed by the Executive Committee.
 3. Receive and review scholarship applications and make recommendations to the Executive committee for scholarship awards.

4. A report will be presented to the membership at the spring and fall meetings.

d. Executive

1. Membership will be composed of the President, immediate past president, the Vice-President, Secretary, Treasurer and the Chairperson of the standing committees.
2. Conducts the business of the organization, reviews committee goals, and presents them to the membership.
3. Has authority to make emergency policy decisions between regularly scheduled meetings, and authorize emergency expenditures of funds not to exceed \$1000.00.
4. Meets prior to the biannual meetings and other times as needed. Executive members attending a meeting may be reimbursed for mileage, lodging and meals with proof of expenditure. Mileage will be verified using a web-based map and will be calculated based on the current IRS rate.
5. Approve the yearly budget for the organization, prepared by the Treasurer.

e. Communications

1. Promotes communications regarding Practical nursing, Practical Nurse educators and Practical Nursing students with the public and other nursing and health organizations.
2. Prepare and disseminate a newsletter at least twice a year to the membership.
3. Promote networking and communication among the membership.
4. Update and maintain the organization's webpage.
5. Notify members of meetings.
6. A report will be presented to the membership at the spring and fall meetings.

f. Planning

1. Confirm places, dates and arrangements for fall and spring meetings.
2. Procure exhibitor/ vendor support for OOPNE meetings.
3. Plan programs, food, menus, etc. with member(s) of OOPNE Executive Committee.
4. The Vice-President shall chair the Planning Committee.
5. A report will be presented to the membership at the spring and fall meetings.

SECTION 4 Ad Hoc Committees

- a. Nominating Committee: The President shall appoint three (3) members to a Nominating Committee to prepare a slate of officers prior to time for the election of officers.
 1. Report vacancies of officers and committee chairs to the membership.
 2. Accept nominations from the membership by any means deemed appropriate prior to developing the ballot.
 3. Determine member's interest in serving as an officer or committee chair.
 4. Prepare a slate of candidates for the officer's position to be filled, in the form of a ballot.
 5. Count votes.

ARTICLE V—MEETINGS

The organization shall meet in the spring and fall of each year. The spring meeting which will be deemed the "Spring Conference" and the fall meeting which will be deemed as a deans and director's meeting. Times and places of the meetings will be determined by the executive committee.

ARTICLE VI—DUES

The Executive Committee shall recommend changes to the dues to be voted upon at the spring meeting.

SECTION 1 The membership year shall be January 1 to December 31.

ARTICLE VII—FISCAL YEAR

The fiscal and membership year shall be January 1 to December 31.

ARTICLE VIII—AMENDMENTS

SECTION 1 These By-Laws may be amended by a majority vote of those voting members present at any regular meeting, or at a meeting called for this purpose, once the proposed amendments have been approved by the Executive Committee.

SECTION 2 A copy of the amendments proposed shall be provided to each member in advance of the time they are presented.

ARTICLE IX—PARLIMENTARY AUTHORITY

Robert's Rules of Order, Revised Edition, shall govern the Organization in all cases which they are not inconsistent with the Constitution, By-Laws, or special Rules of the Organization.

SECTION 1 Parliamentarian shall be appointed biennially at each business meeting.

ARTICLE X—FINANCIAL ACCOUNTABILITY & AUDIT

Accountability shall be maintained through bonding of the Treasurer and the President. A second signatory is required for any single expenditures greater than \$500. There shall be an audit or compilation of OOPNE financial records every two (2) years in the uneven year, by a certified auditor. The cost of the audit shall be paid from OOPNE Treasury. The report of the audit shall be forwarded, within 90 days, to the secretary of the organization and retained for a minimum of seven (7) years.

Revised May 2001
Revised May 5, 2004
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Correction of typographical error September 2010
Revised October 2010
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Revised May 2015
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