

CVNE CONSTITUTION

and

BY-LAWS

April 2015

CONSTITUTION

ARTICLE I

Name and Purpose

The name of this organization shall be the CALIFORNIA VOCATIONAL NURSE EDUCATORS (CVNE).

The purpose of this non-profit organization shall be educational and the individual members shall not derive profit from its earnings or assets. Its goals shall include: promotion of excellence in vocational nursing education, collaboration with the Board of Vocational Nursing and Psychiatric Technicians; enhancement of the art and science of teaching; supporting the role of the Licensed Vocational Nurse in healthcare; and cooperation in activities that relate to improving the health of the people of California. The scope of activities for this organization shall include the assessment of the resources and needs of vocational nursing education, and collaboration with allied professional groups, and legislators in matters affecting the practice of vocational nursing in the state of California.

ARTICLE II

Membership

Section 1—Active Members

Persons shall be eligible for active membership if they are educators who are involved in vocational nursing education. Active Members must possess a current nursing license in the state of California. Active members are entitled to all rights and privileges of the organization.

Section 2—Merited Members

Persons shall be eligible as merited members if they are former active members of CVNE who are retired from Vocational Nursing education. The CVNE defines “retired” as follows: a member who has been an Active Member for at least 5 years at the time of retirement from Vocational Nursing education, or has reached the age of 62 years and is no longer active in Vocational Nursing education, or has had a forced work retirement due to physical disability. Merited members shall be entitled to all rights and privileges of the organization. Merited members shall pay fifty percent (50%) of membership and conference fees.

Section 3–Honorary Life Members

Honorary Life Members are persons who have provided outstanding service to CVNE and have been designated as Honorary Life Members by nomination and two-thirds vote of the CVNE Board. Honorary Life Members shall be entitled to all rights and privileges of the organization. They shall pay no dues and shall pay fifty percent (50%) of conference fees.

Section 4–Associate Members

Associate members are persons whose job or interest may or may not be directly related to nursing education or who do not have all the qualifications for full membership. Associate members shall not have the right to vote or to hold office in the organization. Associate members shall pay full membership dues and conference fees.

Section 5–Student Members

Student members are persons actively enrolled in licensed nursing education programs. Student members shall not have the right to vote or to hold office in the organization. Student members shall pay 50% of membership dues and full member conference fees.

ARTICLE III Officers, Their Election, and Duties

Section 1–Officers

The elected officers of this organization include an Executive Board and a Full Board., The Executive Board shall consist of a President, First Vice President, Second Vice President, Secretary, and Treasurer. The Full Board (“the Board”) shall consist of the Executive Board and not less than four (4) Board members. Board members shall represent different geographical areas of the state.

Section 2–Term

All Board officers shall be elected to serve a term of two (2) years, with the exception of the Treasurer, who shall be elected for a term of four (4) years. The Second Vice President and Treasurer shall be elected in odd years. The First Vice President and Secretary shall be elected in even years. One half (1/2) of the CVNE Board members shall be elected each year. The First Vice President succeeds automatically to the presidency at the conclusion of the President’s term.

Section 3–Nominating Committee

The Executive Board shall appoint one Board member not on an election ballot to serve as chair of the Nominating Committee. The chair shall appoint committee members from the membership at large. This committee shall prepare a slate of proposed officers, secure the consent of each nominee, and shall publicize the slate to the membership prior to the Fall

Conference. The report of the Nominating Committee shall be read at the Fall Conference, at which time additional nominations may be made from the floor, providing the consent of the nominee has been obtained.

Section 4—Election of Officers and Assumption of Duties

The Board shall be elected at the Fall Conference. Only eligible members may vote. The election shall be conducted by anonymous ballot. The members present shall elect by majority vote. If a CVNE office shall become vacant during the term, the President, with the approval of the Board, shall appoint a person to fill the vacancy at the next meeting of the Board. If a quorum of the Board is not available to attend a face to face meeting, approval of Board appointments may be made via electronic communication.

Elections require a quorum of members to be considered valid. A quorum is defined as the number of members present at the Business Meeting. The chair of the Nominating Committee shall prepare ballots and supervise the voting process. The chair of the Nominating Committee shall count the ballots with two other CVNE members not on the election ballot and promptly report the election results to the President, who shall notify the officers and the membership of the results of the election.

Newly elected officers shall be installed during the Business meeting held at the Spring Conference, and shall assume their duties at the close of the Spring Conference. Outgoing officers shall continue their responsibilities until the end of the Spring Conference.

Section 5 Compensation

Members of the Board shall not receive any compensation for their services. Expenses of the Board members incurred in the service of CVNE shall be reimbursed at an appropriate amount as specified in the Standing Rules and shall be included in the budget.

ARTICLE IV Meetings

The organization shall have a minimum of one (1) Conference each year, the date to be established by the Board. A minimum of one Business Meeting shall be held at each Conference. The Board may call additional meetings, as the needs of the organization require. The Board shall determine specific meeting times and location with consideration given to accessibility to major airports.

ARTICLE V Amendment of the Constitution

Amendments to this Constitution may be originated by petition from ten members in good standing or by the Board. Proposed amendments/changes to the constitution shall be distributed to the members at least thirty (30) days prior to a membership meeting. Distribution of amendments and changes shall be via electronic methods.

Amendments/changes to the Constitution shall be presented to members at the membership meeting of the Spring or Fall Conference. Voting shall take place at the conference at which the amendments/changes are presented. If necessary, petitions for amendment, including exact wording of the amendment shall be presented to the Secretary at least forty-five (45) days before a general meeting. Amendments to the Constitution shall be by approval of a two-thirds (2/3) majority vote of all CVNE members in good standing at the membership meeting. Voting shall be by a show of hands. In the event of a tie or discrepancy, a new vote may be called for by the President. This second vote shall be by written ballot. Members of the organization shall be notified of any substantive changes in the Constitution via electronic notification.

ARTICLE VI Tax Exemption

Section 1–Dedication

The property of this non-profit organization is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or individual member of the organization or to the benefit of any private person(s).

Section 2–Dissolution

Upon the dissolution of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501 (c)(4) of the Internal Revenue Code.

CVNE BY-LAWS

ARTICLE I Association Dues and Other Funds

Section 1—Annual Dues

Active member	\$50.00	Merited member:	\$25.00
Associate member	\$50.00	Honorary member:	none
Student Member	\$25.00		

Annual dues shall be payable to the Treasurer at the Fall Conference, with no reduction in dues for joining mid-year.

Section 2—Political Action Fund

The purpose of the political action fund is to provide funding for legislative consultation and/or representation. Monies may be acquired from activities such as opportunity drawings and donations. Funds shall not be taken from general membership fees and shall be kept in a separate account.

Section 3—Scholarship Fund

Funds are raised through donations. Funds shall not be taken from general membership fees and shall be kept in a separate account.

Section 4—Other Funds

Funds may be raised by means of a special assessment of the members or by gifts.

ARTICLE II Duties of Officers

Section 1—Duties of the Board as a Whole

The Board shall transact the business; shall submit policies and recommendations to the general membership; shall create special committees as the need arises; and shall perform such duties as these By-Laws may require. For the purpose of continuity, the outgoing Second Vice Presidents and Treasurer shall attend the summer meeting of the CVNE Board.

Section 2—President

The President shall be responsible for administering and implementing the CVNE goals and objectives; shall preside at all meetings of the members and of the Executive Board and Full Board; shall represent CVNE to the general public and general educational groups; shall appoint all committees and assign duties unless otherwise provided for in these By-Laws or in the motion authorizing the committee; shall be an ex-officio voting member of all committees except the Nominating Committee; and shall approve all official correspondence.

The President shall serve a two-year term.

Section 3—Immediate Past President

The Immediate Past President shall serve as an ex-officio voting member of the Board and shall act as general advisor for a period of one year.

Section 4—First Vice President

The First Vice President shall automatically succeed the President at the end of the term of office. The First Vice President shall chair the Program Committee that is responsible for the Conference program; shall take an active part in planning all other CVNE functions; shall learn all the duties and tasks of the President; shall succeed immediately and automatically to the office of President if that office becomes vacant, completing the President's term and his or her own term. In the absence of the President the First Vice President, shall perform the duties of the President

Section 5—Second Vice President

The Second Vice President shall chair the Site Arrangements Committee that plans the meeting places for conference(s), all Board meetings, and any special meetings.

Section 6—Secretary

The Secretary shall keep a true and correct record of all proceedings; shall submit a written report following all Board meetings and Business Meetings. Additionally, the Secretary shall be responsible for all correspondence and other communications to members and other agencies as directed by the President or Board; shall submit all official correspondence to the President for approval; and shall chair the Newsletter Committee.

Section 7—Treasurer

The Treasurer shall receive all CVNE dues and other funds and deposit them in a bank, or banks, approved by the Executive Board; shall provide the Chair of the Membership Committee with the completed membership application forms; shall pay all bills on direction of the Executive Board; shall keep records of all monies received and expended for a period of no less than seven (7) years, or as mandated by the Internal Revenue Service. The Treasurer serves as Chair of the Finance Committee and prepares and presents an annual budget and prepares and presents a financial report at each business meeting. The Treasurer shall participate in an internal audit with a Board member at least annually.

Section 8—Board Members

When elected or appointed, a board member chairs a standing committee and assists other elected officers in the administration of this organization.

ARTICLE III

Meetings

The Board shall hold a minimum of three (3) meetings annually, scheduled at intervals during the year. Special meetings may be called by the President and/or by any four (4) members of the Board.

ARTICLE IV
Committees and Liaison Representatives

Section 1—Standing Committees

Standing Committees may include:

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| 1. Constitution and By-Laws | |
| 2. Continuing Education | 7. Membership |
| 3. Scholarships | 8. Newsletter |
| 4. Finance | 9. Nominations |
| 5. Visibility | 10. Program |
| 6. Legislation | 11. Site Arrangements |
| | 12. Website |

Standing Committees are chaired by CVNE Board members who shall assume full responsibility for the activities of that committee; shall be appointed or reappointed by the President; shall serve for two years; and may appoint members to serve on the committee.

- A. Committee members should be from as many schools as possible. The Chair shall determine the number of members.
- B. The Chair shall give a brief written or oral report of the committee's activities and recommendations for action at the Board meetings and, if requested, at the Business Meetings. The Board must approve any proposed actions of the Standing Committees that are not prescribed by the Constitution and By-Laws.
- C. Priorities for projects shall be assigned by the President. A Standing Committee may request a change of priority and give the reasons for the change at any Board meeting, either in person, by phone, or by electronic communication.
- D. Liaison Representatives shall serve as specified in the CVNE Constitution.

Section 2—Special Committees

The President, with the approval of the Board, shall appoint special Committees as the need arises. Special Committees shall serve until the adjournment of the conference for which they were appointed, or for that period of time designated by the President or Board as appropriate to the activity of the committee. Special Committees shall follow all the Standing Committee rules listed above.

Section 3—Nominating Committee

The Chair of the Nominating Committee, shall, if possible, present at least two (2) candidates for the offices of First Vice President, Second Vice President, Secretary, Treasurer and the

Board members whose terms have expired; shall select candidates with regard for equal geographic representation, including both urban and rural areas; shall present a candidate for First Vice President with previous CVNE Board experience. The Chair of the Nominations Committee shall prepare the ballots for the election of officers; shall manage the election; shall, with two other Active CVNE members, count the ballots; shall honor any requests for a report of the vote, or a recount. Within ten (10) days after an election, a candidate for office may request a report of the voting or a recount of votes. The Nominations Committee must respond to that request within the subsequent ten (10) days. If an error in the count is found, the Nominations committee must immediately report the error to the President, who shall notify the candidates involved. The chair of the Nominations Committee shall destroy the ballots forty-five (45) days after notification of the election results.

ARTICLE V

Parliamentary Authority

An Active member, appointed by the President at his or her discretion, shall act as Parliamentarian.

The rules contained in Robert's Rules of Order* shall govern the CVNE in all cases to which they are applicable, and in which they are not inconsistent with the Constitution or By-Laws of the CVNE.

ARTICLE VI

Amendment of the By-Laws

Proposed amendments to the By-Laws shall be approved by a two-thirds majority of all Board members. These amendments shall be presented in writing at one Board meeting for discussion and then voted upon at a subsequent Board meeting after a time lapse of at least ten (10) days. Members of the organization shall be notified of By-Law changes when and if they occur.

* Robert, General Henry M. Robert's Rules of Order. New York: The Berkley Publishing Group, 1967. (Originally published 1876.)