



## REHABILITATION NURSE COORDINATORS' NETWORK

**STANDING RULES  
OF  
THE REHABILITATION NURSE COORDINATORS' NETWORK  
(R.N.C.N.)  
A California Unincorporated Non-profit Association**

Standing Rules include those items, which may be adopted and amended or suspended or repealed without previous notice. They remain in force from the time of adoption until they are changed or repealed. No Standing Rule (or other resolution), which conflicts with the Bylaws, can be adopted. Standing Rules can be adopted or changed upon the same conditions as any ordinary act of the Association. They are amendable, suspendable, and rescindable by a 2/3 (two-thirds) vote at any meeting or a simple majority vote with prior notice.

### Standing Committees

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|----------------|--|
| 1. Bylaws      | 7. Nominating                                      |
| 2. Education   | 8. Philanthropic                                   |
| 3. Ethics      | 9. Publicity                                       |
| 4. Historical  | 10. Special Events:<br>October Seminar and Holiday |
| 5. Legislation | 11. Web Site                                       |
| 6. Membership  |  |

### Qualifications for Committee Membership and Specified Responsibilities of Committees

- A. **Qualifications:** Each committee member must be a member in good standing of the Association. Each committee chair shall be an Active Member except that the Education, Historical, Philanthropic, Publicity, Special Events and Web Process Committees, which may be chaired by an Associate Member. Each committee chair will be appointed by the President, with approval of the Board of Directors.
- B. **Specific Responsibilities:**
1. **BYLAWS Committee shall:** Review and update the Bylaws annually, as needed, and as amended per Article X. Submit proposed revisions to the Board of Directors of the Association for evaluation. Submit the updated Bylaws to the Active Membership for approval.

2. **EDUCATION Committee shall:** Provide programs for the monthly luncheon meetings of the Association. In conjunction with the Vice-President, coordinate requirements for RN, CCM and CDMS Continuing Education credits. Survey the membership for interest topics. Provide educational and learning opportunities and select speakers appropriate to Rehabilitation Nursing. Ensure there is no co-sponsoring of programs with a product provider. At the first meeting after the beginning of each quarter, present to the Board of Directors for approval a list of three (3) educational selections for the quarter.
3. **ETHICS Committee shall:** Review and evaluate written grievances regarding members' behaviours and/or acts which are considered to be in conflict with the purpose statement and/or the Bylaws of the Association. Present the grievance to the Board of Directors in closed session.
4. **HISTORICAL Committee shall:** Record in appropriate fashion items of interest relating to the activities of the Association deemed to be of historical merit.
5. **LEGISLATION Committee shall:** Encourage its members to be actively involved in legislative issues on a local, state, national and international level through participation in their individual organizations and sharing of relative issues with the general membership. Inform the membership regarding legislative issues pending or passed which are relevant to the purpose statement of this Association.
6. **MEMBERSHIP Committee shall:** Coordinate the acceptance of new members into the Association by reviewing all applications for membership and maintain all current membership applications in an appropriate manner. Provide copies of membership applications to the President and Corresponding Secretary. Provide a membership roster twice annually (March and November). Promote new memberships. Notify all committee chairs those people who have expressed, on the membership application, an interest in a particular committee.
7. **NOMINATING Committee shall:** Complete the requirements of these Bylaws Article V, Sections 3 and 4.

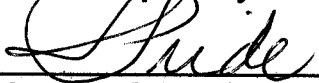
8. **PHILANTHROPIC Committee shall:** Recommend to the Board of Directors philanthropic activities in which the Association should be involved. Develop and present to the Board of Directors from time to time a program involving scholarships for education of persons to implement the purpose of the Association. Maintain and monitor the Peg Whitney Scholarship Fund for graduate students and the RNCN Memorial Scholarship Fund for undergraduate students according to the guidelines approved by the Board of Directors.
9. **PUBLICITY Committee shall:** Generate publicity in all appropriate media concerning the effectuation of the purposes of the Association, subject to guidelines provided from time to time by the Board of Directors.
10. **SPECIAL EVENTS Committee shall:** Recommend to the Board of Directors plans for scheduling and implementing an annual Holiday Party and an annual October Seminar (in conjunction with the Education Committee) related to the purposes of the Association.
11. **WEB SITE Committee shall:** Review and maintain appropriate information to be posted on the RNCN website. Be responsible for the quality and preservation of all information on the RNCN website.

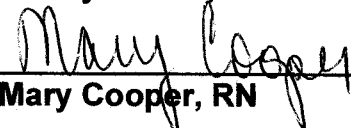
**Dues:** Annual dues shall be \$40.00 per year, per person.

**Luncheon Meeting Fees:** Each luncheon meetings will cost \$30.00 for members and \$40.00 for non-members, except for the October Seminar.

**Roster:** The RNCN membership roster will be provided twice a year (March & November). This roster is to be used by and for the members of this Association and for Association purposes only. This roster is not for sale. This roster is not to be given to non-members or to any other organization.

**Date Adopted by Association:** December 2007

  
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Jocelyn Pride, RN President

  
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Mary Cooper, RN Recording Secretary