

**BY LAWS of the WISCON PARISH NURSE COALITION (WPNC)**  
A Special Interest Group of the Wisconsin Nurses Association (WNA)  
Updated October 2008

**VISION:** Unite parish nurses to nurture the professional development and practice of parish nursing within Wisconsin.

**MISSION:** To communicate a caring presence locally, regionally, and statewide while preserving, supporting, and advancing the professional practice of parish nursing.

**MEMBERSHIP:** WPNC *members* are WNA members who are practicing parish nurses or are interested in this specialty. WPNC *friends* are nurses or others interested in parish nursing who are not WNA members. Friends are encouraged to interact with the WPNC.

**Chair**

1. Presides at the WPNC Steering Committee meetings while adhering to a preset agenda.
2. Fosters team spirit, team participation, and communication between officers.
3. Sets agenda for the following meeting during the current meeting of committee.
4. Sets agenda for the annual business meeting.
5. Acts as the liaison with WNA reporting annually all activities of the WPNC.
6. Serves as resource in area of Parish Nursing to the WNA Board of Directors.
7. Is elected for a 2 year term in even years.
8. After completion of term of office, a one year mentorship is desired to support a newly elected Chair.

**Secretary**

1. Maintains all minutes of meetings.
2. Arranges all meetings, sends minutes and agendas to committee chairs, and notifies officers of WPNC Steering Committee meetings.
3. Assists Chair in arranging annual business meeting.
4. Is elected for a 2 year term in even years.
5. After completion of term of office, a one year mentorship is desired to support a newly elected Secretary.

**Treasurer**

1. Ensures fiscal integrity and financial health of WPNC by keeping reliable documentation.
2. Pays approved bills and reports regularly to the WPNC Steering Committee about the financial dealings of the WPNC.
3. Provides consultation to officers in developing and maintaining financial resources.
4. Submits a financial report at the WPNC annual meeting and to WNA as requested.
5. Is elected for a 2 year term in odd years.
6. After completion of term of office, a one year mentorship is desired to support a newly elected Treasurer.

### **Communications and Publications Chair**

1. Chairs and recruits a subcommittee to develop and maintain vehicles for communications of issues, education and concerns of interest to Parish Nurses throughout the state.
2. Maintains the WPNC data base in collaboration with WNA.
3. Provides consultation to officers and committees regarding communication and publication.
4. Is elected for a 2 year term in even years.
5. After completion of term of office, a one year mentorship is desired to support a newly elected Communications and Publications Chair.

### **Education Program Chair**

1. Chairs and recruits a subcommittee to provide programming to promote high standards of practice among parish nurses throughout the state.
2. Is elected for a 2 year term in even years.
3. After completion of term of office, a one year mentorship is desired to support a newly elected Education Program Chair.

### **Conference Chair**

1. Chairs and recruits a subcommittee to organize the Parish Nurse Pre Conference in conjunction with the WNA Convention
2. Is elected for a 2 year term in odd years.
3. After completion of term of office, a one year mentorship is desired to support a newly elected Conference Chair.

### **Nominations Chair**

1. Chairs and recruits a sub-committee to develop and communicate the nomination process.
2. Facilitates the election process each October during the WNA Convention.
3. Develops and accepts applications /position descriptions for each officer position.
4. Facilitates the review of the structure and function of the Steering Committee and recommends changes.
5. Is elected for a 2 year term in odd years.
6. After completion of term of office, a one year mentorship is desired to support a newly elected Nominations Chair.

### **Professional Development**

1. Keeps WPNC Steering Committee informed of current and upcoming Parish Nurse information.
2. Keeps in contact with the International Parish Nurse Resource Center and other aligning nursing organizations.
3. Promotes professionalism in parish nurse practice.
4. Is elected for a 2 year term in odd years.
5. After completion of term of office, a one year mentorship is desired to support a newly elected Professional Development office representative.

### **Fund Raising Chair**

1. Identifies diverse opportunities and develops relationships to provide financial support for WPNC activities.
2. Identifies and recruits volunteers to support these efforts.
3. Is elected to a two year term in odd years (to begin in 2009).
4. After completion of term of office, a one year mentorship is desired to support a newly elected Fund Raising Chair.

### **WPNC Steering Committee Guidelines**

1. WPNC steering Committee officers, elected and appointed are expected to attend quarterly meetings, consider all points of view and make constructive suggestions and report regularly to the WPNC Steering Committee.
2. If a WPNC Steering Committee officer is not able to attend any meeting, the Chair will be notified and a report of activities will be sent to the Chair before the meeting date.
3. Any acting officer may be the acting chairperson and be asked to perform the same duties if the chair is unable to perform such duties.
4. The Steering Committee elected officers are to report to the Chair all concerns that may affect WPNC and WNA.
5. Individual officers have no authority to act independently of the WPNC Steering Committee unless the act is part of their position description.
6. The WPNC Steering Committee will comply with the WNA By Laws or risk dissolution (see By Laws Article XII Section3).
7. These guidelines and position descriptions may be amended only during the WNA Annual Conventions.
8. In the event of a vacancy prior to the completion of a term of office the Steering Committee will decide on the best way to fill the vacancy for the remaining term.

### **WPNC Elections**

1. Voting shall be made by mail ballot. Only RNs who are members (belong to the WPNC and WNA) may run and vote for steering committee positions.
2. Ballots will be sent by WNA to WPNC members no later than one month prior to the WNA Annual Convention.
3. Ballots will be returned no later than one week before the WNA Annual Convention/WPNC business meeting.
4. All ballots must include the write-in option.
5. The Nominating Committee shall count the ballots and announce the election results during the WPNC business meeting.
6. A plurality of votes received shall constitute an election.
7. Ties will be decided by a drawing of lots by the Nominating Committee