



An Affiliate of AONE

Rules and Regulations

Mission

The mission of the Utah Organization of Nurse Leaders (UONL) is to represent and cultivate nursing leadership across the continuum to improve health care throughout Utah.

Vision

The vision of the Utah Organization of Nurse Leaders is to shape the future of healthcare by elevating nursing leadership.

Section 1 - Duties of Executive Board

President

The duties of the President shall be:

1. Serve as chairperson of the Board and have the authority to conduct the business of UONL between board meetings.
2. Supervise the activities of UONL and present a report at the annual meeting, a copy of which shall be kept in the permanent files of UONL.
3. Arrange for and preside at all regular and special meetings of the membership and the Board.
4. Appoint chairpersons of ad hoc committees.
5. Serve as ex-officio member of all committees.
6. Assure that notices of the time, place, and purpose of all meetings are distributed.
7. Shall serve as a member representing UONL to AONE and will sign affiliation agreements with AONE, assure that required information is sent to AONE, disseminated information from AONE to UONL officers and members as appropriate attend any meeting called by AONE for Chapter Presidents or designate another officer to attend such meetings.
8. Participate in strategic partnership processes with local, state, or national organizations, as appropriate.
9. Represent UONL as an ex-officio member of the Utah Hospitals and Health Systems Board.

President Elect

The duties of the President Elect shall be:

1. In absence of the President, the President Elect shall assume all duties and have the authority of the President.
2. Shall be a member of the Board.
3. The President Elect automatically succeeds the President when the latter is unable to complete the term of the office.

Past President

The duties of the Past President shall be:

1. In absence of the President Elect, the Past President shall assume all duties and have the authority of the President.
2. Shall be a member of the Board.
3. Shall serve as a chairperson of the Nomination Committee.
4. Shall serve on the Membership Committee to represent the Executive Board.
5. May represent UONL as an ex-officio member of the Utah Hospitals and Health Systems Board.

Secretary

The duties of the Secretary shall be:

1. Serve as member of the Board.
2. Responsible for assuring the minutes of the meeting are recorded correctly and approved by the Board.
3. Assure that all papers, letters, and non-financial papers of the organization are preserved.
4. Assure that accurate and current lists of names and addresses of members of the organization are maintained, as well as officers, and their term in office.
5. Maintain records of election terms and terminations.

Treasurer

The duties of the Treasurer shall be:

1. Plan and formulate financial policies.
2. Develop and propose a balanced budget.
3. Review fiscal condition/performance of UONL and make recommendations to the Board.
4. Arrange for an internal audit when there is a change in Treasurer or as deemed necessary by the Board.
5. Serve as a member of the Board.
6. Responsibility for all funds of the organization and shall deposit such funds in a designated bank.
7. Submit an annual written financial statement.
8. Provide a written report at meetings of the organization.
9. Assure that an accurate list of paid members of the organization is maintained.
10. Assure that annual due notices are sent by on anniversary dates.
11. Assure that the annual affiliation fee is sent to AONE.

Executive Director

The duties of the Executive Director shall be:

1. Function as a hired employee of UONL.
2. Serve as an organizational liaison representing UONL in public and private matters with other healthcare and public organizations, serving as a spokesperson on behalf of UONL.
3. Serves as liaison and professional nursing support to the President, the Board, the Committees, and UONL members.
4. Report on duties and activities during regularly scheduled Board meetings and serve as a member of the Executive Committee of the Board.
5. Manages projects and resources to effectively and efficiently accomplish organizational work as directed by the Board.
6. Shall not be a voting member of the UONL Board.
7. Shall be a licensed registered nurse with a graduate degree in nursing or other healthcare discipline preferred. Non-RN applicants with graduate degrees in healthcare may be considered.

Administrative Assistant to UONL Board

The duties of the Administrative Assistant (by contractual agreement is not a voting member of the UONL Board) may include:

1. Maintains accurate membership list.
2. Provides notice via email to Board members of meetings.
3. Provides notice to membership of the UONL conferences.
4. Prepares agendas and minutes as requested by the UONL President and Secretary.
5. Makes travel arrangements as needed for the President.
6. Obtains office and other supplies as needed to conduct administrative work for the Board.

See: Administrative Assistant Contract is Attachment A to the Rules and Regulations.

Section 2 – Committee Duties

Nominations Committee

Composition – The committee shall consist of a chairperson who shall be the immediate Past President and other members of UONL in number as deemed necessary. Members of the committee are not eligible to become nominees of office.

Duties – The committee shall prepare a slate of consenting candidates for each Board vacancy that reflects the broad interests of UONL as well as geographic distribution. The list of candidates shall be submitted to the Board and sent out to the membership at least thirty (30) days prior to the annual meeting and the Board or designee shall send a ballot to UONL members. The committee shall tabulate the ballots and report the results at the annual meeting.

Meetings - The Nominations Committee shall meet at least annually to conduct business as necessary and will report to the Board and Business Meeting of UONL as appropriate.

Leadership Cultivation

Composition – The Leadership Cultivation Committee shall consist of a Board member as committee chair and other members with interest or expertise in designated topics.

Duties - The Leadership Cultivation Committee shall develop ideas for programs and activities that promote the objectives of UONL meet the expressed needs of the membership and increase UONL membership. The Leadership Cultivation Committee shall routinely survey the membership to identify areas for educational programs.

Meetings - The Committee shall meet at least twice a year to conduct business as necessary and will report to the Board and Business Meeting of UONL as appropriate.

Advocacy and Health Policy Committee

Composition- the Advocacy and Health Policy Committee shall consist of a Board member as chairperson and other members of UONL in number as deemed necessary.

Duties- the Committee shall review the agenda for every interim Legislative committee for activities related to healthcare and nursing. The Committee chair or representative shall submit feedback from UONL members regarding proposed legislation, shall keep Board members informed of Legislative activities, and shall represent UONL positions on Legislation in conjunction with UONL lobbyists at the direction of the Board.

Meetings-The Committee shall meet during the Legislative Session and at other times as necessary and will report to the Board and business meeting of UONL as appropriate.

Bylaws Committee

Composition - The Bylaws Committee shall consist of a Board member as chairperson and other members of UONL in number as deemed necessary.

Duties - The committee shall review the bylaws and rules and regulations on an annual basis and recommend changes to the UONL Board prior to presentation to the membership in the annual meeting. After approval of changes by the Board, the Bylaws Committee will assure that members of UONL are given a copy of the proposed bylaw changes no later than thirty (30) days prior to the annual meeting.

Meetings - The committee shall meet at least annually to conduct business as necessary and will report to the Board and Business Meeting of UONL as appropriate.

Membership Committee

Composition - The Membership Committee shall consist of a Board member as chairperson, and other members of UONL as deemed necessary. Past President shall serve as a member of the committee.

Duties - The duties of the committee shall be to develop programs to recruit and retain members and explore benefits for the members.

Meetings - The committee shall meet at least bi-annually to conduct business as necessary and will report to the Board and Business Meeting of UONL as appropriate.

Public Relations Committee

Composition - The Public Relations Committee shall consist of a Board member as chairperson and other members of UONL in number as deemed necessary.

Duties - The duties of the committee shall be to assure ongoing communication with the membership through newsletters, email and any other forms of media, developing and facilitating outreach functions, partnerships and networking.

Meetings - The Public Relations Committee shall meet at least annually to conduct business as necessary and will report to the Board and Business Meeting of UONL as appropriate.

Academic Leadership/Workforce Development Committee

Composition – The Academic Leadership/Workforce Development Committee (ALC-WD) is composed of the deans and directors of accredited and provisionally approved nursing programs in the State of Utah, or who have student-learning programs in Utah but are accredited in another state. Programs that are exploring new nursing programs may attend but do not have voting privileges until they have approved or provisional approval from the Utah State Board of Nursing. The Committee will have two co-chairs, one selected by the ALC members and one elected by UONL membership who shall represent practice. The Co-Chairs must be UONL members. The Academic Co-Chair of ALC-WD will serve as a UONL Board member for two years.

Duties – The duties of the ALC will be to foster nursing education and encourage coordination of academic nurse education issues.

Meetings – The committee shall hold regular meetings and conduct its business annually and, as it deems appropriate. The committee will report to the Board and Business Meeting of UONL annually.

Long –Term Care Association Nursing Committee

Long-Term Care Association Nursing Committee – The Long-Term Care Association Nursing Committee is composed of the Long-Term Care Nursing Leadership in the State of Utah. The Chair of the Long-Term Association Nursing Committee will serve as a UONL Board member for the length of their term of office.

Duties – The duties of the Long-Term Care Association Committee will be to foster nursing education and encourage coordination of long-term care leadership and nursing with other members of UONL.

Meetings – The committee shall hold meetings and conduct its business, as it deems appropriate and will report to the Board and Business Meeting of UONL at least annually.

Other Utah Associations of Specialty Nursing Committees

Adhoc and Ex-Office members of the Board may be added at the discretion of the Board to represent nursing leadership in other specialty organizations. Each Ex -Office member will report to the Board and Business Meeting of UONL at least annually.

DATE OF ORIGIN: April 1986

REVISED: November 1989
October 1993
October 1996
March 2005
October 2007
January 2008
December 2010
May 2012
October 2014
July 2015
October 2016
October 2017

ATTACHMENT A

Administrative Assistant Contract

Administrative Assistant to support the President and Board is an appointed position by the President with Board approval. This is an alternate choice for the Board in place of an Executive Director.

The Administrative Assistant shall:

1. Function as a hired employee of UONL.
2. Serve by appointment and may be employed in the President's place of employment.
3. Serve in a contractual appointed position by the UONL President and approved by the Board.
4. Term of employment, compensation, and reimbursement of expenses for the Administrative Assistant shall be:
 - a. **Term and Employment.** Subject to the provisions for termination set forth below in this agreement will begin the first month of the President's new term and will require 60-80 hours of work in one year's time. More hours may be negotiated if agreeable to both parties. The timeframe of employment will continue for a period of two years and may be extended.
 - b. **Compensation.** The Organization shall compensate the Administrative Assistant at an hourly rate of \$25.00 for services payable at regular intervals as bills are submitted to the Treasurer.
 - c. **Reimbursement of Expenses.** The Administrative Assistant, with approval, may incur reasonable expenses for furthering the organization's business, including expenses for office supplies, copies, and similar items. The Organization shall reimburse Administrative Assistant for all business expenses based on an itemized account of pre-approved expenditures with receipts, pursuant to Organization policy.
 - d. **Contractual Employment Agreement:** The Administrative Assistant will enter into a signed contractual employment agreement with the Board.

- e. **Performance Appraisal:** The President will conduct an annual performance review of the Administrative Assistant and present it for Board discussion and approval.