



**INLAND EMPIRE CONSORTIUM
(INLAND EMPIRE HEALTHCARE EDUCATION CONSORTIUM)
BY-LAWS 2019-2020**

ARTICLE I Name & Functions

Section 1 The name of this organization shall be the Inland Empire Consortium, to be also known as Inland Empire Healthcare Education Consortium, hereinafter referred to as Consortium.

Section 2 Philosophy- Members believe that through cooperative planning we can provide broad educational opportunities for health care providers within the Riverside and San Bernardino County areas (Inland Empire). We affirm our continuing commitment to career mobility education. We support image building for nurses and allied health workers and policy-making at the local, state and national level through the collaborative efforts of education and services providers.

Section 3 The goal of the Consortium shall be to provide a forum for study, discussion, cooperative planning and recommendations on health care issues with respect to education, service and professionalism. The Consortium, having no authority or resources in and of itself, shall strive to be an influence in the community through responsible research, open discussion and support of practices essential to quality health care.

Section 4 The Consortium shall implement the above goals by:

1. Strengthening and expanding the articulated health occupation education network now in effect amongst the institutions of higher education of the Inland Empire (IE).
2. Developing collegial relationships and provide a web-based platform between health care agencies and schools of nursing and allied health so as to work in a coordinated effort to address joint needs and pertinent issues.
3. Providing an organizational structure to facilitate joint planning for the use of clinical facilities for educational purposes.
4. Providing a forum for the development of policies and procedures affecting clinical placements for educational purposes.
5. Providing a forum for discussion of health care practice standards for nursing and allied health care service and education in this geographic area.
6. Contributing to continuing education programs for the health occupations.
7. Developing Healthcare Workforce Development where feasible.
8. Disseminating information to the public, professional organizations and/or legislators in either written or verbal format regarding health care issues.
9. Assisting health care agencies and schools of nursing and allied health to coordinate efforts to meet regulations and accreditation standards.
10. Reviewing By-Laws and updating as necessary on an annual basis.

ARTICLE II-Membership

Section 1 The categories of membership are defined as follows:

1. Agency Members

- a. Public and private service and educational institutions offering or participating in nursing or allied education programs in the Inland Empire.
- b. Agencies employing nursing and allied health workers in the Inland Empire.
- c. Professional nursing and allied health care organizations in the Inland Empire.

2. Individual Members

Individual members who are not representing an agency and who have an interest in nursing or allied health care, research or promotion of quality health care through education endeavors in the Inland Empire .


3. Honorary Members

Honorary members may be conferred on those persons chosen for outstanding service in their field.

Section 2 Participation

1. Any employee of a member agency may attend and participate in general meetings.
2. All individual members may attend and participate in general meetings.
3. Member agencies and individual members will receive minutes of each meeting physically or digitally through IEHEC.org.
4. All members are encouraged to participate in one committee per a year.
5. Members or designee should participate in at least one meeting per a year.

Section 3 Voting Rights

1. A quorum of 51% of the membership must be physically present or present via Zoom /Skype to vote on any issues involving the IEHEC.
2. Board members may vote via proxy or abstention.
3. Each member agency shall have one vote. If there are multiple people from one agency then they must collectively agree and have only one vote. If an agency employee holds an elected office, that member becomes the voting member.
4. Persons holding individual membership may not vote.
5. Honorary members may not vote.

Section 4 Right to hold office and serve on committee

1. Any employee of a member agency may serve on Consortium committees.
2. Elected officers need to represent either the clinical agency that currently places students or an education provider that has current clinical placements in the Inland Empire.

Section 5 Dues

1. Each agency (clinical or education site with separate chair/dean) that qualifies for voting representation in the membership will be assessed Consortium dues regardless of the number of participating members.
2. Individuals who qualify for membership will be assessed a personal fee for dues. Dues will be assessed annually at the beginning of the fiscal year (September 1st). Fees will be determined by the Executive Committee for the following fiscal year and will be ratified by the membership at the March meeting.

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3. Any organization which represents a public entity is exempt from paying dues. Currently we have three facilities that qualify: Loma Linda VA, Arrowhead Regional Medical Center, and Riverside University Health System Medical Center.
4. Any members who do not maintain their membership by payment of dues will lose any privileges associated with being a member of the IEHEC consortium.

ARTICLE III-Officers

Section 1 The officers of this Consortium shall form the Executive Committee, consisting of one Chair, one Chair Elect, Secretary, Treasurer and Community Information Liaison. The Chair and Chair Elect shall alternate between Clinical Agency and Academia representation.

Section 2 New officers shall be elected in May and installed in September in the manner described in these By-Laws.

Section 3 Officers shall perform the duties specified in these By-Laws.

Section 4 Any office will be declared vacant if the officer is absent for three consecutive committee meetings.

Section 5 Vacancies in any office that of the Chair position shall be filled by an appointee of the Executive Committee. The appointee will hold office until the next scheduled election.

Section 6 The Nominations Committee will obtain nominations for all elected positions.

ARTICLE IV-Duties of Officers

Section 1 **Chair:** The Chair position shall be the official representative of the Consortium and shall alternate between academia and clinical agency every 2 years. The Chair shall serve as ex-officio member of all committees with the exception of the Committee on membership and Nominations. The immediate Past-Chair will serve in an advisory capacity to the Executive Committee for the year subsequent to tenure. The Chair is responsible for receiving report from all the IEHEC Officers and delegating any tasks, items, and/or reports needed to applicable IEHEC Officers in preparation for each IEHEC meeting, chairing and managing meeting discussions to remain in alignment with the meeting agenda items, presiding over nominations and votes during meetings, and scheduling and initiating any ad hoc meeting as necessary, etc.

Section 2 **Chair Elect:** The Chair Elect shall become the Chair the after the current Chair completes their 2-year term of office. In the event the Chair resigns or becomes unavailable, the Chair Elect shall assume the duties of the Chair to complete the current year and to include the following year. The Chair Elect will act in the role of parliamentarian during Consortium meetings. The Chair Elect will be responsible for assisting with the Chair's responsibilities as delegated by the Chair or as necessary.

Section 3 **Secretary:** The Secretary shall record and keep minutes and attendance of all proceedings of the Executive and regular Consortium meetings and shall send minutes to the membership no later than four weeks after each regular meeting. Guests may request minutes by submitting a written request to the Secretary. The Secretary shall maintain a current list of membership listed by agency including the members name, title and contact information. A current list of members will be issued with the minutes of the November meeting.

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Section 4 Treasurer: The Treasurer shall receive and have charge of all funds of the Consortium; shall issue monies in payment of expenditures upon direction of the Executive Committee; shall maintain secured electronic records and report to the membership; and file tax returns annually. The Treasurer will maintain the required financial records and accounts of an unincorporated business as per the Internal Revenue Code and other U. S. laws. A written annual report will be presented to the Consortium at the May meeting. The Treasurer shall be responsible to have fiscal records reviewed on an annual basis by the Executive Committee prior to the May meeting in order to release them to the newly elected Treasurer. The Executive Committee shall determine if further legal consult is needed to keep and maintain the Consortium and to meet the requirements of the Internal Revenue Code and other laws.

Section 5 Community Information Liaison: The Community Information Liaison shall be an elected position and will be responsible for maintaining and updating the Consortium's website. They are to make facility informational resources accessible via the Consortium's web page. This position will be responsible for orienting any new facility or members to the IEHEC Mission and Vision.

ARTICLE V- Committees

Section 1 The standing committees of the Consortium shall be: Officers, Membership, Nomination, Legislative Issues, Clinical Placement Education & Research, Awards and Finance.

Section 2 By-Laws Governing Standing Committees

1. New committees chairs shall be appointed on or before the May meeting and assume duties in September.
2. The committees shall assume such duties as specified by these By-Laws and as designated by the Executive Committee.
3. Standing committee members chairperson shall be appointed to serve for a minimum of one year. The membership shall reflect a balanced representation from academia and clinical agencies.
4. Absence without cause (as determined by the Executive Committee) for three consecutive committee meetings shall constitute resignation from the committee and any other office held.
5. The committee membership must consist of two or more members.
6. The chairperson of each standing committee or designee shall be prepared to report to the Consortium at each regular meeting. The committee chairperson shall also present a written report of the committee's activities when requested by the Executive Committee.
7. The committee meetings shall be held as deemed necessary by the committee members. Any member of the committee may request a meeting. Committee meetings will be scheduled in advance and members informed of the date, time and location.

Section 3 The Executive Committee shall be composed of the elected officers and committee chairpersons as deemed necessary by the Chair and shall:

1. Manage the business of the Consortium.
2. Approve chairpersons of standing committees.
3. Authorize Ad Hoc Committees not otherwise provided for in these By-Laws.
4. Identify one priority focus for the upcoming year.
5. Plan and coordinate all Consortium meetings.
6. Provide additional opportunities for networking between and among current members.
7. Serve as an official advisor and provide liaison between the Consortium and outside agencies.

Section 4 Nominations Committee shall:

- Prepare slate of candidates and secure consent to serve using current membership list provided by the Secretary.

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- Coordinate nomination and election of officers according to the By-Laws.

Section 5 Membership Committee

- Invite/ recruit academic institutions, hospitals, and healthcare organizations, etc. to the IEHEC meetings for potential IEHEC membership and involvement.
- Prepare and revise IEHEC Membership Invitation flyer that includes the IEHEC mission, vision, and, values to provide to potential IEHEC members.
- Orient new members in the Consortium.
- Develop/implement recognition program for active member participation.
- Develop/implement retention strategies for membership.
- Compile and maintain a directory of member organizations, profiling important data of each member organization.

Section 6 Legislative Issues Committee shall:

- Communicate current community legislative issues.
- Review current issues as they relate to their impact on health care.
- Serve as a resource on nursing practice and education issues.
- Establish a communication network with members of the legislature and other professional health care organizations to keep abreast of health care.

Section 7 Education/Research Committee shall:

- Exchange ideas to meet educational objectives; curriculum patterns, teaching strategies and evaluation process.
- Explore fiscal considerations in educational institutions and clinical agencies.
- Provide a forum for discussion of “Standards of Practice” criteria for nursing and allied health care service and education in this geographic area.
- Explore opportunities for joint consortium appointments and partnerships activities.
- Assess, review and disseminate trends in health care delivery.
- Identify commonalities and differences in preparation and practice of various levels of nurses and other allied health care occupations (including but not limited to job descriptions and entry level competencies).
- Support and implement research projects as recommended by the membership.

Section 8 Finance Committee shall:

- Review the records of income and expenditures maintained by the Treasurer at least once a year prior to the May annual meeting.
- Prepare a written statement concerning the accuracy of the records to be attached to the annual report.
- Prepare and submit required tax information to the appropriate agencies.

Section 9 Community Information Liaison

The committee membership will include a minimum of a clinical agency representative and one representative from each academic program level (BSN, AND, LVN, etc.). The committee, in collaboration with the Community Information Liaison, shall oversee the Consortium’s website. The committee shall also provide current information about the clinical placement requirements and approval process specific to each clinical site as applicable.

Section 10 Awards Committee

- Compiles Award criteria and materials.

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- Reviews and updates awards processes and procedures.
- Recognize, encourage, and award excellence in the allied healthcare education and clinical mentorship.
- Select finalists for the bi-annual excellence in nursing awards which are brought before the members to select the finalists.

Section 11 By-Laws Committee

By-Law Committee will review the by-laws annually or at a minimum biannually and bring recommendations for any changes to the members for vote.

Section 11 Ad Hoc Committees

Ad Hoc committees shall be proposed through the Consortium for consideration and to be voted on by IEHEC members.

ARTICLE VI- Nominations

Section 1 At the first scheduled Consortium meeting of the New Year, January meeting, the Chairperson of the Committee on Nominations shall announce the offices of those whose terms will expire in May and will request suggestions for nominations for these offices.

Section 2 This committee shall be responsible for contacting suggested nominees for their verbal consent to run for office and obtaining biographical information for each nominee. The Committee on Nominations shall prepare a ballot for offices with terms expiring that year to be announced and accepted at the regular January committee meeting. The ballot shall contain at least two nominees for each office. In the event there is not a minimum of two nominees for an office, the nominations will remain open and be accepted from the floor at the March meeting. After all reasonable efforts have been made to obtain candidates for office; the nominations may be closed by a majority to vote by those in attendance at the March meeting. Names of the nominees shall be submitted for only one office on the ballot. Overall, (1) at the January meeting, nominations for new officers will occur, (2) at the March meeting voting of new officers and awardees will occur, and (3) at the May meeting, installation of new officers and announcement and recognition of awardees will occur.

Section 3 If the name of a member on the Committee on Nomination is submitted as a suggested nominee for the ballot and the member consents to serve, said member shall resign from the Committee of Nomination.

ARTICLE VII- Elections

Section 1 The term of office for all officers shall be two years except for the Community Information Liaison. The term of office for the Secretary and Treasurer may be extended an additional year by mutual consent of the individual serving in the office and the voting membership. The term of office of all officers shall commence at the installation of officers at the last meeting of the year, at the May meeting, and shall terminate at the installation of the new officers to those offices.

Section 2 The elections shall be determined by ballot. Immediately following the January committee meeting a ballot for the election of officers shall be distributed for each paid voting member of the Consortium by the Committee on Nominations.

Section 3 All ballots shall be returned to the Chairperson of the Consortium on Nominations no later than two weeks before the regular March meeting. The actual counting of votes must be done with a majority of

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the committee members present. These statistics shall be kept confidential. The committee shall be responsible for the preparation of a written slate of officers-elect to the Chairperson of the Committee. The Chairperson of the Committee on Nominations shall announce the officers-elect at the May Consortium meeting. The ballots shall be retained until the installation of the newly elected officers. The outgoing Chairperson shall be informed of the election results in order to notify the newly elected officers and prepare the installation ceremony.

Section 4 The majority of votes cast by voting members for the respective office shall constitute an election. In a tie, the Committee on Nominations shall decide the choice for office.

ARTICLE VIII-Meeting

Section 1 The Consortium shall meet a minimum of quarterly. Dates of meetings may be changed by a majority vote of members in attendance.

Section 2 Installation of officers shall be held at the May meeting.

Section 3 The order of business at the quarterly meeting shall include:

- Call to order
- Approval of agenda
- Introductions
- Approval of minutes
- Report of committees
- Ongoing business
- New business
- Announcements/Comments
- Adjournment

Section 4 The Consortium meetings will follow Roberts Rule of Order and parliamentary procedures as guided by the parliamentarian.

ARTICLE IX-Dissolution of the Inland Empire Consortium

Section 1 This Consortium is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the Consortium shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law); or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or for the corresponding provision of any future United States Internal Revenue law).

Section 2 Upon the winding up and dissolution of this Consortium after paying or adequately providing the debts and obligations of the Consortium the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE X- Adoption and Amendments of By-Laws

Section 1 These By-Laws may be reviewed at least annually or at a minimum biannually by the Consortium.

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Section 2 These By-Laws shall be adopted by a vote of the majority of voting members present at any regular meeting of the Consortium physically or digitally.