



## **ORANGE COUNTY/LONG BEACH CONSORTIUM FOR NURSING BY-LAWS**

### ARTICLE I - Name and Functions

Section 1. The name of this organization shall be the Orange County/Long Beach Consortium for Nursing, hereinafter referred to as Consortium.

Section 2. Philosophy - We believe that through cooperative planning we can provide broad educational opportunities for nurses and nursing students within this area. We affirm our continuing commitment to career mobility education. We support image building for nurses and policy-making for nursing at the local, state and national level through the collaborative efforts of nursing education and nursing service.

Section 3. The goal of the Consortium shall be to provide a forum for study, discussion, cooperative planning, and recommendations on nursing issues with respect to education, service and professionalism. The Consortium, having no authority or resources in and of itself, shall strive to be an influence in the community through responsible research, open discussion, and support of evidence-based practices essential to quality health care.

Section 4. The Consortium shall implement the above goals by:

1. Strengthening and expanding the articulated nursing education network now in effect amongst the institutions of higher education of the Orange County/Long Beach (OC/LB) area.
2. Developing collegial relationships between health care agencies and schools of nursing so as to work in a coordinated effort to address joint needs and pertinent current practice issues.
3. Providing an organizational structure to facilitate joint planning of the use of clinical facilities for educational purposes.
4. Providing a forum for the development of policies and procedures affecting clinical placements for educational purposes.
5. Providing a forum for discussion of nursing practice standards for nursing service and education in this geographic area.
6. Contributing to continuing education programs for the OC/LB nursing personnel.
7. Utilizing research and participating in research as indicated to support and inform decision-making.
8. Disseminating information via an educational platform to the public, professional organizations, and/or legislators in either written or verbal format regarding health care issues.
9. Assisting health care agencies and schools of nursing to coordinate efforts to meet regulations and accreditation standards including but not limited to: The Joint Commission (TJC), Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Department of Public Health Services (DPHS), Centers for Medicare and Medicaid Services (CMMS), Occupational Safety and Health Administration (OSHA).

## ARTICLE II - Membership

Section 1. General Membership Policy: In order to maintain the quality of clinical experiences for students in the Orange County/Long Beach area, this Consortium agrees to monitor clinical capacity and put in place policies as needed to ensure that demand does not exceed capacity limits. Therefore, as of September 6, 2007:

1. All current members shall retain their membership status in the Consortium, assuming their annual dues are paid by the established deadlines;
2. New applications for membership shall be restricted to service agencies and/or educational institutions physically located in the Orange County/Long Beach area.
3. Membership in the Orange County/Long Beach Consortium allows participating schools to be part of the clinical placement planning process but does not automatically guarantee clinical placements.
4. A clinical placement request system is used by the Consortium to determine clinical placements on an annual basis (see Article IV section 5 and the Clinical Placement Guidelines).

The categories of membership are defined as follows:

1. Agency Members
  - a. Each public and private service and educational institution offering or participating in nursing education programs in OC/LB area.
  - b. Agencies employing nurses in OC/LB area.
  - c. Professional Nursing organizations in the OC/LB area.
2. Individual Members
  - a. Individuals who are not representing an agency and who have an interest in nursing education, research, or promotion of quality health care through educational endeavors in the OC/LB area.
  - b. Honorary membership may be conferred on those persons chosen for outstanding service in their field.

### Section 2. Participation

1. Any employee of a member agency may attend and participate in general meetings.
2. All individual members may attend and participate in general meetings.

Member agencies and individual members will receive minutes of each meeting. All members must participate in one committee a year.

### Section 3. Voting Rights

1. Each member agency shall have one vote. If an agency employee holds an elected office, that member becomes the voting member.
2. Persons holding individual membership may not vote.
3. Honorary members may not vote.

Section 4. Right to hold office and serve on committees

1. Any employee of a member agency may hold office and serve on committees.
2. Individual members may not hold office but may serve on committees.

Section 5. Dues

1. Agencies regardless of the number of participating members which qualify for voting representation in the membership will be assessed an agency fee.
2. Individuals who qualify for membership will be assessed a personal fee.
3. Dues will be assessed annually
4. Fees will be determined by the Executive Committee for the following fiscal year and will be ratified by the membership at the first meeting of the year. The consortium has the ability to waive fees for agencies on a case by case basis.

ARTICLE III - Board Members

Section 1. The Board Members of this consortium shall be President, President Elect, Secretary, Treasurer, and Clinical Facilities Coordinator (appointed as per Article IV section 5).

Section 2. New Board Members shall be elected in April and installed in May in the manner described in these By-Laws.

Section 3. Board Members shall perform the duties specified in these By-Laws.

Section 4. Any office will be declared vacant if the Board Member is absent for three consecutive meetings.

Section 5. A vacancy in any office except that of the President shall be filled by an appointee of the Executive Committee, the appointee to hold office until the next scheduled election.

Section 6. The Membership/Nominations Committee will obtain nominations for the President Elect position in March. If a vacancy occurs between elections, an emergency election will be held at the next meeting of the membership committee

ARTICLE IV - Duties of Officers

Section 1. The President shall be the official representative of the Consortium. The President shall serve as President of the Executive Committee and shall conduct all meetings by a formal order of business. The President shall serve as ex-officio member of all committees with the exception of the Membership/Nominations Committee. The immediate Past-President will serve in an advisory capacity to the Executive Committee for the year subsequent to tenure.

Section 2. The President Elect shall become the President the following year. The President Elect shall assume the duties of the President in the absence of the President. In the event the President resigns, the President Elect shall assume the duties of that office to complete the current year and to include the following year.

Section 3. The Secretary shall record and keep minutes and attendance of all proceedings of Executive and regular Consortium meetings and shall send minutes to the membership no later than four weeks after each regular meeting. Guests may request minutes by submitting a written request to the Secretary. The Secretary shall maintain a current list of the membership listed by agency including the members name, title, professional affiliations, and indicating the member holding voting privileges. A current list of paid members will be issued with the minutes of the November meeting. The Secretary shall serve two years; elected office to begin on odd calendar years.

Section 4. The Treasurer shall receive and have charge of all funds of the Consortium; shall issue monies in payment of expenditures upon direction of the Executive Committee; and shall maintain records and report to the membership. A written annual report will be presented to the Consortium at the May meeting. The Treasurer shall chair the Finance Committee and shall verify taxes are filed and tax-exempt status is current. The Treasurer shall be responsible to have the fiscal records reviewed on an annual basis by the Finance Committee prior to the May meeting in order to release them to the newly elected Treasurer. The treasurer shall serve for two years; elected office to begin on even calendar years.

Section 5. The Clinical Facilities Coordinator shall be selected by vote of the membership. Should the position not be filled it will be assigned by alphabetical rotation and shall have clinical rotations and must have attended four out of six Consortium meetings the previous year and shall have clinical rotations in Orange County and/or Long Beach. This should be tracked and assigned at the discretion of the President. The Coordinator shall coordinate the utilization of clinical facilities by education programs to best meet the needs of the student, the school, and the service agency. The Coordinator shall provide oversight and direction to the clinical placement planning and approval process. Clinical placements are made according to the Clinical Placement Guidelines. The Clinical Facilities Coordinator shall serve for two years and shall provide support and orientation to the incoming Clinical Facilities Coordinator.

#### ARTICLE V - Committees

Section 1. The standing committees of the Consortium shall be: Executive, Membership/Nomination, Legislative/Research Issues, Nursing/Education/Scholarships, By-Laws, Finance, Advisory Planning, and Website.

Section 2. By-Laws governing standing committees:

1. New committee chairs shall be appointed on or before the September meeting, and assume their duties at that time.
2. The committee shall assume such duties as specified by these By-Laws and as designated by the Executive Committee.
3. Standing committee members and President shall be appointed to serve for a minimum of one year. The membership shall reflect a balanced representation from nursing service and education.
4. Absence without good cause (as determined by the Executive Committee) from three consecutive committee meetings shall constitute resignation from the committee and any other office held.
5. The committee membership must consist of two or more members.
6. The Chairperson of each standing committee shall be prepared to report to the Consortium at each regular meeting. The committee chairperson shall also present a

- written report of the committee's activities when requested by the Executive Committee.
7. The committee meetings shall be held as deemed necessary by the committee members. Any member of the committee may request a meeting. Committee meetings will be scheduled in advance and members informed of date and time.

Section 3. The Executive Committee shall be composed of the elected Board Members and Committee Chairpersons as deemed necessary by the President and shall:

1. Manage the business of the Consortium.
2. Approve chairpersons of standing committees.
3. Authorize Ad Hoc Committees not otherwise provided for in these By-Laws.
4. Identify one priority focus for the upcoming year.
5. Plan and coordinate all Consortium meetings.
6. Provide additional opportunities for networking between and among current members.
7. Serve as an official advisor and provide liaison between the Consortium and outside agencies.

Section 4. Membership/Nominations Committee shall:

1. Orient/mentor new members in the organization
2. Prepare/revise a membership brochure and new member packet.
3. Develop/implement recognition program for active member participation.
4. Recruit non-members into membership.
5. Develop/implement retention strategies for membership.
6. Prepare a slate of candidates and secure consent to serve using current membership list provided by the secretary.
7. Coordinate nomination and election of officers according to the By-Laws.

Section 5. Legislative/Research Issues Committee shall:

1. Communicate current community legislative issues.
2. Review current issues as they relate to their impact on health care.
3. Serve as a resource on nursing practice and education issues.
4. Establish a communication network with members of the legislature and other professional health care organizations to keep abreast of health care.
5. Assess, review and disseminate trends in health care delivery.
6. Identify commonalties and differences in preparation and practice of various levels of nurses (including but not limited to job descriptions and entry level competencies.)
7. Support and implement nursing research projects as recommended by the membership.

Section 6. Nursing Education/Scholarships Committee shall:

1. Exchange ideas to meet educational objectives: curriculum patterns, teaching strategies, simulation and the evaluation process.
2. Explore fiscal considerations in educational institutions and service institutions.
3. Provide a forum for discussion of "Standards for Practice" criteria for nursing service and education in this geographic area.
4. Develop a mutually agreeable list of instructor orientation requirements.
5. Explore opportunities and procedures for joint appointments.
6. Provide a speaker for the May Induction Ceremony that addresses the priority focus for that academic year.
7. Coordinate distribution of scholarship funds when available.
8. Arrange for speakers during the academic year to speak on topics relevant to consortium

meetings

Section 7. By-Laws Committee shall:

1. Review and update By-Laws as stated in Article X.

Section 8. Finance Committee shall:

1. Review the records of income and expenditures maintained by the Treasurer at least once a year prior to the May annual meeting.
2. Prepare a written statement concerning the accuracy of the records to be attached to the annual report.
3. Prepare annual financial reports for audit to be conducted by a qualified outside entity familiar with accepted accounting practices.

Section 9. Website Committee shall:

1. Provide information and support to Consortium members in navigating website resources.
2. Maintain and update documents with current forms, minutes, rosters and other membership information.
3. Support website training.
4. Recommend website changes to ensure that it is meeting membership needs.

Section 10 Ad Hoc Committee:

1. May be appointed by the committee chairperson for a specific purpose and terminated when the purpose has been accomplished.

ARTICLE VI - Nominations

Section 1. At the second regular meeting of the Consortium each year, the chairperson of the Committee on Membership/Nominations shall announce the offices of those whose terms will expire in May and will ask for nominations for these offices to be submitted no later than the November meeting.

Section 2. This committee shall be responsible for contacting suggested nominees for their verbal consent to run for office and obtaining bibliographical information for each nominee. The Membership/Nominations Committee shall prepare a ballot for offices with terms expiring that year to be announced and accepted at the regular February committee meeting. The ballot shall contain at least two nominees for each office. In the event there is not a minimum of two nominees for an office, the nominations will remain open and be accepted from the floor at the April meeting. After all reasonable efforts have been made to obtain candidates for office the nominations may be closed by a majority vote by those in attendance at the April meeting. Names of nominees shall be submitted for only one office on the ballot.

Section 3. The President's position will be filled by the President Elect. The President Elect shall alternate between nursing service and nursing education yearly.

Section 4. If the name of a member of the Membership/Nominations Committee is submitted as a suggested nominee for the ballot and the member consents to serve, said member shall resign from the committee.

#### ARTICLE VII - Elections

Section 1. The term of office for all Board Members shall be: President, President Elect one year; Clinical Facilities Coordinator, Secretary and Treasurer two years. The term of office of all Board Members shall commence at the installation of Board Members at the last meeting of the year, and shall terminate at the installation of the new Board Members to those offices.

Section 2. The elections shall be determined by ballot. Immediately following the March committee meeting a ballot for the election of Board Members shall be distributed to each paid voting member of the Consortium by the Committee on Nominations.

Section 3. All ballots shall be returned to the chairperson of the Membership/Nominations Committee no later than two weeks before the regular April meeting. The actual counting of votes must be done with a majority of the committee members present. These statistics shall be kept confidential. The committee shall be responsible for the preparation and presentation of a written slate of Board Members-elect to the chairperson of the Committee. The chairperson of the Membership/Nominations Committee shall announce the Board Members-elect at the April Consortium meeting. The ballots shall be retained until the installation of the newly elected Board Members. The outgoing President shall be informed of the election results in order to notify the newly elected Board Members and prepare the installation ceremony.

Section 4. A majority of votes cast by voting members for the respective Board Member office shall constitute an election. In a tie, the Membership/Nominations Committee shall decide the choice for Board Member office.

#### ARTICLE VIII - Meeting

Section 1. The Consortium shall meet a minimum of 5 times a year. Dates of meetings may be changed by a majority vote of members in attendance.

Section 2. Installation of officers shall be held at the May meeting.

Section 3. The order of business at the monthly meeting shall include:

- Call to order
- Introductions
- Approval of minutes
- Reports of committees
- Old business
- New business
- Announcements
- Adjournment

#### ARTICLE IX - Dissolution of the Association

Section 1. This association is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under section 501 (c) (3) of

the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law); or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

Section 2. Upon the winding up and dissolution of this association after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

#### ARTICLE X - Adoption and Amendments of By-Laws

Section 1. These By-Laws shall be reviewed at least every other year by the By-Laws Committee. This committee shall review suggestions for changes in By-Laws for the membership and shall inform the membership in writing of the proposed amendments at least one month prior to the date of the meeting when the vote will be taken.

Section 2. These By-Laws shall be adopted by a vote of the majority of voting members present at any regular meeting of the Consortium.

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