

BONUS PROCEDURES

BACKGROUND

BONUS procedures are developed by the BONUS steering committee and do not require membership vote for revision. The following are some areas that may be covered in the BONUS procedures:

Awards

A. The *Jerry Otzman Founders Award* honors BONUS' first president, Jerry Otzman, whose energy and inspiration led to the founding of BONUS.

Procedure:

1. The Chair shall appoint a Jerry Otzman Founder's Award Committee within two months after the conclusion of the annual meeting in a year ending in a "2" or a "7".
2. The Jerry Otzman Founder's Award Committee shall consist of not less than three voting persons. The immediate Past Chair shall serve as a non-voting chair of the Committee. The Committee shall solicit and screen nominations for the award and present a selection to the chair for presentation at the next annual meeting of BONUS.

B. Special Acknowledgments and Awards: The Steering Committee may make special acknowledgments and awards for special contributions to BONUS as it deems appropriate. Any such awards will be announced at the annual meeting.

Committee Chair Job Descriptions

Committee Chairs: Will provide regular reports of activities to the BONUS chair and membership, appoint members of their committees in consultation with the BONUS Chair, and submit articles for inclusion in BONUS newsletters.

Planning Committee Chair: The responsibility for planning and arranging the annual meeting includes helping set the location, making local arrangements, planning the program, arranging speakers, and handling publicity such as the brochure and/or registration packet.

Membership Committee Chair: (See "Operational Rules")

Communications Committee Chair: The responsibilities include monitoring web site content, listserv content, submitting articles for AACN's newsletter, and helping facilitate BONUS newsletters.

Nominating Committee Chair: In addition to presenting a slate of officer candidates and facilitating elections, duties may include compiling a list of potential committee members for the committees.

Special Projects Committee Chair: The responsibilities might include identifying a list of current general topics of interest to BONUS members and providing information on those topics to the general membership during the year and/or at the annual meeting as part of the meeting program.

Meetings

Annual Meeting: A meeting of BONUS shall be held at least once a year. 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.

Planning Meeting: A planning meeting for the Steering Committee shall be held at the time of the annual meeting, approximately six months thereafter, and at other times deemed necessary by the Chair. Committee chairs shall provide committee objectives and progress reports. The purpose of these meetings shall be the development of policy and long-range planning for BONUS. Preliminary approval of the annual meeting agenda shall also take place at the planning meeting held approximately six months after the annual meeting.

Membership

Special Member Categories

Honorary Member: An honorary membership to BONUS is bestowed by vote of the Steering Committee. An honorary member will not be accorded a vote, but will have access to all notices of the annual meetings as well as all newsletters.

Officers

Further details of responsibilities.

Chair (One-Year Term): The Chair shall be the principal officer of BONUS and shall supervise and control all of the business and professional affairs of BONUS. The chair shall preside at all meetings of the membership and Steering Committee. The Chair shall also perform all duties incident to the office, such as coordinating all activities, acting as a liaison with AACN, providing direction to BONUS, and other such duties as prescribed by the Steering Committee from time to time.

Chair-Elect (One-Year Term): The chair-elect serves a one-year apprenticeship for the chair position. In the absence of or in case of incapacity of the chair or in the event of a vacancy in the office of the chair, the chair-elect shall perform duties of the chair and, when so acting, shall have all the power of and be subject to all restrictions upon the chair. The chair-elect assists the Chair as assigned.

Immediate Past-Chair (One-Year Term): The Immediate Past-Chair serves as a consultant to the Chair and as a member of the Steering Committee. The Immediate Past-Chair shall work closely with the Chair and perform any other duties as assigned.

Secretary (Two-Year Term): The Secretary shall serve on the Steering Committee and keep the minutes of the meetings, the annual membership meeting, and any other special meetings called by the Steering Committee.

Removal

Any officer elected by the membership or appointed by the Steering Committee may be removed by a majority of votes of the Steering Committee whenever in its judgment the best interests of BONUS will thereby be served.

Use of Funds from BONUS Administrative Fund

Historically the fund is used for special events such as the Chair's reception, special give away gifts and partial reimbursement to the steering committee to attend planning committee meeting.