

NATIONAL NETWORK
of
HEALTH CAREER
PROGRAMS
IN
TWO-YEAR COLLEGES

OPERATIONS MANUAL

National Network of Health Career Programs
in Two-Year Colleges
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Purpose of the National Network of Health Career Programs in Two-Year Colleges (NN2)

The purpose of the organization is to promote and encourage innovation, collaboration, cooperation, and communication among two-year colleges sponsoring health career programs. An additional purpose is to express and advocate the interest of health career programs in two-year colleges and to participate in the development of policies and programs to address National Network concerns. To this end, the organization activity seeks to connect to accreditation, participate in Federal policy changes, encourage leadership development, share new curriculum models, and collaborate with other associations and organizations that play a role in health care education.

Description of the National Network of Health Career Programs in Two-Year Colleges

The National Network is a non-profit organization consisting of members who elect officers and appoint committees and who volunteer their time and services to fulfill its purposes. No part of the net earnings of this organization is used for the personal benefit of any individual member. The organization does not participate in partisan politics.

Purpose of the NN2 Operations Manual

The purpose of this manual is to provide guidelines for the operation and activities of the National Network. This manual will be reviewed by the NN2 Board every two (2) years and revised as needed.

GENERAL OPERATING GUIDELINES

GENERAL OPERATING GUIDELINES

I. Organizational Membership

A. Eligibility – Membership is open to any Individual, Organization, Association, and Corporation, interested in furthering the purpose of the National Network.

B. Categories of Membership

1. Individual Members – Any person interested in supporting the purpose and activities of this organization can become an individual member. All individual members have voting rights in National Network business matters. No other category of membership can vote. All individual members are eligible to be elected to office, elected to the Board, serve on committees, etc.
2. Sponsors – Any reputable firm, association, institution or corporation, or any subdivision thereof that desires to support the programs and activities of the National Network may become a sponsor. There are three (3) types of sponsors:
 - a. Institutional – Open to colleges and universities with certificate and two-year health career programs.
 - b. Professional Associations/Organizations – Open to any professional association or organization with an interest in two-year college health career education.
 - c. Corporate – Open to any business or corporation interested in working with two-year college health career programs.

C. Dues

1. Annual dues for Individual Membership are determined by vote of the membership at the annual business meeting upon recommendation of the Board of Directors.
2. Annual dues for Sponsorship are established by the Board of Directors.
3. Dues cover one (1) calendar year.
4. The official year for membership/sponsorship is January 1 to December 31

II. Annual Conference

A. The National Network will hold an annual conference for the general membership and sponsors of the organization.

B. Conference Host(s)

1. Conference planning, format, marketing, and coordination of implementation will be conducted by a local host college or consortium of colleges, one of which is local (see Guidelines for Planning the annual meeting for details).
2. Conference host(s) will be determined at least two (2) years in advance of the scheduled meeting date to allow for effective planning.
3. A representative of the Annual Meeting Coordinating Team will serve as an ex-officio member of the Board of Directors for a period of one (1) year to keep the Board informed of planning progress.

C. Dates

1. The annual conference will be held between the middle of September and the end of October.
 - a. Actual dates will be determined by the conference host(s).
 - b. Conference will typically begin on a Thursday morning and conclude by noon on Saturday with a Wednesday evening reception. However, the conference host(s) can utilize other days if required.

D. Conference Program

1. Details of the conference are determined by the conference host(s).
2. The following conference activities are requested to be part of the program:
 - a. Business Meeting
 - b. Committee Meetings
 - c. Norman Clark National Issues Lecture
 - d. New Members Session
 - e. Networking Time

- E. Conference Site – The National Network attempts to schedule the annual conference on a rotational basis around the country so as to better expose the organization and conference to a wide variety of locations.
- F. Budget – The National Network budgets line item money for the conference host(s) to initiate planning, pay deposits, etc. These funds are available at least one (1) year prior to the scheduled dates of the next conference.
- G. Conference Planning Guide – A detailed annual conference-planning guide is published by the National Network to assist the conference host(s).

III. Newsletter (Connections)

- A. The National Network will publish a newsletter three (3) times per year.
- B. The newsletter will be distributed to all categories of membership, associations, organizations, agencies that have a vested interest in two-year college health career education and any interested party requesting a copy.
- C. The President-Elect or Immediate Past President, working with the newsletter editor, will be responsible for the format, publication, content and distribution of the newsletter on a regularly schedule basis.
- D. Items to be published may include, but are not limited to:
 - President's Message
 - Annual Conference Reports
 - Board Meeting Reports
 - Awards
 - Election Results
 - National Network News/Activities
 - CAAHEP Update
 - Profiles of Institutional Members
 - List of Board Members and Officers
 - Membership Information
 - Committee Reports

- Submitted Articles
 - Business Meeting Minutes
 - Accreditation News
 - Evolving Issues
 - New Curriculum Designs
- E. Line item funds are budgeted for expenses associated with the publication and distribution of the newsletter.
- F. Expenses incurred to publish and distribute the newsletter will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.
- G. Contributing authors are sought from the NN2 membership, sponsors and any legitimate external source.

IV. Retreat

- A. The Board of Directors will meet annually in a working weekend retreat to plan activities, discuss business issues, develop goals and objectives for the coming year, review the annual conference and evaluations, etc.
- B. The location and actual dates of the annual retreat will be determined at the post-Annual Conference Board meeting.
- C. Major agenda items to be addressed include, but are not limited to:
- Revision of Strategic Plan
 - CAAHEP
 - Annual Conference Evaluation
 - Final Budget Revision and Approval
 - Annual Committee Objectives
 - Business Meeting Review
 - Newsletter/Website Status
 - Upcoming Events/Activities
 - Future Conference Sites
 - Organizational Collaboration Activities and Initiatives
 - Leadership Issues
 - Federal Agency Links
 - Accreditation Issues
- D. Expenses incurred for the retreat for all Board members will be paid out of a line item budgeted account. All Board Members in attendance will submit a Travel Reimbursement Form to the Treasurer within two (2) weeks following the Board meeting.

V. Commission on Accreditation of Allied Health Education Programs (CAAHEP)

- A. The National Network is authorized in the By Laws of CAAHEP to appoint five (5) Commissioners to serve as an Education Program Sponsor of the Commission.
- B. The President, with advice and counsel from the Board, will appoint representatives to serve three-year terms as CAAHEP Commissioners.
- C. The terms of the appointments will be staggered so as not to replace all NN2 representatives during one year.

- D. The President will notify the Executive Director of CAAHEP of new appointees just prior to the annual CAAHEP meeting.
- E. The National Network will solicit from its membership names of individuals interested in serving as a NN2 Commissioner.

VI. Website

- A. The National Network will establish and maintain a Website at the following address:
www.NN2.org
- B. A Webmaster will be hired to maintain and update the Website as needed.
- C. Funds to pay the Webmaster and purchase space on a server will be budgeted annually as a line item.

VII. Incorporation

- A. The name of the Corporation shall be the National Network of Health Career Programs in Two-Year Colleges.
- B. The National Network will be a not-for-profit Corporation under the laws of the State of Florida.
- C. Registered Agent – The Corporation will have a Registered Agent who will be a resident of the State of Florida.
- D. The Registered Agent shall be an ex-officio member of the Board of Directors (if not already an elected Board member).
- E. The Registered Agent, in cooperation with the Executive Director and Treasurer, will ensure that incorporation documents are filed or updated as needed and annual fees are paid as required.
- F. Incorporation fees will be a line item in the annual budget.

VIII. Board of Directors Liability

- A. The National Network will purchase and maintain Liability Insurance for the Board of Directors.
- B. The Executive Director will secure this protection and serve as the contact person for the insurance agency.
- C. Liability insurance fees will be a line item in the annual budget.

IX. Internal Revenue Service

The National Network is classified as 501(c)6 for federal income tax purposes. We are required to file federal income tax information under the tax laws.

- A. The National Network will maintain a Federal Identification Number (FIN) as required by law.

FIN: 59-3079411

- B. The President and Executive Director will ensure that NN2 will file required federal income tax documents to the IRS on an annual basis (or other required timeline).

- C. The President will authorize the Executive Director, in cooperation with the Treasurer, to secure the services of a tax consultant to guarantee NN2 is in compliance with current tax laws and the appropriate forms are filed annually with the IRS.

X. Trustees

- A. The Board will appoint two (2) past Board Members (or Officers) to serve as “Trustees” of the organization.
- B. Term – The term of the Trustee appointment is indefinite. Service is voluntary and new appointments will be made when necessary.
- C. Responsibilities
 1. The purpose of the Trustees is to investigate and make recommendations to the Board of Directors through the Finance Committee regarding long-term financial planning (investments, savings, etc.) and activities. Furthermore, the Trustees will serve as the liaison between NN2 and any brokerage firm utilized for investment activity.
 2. The Trustees will serve as members of the Finance Committee.
 3. The Trustees will meet at the Annual Meeting and communicate when necessary for investment decisions.
 4. The Trustees will prepare an annual written report on the performance of financial investments of NN2.

D. Finance Committee

1. This is an administrative committee established by the Board to monitor organizational financial performance.
2. Membership
 - Executive Director
 - Treasurer
 - Trustees
 - President
3. The Finance Committee will meet at the annual meeting to discuss financial matters and make recommendations to the Board.

XI. Committees

A. Types of Committees

1. The variety of committees will be determined by the Board as needed to conduct the business of the National Network.
2. The Board of Directors shall prescribe the rules of committee operations as deemed appropriate.
3. The following are standing committees of the National Network:
 - Emerging Issues Committee
 - Finance Committee
 - Marketing Committee

- Membership Committee
 - Nominations and Elections Committee
 - Outreach Committee
 - Annual Conference Program Planning Committee
4. The Board may, from time to time, identify issues that warrant study and a report with recommendations. The President, with the consent of the Board, may appoint an “Ad Hoc” Committee to address any special needs.
 - a. “Ad Hoc” committees will be appointed by the President with consent of the Board.
 - b. “Ad Hoc” committees will be assigned a short-term goal.
 - c. “Ad Hoc” committees will cease to exist at the conclusion of their charge.
 - d. All “Ad Hoc” committees will provide a written report to the Board at the conclusion of their assignment.

B. Appointments and Term of Office

1. Each committee will have a Board-of-Directors member liaison assigned to establish a link to the Board.
2. The Committee Chair will be selected from the committee members – not to be the Board Liaison. The Chair will serve a term of one (1) year as a voting member of the committee. The Chair can serve multiple one (1) year terms.
3. Committee membership is voluntary.
4. If a Committee Chair is unable to fulfill the responsibilities of the appointed position, he or she should notify the President immediately.
5. In the event of resignation, the President, in consultation with the Board, will appoint a new Chair person.
6. The Board Liaison will submit a list of members to the President prior to the Board Retreat.
7. The minimum committee membership including the Chair, varies from committee to committee (see Committee Profiles for details). Actual committee size is determined by interest and the nature of the committee’s charge.

C. Committee Duties and Responsibilities

1. The Board of Directors will provide to the Committee Chair the general “charge” for each committee. Determination of more detailed annual goals and objectives will be drafted by the committee and reported to the Board Liaison at the Annual Conference.
2. A minimum of one (1) committee meeting will occur at the National Network Annual Meeting each year. This meeting will be open and announced such that any NN2 member who has interest may attend.
3. Other meetings and methods used to conduct committee business (letters, e-mail, teleconference, etc.) across the year are at the discretion of the Committee Chair. It is expected that frequent communication occur between the committee members to conduct committee business and achieve its goals and objectives.
4. The Committee Chair will provide a mid-year “progress report” to the Board Liaison no later than February 1 for presentation Board of Directors winter conference call.

5. The Board Liaison should maintain a permanent committee file which should include annual membership, any committee reports presented at the Annual Business Meeting, copies of correspondence and a record of committee activities (committee meetings, conference call, e-mail correspondence, conversations, etc.). These records should also include date, persons contacted and a summary of the discussion.
6. The Board Liaison should maintain a permanent committee file relating to committee activities, goals and objectives, reports, etc. This file will be transferred to the succeeding Committee Chair.
7. The Committee Chair is responsible to annually submit an article to the Board Liaison for publication in the newsletter

D. Annual Committee Reports

1. The Committee Chair, or appointee, is expected to provide an annual written report to the Board of Directors on progress, accomplishments, etc. This report will be provided to the Board Liaison for presentation to the Board of Directors at the annual meeting pre-conference Board meeting.
2. The Committee Chair, or appointee, will make an oral committee report at the Business meeting during the annual meeting. It is also recommended that a one (1) page written summary be distributed at that meeting.
3. Written reports should include the following:
 - Name of Committee
 - Date Submitted
 - Annual Goals and Objectives
 - Review of Committee Activities
 - Suggested Future Activities
 - Recommendations or motions for Board consideration
 - Signature of Committee Chair

E. Supplies

Supplies for use by Committees are available through the Executive Director of NN2 (i.e., letterhead stationery, envelopes, etc.).

F. Committee Reimbursable Expenses

1. Funds for committee expenses are budgeted by the Board of Directors for the fiscal year.
2. Expense incurred by Committees must be approved through the Committee Board Liaison prior to expenditure.
3. A Reimbursement Form is available from the Treasurer. This form (voucher) along with receipts will be submitted to the Treasurer. Reimbursement must occur during the fiscal year in which the expense was incurred.
4. Due to the nature of some expenses (i.e. advertising) the cost may be paid directly by the Treasurer. An invoice will be required for payment. The invoice should be sent to the Treasurer with an explanation of the bill and Board Liaison approval.

ROLE OF OFFICERS/BOARD

PRESIDENT

I. An Elective Office – Elected at large from membership as President-Elect

II. Eligibility Requirements

- A. Must be a member of NN2 in good standing at the time of nomination as President-Elect.
- B. Should have served a one (1) year term as President-Elect.
- C. Should have actively participated in organizational activities including attendance at Board meetings during year as President-Elect.

III. Term of Office

- A. Two (2) years beginning at completion of one (1) year President-Elect term.
- B. The President -Elect will automatically succeed to the Presidency at the completion of the Annual Meeting.
- C. In the absence or disability of the President, the President-Elect or immediate past President will perform the duties of and have the same authority as the President.
- D. In the event of a vacancy or resignation of the Presidency, the Board of Directors will call a special election to fill the unexpired term of the vacant office.
- E. Removal from office will occur for cause by a vote of not less than two thirds of the Board of Directors.

IV. Duties and Responsibilities

The President shall:

- A. Have general charge of the affairs of the National Network, and with the Board, is vested with the charge of all properties and funds, the management of the affairs of the National Network, and shall have the authority to perform all functions not inconsistent with the activity of incorporation, and By Laws and the Operations Manual or with any action taken by the membership.
- B. Serve as Chairperson of the Board of Directors and preside over all Board meetings.
- C. Preside over the Annual Business Meeting of the National Network. This meeting will take place during the annual meeting of the National Network.
- D. The President will preside over all official meetings of the Board.
- E. The President will prepare and present a written report on the annual affairs of the National Network at the Annual Business Meeting.
- F. The President will maintain a permanent file relating to the term of office. This file will minimally include:
 - 1. Copies of all correspondence.
 - 2. Presidential Reports
 - 3. Articles written for the National Network Newsletter or other publications.
 - 4. Copies of any signed contracts or agreements with external agencies, organizations, hotels, etc.
 - 5. A list of all elected officers and Board members with dates of election and term of office.

6. A list of all committee and task force members with Board liaison assignments.
- G. Deliver the current pertinent files to the successor at the expiration of the term of office.
- H. Respond to all mail and/or electronic communication copying responses to any and all appropriate parties (Board, Executive Director, etc.).
- I. Require each Committee Chair and officer to prepare annual written and oral reports for the Board and general membership at the Business meeting conducted at the annual meeting.
- J. Annual Meeting

The President shall:

1. Assist the conference coordinator(s) in any way possible to facilitate the preparation for and implementation of the activities and events of the annual meeting.
2. Conduct the Annual Business Meeting.
3. Conduct a “New Member Orientation” workshop at the meeting.
4. Attend as many Committee meetings as possible.
5. Conduct meetings of the Board as required (see section K).

K. Board Meetings

1. The President shall call and arrange for a minimum of two (2) Board meetings per year, one of which must occur at the Annual Meeting.
2. Other meetings of the Board may be called as needed by the President or by written request of one third of the Board of Directors.
3. Location of meetings shall be determined by the President or by majority agreement of the Board. Typically, the following Board meetings are scheduled:
 - a. Annual Meeting
 - 1) Prior to the start of the Annual Meeting, the Board will meet to conduct business.
 - 2) After the close of the Annual Meeting, the Board will hold a brief meeting. This will be first meeting of the newly elected Board members and officers.
 - 3) Other called meetings may occur as needed to address important business.
 - b. Retreat – The Board will conduct an annual working retreat at a location and time agreed upon by the Board.
 - c. Other – Conference calls and electronic communication may also be used as official meetings of the Board by agreement of the Board members.
4. Request that the Secretary or designee keep minutes as the official record of the meetings.
5. Any Board member may make or record a motion.
6. All announced Board meetings will follow a published agenda approved by the Board prior to the meeting.

L. Appointments

1. Committees

- a. The President shall appoint the Committee Chairs.
- b. Each Committee shall have a Board of Directors liaison assigned to establish a link to the Board.
- c. The Board of Directors will determine Committee assignments and required reporting guidelines.

2. Representatives

- a. The President shall appoint, with the consent of the Board, members to represent the National Network.
- b. The Board will make rules as deemed appropriate for the functioning and reporting of such representative(s).

M. CAAHEP

The President shall:

1. Appoint five (5) National Network Commissioners to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as outlined in the By Laws of CAAHEP (see section L-2 above). These appointees will be Educational Program Sponsor members of the Commission.
2. Communicate the National Network appointees to the Executive Director of CAAHEP based on the staggered rotating schedule.
3. Appoint an alternate Commissioner to fill any absent Commissioner at the annual CAAHEP meeting. This individual will also be reported to the Executive Director of CAAHEP.
4. Develop a schedule to replace or reappoint National Network Commissioners on CAAHEP.
5. Develop a plan to seek nomination and election of National Network Commissioners to the Board of Directors of CAAHEP.
6. Seek to have National Network members appointed to CAAHEP standing committees or special committees. These individuals may or may not be National Network designated Commissioners, but they must be a Commissioner on CAAHEP.

N. Representation

1. The President shall represent the National Network, with Board approval, at meetings, conferences, workshops, etc. where it is in the best interest of the organization to be present.
2. The President shall be a representative of the National Network to the Health Professions Network (HPN) and will attend the bi-annual HPN meetings.
3. The President shall be a representative as council affiliate member of AACC and will be present at the fall council affiliate meeting and spring annual conference

O. Coordinate the revision and annual implementation of the organizational Strategic Plan.

P. Orient and assist the President-Elect in becoming familiar with duties of the Presidency, ongoing organizational activities, etc. so as to affect a smooth transition when term of office expires.

Q. Order bi-annual audit of National Network financial records in odd years.

V. **Reimbursable Expenses**

- A. Expenses of the President for official NN2 business, travel, conference/meeting attendance, etc. will be paid by the organization.
- B. A budget line item for Presidential business, travel, etc. will be included in the annual NN2 budget.
- C. Credit Card - The President will carry a NN2 business credit card to use for official business activities.
- D. All receipts incurred from travel, credit card, charges, etc. associated with official business will be sent to the Treasurer to verify expenses.
- E. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form to the Treasurer. Upon verification (receipts), credit card expenses incurred by the President, reimbursement will be paid by the Treasurer.

PRESIDENT-ELECT

I. An Elective Office – Elected at large from membership in each odd numbered year.

II. Eligibility Requirement

- A. Must be a member of NN2 in good standing at the time of nomination.
- B. Must be willing to serve in a Board position for four (4) consecutive years – one (1) year as President-Elect, two (2) years as President, and one (1) year as Immediate Past President.
- C. Served as a Board member or Committee Chair for a minimum of one (1) year.

III. Term of Office

- A. One (1) year beginning at the conclusion of the Annual Meeting after election.
- B. In the absence or disability of the President, the President-Elect will perform the duties of and have the same authority as the President.
- C. In the event of a vacancy or resignation of the President-Elect, the Board of Directors will call a special election to fill the unexpired term of the vacant office.
- D. Removal from office will occur for cause by a vote of not less than two thirds of the Board of Directors.

IV. Duties and Responsibilities

The President-Elect shall:

- A. Serve as a member of the Board of Directors.
- B. Attend all official meetings of the Board of Directors.
- C. Agree to serve four (4) consecutive years on the Board of Directors – one (1) year as President-Elect, automatic succession to a two-year term as President and one (1) year as Immediate Past President.
- D. With the assistance of the President, become familiar with all of the duties and activities of the Presidency.
- E. Maintain a permanent file relating to duties and activities of the office. This file will be retained until the President-Elect has completed the one (1) year term as President-Elect. At succession, the files then become part of the President's file.
- F. Become familiar with Parliamentary Procedure according to *Robert's Rules of Order Revised*.
- G. Serve as a Board-Liaison to the Annual Conference Program Planning Committee
- H. Will serve as the Newsletter editor to:
 - 1. Coordinate and publish three (3) times per year of the National Network newsletter.
 - 2. Solicit from the membership, sponsors and appropriate external entities articles advertisements, etc. for publication in the newsletter.
 - 3. Prepare an annual budget for costs associated with the newsletter. The budget will be submitted to the Board for review and inclusion in the organizational budget.
 - 4. Assist the Executive Director with distribution of the newsletter by identifying new mailing lists, organizations and associations to which the newsletter can be

distributed.

I. Installation as President

1. The President-Elect will assume the office of the Presidency at the conclusion of the subsequent Annual Meeting.
2. The new President will conduct the Board of Directors meeting at the close of the Annual Meeting. This is the first official act of the new President and will include introduction of the new Board members and Officers. In addition, preliminary plans will be made for the annual Board Retreat and assignments made to Board members regarding committees, reports, etc.

V. Reimbursable Expenses

- A. Expenses of the President-Elect for travel to NN2 activities or to activities assigned by the President to serve as an official NN2 representative are reimbursable.
- B. Travel reimbursement will be made by submitting the NN2 Travel Reimbursement Form and all receipts to the Treasurer for payment.
- C. The President-Elect will carry a NN2 Business Credit Card to use for official business activities. The President-Elect will carry the card until their term as Immediate Past President has expired.
- D. Other expenses incurred to conduct approved business of the National Network (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

IMMEDIATE PAST PRESIDENT

I. An Elective Office – Elected at large from the membership as President-Elect.

II. Eligibility Requirement

- A. Must be a member of NN2 in good standing at the time of nomination.
- B. Must be willing to serve in a Board position for four (4) consecutive years – one (1) year as President-Elect, two (2) years as President, and one (1) year as Immediate Past President.
- C. Served as a Board member or Committee Chair for a minimum of one (1) year.

III. Term of Office

The Immediate Past-President shall:

- A. One (1) year beginning at the conclusion of term as President.
- B. In the absence or disability of the President, the Immediate Past President or President-Elect will perform the duties of and have the same authority as the President.
- C. In the event of a vacancy or resignation of the Immediate Past President, the office will be filled by majority vote of the remaining Board of Directors. Any person filling this vacancy shall serve until the expiration of the term of the original Immediate Past President.
- D. Removal from office will occur for cause by a vote of not less than two thirds by the Board of Directors.

II. Duties and Responsibilities

- A. Serve as a member of the Board of Directors.
- B. Attend all meetings of the Board of Directors.
- C. Maintain a permanent file relating to duties and activities of the office. At the conclusion of the one (1) year term of office, the file will become part of the organizational archives maintained by the Executive Director.
- D. Upon assumption of the office of Immediate Past President, the files of the past two (2) Presidential years and one (1) President-Elect year will be turned over to the incoming President for review and archiving with the Executive Director.
- E. Provide advice and counsel to the President on matters and activities of the organization.
- F. Serve as Board Liaison to an assigned committee of NN2.
- G. Newsletter
 - 1. Coordinate and publish three (3) times per year of the National Network newsletter.
 - 2. Solicit from the membership, sponsors and appropriate external entities articles, advertisements, etc. for publication in the newsletter.
 - 3. Prepare an annual budget for costs associated with the newsletter. The budget will be submitted to the Board for review and inclusion in the organizational budget.
 - 4. Assist the Executive Director with distribution of the newsletter by identifying new mailing lists, organizations and associations to which the newsletter can be distributed.
- H. Prepare and submit any written reports requested by the President or Board of Directors.

III. Reimbursable Expenses

- A. Expenses of the Immediate Past President for travel to NN2 activities assigned by the President to serve as an official NN2 representative are reimbursable.
- B. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form and all receipts to the Treasurer for payment.
- C. The Immediate Past President will carry a NN2 Business Credit Card to use for official business activities. Upon expiration of the term of office, the Credit Card will be surrendered to NN2 (Treasurer).
- D. Other expenses incurred to conduct approved business of the National Network (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

SECRETARY

I. An Elective Office – Elected at large from membership in each even numbered year.

II. Eligibility Requirement

- A. Must be a member of NN2 in good standing at the time of nomination.
- B. Must be willing to serve as Secretary for two (2) years.

III. Term of Office

- A. Two (2) years beginning at the conclusion of the annual meeting.
- B. In the event of vacancy or resignation of the Secretary, the office will be filled by majority vote of the remaining Board of Directors. Any person filling the vacancy shall serve until the expiration of the term of the original elected Secretary.
- C. Removal from office will occur for cause by a vote of not less than two thirds by the Board of Directors.

IV. Duties and Responsibilities

The Secretary shall:

- A. Serve as a member of the Board of Directors.
- B. Attend all meetings of the Board of Directors.
- C. Send all copies of official meetings three (3) to four (4) weeks prior to the meeting (unless otherwise stated- see below). These include, but are not limited to:
 - 1. All meetings of the Board of Directors.
 - 2. Annual Board of Directors Retreat.
 - 3. Annual Business Meeting. Notification of the general organizational membership is required at least sixty (60) days prior to the meeting date. This notification will be included in publications and assignments of the Annual Meeting in cooperation with the Conference Coordinators.
- D. Record and prepare minutes of all meetings of the Board of Directors. The minutes should minimally include:
 - 1. Title of meeting (Fall Board meeting, Retreat, etc.).
 - 2. Place of meeting.
 - 3. Date of meeting.
 - 4. Time meeting convenes and adjourns.
 - 5. Board members present and absent.
 - 6. Names of any guests in attendance.
 - 7. Agenda for meeting (prepared by President).
 - 8. Summary of any discussion on agenda items.
 - 9. Any direction or assignments given by the Board to committees, individual members, Board members, etc.

10. All motions stated verbatim, the name of the individual who articulated it, and summary of any discussion. Likewise, the outcome of the motion entered as “Motion carried”, “motion defeated”, or “motion continued.”
11. Summary of all motions and actions taken.
12. Include all attachments, any handouts, materials, etc. submitted during the meeting.
13. Prepare a draft of the minutes within four (4) weeks for editorial review by the President and two (2) other Board members.
14. Make any needed corrections.
15. Make a copy of the minutes and distribute to each officer and Board member within sixty (60) days after the close of the meeting.

E. National Network Annual Business Meeting

The Secretary shall:

1. Record and prepare minutes of all Business Meetings.
2. Submit minutes from last Business Meeting to the general membership for approval.
3. Type a summary of the Business Meeting. The summary shall serve as the official, legal minutes of NN2. These minutes may be required by the Internal Revenue Service for review. The minutes should minimally include the following:
 - a. Title of meeting
 - b. Place of meeting
 - c. Date of meeting
 - d. Time meeting convenes and adjourns.
 - e. Reports of officers, Committee Chairs, guests, etc. These reports need not be given in detail, and if a written report is submitted, the words “written report” may be entered. All written reports should be attached.
 - f. All motions stated verbatim (correct the grammar and spelling) and the name of the individual who introduced the motion. Any discussion need not be entered into the minutes (enter the words, “discussion followed”) unless during the discussion the intent of the motion needed clarification. The clarification of the motion’s intent should be entered into the minutes. The outcome of the motion should be entered as “motion carried” or “motion defeated”. The vote of the motion is recorded on the motion sheet itself and need not be entered into the minutes UNLESS any officer or board member requests that his/her vote be recorded.
 - g. Summary of all motions and actions taken.
4. Prepare a draft of the minutes within four (4) weeks for editorial review by the President and the Board of Directors.
5. Make any needed editorial changes and mail a copy of the minutes to each member of the Board of Directors within sixty (60) days of the close of the meeting.
6. Send a copy these minutes with a summary of actions and motions to the Executive Director for inclusion in the next issue of the NN2 newsletter and for placement on the NN2 website.

F. Maintain Active Association Files (Inactive files are archived by the Executive Director) to include:

1. Copies of minutes for previous two (2) years of all official NN2 meetings.
2. An updated list of all committee members, date of appointment, and term of appointment.
3. A list of elected officers and board members, date of election, and term of office.
4. File copies of secretarial correspondence for two (2) years.
5. A file copy of all written reports presented at official Business Meetings for the previous two (2) years.
6. File of all active contracts entered into by the organization.

G. Serve as a Board Liaison to any assigned committee of NN2.

V. Reimbursable Expenses

- A. Expenses of the Secretary for travel to NN2 activities or to activities assigned by the President as an official NN2 representative are reimbursable.
- B. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form and all receipts to the Treasurer for payment.
- C. Other expenses incurred to conduct approved business of the National Network (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

TREASURER

I. An Elective Office – Elected at large from the membership in each odd numbered year.

II. Eligibility Requirements

- A. Must be a member of NN2 in good standing at the time of nomination.
- B. Must be willing to serve in the Treasurer position for two (2) years.

III. Term of Office

- A. Two (2) years beginning at the conclusion of the annual meeting.
- B. In the event of vacancy or resignation of the Treasurer, the office will be filled by majority vote of the remaining Board of Directors. Any person filling this vacancy shall serve until the expiration of the term of the original elected Treasurer.
- C. Removal from office will occur for cause by a vote of not less than two thirds of the Board of Directors.

IV. Duties and Responsibilities

The Treasurer shall:

- A. Serve as Chief Financial Officer of NN2.
- B. Serve as a member of the Board of Directors.
- C. Attend all meetings of the Board of Directors.
- D. Maintain an auditable permanent file relating to the Office to include:
 - 1. Treasurer's reports presented at Annual National Network Business Meeting.
 - 2. Treasurer's official correspondence.
 - 3. A record itemizing all accounts.
 - 4. Accurate records of all income and expenditures of NN2.
 - 5. Establish and follow policy for retention of reports.
 - a. Tax forms, spreadsheets, and all bank statements and cancelled checks, contracts to be kept indefinitely.
 - b. Receipts and other expense/income documentation. (Note: The above are required by IRS).
- E. At expiration of term of office, deliver files to successor. Inactive files are stored with the Executive Director.
- F. Deposit funds in checking accounts as designated by the Board (location of account currently in Marblehead, OH).
- G. Pay bills authorized by the Board, President or Executive Director. All bills will be paid out of the checking account.
- H. Report at Board meetings (Annual Meeting, conference calls and the Retreat) the financial status of NN2. Minimally this will include:
 - 1. Expenditures to date for fiscal year.

2. Status of all accounts:

- a. Checking
- b. Money Market
- c. Certificate of Deposit
- d. Other

3. Projected budget status for fiscal year.

- I. Process all expense reimbursement for Officers, Board members, Executive Director, appointees, etc. for authorized organizational activities. All reimbursement must be requested on the organizational Travel Reimbursement Form with appropriate receipts.
- J. Submit and present organizational financial report to the Board and membership at Annual National Network Business Meeting.
- K. Prepare a budget for the coming fiscal year to be presented at the pre-annual conference Board meeting. Budget should include line items, amount spent for previous and current year, amount projected for the coming fiscal year, and the amount of projected income.
- L. Serve as an Ex Officio member of the Finance Committee.

V. Reimbursement Expenses

- A. Expenses of the Treasurer for travel to NN2 activities or to activities assigned by the President to serve as an official NN2 representative are reimbursable.
- B. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form with all receipts, signed by the President for payment.
- C. Other expenses incurred to conduct approved business of the National Network (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

BOARD MEMBER-AT-LARGE

- I. **An Elective Office** – Elected at large from the membership. In even numbered years three (3) Board Members-at-Large are elected. In odd numbered years, two (2) Board Members-at-Large are elected.

II. Eligibility Requirements

- A. Must be a member of NN2 in good standing at the time of nomination.
- B. Must be willing to serve in a Board position for two (2) consecutive years.

III. Term of Office

- A. Two (2) years beginning at the conclusion of the Annual Meeting.
- B. In the event of vacancy or resignation of a Board member, the position will be filled by a majority vote of the remaining Board of Directors. Any person filling this vacancy shall serve until the expiration of the term of the original elected Board Member-at-Large.
- C. Removal from office will occur for cause by a vote of not less than two thirds by the Board of Directors.

IV. Duties and Responsibilities

The Board Member-at-Large shall:

- A. Serve as a member of the Board of Directors.
- B. Attend all meetings of the Board of Directors.
- C. Serve as Board Liaison to any assigned committee of NN2.
- D. Actively participate in the business of the Board and NN2 accepting assignments as designated by the President or designee.
- E. Mentor emerging leaders as assigned by the President.

V. Reimbursement Expenses

- A. Expenses of Board Members-at-Large for travel to NN2 activities or to activities assigned by the President to serve as an NN2 representative are reimbursable.
- B. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form with all receipts to the Treasurer for payment.
- C. Other expenses incurred to conduct approved business of the National Network (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

EXECUTIVE DIRECTOR

I. A Volunteer – non paid position of the National Network.

II. Eligibility Requirements

- A. Must be a member of NN2 in good standing.
- B. Must be willing to conduct duties as outlined without compensation other than payment of operational expenses and approved reimbursable expenses.
- C. Must be an individual with experience and a sound knowledge of the organization, its mission, scope of activities and philosophy. Although not required, it is preferred the individual was a previous Officer or Board Member.

III. Term of Office

- A. There is no established term for this voluntary position. The Executive Director will serve at the pleasure of the Board indefinitely.
- B. In the event of vacancy or resignation of the Executive Director, the position will be filled by majority vote of the Board of Directors.
- C. Removal from the position will occur for cause by a vote of not less than two thirds by the Board of Directors.

IV. Duties and Responsibilities

- A. Serve as an ex-officio, non-voting member on the Board of Directors.
- B. Attend all meetings of the Board of Directors.
- C. Establish and operate the National Network National Headquarters. This includes, but is not limited to:
 - 1. National mailing address
 - 2. “800” phone number
 - 3. Information distribution center responding to all inquiries
 - 4. Mailouts
 - 5. Website
 - 6. Organizational seal
- D. Respond to all inquiries regarding membership, information, contacts, etc. to promote and disseminate information about the National Network.
- E. Maintain permanent banking headquarters at a local financial institution. This will create consistency and ensure smooth transitions when NN2 leadership, Officers, and Board members change. It will also facilitate consistency in reporting, supervision and inquiries into financial operations of NN2.
- F. Maintain accurate and up-to-date membership and sponsorship lists, dues collection, membership/sponsor renewal activities and organizational mailing lists.
- G. Develop an annual budget for National office operations.
- H. Provide an annual report to the Board of Directors reporting to the membership at the Annual Business Meeting.
- I. Represent NN2 at the Health Professions Network along with the rotating President.

- J. Serve as the custodian of the organizational seal and affix it on any and all documents as directed by the President.
- K. Ensure that annual organizational incorporation documents and fees are submitted and/or updated to the appropriate officials in the State of Florida.
- L. Assist the President, Officers, and Board of Directors with any and all operational issues and activities.
- M. Maintain an organizational mailing list.
- N. Serve as a contact and resource for organizational Website maintenance and updates.
- O. Serve as chairperson of the Finance Committee.
- P. Keep a copy of all contracts involving NN2.
- Q. Maintain archive files of the National Network.

V. Reimbursement Expenses

- A. Expenses of the Executive Director for travel to NN2 activities or activities assigned by the President to serve as an official NN2 representative are reimbursable.
- B. Travel reimbursements will be made by submitting the NN2 Travel Reimbursement Form to the Treasurer for payment.
- C. Expenses incurred to operate the National office (phone, postage, equipment, etc.) will be reimbursed by NN2 upon written request to the Treasurer based on line item budgeted funds.

COMMITTEE PROFILES

EMERGING ISSUES COMMITTEE

I. An Appointed Committee – See General Operating Guidelines – Section XI

II. Eligibility Requirements

- A. See General Operating Guidelines
- B. No committee member may be an Officer or Board member-at- Large.

III. Committee Appointment and Term of Office – See General Operating Guidelines

IV. Committee Membership

- A. The recommended minimum number of committee members including the Chair will be six (6).
- B. If the Committee Chair is unable to fulfill the responsibilities of the committee, he/she should notify the President as soon as possible.
- C. The President will appoint a new Committee Chair within two (2) weeks.
- D. If a committee member resigns, the Committee Chair is authorized to appoint a replacement.

V. Committee Duties and Responsibilities

The Committee Chair, in conjunction with the appointed committee shall:

- A. See General Operating Guidelines
- B. Maintain permanent committee file. These files should be maintained by the Chair and archived with the Executive Director at the end of each year.
- C. Scan the health education arena to identify emerging trends, technology, curricula and international opportunities of importance and apprise the National Network membership and leadership.
- D. Develop goals and objectives, initiate activities outlined in the organizational Strategic Plan and facilitate the Board directed charge.
- E. Submit reports as indicated in General Operating Guidelines.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

FINANCE COMMITTEE

I. A Special Administrative Committee

II. Eligibility Requirements

- A. Must have been an Officer or Board member of National Network.
- B. Must be designated as a “Trustee” of National Network.
- C. Must be a current member of NN2 in good standing.

III. Committee Appointment and Term of Office

- A. Appointment to the committee will coincide with the elected term of office of the elected representative.
- B. The Trustees and Executive Director will serve on committee indefinitely.

IV. Committee Membership

- A. The committee will consist of the President, Executive Director and the appointed organizational Trustees.
- B. The Treasurer will serve as an “ex officio” member.
- C. The Executive Director will chair this committee.

V. Duties and Responsibilities

- A. This committee reports directly to the Board of Directors through the Executive Director.
- B. The purpose of the committee is to study and recommend to the Board sound fiscal policy and investment strategies.
- C. The Treasurer will submit to the committee a financial report as needed for utilization in determining effectiveness of the budget and to accurately make investment decisions.
- D. The committee, through the Trustees, will work with a selected Brokerage Firm to handle organizational investments.
- E. The committee will formally meet at the annual meeting and communicate throughout the year as needed.

MARKETING COMMITTEE

I. An Appointed Committee – See General Operating Guidelines – Section XI

II. Eligibility Requirements

- A. See General Operating Guidelines
- B. No committee member may be an Officer or Board Member-at-Large.

III. Committee Appointment and Term of Office – See General Operating Guidelines

IV. Committee Membership

- A. The recommended minimum number of committee members including the Chair will be six (6).
- B. If the Committee Chair is unable to fulfill the responsibilities of the committee, he/she must notify the President as soon as possible.
- C. The President will appoint a new Committee Chair within two (2) weeks.
- D. If a committee member resigns, the Committee Chair is authorized to appoint a replacement.

V. Committee Duties and Responsibilities

The Committee Chair, in conjunction with the appointed committee shall:

- A. See General Operating Guidelines
- B. Maintain permanent committee file. These files should be maintained by the Chair and archived with the Executive Director at the end of each year.
- C. Promote the National Network internally and externally.
- D. Develop goals and objectives, initiate activities outlined in the organizational Strategic Plan and facilitate the Board directed charge.
- E. Submit reports as indicated in General Operating Guidelines.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

MEMBERSHIP COMMITTEE

I. An Appointed Committee – See General Operating Guidelines – Section XI

II. Eligibility Requirements

- A. See General Operating Guidelines
- B. No committee member may be an Officer or Board member-at-Large.

III. Committee Appointment and Term of Office – See General Operating Guidelines

IV. Committee Membership

- A. The recommended minimum number of committee members including the Chair will be eight (8).
- B. Ideally, committee membership will have broad geographical representation across the nation.
- C. It is recommended that this committee divide into sub groups reflecting several areas of the nation.
- D. If the Committee Chair is unable to fulfill the responsibilities of the committee, he/she should notify the President as soon as possible.
- E. The President will appoint a new Committee Chair within two (2) weeks.
- F. If a committee member resigns, the Committee Chair is authorized to appoint a replacement.

V. Committee Duties and Responsibilities

The Committee Chair, in conjunction with the appointed committee shall:

- A. See General Operating Guidelines
- B. Maintain permanent committee file. These files should be maintained by the Chair and archived with the Executive Director at the end of each year.
- C. Recruit new or returning members and sponsors and help retain the current membership.
- D. Develop annual goals and objectives, initiate activities outlined in the organizational Strategic Plan and facilitate the Board directed charge.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

NOMINATIONS AND ELECTIONS COMMITTEE

- I. An Appointed Committee – See General Operating Guidelines – Section XI
- II. Eligibility Requirements
 - A. See General Operating Guidelines
 - B. No committee member may be an Officer or Board member-at-Large.
- III. Committee Appointment and Term of Office – See General Operating Guidelines
- IV. Committee Membership
 - A. The number of Committee members including the Chair will be a minimum of three (3) and a maximum of five (5).
 - B. If the Committee Chair is unable to fulfill the responsibilities of the committee, he/she must notify the President as soon as possible.
 - C. The President will appoint a new Committee Chair within two (2) weeks.
 - D. If a committee member resigns, the Committee Chair is authorized to appoint a replacement.
- V. Committee Duties and Responsibilities

The Committee Chair, in conjunction with the appointed committee shall:

- A. See General Operating Guidelines
- B. Maintain permanent committee files. These files should be maintained by the Chair and archived with the Executive Director at the end of each election.
- C. Conduct the annual nomination and election process for Officers and Board members of the National Network according to the schedule listed below. The following elected positions are to be promoted, opened to nominations and elected by the individual membership of NN2:

Even Numbered Year Elections

| | |
|----------------------------------|-------------|
| Secretary | 2-year Term |
| Three (3) Board Members-at-Large | 2-year Term |

Odd Numbered Year Elections

| | |
|--------------------------------|-------------|
| President-Elect* | 1-year Term |
| Treasurer | 2-year Term |
| Two (2) Board Members-at-Large | 2-year Term |

*Presidential position is an automatic succession of the President-Elect after a 1-year term.

- D. Conduct the annual election by a mail ballot from a slate of candidates determined by the committee. The election should occur at least thirty (30) days prior to the Annual Business

Meeting held at the Annual Conference with a return postmarked not later than ten (10) days of said meeting.

- E. Conduct special elections by a mail ballot from a slate of candidates determined by the committee. Any special election shall occur thirty (30) days prior to a date set by the Board of Directors with a return postmarked not later than ten (10) days of set date.
- F. Follow the established Nomination/Election Process

1. The Committee will promote the annual election by minimally:
 - a. Publishing an announcement including job descriptions in the spring issue of the newsletter calling for nominees for the upcoming elected positions.
 - b. Post an announcement including job descriptions on the NN2 Website calling for nominees for the upcoming elected positions.
 - c. Mail an announcement including job descriptions and Nomination Letter (see appendix) to the individual members calling for nominees for the upcoming elected positions.
 - d. Include a copy of the NN2 Officer – Board of Directors at Large nomination form will be included in these promotions.
2. Verify the eligibility and willingness of the nominees to run.
 - a. Mail position Job Description, Consent to Nomination Form (see appendix) and Biographical Information Form (see appendix) to all nominees by June 1.
 - b. Assure a Consent to Nomination Form and Biographical Information Form are postmarked no later than July 1.
3. Consult with the Board Liaison for help if unable to fill slate with qualified candidates.
4. Attempt to identify a minimum of two (2) candidates per elected position are available for voting. If this is not possible, unopposed candidates may be placed on the ballot.
5. Prepare the ballot (see appendix) as follows:
 - a. Ballot
 - 1) Specify direction to mark the ballot and clearly indicate return date for counting.
 - 2) List the candidates by position.
 - 3) Leave space for “write in” candidates.
 - b. Ballot Envelope
 - 1) Do not mark on envelope.
 - 2) Place ballot in envelope and seal.
 - 3) Mail self addressed, prepaid envelope by the counting deadline.
6. Mail ballots to individual membership at least thirty (30) days before the Annual Business Meeting held at the Annual Conference with a return postmarked not later than ten (10) days of said meeting.

7. Counting of Ballots

- a. Counting of all mail ballots should be completed prior to the annual meeting in order to announce winners at the Annual National Network Business Meeting.
- b. Counting will be the responsibility of the committee members. It is required at least two (2) members conduct the counts independently with the results confirming each other.
- c. Winners will be determined by a majority of affirmation votes or a plurality if there are more than two (2) candidates for any office.
- d. Tie votes will be divided by lot at the Annual National Network Business Meeting.

G. Presentation of Voting Results

1. The Board liaison will be notified of the election results by September 1 in order to publish names of new individuals on NN2 materials (directors, Websites, etc.).
2. The Committee Chair will announce newly elected officers and Board members at the Annual National Network Business Meeting.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

OUTREACH COMMITTEE

I. An Appointed Committee – See General Operating Guidelines – Section XI

II. Eligibility Requirements

- A. See General Operating Guidelines
- B. No committee member may be an Officer or Board member at Large.

III. Committee Appointment and Term of Office – See General Operating Guidelines

IV. Committee Membership

- A. The recommended minimum number of committee members including the Chair shall be six (6).
- B. If a Committee Chair is unable to fulfill the responsibilities of the committee, he/she should notify the President as soon as possible.
- C. The President will appoint a new Committee Chair within two (2) weeks.
- D. If a committee member resigns, the Committee Chair is authorized to appoint a replacement.

V. Committee Duties and Responsibilities

The Committee Chair, in conjunction with the appointed committee shall:

- A. See General Operating Guidelines
- B. Maintain permanent committee file. These files should be maintained by the Chair and archived with the Executive Director at the end of each year.
- C. Establish and implement mechanism to create links to organizations, associations, federal agencies and other entities who have a vested interest in health care and health care education issues and to collaborate where possible.
- D. Develop goals and objectives, initiate activities outlined in the organizational Strategic Plan and facilitate the Board directed charge.
- E. The committee will make recommendations to the Board whenever appropriate for organizational follow up and/or collaboration.
- F. Submit reports as indicated in General Operating Guidelines.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

BY LAWS COMMITTEE

I. An Administrative “Ad Hoc” Committee

II. Eligibility Requirements

- A. See General Operating Guidelines – Section XI-A-4
- B. Membership is open to any National Network member, Officer or Board member.

III. Committee Appointment and Term of Office

- A. All committee members will be appointed by the President with the consent of the Board.
- B. This is an “Ad Hoc” committee convened periodically to review and/or revise the organizational By-Laws.

IV. Committee Membership

- A. The number of committee members including the Chair will be three (3).
- B. At least one (1) member of the committee must be a Board member.

V. Duties and Responsibilities

- A. This committee reports directly to the Board of Directors.
- B. The committee will be charged by the Board to review or make recommendation(s) for amendment to the By-Laws based on needs of the National Network.
- C. If a recommendation for amendment is made by the committee, the proposed amendment(s) will be in proper form for inclusion in the By-Laws and submitted to the Board for approval (majority vote required).
- D. If the amendment(s) is(are) approved by the Board, the proposed amendment(s) must be approved by the membership at the Annual National Network Business Meeting.
- E. Written notice of the proposed amendment(s) will be provided in writing to the membership by the Secretary at least thirty (30) days before the Annual National Network Business Meeting. In addition, the proposed amendment(s) will be placed on the website and included in the Newsletter.
- F. If the thirty (30) day notification requirement cannot be met, the amendment(s) to the By-Laws can be presented at the Annual Business Meeting if two thirds of the members present and voting at the meeting vote to waive the thirty (30) day written request.
- G. The By-Laws committee will dissolve after it has made its recommendations to the Board.

VI. Committee Reimbursable Expenses

See General Operating Guidelines

APPENDICES

CONSENT TO NOMINATION

National Network of Health Career Programs
in Two-Year Colleges
ATTN: Nominations and Elections Committee
[Address as determined each year]
Fax: [As determined each year]
E-Mail: [As determined each year]

Dear Nominations and Elections Committee,

I accept the Nomination to run for an elected position either as an Officer or Board Member-at-Large for the National Network. I have reviewed the job description of the position. I have been nominated for and agree, if elected, to fulfill those job duties for the term.

Name: _____

Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Title: _____

Phone: () _____ Fax: () _____ E-mail: _____

NOMINATION LETTER

National Network of Health Career Programs
in Two-Year Colleges
ATTN: Nominations and Elections Committee
[Address as determined each year]
Fax: [As determined each year]
E-Mail: [As determined each year]

Dear Nominations and Elections Committee,

I nominate _____ of _____ for the
(name) (city/state)
following elected position for the National Network:

- _____ President
- _____ President-Elect
- _____ Immediate Past President
- _____ Secretary
- _____ Treasurer
- _____ Board Member-at-Large

The nominee has been informed of this nomination and will submit the required "Consent to Nomination" letter and a Biographical Information Form.

This nomination was made by:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ E-mail: _____

Signature

BIOGRAPHICAL INFORMATION

Name: _____

Nominated For (title of position): _____

Current Position (title): _____

Employer: _____

Education:

Professional Experience:

Other:

SAMPLE

NATIONAL NETWORK ELECTIONS BALLOT

NN2 Official Ballot – (year)

Instructions: In order to be counted in the official voting, this Ballot must be postmarked in the enclosed mailing envelope by (date). Please include your choice for the candidates by placing an “X” by the candidate of your choice. Please follow the instructions below for the number of votes for the candidates listed or indicate your “write in” choice in the blank line. The order of candidates on the ballot is not relevant as all names are alphabetical.

President-Elect (vote for one)

_____ Abraham Lincoln
_____ George Washington

(please print legibly)

Treasurer (vote for one)

_____ Alexander Hamilton
_____ Thomas Jefferson

(please print legibly)

Board Member-at-Large (vote for one)

_____ John Adams
_____ Teddy Roosevelt
_____ Woodrow Wilson

(please print legibly)

**National Network of Health Career Programs in Two-Year Colleges
Non-travel Expense Reimbursement Request**

| | |
|-----------------|--|
| Name: | _____ ()Member ()Non-member ()Staff |
| Address: | _____ |
| | Street |
| | _____ |
| | City/State/Zip |

Note: Original Receipts should be attached for each category or transaction.

Reimbursement Period: _____
Dates

Postage

| Date | Vendor | Purpose | Amount |
|----------|--------|---------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | |

Telephone

| Date | Vendor | Purpose | Amount |
|----------|--------|---------|--------|
| | | | |
| | | | |
| | | | |
| Subtotal | | | |

Office Supplies

| Date | Vendor | Item or Purpose | Amount |
|----------|--------|-----------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | |

Other

| Date | Vendor | Item or Purpose | Amount |
|----------|--------|-----------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal | | | |

Grand Total

| | |
|--|------------------------|
| I certify this statement is true. | |
| Signature: _____ | Date: _____ |
| For Treasurer Use Only: | |
| Check #: _____ | Budget Category: _____ |
| Date: _____ | Signature: _____ |

Instructions

1. This form is designed to provide for reporting of expenses that are not travel related but have been incurred while doing business on behalf of the NN2. Approval for these expenses must be obtained from the President, the Executive Director, or the NN2 Board. This form should also be completed when the items have been purchased with a NN2 charge card. Indicate on the form, under purpose or source, that the item(s) were charged to the NN2 card (include NN2 card account number and date of purchase). Do not include amounts charged on NN2 charge cards in the Total for reimbursement.
2. Please complete the Name and Address section. The check will be mailed to the address listed on the form.
3. Please complete the information in the various categories as needed.
Postage: For reimbursement of mailing expenses (stamps, UPS, FedEx, etc.)
Telephone: Includes reimbursement of charges on personal phone bills for NN2 related calls, and stipend for phone costs for national office.
Office Supplies: For reimbursement of supplies such as envelopes for mailing, computer supplies, other supplies related to conducting NN2 business. Total purchase amount, not item-by-item listing, is to be recorded.
Other: For reimbursement that does not fit into the other categories.
Attach additional forms if you need more space.
Attach original receipts for purchases.
4. Total the amounts on the form for which you are seeking reimbursement.
5. Date and sign form, and submit to the Treasurer. Treasurer will seek approval from the President, Executive Director, or NN2 Board, if purchases have not been pre-approved in the NN2 budget or in a NN2 board meeting. When approval is received, Treasurer will send a check for the amount approved to the requester.

**National Network of Health Career Programs in Two-Year Colleges
Travel Expense Reimbursement Request**

Print clearly

Submit within 30 days of travel.

| | |
|---------------------------------|-------------------------------------|
| Name: _____ | () Member () Non-member () Staff |
| Address: _____ | |
| Street | |
| City/State/Zip | |
| Purpose of Travel: _____ | |

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Totals: |
|---------------------------------------|-------|-------|-------|-------|-------|-------|---------|---------|
| Dates: | | | | | | | | |
| Airfare or Rail: | To: | | | From: | | | Amount: | \$ |
| Registration | | | | | | | Amount: | \$ |
| Ground Transportation | | | | | | | | \$ |
| Mileage (personal auto) | | | | | | | | \$ |
| Car Rental | | | | | | | | \$ |
| Parking | | | | | | | | \$ |
| Hotel Room & Taxes | | | | | | | | \$ |
| Breakfast | | | | | | | | \$ |
| Lunch | | | | | | | | \$ |
| Dinner | | | | | | | | \$ |
| Miscellaneous | | | | | | | | \$ |
| Miscellaneous | | | | | | | | \$ |
| Miscellaneous | | | | | | | | \$ |
| Subtotal: | | | | | | | | \$ |
| Less travel advance: | | | | | | | | \$ |
| Less expenses paid by/charged to NN2: | | | | | | | | \$ |
| Total reimbursable: | | | | | | | | \$ |

| | |
|--|------------------|
| I certify this statement is true. | |
| Date: _____ | Signature: _____ |

| For Treasurer Use Only: | |
|-------------------------|------------------|
| Check #: | Budget Category: |
| Approval: | |
| Date: | Signature: |

Instructions

1. The form is designed to provide for reporting of up to seven days expenses. The first column (Day 1) is for the first day, etc., until the trip is completed. Please attach an additional form if travel extends beyond seven days.
2. Please complete the name and address (check will be mailed to address listed on the form), printing legibly.
3. Purpose of travel: a phrase indicating the purpose of the trip, e.g., a committee meeting, name of conference, etc.
4. Airfare or Rail: Indicate originating place (To) and destination (From) in space provided. Trips are assumed to be roundtrip. If not, please attach a separate page explaining additional destinations. Amount should reflect the total cost of air and/or rail travel. Original ticket receipt (usually the last page of paper tickets, or print-out of confirmation of e-tickets) is required.
5. Please enter the date at the top of each column.
6. Under each daily column, fill in the amounts as they pertain to that day.
Ground transportation: local transportation, including to/from airport or train station. Include tips.
Mileage (personal auto): Personal auto mileage is reimbursed at the prevailing IRS rate set on January of the budget year.
Car Rental: enter amount for rental car. Attach original receipt.
Parking: enter amount for parking at originating airport, at hotel, etc. Attach receipts.
Hotel Room & Taxes: Room rate plus taxes are covered. Personal expenses, e.g., movies, personal telephone calls, etc. are not covered by NN2.
Meals: See below for amount and pro rata. If a meal is provided through conference registration, per diem should not be collected for that meal. Per diem covers traveler's meals only.
Miscellaneous: Include any NN2-related charges not covered above, such as phone calls for NN2 business, copying costs, etc. Attach receipts.
7. Subtotal: Add rows for each category, then total the column on the right. Subtract any travel advance received. Subtract any charges paid directly by NN2 or charged to a NN2 account or charge card. Enter final reimbursable amount.
8. Date and sign.

Amount for Meals:

A \$45.00 per diem allowance is provided.

Breakfast: \$8.00 Lunch: \$12.00 Dinner: \$25.00

Receipts for meals are not required, *unless meal was charged to an NN2 account or credit card*. If meal costs are higher than the per diem allows, the additional cost is the responsibility of the individual. Room Service charges should be subtracted from hotel bills, and meals recorded. For example, if you had a room service breakfast that cost \$12.50, you would still record \$8.00 in the Breakfast space for that day.

Pro rata:

Originating Day:

Depart after 8 AM, charge \$37.00

Depart after 1 PM, charge \$25.00

Depart after 6 PM, charge \$0

Terminating Day:

Return before 12 Noon, charge \$8.00

Return before 6 PM, charge \$20.00

Return after 6 PM, charge \$45.00