INDIANA ORGANIZATION OF NURSE EXECUTIVES

RULES AND REGULATIONS

ARTICLE I – MEMBERSHIP

1.1 Eligibility

1. Membership in Indiana Organization of Nurse Executives (IONE), hereinafter referred as the Organization is a personal membership, not an institutional membership.
2. Eligible nurse leaders in all practice settings who are not Organization members may

be forwarded annual invitations for membership.

C. Additional memberships in IONE may be entered into by Affiliate members and Industry Partners only as established in the Organization Bylaws.

1.2 Applications for Membership

1. New applications will be sent to Indiana Hospital Associations (IHA) in c/o Indiana Organization of Nurse Executives’ Executive Director.
2. Any incomplete application will be returned to the applicant.
3. Any application with questionable qualifications will be submitted by the Executive Director to the Board of Directors, hereinafter referred to the Board, for approval.
4. All applications will be processed within thirty (30) days of receipt with the exception of those which need to be reviewed by the Board.
5. IHA Liaison
6. Processes new membership and associate applications.
7. The Liaison assembles a new member packet and sends to Executive Director for cover letter signature and forwarding a copy of the cover letter to the District President.
8. Receives membership and associate renewals submitted from members in good standing and processes the renewal.
9. Distributes first renewal notice by December 15th of each year.
10. Distributes second renewal notice by April 1st of each year.
11. Deletes from membership roster the names of members and associates whose dues are not received at IHA office by June 30th.
12. Distributes cancellation notice to people deleted from the membership list.

1.3 Eligibility Status Change

1. If a change of position to another institution occurs and membership eligibility is

maintained, the membership is retained without additional dues assessment.

1. Membership in the Organization shall not be transferable to another person.
2. A Full Member or Associate Member who, because of a change in position, sabbatical, leave of absence or unemployment does not continue to meet the criteria for Full Member or Associate Members in the Organization, shall be allowed to continue membership in the same category for two (2) additional dues periods.

1.4 Termination of Membership

1. Termination of membership for non-compliance with bylaws requires a majority vote of the Board of Directors.

1.5 Voting

1. Voting at Annual Meetings
2. Only members of the Organization who are present and in good standing shall be entitled to one (1) vote each.
3. Voting will be by means of a verbal and/or hand count.
4. Ballots shall be destroyed at the end of the annual business meeting
5. Election of Officers
   1. See IONE Bylaws, Article VIII, Section 3. A.
6. Voting
7. In all instances of voting, the Board of Directors may utilize electronic means when deemed appropriate.
8. Between scheduled business meetings, the Board may refer to the members, any issue of importance affecting the Organization.
9. The ballot will be provided to each member no less than thirty (30) days prior to the return notice.
10. The votes shall be tabulated by the secretary and reported to the Board of Directors.
11. The results of the vote shall be communicated to the membership by the President.
12. A majority vote of those ballots returned shall determine the results.

ARTICLE II – DUES

2.1 Payment of Organization Dues

1. Annual dues will be determined by the Board prior to the annual meeting.
2. Annual dues per membership category will be rounded to the nearest dollar.
3. Payment of Dues
4. See Rules & Regulations, Article I, 1.2 E, 2, 3, 4, 5, and 6 for scheduled of renewal notices and dues payment(s).
5. No portions of the dues shall be refundable or transferable because a membership

is terminated for any reason.

ARTICLE III – IONE DISTRICTS

3.1 Composition

1. District boundaries will be determined by the Board of Directors based on input from the membership. Elements for consideration of boundaries may include geographical relationships, common market area, IHA district structure, number of participating hospital in the area, etc. (Present districts include: Northern, Northeastern, Midwestern, Eastern, Central Southwestern, Central, Southeastern, and Southwestern.)

3.2 District Bylaws

1. IONE districts shall submit a copy of current district Bylaws to the Chairperson of the IONE Bylaws Committee as any revisions are made. District Bylaws shall not be in conflict with IONE Bylaws, Rules and Regulations.
   1. District Presidents
2. District elections for officers shall be held prior to November 1 of each election year.
3. District Presidents will report the results of the district elections to the President of IONE prior to November 1st of each year.
4. District President-Elect and President will participate in the transitional Board meeting for orientation and transition of authority.
5. District Presidents must be voting members of IONE.
6. District Presidents become voting members of the IONE Board of Directors. (Bylaws – Article VII – Section 1.)
   1. District Meetings
      1. District Bylaws shall reflect a minimum requirement of quarterly district meetings.
      2. District activities shall be reported at IONE Board meetings.
   2. District Annual Report
7. District Presidents shall submit the written district annual report to the IONE President thirty (30) days prior to the annual meeting. The district annual report will be included in reports distributed and or reported at the IONE annual meeting.
   1. District Membership Lists
8. The district President is responsible for maintaining an up-to-date membership list for the district.

ARTICLE IV - AFFILIATIONS

4.1 Indiana Hospital Association

1. IONE Representation
   1. The President or designee of IONE is a standing member of the Council on Workforce Development and Council of Quality and Patient Safety.
2. IHA Liaisons
   1. The IHA liaisons to IONE work cooperatively with the Organization Board of Directors to oversee organizational operations.
3. Central Depository
   1. The IHA will be the depository for the original copies of all meeting minutes and other papers of the Organization to provide an on-going reference to those decisions/actions of the Organization. It is the Executive Director’s responsibility to provide records to the central depository at the end of every president’s term.

4.2 Other Organizations

1. The President will approve or appoint all representatives to other organizations.
   * + 1. The representative shall provide a report to the Board as appropriate.
2. The Board, at its discretion, may participate with a new organization for informational purposes and subsequently may recommend continued association or affiliation to the membership at the annual business meeting.
   1. The Board will review participation with current affiliations or associations annually and will recommend to the Organization continued participation as appropriate.
   2. The President will appoint a board member to represent the Organization as appropriate.

ARTICLE V – BOARD OF DIRECTORS

5.1 Conduct of Meetings

1. The President shall preside as chairperson of the Board.
   1. In the absence of the President, the President-Elect shall preside.
2. Meetings are held at least quarterly to conduct the affairs of the Organization. A calendar of meetings will be distributed in January each year.
3. Board Members attend/participate in a minimum of 50% of scheduled Board meetings. Failure to meet the standard may result in replacement of Board position.
4. Members are notified at least three (3) weeks in advance of regularly scheduled meetings.
   1. Meetings of the Executive committee may be called at the discretion of the President.

5.2 Functions

1. Develops and approves Organization Strategic Plan inclusive of mission, values and goals at the annual board retreat in January.
2. Approves committee chair appointments as presented annually.
3. Rules and Regulations are established, reviewed, and revised as necessary.
4. Agenda for the annual business meetings is prepared by the President with input from members of the Board. The agenda is presented to the Board at the October meeting for affirmation.
5. At each meeting and annually, the Board shall receive a financial report from the Treasurer and shall be responsible for monitoring the financial status of the Organization.
6. Identifies and defines nursing practice/health care issues. Develops position statements related to identified issues that reflect IONE perspective.
   1. Any Organization policy or position statement adopted for public presentation shall be compatible with official IHA position.
   2. The President will act as the official spokesperson for IONE in collaboration with board members relative to the subject matter.

5.3 Responsibility of District Presidents as Board Members

1. Provide two-way communication between district and state associations.
2. Ensure that minutes of the district meeting are distributed to the district members.
3. Develop and maintain open lines of communication with other individuals and groups within the community where there are mutual interests, and report as necessary to the Board regarding these activities.
4. Submit a written annual report to the President of IONE thirty (30) days prior to the annual business meeting.
5. Attend board meetings at least 50% of the time and attempt to send a replacement if unable to attend Board meeting.
6. Establish notification system. See Rules and Regulations, Article VII, section 7.6 B 3.
7. Submit the name of the District President for the coming year to the President of IONE.
8. Other duties as designated by the Board.

ARTICLES VI – OFFICERS AND EXECUTIVE DIRECTOR

6.1 Presidential Responsibilities

1. Acts as the official spokesperson for the Organization.
2. Submits recommendations for committee appointments to the Board prior to assuming responsibility of President in January.
   1. Confirms committee appointments distributing the approved committee chairs, co-chairs, membership, and committee charge.
3. Represents the Organization as needed in matters related to the American Organization of Nurse Executives (AONE) and other appropriate organizations.
4. Schedules and develops annual calendar for Board of Directors and Executive Committee.
5. Presides at all Board of Directors and Executive Committee meetings and develops agenda to facilitate conduct of business.
6. Annually develops the Organization Strategic Plan in conjunction with the Board of Directors.
7. Prepares the agenda for the business meeting with input from the Board of Directors.
8. Delivers the State of the Organization address at the annual business meeting.
9. Conveys concerns and recommendations to the Board of Directors and/or appropriate committee for study and resolution.
10. Collects reports for the annual Board meeting.
11. Ensures appropriate information is distributed to membership thirty (30) days prior to the annual meeting.
12. Reports status of membership at Board meetings and at annual meeting

6.2 President-Elect Responsibilities

1. Assumes duties of President in his/her absence (Rules and Regulations, Article VI – 6.1).
2. Attends Board, business, and education meetings of the Organization.
3. Collaborates with the President in the development of the Organization Strategic Plan.
4. Delivers new President’s acceptance speech at the time of installation during the annual meeting.
5. Assists President as requested.
6. Maintains current knowledge of the activities of AONE and other appropriate organization.

6.3 Past President Responsibilities

1. Serves as Nominating Committee Chair.

6.4 Secretary Responsibilities

* 1. Thirty (30) days after completion of the term of office, all records must be turned over to the newly elected Secretary.
  2. Submits draft of Board meeting minutes within two (2) weeks of meeting to President for approval.

6.5 Treasurer Responsibilities

1. Receives requests and tracks reimbursements of expenses incurred by the Executive Director. Approves reimbursements according to IONE Rules and Regulations and forwards to IHA liaison prior to annual business meeting.
2. Develops and maintains a system of checks and balances with IHA liaison/Executive Director for Organization receipts and disbursements.
3. Prepares proforma budget in tandem with Executive Director for the Organization and submits for Board approval prior to the annual meeting.
4. Sends any request for reimbursement of expenses, payable to the Treasurer, to the Executive Director for approval prior to forwarding to IHA for reimbursement.
5. Expenditures and Reimbursement
6. Organization members authorized by the President and/or Board who incur expenses for the Organization may be reimbursed for postage, stationery supplies, duplication, and phone calls.
7. The President shall be reimbursed for reasonable actual expenses, mileage and parking at the IRS approved rate for all state and national meetings.
8. Board of Directors shall be reimbursed for mileage and parking for Board meetings and will have expenses paid for the January planning meeting.
9. Committee members shall be reimbursed mileage and parking. Meals may also be reimbursed at the discretion of the committee chair.
10. Other persons authorized by the President/Board to travel on IONE business shall be reimbursed for reasonable actual expenses, mileage and parking.
11. The President and/or designated board member(s) officially representing the Organization at another organization’s meeting may be reimbursed for expenses incurred and not paid by the individual’s employer.
12. Speakers or program participants to another organization or IONE meeting shall have prior Board or presidential approval for IONE reimbursement of expenses incurred and not paid by the inviting Organization or the individual’s employer.
13. All requests for reimbursement shall be:
14. Submitted to the Executive Director with receipts within the thirty (30) days of incurring the expense.
15. Request shall be in writing on the IONE form, “Request for Reimbursement”.
16. President, Board, or designee(s) may authorize the incurring of expenses and shall provide the responsible person the procedure and forms for requesting reimbursement.
17. Responsibilities for financial transactions shared with IHA
18. Receives from Executive Director an authorization in writing to transfer funds to Organization funds for payment of expense.
19. Prepares financial statement for presentation at Board meetings.
20. Manages the financial transaction as directed by IONE Executive Director.
21. Prepares annual financial report in writing for Executive Director prior to the Annual Business meeting of the Organization.
22. Works cooperatively with the Organization Treasurer and Executive Director to develop and maintain a system of checks and balances for Organization receipts and disbursements.

6.6 Responsibilities of Executive Director

1. Distributes meeting minutes, agenda, and appropriate information to Board one (1) week prior to the next Board meeting.
2. Notifies IHA liaison of any changes in dues structure prior to November 1st annually.
3. Maintains an active file on all committee reports.
4. Collects and forwards appropriate information to the central depository.
5. Maintains a record of current policies, rules and regulations and Finance Committee recommendations for financial affairs of Organization.
6. Receives interim financial reports from IHA liaison and retains files of current year’s reports.
7. Develops and maintains a system of checks and balances with IHA liaison/Treasurer for Organization receipts and disbursements.
8. Prepares and reports actual YTD comparison to budget for each Board meeting.
9. Prepares proforma budget in tandem with Treasurer for the Organization and submits for Board approval prior to the annual meeting.
10. Receives requests and tracks for reimbursements of expenses incurred by the Organization members. Approves reimbursements according to IONE Rules and Regulations and forwards to IHA liaison prior to annual business meeting.
11. Receives financial report from IHA liaison prior to annual business meeting.
12. Refers unauthorized requests or requests in excess of $100.00, not covered by rules and regulations, to Board for decision.
13. Works with Hall-Render liaison on financial documents, which need to be submitted and processed for tax filing purposes. This is submitted annually.
14. Sends any request for reimbursement of expenses, payable to the Treasurer, for approval prior to forwarding to IHA for reimbursement.
15. Updates and authorizes payment for website maintenance and updates.
16. Authorizes payment for Organization liability and Director and Officers liability insurance.
17. Orients new members at the annual meeting.
18. Creates the draft Organization Annual Report and facilitates editing and finalization with the Public Relations Committee.

6.7 Responsibility of Board Member as appointed

1. Oversees Scholarship Committee.
2. Liaison to affiliate organizations.

ARTICLE VII – COMMITTEES

7.1 Committee Guidelines

1. All committees may have a Board–appointed member to serve in an ex-officio capacity. The Finance and Nominating Committee chairs have voting privileges on their respective committees.
2. All committees will include:
   1. Representation of multiple healthcare organizations.
   2. A chairperson on only one (1) standing committee during any given year.
   3. Equitable geographic distribution shall be encouraged.
3. Effective date of committee appointment shall be January.
   1. Appointments to be finalized by December 15th prior to effective date.
4. A letter of confirmation of appointment to committee is sent to the committee chairperson, with committee membership and committee charge.
5. Members attend meetings at least 50% of the time. Failure to meet that standard may result in replacement on committee.
6. Committee chairperson is responsible for maintaining and submitting minutes to the Executive Director.
7. Committee chairperson is responsible for maintaining documents defining the operations of the committee. Appropriate documents are passed on to the incoming chairperson at the transition meeting.

7.2 Finance Committee Responsibilities

1. Prepares operational budget based on past experience and anticipated Organization activities for ensuing year and submits to Board prior to Annual Business meeting to include:
2. Fixed and variable income and expenses.
3. President’s expense allowance.
4. Dues recommendation for coming year (Bylaws Article IV – Dues).
5. Other anticipated special items (Example: publications, website, newsletter, logo, etc.).
6. IHA expenses to the Organization.
7. Monitors and plans for expenses by month and/or year.
8. Prepares Finance Committee Report for Annual Business meeting.
9. President/Board will provide direction to the committee annually for Organization needs.

7.3 Program Committee Responsibilities

1. The Program Committee is responsible for the planning, formulation and implementation of the Organization’s own educational and business meetings.
2. Educational meetings of the Organization may have contact hour approval.
3. Liaison with Finance Committee, Treasurer, and Executive Director to formulate a budget for each event.
4. Facilitates and promotes networking through joint meeting endeavors with districts, other health-care related organizations, associations and the nursing educators within the State.
5. The Program Committee in consultation with the Board of Directors shall select program themes and topics.
6. Develops the program.
7. Selects sites for educational and annual meetings.
   1. Plans and sets tentative dates and locations at least 12 – 18 months in advance of meeting.
8. Arranges for speakers, panelists, moderators, accommodations and sets the fees for the benefit of the Organization.
9. Meets and/or confers on an as needed basis with committee members.
10. Prepares for or distributes promotional meeting materials in conjunction with IHA and/or other interested groups.
11. Arranges for hospitality room.
12. Arranges for the parliamentarian for annual business meetings, if requested by President.
13. Arranges for Past-Presidents luncheon at annual business meeting including sending out invitations, obtaining recognition gifts, and introducing Past-Presidents.
14. Submits request for honorarium for speakers in advance of educational sessions.
15. Obtains recognition plaque for outgoing President and other recognition plaques.
16. Provisions for waiver of registration fees for the Organization’s conferences are not usual and customary. Requests for a waiver of these fees must be submitted to the Board of Directors of the Organization for their approval prior to the established deadline for meeting registration.
17. Provides financial summary for each event.

7.4 Nominating Committee Responsibilities

1. The Nominating Committee meets to identify and confirm persons to serve, and as necessary, to compile the slate.
2. After verbal acceptance is received for all positions, the chair person shall send a cover letter to each candidate requesting:
3. His/her signature on a “Letter of Consent”.
4. Completion of “Candidates Professional Information Form”.
5. Personal photograph (billfold size).
6. Nominating chairperson shall compile candidates’ information with a prepared slate for distribution to each voting member of the organization approximately thirty (30) days prior to the annual meeting.
7. The chairperson shall present the slate of candidates to the business session at the annual meeting.

7.5 Bylaws Committee Responsibilities

1. Reviews and makes necessary changes to the Bylaws and Rules and Regulations as directed by Board.
2. Reviews Board of Directors and the Organization Annual Minutes to include approved decision/actions of the Board and Organization.
3. Reviews AONE Bylaws and recommends revisions for IONE Bylaws if appropriate.
4. Provides written recommendations for the ensuing committee.
5. Presents proposed bylaw revisions to Board of Directors for input prior to annual meeting.

7.6 Legislative Committee Responsibilities

1. The President/Board shall identify appropriate proactive stances on legislative matters.
2. The chairperson in coordination with the President/Board:
3. Monitors and strategizes legislative activities with legislators and other agencies, such as IHA, Indiana State Nurses Association, etc.
4. Testifies before the legislature as appropriate.
5. Establishes and implements an all member notification system utilizing appropriate method based on time constraint.
6. Requests input from all Organization members with regard to proposed and enacted legislation.
7. Reports to Board on activities and passage of legislation.

7.7 Public Relations Committee Responsibilities

1. Responsible for providing and implementing a process to enhance recruitment in accordance with the mission which includes leadership from all practice settings, recognition, and identification of new members.
2. Provides a list of new members to the Program Chair for recognition at spring/fall meetings.
3. Collaborates with the Executive Director to create, update, and publish the Organization annual report
4. Collaborates with the Executive Director to create, update, and publish an information-recruitment brochure to be available for distribution at state and local IONE events.
5. Creates, publishes, evaluates for appropriateness, and updates new member packets to be issued at the time dues are paid for new members and upon special request.
6. Submits a budget, if appropriate, to the Board each year prior to the meeting of the Finance Committee.
7. Maintains current information on the Organization website in tandem with the Executive Director.

7.8 License Plate Committee Responsibilities

1. Serves as a liaison between IONE and the Indiana Bureau of Motor Vehicles (BMV) by exchanging required information and documents regarding the Nursing License Plate Program.
2. Maintains a status of the license plate sales based on information provided by the BMV.
3. Manages the license plate fund distributions.
   1. Leads discussion to finalize license plate fund Grant recommendations at the October Board meeting.
   2. Validates presidential notification and January check disbursement to designated plate fund awardees.
   3. Receives reviews and presents to the Board the one (1) year report of license fund use and outcomes from the license plate fund recipients.
   4. Prepares License Plate Committee report for annual business meeting.

7.9 Scholarship Committee

A. Oversees the annual scholarship nomination process based on criteria set by the Board.

B. In March of each year, sends a letter to Indiana colleges and universities that offer advanced degrees in nursing leadership requesting a nomination for a scholarship eligible MSN or Doctoral candidate and to the Chief Nursing Officers/Executives of Indiana hospitals for an RN-BSN scholarship candidate.

C. Reviews and makes recommendations to either approve or deny the candidates submitted by colleges/universities.

D. Provides selection recommendations for scholarship to the August IONE Board meeting for approval.

E. Submits a check request to the Executive Director for the scholarship amount for each recipient.

F. Notifies each recipient of award and invites them to the IONE Fall Conference for scholarship presentation.

ARTICLE VIII – MEETINGS

8.1 Business Meeting

1. Attendance
   1. The business meetings may be restricted to Organization members, associates, and IHA liaison. (guests may attend the education segments of Organization Meetings.)
   2. Name badges must be visible at all meetings.
2. Rules of Conduct
   1. Quorum
      1. A quorum for the business meetings shall consist of three (3) officers, one of whom shall be the President or President-Elect (Exception: Bylaws Article VIII, Section 5 D) and not less than 33 percent of the voting members present.
      2. A registration checklist shall be used to establish the eligible membership quorum.
      3. The Secretary shall give a verbal report to the President at the beginning of the business session consisting of the number of voting members of the Organization present.
   2. Time
      1. All meetings shall start promptly at the hour designated.
   3. Motions
      1. Only voting members of the Organization may introduce motions.
      2. All main motions shall be written, signed by the maker, and immediately given to the Secretary.
      3. When a motion is made and seconded, it shall be restated by the chairperson before being addressed.
   4. Debate
      1. A member shall be entitled to the floor after she/he arises, addresses the presiding officer, gives name, and obtains recognition form the chair. Upon recognition, a member shall speak.
      2. A member shall state whether discussion is in the affirmative or negative. Discussion must be confined to the question before the group.
      3. Discussion on a motion shall be limited to two (2) minutes for each speaker. General consent shall be required if additional time is to be granted a speaker. If there is no objection to the general consent, a formal vote must be taken, and a vote of two-thirds of those present shall be required to grant the additional time.
      4. No member may speak a second time until all others who wish to speak have had the opportunity to do so.
      5. No member shall be given the privilege of the floor more than twice on the same question without the unanimous consent of the voting body.
   5. Timekeepers
      1. A timekeeper may be appointed by the President to serve at each meeting.
      2. It shall be the duty of the timekeeper to indicate to each speaker when the allotted time has elapsed.
   6. Floor Tellers
      1. Floor tellers shall be appointed by the President to count, tabulate and report votes.
      2. During a vote count, only floor tellers will be permitted to move about.
   7. Resolutions
      1. 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.
      2. Any proper resolution growing out of business proceedings may be presented by a member provided that the subject matter of the resolution is declared by the President to be in order, and subject to the approval of the parliamentarian.
   8. Parliamentary Authority
      1. The proceedings of the business meeting shall be governed by Robert’s Rules of Order.
      2. A parliamentarian will be present if requested by the President.

ARTICLE IX – AMENDMENTS OF RULES AND REGULATIONS

9.1 These Rules and Regulations may be amended by the Board of Directors at a regularly scheduled meeting by a simple majority of an established quorum. Reference Bylaws, Article XIII, Section 2.

ARTICLE X – MISCELLANEOUS RULES AND REGULATIONS

10.1 President’s Council

A council of Past Presidents of the Organization may be established to advise and assist in Organization planning and special projects.

10.2 Membership List

1. The list of Organization members will not be sent out to any agency unless so approved by the Board. IHA will maintain membership mailing list.
2. All requests for an IONE membership list will be individually reviewed by the President (or President-Elect in the President’s absence).
   1. IONE membership list may be provided to the following professional, related organizations:
      1. Graduate studies – research (Nursing)
      2. Schools of Nursing – educational interests
      3. Other nursing societies
      4. IHA affiliate societies
      5. IONE membership hospital requesting mailing list
3. To protect the privacy of our membership roster, any IONE member contacted to release the membership list will refer the request to the President.

10.3 Definition

1. The term President-designate indicates the person who will be assuming the responsibility of President at the beginning of the next term of office. This title will be in use only between the election of new officers and the next term of office.

Adopted 09/29/82, Revised 07/20/84, Revised 11/08/85, Revised 11/14/86, Revised 09/10/87, Revised 10/25/88, Revised 06/12/89, Revised 06/12/90, Revised 10/16/90, Reviewed 10/14/92, Revised 10/13/93, Reviewed 10/12/95, Revised 08/09/96, Revised 10/08/96, Revised 03/11/98, Revised 10/13/03, Revised 08/09/07, Revised 07/09/08, Revised 09/02/08, Revised 07/28/10, Revised 10/19/11,Revised 08/16/13,Revised 08/08/14, Revised 10/21/2015, Revised 10/19/16, Revised 10/19/2017