



WNA WISCONSIN ENVIRONMENTAL HEALTH NURSING COALITION

BY LAWS

I. Name

The name of the special interest group (SIG) of the Wisconsin Nurses Association shall be the Wisconsin Environmental Health Nursing Coalition (WEHNC).

Vision:

Inspiring Wisconsin Nurses to protect, conserve, and educate to improve our environment and our health.

Mission:

The WEHNC is committed to advancing the nursing profession and protecting the public using environmental health nursing principles, through initiatives that impact practice, research, education and policy in Wisconsin.

II. Membership:

WEHNC membership is open to WNA members who are interested in environmental health issues in area impacting education, research, practice, advocacy and policy. WEHNC members can run for office and vote. WEHNC Friends are nurses or others interested in environmental health nursing but are not WNA members and are encouraged to participate with WEHNC members.

III. Purposes/ Goals

The purpose of the SIG shall be to serve as a vehicle for nurses from a variety of settings and diverse backgrounds to:

1. Explore and share information related to environmental health and]
2. Enhance networking to improve health through environmental initiatives that impact practice, education, research, and advocacy.

IV. Structure

Steering Committee

The SIG steering committee will consist of a chairperson, secretary, treasurer, and committee chairpersons. WEHNC Steering Committee officers, elected and appointed are expected to attend quarterly meetings, consider all points of view and make constructive suggestions and report regularly to the WEHNC Steering Committee.

If a WEHNC Steering Committee officer is not able to attend then the chairperson-elect will be notified and a report of activities faxed to her/him before the meeting date in which the officer is not able to attend.

Any acting officer may be the acting chairperson and be asked to perform the same duties if the chair is unable to perform such duties.

The Steering Committee elected officers are to report to the chairperson-elect all concerns that may affect WEHNC and WNA.

Individual officers have no authority to act independently of the WEHNC Steering Committee unless the act is part of their position description.

The WEHNC Steering Committee will comply with the WNA Bylaws or risk dissolution (see By-laws Article XII Section 3).

In the event of a vacancy prior to the completion of a term of office the Steering Committee will decide on the best way to fill the vacancy for the remaining term.

Terms of Office

The regular term of all officers and steering committee members shall commence at the adjournment of the annual meeting that occurs at the WNA annual convention. The terms shall continue for two (2) years. The Chairperson, Secretary, Chairperson of Publication and Communication, and Education Chairperson shall be elected in even numbered years and the Treasurer, Practice Chairperson, Research Chairperson, Policy and Advocacy Chairperson, Nominations Chairperson shall be elected in odd numbered years. Persons can be re-elected to subsequent terms.

Duties

The Chairperson shall:

Preside at the WEHNC Steering meeting while following a preset agenda.
Foster a team spirit, team participation, and communication between officers.
Set agenda for following meeting during current meeting of committee.
Set agenda for annual business meeting.
Act as the liaison with WNA reporting annually all activities of the WEHNC.
Serve as resource in area of Environmental Health Nursing to the WNA BOD.

The Secretary shall:

Maintain all minutes of meetings and writes annual report with input from the Steering Committee.
Arranges all meetings, sends minutes and agenda, and notifies officers of WEHNC Steering Committee meetings.
Assists Chair in arranging annual business meeting.

The Treasurer shall:

Ensures fiscal integrity and financial health of WEHNC by keeping reliable documentation.
Pays approved bills and reports regularly to the WEHNC Steering Committee about the financial dealings of the WEHNC.
Provide consultation to officers in developing and maintaining financial resources.
Submit a financial report at the WEHNC annual meeting and to WNA as may be required.
If a dues structure is established, the amount of the WEHNC dues shall be determined by the membership and a quarterly statement will be submitted to the WNA BOD.
Provide an annual financial report to the Coalition, at the pre-convention meeting held annually.

The Communication and Publication Sub-Committee Chair shall:

Chair a subcommittee to develop and maintain vehicles for communications of issues, education and concerns of interest in the area of environmental health throughout the state.

The subcommittee will maintain information for the website, working collaboratively with the WNA office staff. It will also coordinate and disseminate, in collaboration with the WNA office staff, a newsletter. Provide consultation to officers and committees regarding communication and publication.

The Education Sub-Committee Chair shall:

Chair a subcommittee to provide programming to promote high standards of practice among throughout the state. This subcommittee will be responsible for:

- ?? Professional Development
- ?? Academic Standards and the
- ?? Annual WNA/WEHNC Pre-Conference Convention Planning

The Nominations Sub-Committee Chair shall:

Chair a subcommittee to develop and communicate the nomination process.

The subcommittee facilitates the election process during the WNA Convention.

and develops and accepts applications/position descriptions for each officer position.

It also facilitates the review of the structure and function of the Steering Committee and recommends changes.

The Policy and Advocacy Sub-Committee Chair shall:

Chair a subcommittee that will initiate advocacy efforts in the field of environmental health, communicating these efforts to membership and promoting campaigns that will foster a healthier environment in Wisconsin and nationally. This subcommittee will actively collaborate with the WINPAC to lobby for policies and other legislative initiatives important to promoting environmental health.

The Practice Sub-Committee Chair shall:

Chair a subcommittee to provide opportunities for nurses in practice settings to report on initiatives that reduce waste, improve efficiency in the area of waste reduction and pollution. In addition, this subcommittee will partner with other agencies and organizations that support efforts to improve environmental health nursing practices, such as Health Care without Harm and Hospitals for a Health Environment.

The Research Sub-committee Chair shall:

Chair a subcommittee that will create and maintain a warehouse of research information related to environmental health, including evidence-based practice findings, with a focus on nursing publications. It will disseminate these research findings to WNA members and to the public at large. The subcommittee will support for nursing research efforts, providing information on funding mechanisms and reviewing abstracts for poster presentations for the annual pre-conference.

V. Elections

Voting shall be made by mail ballot. Only RNs who are *members* (belong to the WEHNC and WNA) may run and vote for steering committee positions. Ballots will be sent by WNA to WEHNC members no later than one month prior to the WNA Annual Convention. Ballots will be returned not later than one week before the WNA Annual Convention. All ballots must include the write-in option.

The Nominating Committee shall count the ballots and announce the election results during the WEHNC business meeting. A plurality of votes received shall constitute an election. Ties will be decided by a drawing of lots by the Nominating Committee.

Meetings

The membership shall meet three times annually, with one of these meetings held at the WNA Convention. The Steering Committee will meet at such times as shall be determined by its members.

Amendments

These guidelines and position descriptions may be amended only during the WEHNC Annual Meeting.