

Guidelines

WELS Nurses Association

ARTICLE I – NAME

Section 1. Name

The name of the organization shall be the WELS Nurses Association (WELSNA). It shall be affiliated with the Commission on Special Ministries of the Wisconsin Evangelical Lutheran Synod (WELS).

ARTICLE II – PURPOSE

Section 1. Purpose

This association is to educate and support nurses, encouraging them to serve others with Christ-centered care.

- A. Spiritual Support: Provide the opportunities for nurses to develop and grow in their faith as they face challenges in their lives and work place.
- B. Education: Promote, develop and facilitate educational programs through establishment of a speaker's bureau, a resource library for continuing education and wellness information for the community.
- C. Consultation: Develop training programs that can be used in other facets of nursing such as parish nurses, home care nurses, hospital nurses, nurse educators and student nurses.
- D. Leadership: Promote development of an expert pool to be utilized as a resource for nurse's association members.
- E. Health Resources: Develop resources (health booklets, etc) to be used for the community served and for distribution during scheduled events.
- F. Volunteer/Mission Opportunities: Develop a database of volunteers to serve in a variety of situations based on the needs of the local or global community being served.
- G. Collaboration: Develop relationships with other organizations within the WELS with a focus on programs that provide service to communities served.

ARTICLE III – Membership and Dues

Section 1. Classification and Qualifications

Individual membership to the WELS Nurses Association

- A. Any active WELS/ELS member in the nursing profession may become a member of the WELS Nurses Association. The nursing profession is defined as RN or LPN.
Student Nurses are also welcome to become members.

Section 2: Dues

Dues are strictly voluntary and after prayerful consideration are used to support the operating costs of WELSNA. WELSNA does not receive any regular budgetary support from WELS. Dues may be sent to: WELS Nurses Association at the WELS Center for Mission and Ministry or online at www.welsnurses.net

Section 3. Voting Rights

Each member in good standing shall be entitled to vote on each matter submitted to a vote of the members. The result of a vote by majority of those voting at a meeting at which a quorum is presented shall constitute the action of the membership.

Voting may be done by mail, telephone call, electronic mail or any other means of electronic or telephonic transmission (including facsimile transmission). The votes will be counted and the persons receiving the most votes shall be declared elected. Proxy voting is not permitted.

Article IV – Officers

Section 1. Elected Officers

The following individuals shall be the association council (hereafter referred to as the Council): coordinator, coordinator-elect, secretary, treasurer, communications coordinator and pastoral advisor.

Section 2. Term of Office

- A. Term of coordinator shall be two (2) years. The coordinator shall serve for one term only.
- B. Term of coordinator-elect shall be two (2) years.
- C. Term of office of all other officers shall be two (2) years.
- D. Length of service for any office shall be limited to two (2) consecutive terms.
- E. Any officer having served two (2) consecutive terms shall not be nominated to any office for a period of four (4) years.

Section 3. Vacancy of Office

The Council shall fill any vacancy pro tem (i.e. for the time being). If after an election the position is not filled, the Council may appoint an individual in good standing to the vacant position.

Section 4. Duties of WELSNA Council

A. All elected officers shall constitute the Council. They shall:

- a. Conduct the business and affairs of WELSNA
- b. Appoint and direct all committees.
- c. Serve on a Council committee, if requested.
- d. Serve as a Council contact for a standing committee, if requested.
- e. Attend the meetings of the council and the annual conference/convention.

B. Duties of Officers

- a. Coordinator – The coordinator shall be responsible for the management of the organization and shall facilitate annual conventions and at meetings of the Council. The individual shall appoint special and standing committees with the Council approval, and shall appoint a Council contact for each standing committee. The individual shall be an ex-officio member of all council and standing committees. The individual shall keep the coordinator-elect fully informed on all matters concerning the organization.
- b. Coordinator-elect – The coordinator-elect shall perform the coordinator duties in the absence of the coordinator. The individual shall share in the duties of the coordinator during the two years as coordinator-elect as directed by the coordinator. The individual shall assume responsibility for the management of the organization the third year. The individual shall perform other duties as assigned by the coordinator of Council.
- c. Secretary – The secretary shall keep the minutes of the annual convention/conference and regular and special meetings as called by the Council. The individual shall see that all notices are duly given in accordance with provisions of these guidelines and be custodian of the organizations records. The individual shall perform other duties as assigned by the coordinator or Council.
- d. Treasurer – The treasurer shall receive and record all donations and other income and coordinate disbursements according to the resolution of the

annual convention and the Council. The individual shall perform other duties as assigned by the coordinator or Council.

- e. Communications coordinator – The communications coordinator shall chair the communications committee. The individual shall attend all meetings. The individual shall manage the data base, website and newsletter.
- f. Pastoral advisor – The pastoral advisor shall be spiritual advisor and general counselor in matters requested by the Council and/or coordinator.

C. Performance of Duties

If any officer is unable to perform the duties of their office or willfully neglects their duty, and upon due admonition does not resolve the issue, the Council has the right and duty to remove such officer and to appoint a replacement until the vacancy is filled at the spring election.

Article V. – Nominations and Elections

A. Nominations

- a. The Council nomination committee shall submit a slate of two (2) candidates for each office.
- b. Candidates for office are to be chosen from members of good standing in a WELS/ELS congregation.
- c. Participation on the council is open to any **licensed** WELSNA member.

B. Elections

- a. A plurality shall constitute an election (i.e., the candidate having the greatest number of votes).

C. Voting – Method of voting shall be determined by the Council.

Article VI. – Meetings

A. Business Meetings

- a) There will be council meetings for continued development and strategic planning for the association. Council members are expected to attend in person or via remote access.

B. Conference/Convention

- a) The organization shall meet annually as a convention/conference.

- b) The WELSNA official publication shall notify all member congregations and individual members of the organization at least 3 months in advance of the annual conference/convention.
- c) The Council shall appoint a program committee to develop and plan the conference/convention. Final selection of the annual conference/convention sites shall be made by the Council with consideration being given to prior convention locations and accessibility for the members, the Council, presenters and speakers. The economic feasibility of conducting a conference/convention in any given area or site shall be considered.

C. Special Meetings, if necessary, may be called by the Council.

D. Quorum – A quorum will be 60% of the Council members.

Article VII – Committees

Possible consideration for future committees includes the following:

- Finance Committee – Chaired by the treasurer, three other officers will be appointed to serve on this committee. They will meet during regularly scheduled Council meetings to review and discuss the finances and investments of the organization and make recommendations to the Council.
- Membership Committee – Chaired by the secretary, this committee also includes the coordinator and/or coordinator-elect and the pastoral advisor. This committee is responsible for all aspects of increasing and retaining membership. The committee will meet prior to or during regularly scheduled Council meetings.
- Nomination committee – Chaired by the coordinator-elect, this committee also include the coordinator, secretary, and pastoral advisor. The committee shall solicit nominees for filling Council positions and makes recommendations to the Council at its winter meeting. A slate of two (2) candidates for each office will be approved by the Council and ballots prepared for voting by the membership.
- Communications committee – the communications committee, chaired by the communications coordinator, shall be responsible for creating and maintaining professional, interesting, and informative communications for the organization at the direction of the Council.
- Conference Committee
- Social Media
- WELSNA Publication Committee
- Committee Expectations:

- The committees, except for the WELSNA Council, will meet as needed at least twice a year.
- Report and be accountable to the council
- Absences for two consecutive meetings may constitute a vacancy within the committee.

Article VIII. – Parliamentary Authority

The current edition of Robert’s Rules of Order newly Revised shall govern this association in all cases in which they are applicable and in which they are not inconsistent with the guidelines of this association.

Article IX. – Repeal and Amendment

These guidelines may be amended by the WELSNA Council. Members wishing to submit proposed amendments to the Bylaws should send notice in writing to the chair of the Council 30 days prior to the next business meeting.

Article X. – Dissolution

Should dissolution of this organization occur, which God may graciously prevent, all property and financial assets shall revert to WELS Special Ministry.