

**AMERICAN ASSOCIATION OF COLLEGES OF NURSING
BUSINESS OFFICERS OF NURSING SCHOOLS (BONUS)**

OPERATIONAL RULES

Business Officers of Nursing Schools

A Network of the American Association of Colleges of Nursing

ARTICLE 1 – NAME

The name of this Network shall be the **Business Officers of Nursing Schools (BONUS)**.

ARTICLE 2 – PURPOSE

The purpose of the BONUS network is to advance and enhance the professional skills of personnel working in the administration of nursing education in the areas of business, technology, finance and administration within nursing schools; to facilitate networking among members of the BONUS group; and to facilitate communications between business officers and the staff and officers of the American Association of Colleges of Nursing (AACN).

ARTICLE 3 – MEMBERSHIP

3.1 Members. A member shall be a representative of an AACN member school. A member shall be added to the listserv, shall be accorded a vote at the annual meeting, and shall receive all communications and notices of meetings.

3.2 Privileges of Membership. Members shall have the right to vote and hold office on the Steering Committee.

3.3 Dues. AACN will establish and collect membership dues annually.

ARTICLE 4 – OFFICERS

4.1 Officers. Officers of the network shall be the Chair, Chair-Elect, Secretary and Immediate Past Chair.

4.2 Duties of Officers.

(1) The Chair shall preside at all meetings of the group.

(2) In the absence of the Chair, the Chair-Elect shall preside at meetings of the group.

(3) The Secretary, or a designate, shall record minutes of all group meetings and Steering Committee meetings. The Secretary shall be responsible for submitting a complete set of minutes to AACN at the end of their term of office.

4.3 Nominations and Election of Officers. Nominations for officer positions shall be made prior to and/or during the annual meeting each year. A slate of nominees shall be drawn from the membership of the group. The Chair-Elect and Secretary shall be

elected by the majority vote of the members in attendance and voting at its annual meeting.

4.4 Term of Office. The term of office for all officers shall be one (1) year except the Secretary who will serve a two (2) year term. The Chair-Elect shall serve three (3) consecutive one (1) year terms as Chair-Elect, Chair, and Immediate Past Chair, respectively.

4.5 Unexpired Term of Office. If there is a vacancy in an officer position before expiration of his or her term in office, the Steering Committee will designate a member to complete the unexpired term.

ARTICLE 5 – MEETINGS

The membership shall meet at least annually. The time and place of such meeting shall be designated by the Steering Committee in consultation with AACN. In addition to a program designed to further the professional development of BONUS members, an election of officers and a business session shall take place during the annual meeting.

ARTICLE 6 – STEERING COMMITTEE

6.1 Members. The Steering Committee shall consist of the Chair, Immediate Past Chair, Chair-Elect, Secretary, and Committee Chairs. Business may be transacted by a majority of at least two-thirds (2/3) of the Steering Committee members present at a meeting.

6.2 Powers and Meetings. The Steering Committee shall direct and execute the activities of the group in accordance with these Operational Rules.

ARTICLE 7 – COMMITTEES

7.1 Committees. The following committees may be established for the Network:

- (1) Planning Committee
- (2) Membership Committee
- (3) Nominating Committee
- (4) Communications Committee
- (5) Special Projects Committee
- (6) Ad Hoc Committees

7.2 Chairpersons and Committee Members. The Chairperson for each standing committee shall volunteer to serve and be elected by the group for a two year term. Committee members shall volunteer to serve on committees and be appointed by the Committee Chair. Ad Hoc Committee Chairs shall be appointed by the BONUS Chair.

7.3 Planning Committee. The Planning Committee shall plan and arrange the annual meeting and other events in consultation with the Steering Committee and AACN. The Planning Committee Chair is elected in even-numbered years.

7.4 Membership Committee. The Membership Committee shall work with the Steering Committee and AACN to recruit and retain BONUS members. The committee will also implement networking strategies. The Membership Committee Chair is elected in even-numbered years.

7.5 Nominating Committee. The Nominating Committee shall seek nominations for persons to serve as officers and committee chairs, present the names of nominees to the members for election by majority vote of those in attendance and voting at the annual meeting, and assist with conducting the balloting at the annual meeting. The Nominating Committee Chair is elected in odd-numbered years.

7.6 Communications Committee. The Communications Committee shall maintain an active presence on the AACN BONUS online community; responding to posts and posting information about BONUS activities, soliciting feedback from members, and marketing upcoming events. The Communications Committee Chair is elected in odd-numbered years.

7.7 Special Projects Committee. The Special Projects Committee shall cultivate sponsorships for the BONUS annual meeting and carry out special projects delegated by the BONUS Chair. The Special Projects Committee Chair is elected in even-numbered years.

7.8 Additional Duties and Responsibilities of Committees. The BONUS Chair may assign additional duties and responsibilities to Committees from time to time if necessary to further the purposes and activities of the group.

7.9 Ad Hoc Committees. The BONUS Chair, with the advice and consent of the Steering Committee, may establish special or ad hoc committees of the network and appoint Chairpersons to those committees for whatever purposes are deemed necessary in the best interests of the network.

7.10 Nomination and Election of Committee Chairs. Nominations for committee chair positions shall be made prior to and/or during the annual meeting each year. A slate of nominees shall be drawn from the membership of the group. The committee chairs shall be elected by the majority vote of the group in attendance and voting at its annual meeting.

7.11 Unexpired Term of Committee Chair. If there is a vacancy in a committee chair position before expiration of his or her term, the Steering Committee will designate a member to complete the unexpired term.

ARTICLE 8 – AMENDMENTS AND ADDITIONS

These Operational Rules may be amended by the affirmative vote of two-thirds (2/3) of members present and voting at the annual meeting of the group upon changes and amendments recommended by the Steering Committee.