

Cathryne A. Welch Center for Nursing Research Bylaws 2018-2019

PREAMBLE

The purpose of the Center for Nursing Research (CNR) shall be to advise the Board of Directors of the Foundation of NYS Nurses, Inc. (BOD) of matters pertaining to nursing research and evidence-based practice. These bylaws are consistent with the mission and bylaws of the Foundation and recommendations to the BOD are based upon CNR's goal and objectives.

ARTICLE I. ORGANIZATION

Section 1. Name and address

The name of the organization shall be Cathryne A. Welch Center for Nursing Research (CNR), hereinafter known as "the organization" or "CNR" in this document.

Section 2. Change of name

Any time the organization desires to change its name, it must make a recommendation and obtain approval from the Foundation BOD.

ARTICLE II. VISION and MISSION

Section 1. Vision

The CNR as an arm of the Foundation of NY State Nurses is the premier organization in the State for promoting and supporting nursing research and evidence-based practice.

Section 2. Mission

The mission of the CNR is to advance excellence in health care through research and evidence-based practice (EBP).

Section 3. Plan

- a. Obtain resources to actualize its mission.
- b. Support the research alliances and other entities that promote advancement of excellence in healthcare.
- c. Facilitate the on-going development of nurse scientists.

ARTICLE III. STRUCTURE

Section 1. Plan

The structure includes a leadership team, standing committees, and members who support the mission of the CNR.

Section 2. Accountability

The CNR is accountable to the Foundation of NYS Nurses BOD.

Section 3. Scope of work

- a. Provide a collegial forum for sharing nursing and/or health-related research and practice innovations among interested organizations and principals in NYS.
- b. Assist in collaborative efforts of the research alliances and other identified constituencies in New York State.

- c. Make recommendation to the BOD in support of the CNR mission.
- d. Serve as liaison between other professional constituencies in and outside New York State with an interest in nursing research and evidence-based practice (EBP).

ARTICLE IV. MEMBERSHIP

Section 1. Membership

- a. Membership is open to those who share an interest in nursing research and evidence-based practice.
- b. All members of the CNR enjoy equal status as full members.

ARTICLE V. MEETINGS

Section 1. Annual meeting of membership

- a. An annual meeting of the membership will be held for the purpose of reviewing the strategic plan, announcement of officers and conducting any such business consistent with the mission, vision, and purpose of the organization.
- b. Notice of meetings will be mailed electronically to all members at their addresses as they appear in the roster at least 4 weeks before the scheduled date.

ARTICLE VI. Leadership Team

Section 1. Officers

a. The officers of the LT of this organization shall consist of the Chair, Vice Chair, and Former Chair. The LT shall oversee the activities of the CNR to ensure these activities meet the purpose of the CNR and report to the BOD.

b. Duties of Officers

i. Chair:

- a) Oversees the activities of the CNR and leads meetings;
- b) Serves as a point of contact with external agencies and the CNR staff;
- c) Delegates work to members of the committees, as deemed necessary;
- d) Serves a term of two (2) years.

ii. Vice Chair:

- a) Assumes role of Chair as needed;
- b) Acts as Chair of the Bylaws Committee;
- c) Carries out activities delegated by the chair;
- d) Assumes role of Chair at the completion of two (2) year term.

iii. Immediate Former Chair:

- a) Serves in an advisory position and assumes activities delegated by the Chair as appropriate;
- b) Acts as the chair for the Strategic Planning Committee.

c. Vacancies

i. Vacancies on the LT officers shall exist:

- a) Upon the death, resignation, or removal of any officer of the LT;
- b) Whenever the number of authorized officers is increased.

ii. Any officer of the LT may resign effective upon giving written notice to the Chair.

- a) Officer vacancies shall be filled by appointment of the LT Chair until the next election or by a special election if the next regular election is more than twelve (12) months after the officer's resignation. The special election shall proceed according to policies established for regular elections.

Section 2. Membership of the Leadership Team

a. Members of the Leadership Team (LT) shall include officers, delegates from Regional Research alliances, chairs of CNR standing committees, representatives of relevant constituent groups, a liaison from the Foundation BOD, and one or more members at large.

i. Members who join as a representative of an organization (including, but not limited to NYONEL-RC, ANA-New York, Magnet, STTI, and ENRS) will serve as liaison to their organization to facilitate communication and collaboration between the CNR and the member's organization.

ii. Delegates and representative members will be selected by their constituent groups.

iii. The Foundation BOD will appoint the BOD liaison to the LT.

b. Duty of CNR Committee Representatives

i. Represents the activities of their respective subcommittees.

ii. Assist the CNR in the implementation of its strategic plan

Section 3. Meetings of Leadership Team

a. The members of the Leadership Team (LT) shall meet at least four (4) times per year at such date, time, and place as determined by the chairperson in collaboration with the members.

b. A quorum of the LT shall consist of five (5) members.

c. Notices of meetings shall be mailed electronically to all members at their addresses as they appear on the roster, at least ten (10) days before the meeting scheduled date.

Article VII. Committees

Section 1. Scholarships, Fellowships, and Awards Committee

a. Purpose

To make recommendations to the CNR regarding recipients of scholarships, fellowships, and awards such as the Research Fellowship; and Distinguished Nurse Researcher (DNR), Rising Nurse Researcher (RNR), Evidence Based Practice (EBP), and Clinical Practice Improvement (CPI) Teamwork Awards.

Section 2. Dissemination Committee

a. Purpose:

To facilitate dissemination of information about nursing research and EBP projects via the CNR website and other scholarly venues.

Section 3. Strategic Planning

a. Purpose:

To review update the strategic plan for the CNR on an annual basis and assure congruence with the Foundation strategic plan.

Section 4. Bylaws

a. Purpose:

To review and, as needed, update the bylaws of the CNR every year.

Section 5. Education

a. Purpose:

To facilitate the educational activities of the CNR by:

i. coordinating educational programs;

ii. serving as a coordinating body for collaborative educational activities with other New York State professional and academic organizations;

iii. developing a process (including budgetary considerations) for how educational activities are "approved" according to established criteria.

Article VIII. Liaison to the BOD Development Committee

Section 1. Liaison to the BOD Development Committee

a. A member from the CNR will serve on the Foundation Development Committee to report to, provide advice to, and communicate between these two groups.

SECTION IX. ELECTION of Officers

Section 1. Frequency of elections

- a. Elections will be held every two (2) years prior to the annual meeting of the membership;
- b. A call for nominations will be issued by electronic mail to the membership 90 days before the annual meeting. The nominator must have the permission of the nominee to submit their name;
- c. An electronic ballot will be mailed to the membership electronically to the addresses on the roster 30 days prior to the annual meeting. Each member will have an equal vote. Voting will be open for two weeks;
- d. The winner of the election will be informed by the Foundation of NYS Research Specialist and announced to the membership at the annual meeting.

SECTION X. REPORTING

Section 1. Process

- a. A report will be sent to the BOD as requested for their meeting;
- b. The report will be generated by the Research Specialist with input from the LT, Executive Director and committees as necessary;

Section X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (latest edition) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of the organization.

draft 03.18.16, 5.3.16, 6.3.16, 11.10.16, 11.30.16, 3.23.17, 12.29.17, 1.15.18,
3.8.18