

CVNE CONSTITUTION

And BY-LAWS

April 2024

CONSTITUTION

ARTICLE I Name and Purpose

The name of this organization shall be the CALIFORNIA VOCATIONAL NURSE EDUCATORS (CVNE).

The purpose of this non-profit organization shall be educational, and the individual members shall not derive profit from its earnings or assets. Its goals shall include the promotion of excellence in vocational nursing education, collaboration with the Board of Vocational Nursing and Psychiatric Technicians; enhancement of the art and science of teaching; support of the role of the Licensed Vocational Nurse in healthcare; and cooperation in activities that relate to improving the health of the people of California. The scope of activities for this organization shall include the assessment of the resources and needs of vocational nursing education, and collaboration with allied professional groups, and legislators in matters affecting the practice of vocational nursing in the state of California.

ARTICLE II Membership

Section 1 Active Members

Persons shall be eligible for active membership if they are educators who are involved in vocational nursing education. Active members must possess a current nursing license in the state of California. Active members are entitled to all rights and privileges of the organization.

Section 2 Merited Members

Persons shall be eligible as merited members if they are former active members of CVNE who are retired from Vocational Nursing education. The CVNE defines “retired” as follows: a member who has been an Active Member for at least five years of retirement from Vocational Nursing education *or* has reached the age of 62 years and is no longer active in Vocational Nursing education *or* has had a forced work retirement due to physical disability. Merited members shall be entitled to all rights and privileges of the organization. Merited members shall pay fifty percent of membership and conference fees.

Section 3 Honorary Life Members

Honorary Life Members are persons who have provided outstanding service to CVNE and have been designated as Honorary Life Members by nomination and a two-thirds vote of the CVNE

board. Honorary Life Members shall be entitled to all rights and privileges of the organization. They shall pay no dues and shall pay fifty percent of conference fees.

Section 4 Associate Members

Associate members are persons whose jobs or interests may or may not be directly related to nursing education or who do not have all the qualifications for full membership. Associate members shall not have the right to vote or to hold office in the organization. Associate members shall pay full membership dues and conference fees.

Section 5 Student Members

Student members are persons actively enrolled in a licensed nursing education program. Student members shall not have the right to vote or to hold office in the organization. Student members shall pay fifty percent (50%) of membership dues and full member conference fees.

ARTICLE III Officers, Their Elections, and Duties

Section 1 Officers

The elected officers of this organization include an Executive Board and a Full Board. The Executive Board shall consist of a President, First Vice President, Second Vice President, Secretary, and Treasurer. The Full Board ("the Board") shall consist of the Executive Board not less than four Board members. Board members shall represent different geographical areas of the state.

Section 2 Term

All Board officers shall be elected to serve a term of two years, except the Treasurer, who shall be elected for a term of four years. The Second Vice President and Treasurer shall be elected in odd years. The First Vice President and Secretary shall be elected in even years. The First Vice President succeeds automatically to the presidency after the President's term. If the First Vice President declines to succeed in the Presidency, the Executive Board will nominate another member of the Board.

Section 3 Nominating Committee

The Executive Board shall appoint two active members from the membership at large to prepare a slate of proposed officers, secure the consent of each nominee, and publicize the slate to the membership before the Fall conference. The report shall be read at the Fall conference, at which time additional nominations may be made from the floor, providing the consent of the nominee has been obtained.

Section 4 Election of Officers and Assumption of Duties

The Board shall be elected at the Fall conference. Only eligible, active members may vote. The election shall be conducted by anonymous ballot. The members present shall be elected by majority vote. If a CVNE office becomes vacant during the term, the President, with the approval of the Board, shall appoint a person to fill the vacancy at the next meeting of the Board. If a quorum of the Board is not available to attend a face-to-face meeting, approval of Board appointments may be made via electronic communication.

Elections require a quorum of members to be considered valid. A quorum is defined as the number of members present at the business meeting. The secretary ensures ballots are prepared and supervises the voting process. The two active members can't be on the ballots. These two active members shall count the ballots and promptly report the election results to the President, who shall notify the officers and the membership of the results of the election.

Newly elected officers shall be installed during the business meeting held at the Spring conference and shall assume their duties at the close of the Spring conference. Outgoing officers shall continue their responsibilities until the end of the Spring conference.

Section 5 Compensation

Members of the Board shall not receive any compensation for their services. Expenses of the Board members incurred in the service of CVNE shall be reimbursed at an appropriate amount as specified in the Standing Rules and shall be included in the budget.

ARTICLE IV

Meetings

The organization shall have a minimum of one conference each year, the date to be established by the Board. A minimum of one Business meeting shall be held at each conference. The Board may call additional meetings, as the needs of the organization require. The Board shall determine specific meeting times and locations with consideration given to the accessibility to major airports.

ARTICLE V

Amendment of the Constitution

Amendments to this Constitution may be originated by petition from ten members in good standing or by the Board. Proposed amendments/changes to the constitution shall be distributed to the members at least thirty days before a membership meeting. Distribution of amendments and changes shall be via electronic methods.

Amendments/changes to the Constitution shall be presented to members at the business meeting of the Spring or Fall conference. Voting shall take place at the conference at which the amendments/changes are presented. If necessary, petitions for amendment, including the exact wording of the amendment shall be presented to the Secretary at least forty-five days before a general meeting. Amendments to the Constitution shall be approved by a two-thirds majority vote of all CVNE members in good standing at the business meeting. Voting shall be by a show of hands. In the event of a tie or discrepancy, a new vote may be called for by the President. This second vote shall be by written ballot. Members of the organization shall be notified of any substantive changes in the Constitution via electronic notification.

ARTICLE VI

Tax Exemption

Section 1 Dedication

The property of this non-profit organization is irrevocably dedicated to social welfare purposes and no part of the net income, or assets of this organization shall ever inure to the benefit of any director, officer, or individual member of the organization or the benefit of any private person(s).

Section 2 Dissolution

Upon the dissolution of the organization, its assets remaining after payment, or provision from payment, of all debts and liabilities of this organization, shall be distributed to a non-profit fund, foundation, or corporation that is organized and operated exclusively for social welfare purposes, and which has established its tax-exempt status under Section 501(c)(4) of the Internal Revenue Code.

CVNE BY-LAWS

ARTICLE I

Association Dues and Other Funds

Section 1 Annual Dues

Active member	\$50.00	Merited member	\$25.00
Associate member	\$50.00	Honorary member	\$0.00

Annual dues shall be payable to the Treasurer at the Fall conference, with no reduction in dues for joining mid-year.

Section 2 Scholarship Fund

Funds are raised through donations. Funds shall not be taken from general membership fees and shall be kept in a separate account.

ARTICLE II

Duties of Officers

Section 1 Duties of the Board as a Whole

The Board shall transact the business, shall submit policies and recommendations to the general membership, shall create special committees as the need arises, and shall perform such duties as these By-Laws may require. For continuity, the outgoing Second Vice President and Treasurer shall attend the summer meeting of the CVNE Board.

Section 2 President

The President shall be responsible for administering and implementing the CVNE goals and objectives; shall preside at all meetings of the members and of the Executive Board and Full Board; shall represent CVNE to the general public and general educational groups; shall appoint all committees and assign duties unless otherwise provided for in these By-Laws or the motion authorizing the committee; shall be an ex-officio voting member of all committees except the Nominating Committee; and shall approve all office correspondence. The President shall serve a two-year term.

Section 3 Immediate Past President

The Immediate Past President shall serve as an ex-officio voting member of the Board and shall act as a general advisor for one year.

Section 4 First Vice President

The First Vice President shall automatically succeed the President at the end of the term of office. The First Vice President shall be responsible for the conference program; shall take an active part in planning all other CVNE functions; shall learn all the duties and tasks of the President; shall succeed immediately and automatically to the office of President if that office becomes vacant, completing the President's term and his/her term. In the absence of the President, the First Vice President shall perform the duties of the President.

Section 5 Second Vice President

The Second Vice President shall plan the meeting places for conferences, all Board meetings, and any special meetings.

Section 6 Secretary

The Secretary shall keep a true and correct record of all proceedings and shall submit a written report following all Board meetings and Business meetings. Additionally, the Secretary shall be responsible for all correspondence and other communications to members and other agencies as directed by the President or Board; and shall submit all official correspondence to the President for approval.

Section 7 Treasurer

The Treasurer shall receive all CVNE dues and other funds and deposit them in a bank or banks approved by the Executive Board; shall provide store the completed membership application forms; shall pay all bills at the direction of the Executive Board; shall keep records of all monies received and expended for no less than seven years, or as mandated by the Internal Revenue Service. The Treasurer prepares and presents an annual budget; and presents a financial report at each Business meeting. The Treasurer shall participate in an internal audit with a Board member at least annually.

Section 8 Board Members

When elected or appointed, a Board member assists other elected officers in the administration of this organization.

ARTICLE III Meetings

The Board shall hold a minimum of three meetings annually, scheduled at intervals during the year. Special meetings may be called by the President and/or by any four members of the Board.

ARTICLE IV Committees and Liaison Representatives

Section 1 Standing Committees

Standing Committees may include:

1. Constitution and By-Laws
2. Scholarships
3. Visibility
4. Membership
5. Nominations

Standing Committees are chaired by CVNE Board members who shall assume full responsibility for the activities of that committee; shall serve for two years and may appoint active members to serve on the committee.

- A. Committee members should be from as many schools as possible. CVNE Board members shall determine the number of members.
- B. Each committee shall give a brief written or oral report of the committee's activities and recommendations for action at the Board meetings and, if requested, at the Business meetings. The Board must approve any proposed actions of the Standing Committees that are not prescribed by the Constitution and By-Laws.

Section 2 Special Committees

The President, with the approval of the Board, shall appoint special Committees as the need arises. Special Committees shall serve until the adjournment of the conference for which they were appointed or for that time designated by the President or Board as appropriate to the activity of the committee. Special Committees shall follow all Standing Committee rules listed above.

Section 3 Nominating Committee

The Chair of the Nominating Committee, shall, if possible, present at least two candidates for the offices of First Vice President, Second Vice President, Secretary, and Treasurer and the Board members whose terms have expired shall select candidates with regard for equal geographic representation, including both urban and rural areas; shall present a candidate for First Vice President with previous CVNE Board experience.

An executive Board Member shall appoint an active CVNE member to prepare the ballots for the election of officers; shall manage the election; shall, with another active CVNE member, count the ballots; shall honor any requests for a report of the vote or a recount. Within ten days after an election, a candidate for office may request a report of the voting or a recount of votes. The Secretary must respond to that request within the subsequent ten days. If an error in the count is found, the Secretary must immediately report the error to the President, who shall notify the candidates involved. The Secretary shall destroy the ballots forty-five days after notification of the election results.

ARTICLE V

Parliamentary Authority

An active member, appointed by the President at his/her discretion, shall act as Parliamentarian. The rules contained in Robert's Rules of Order shall govern the CVNE in all cases to which they apply, and in which they are not inconsistent with the Constitution or By-Laws of the CVNE.

ARTICLE VI

Amendment of the By-Laws

Proposed amendments to the By-Laws shall be approved by a two-thirds majority of all Board members. These amendments shall be presented in writing at one Board meeting for discussion and then voted upon at the subsequent Board meeting after a time lapse of at least ten days. Members of the organization shall be notified of By-Laws changes when and if they occur.

*Robert, General Henry M. Robert's Rules of Order. New York: The Berkley Publishing Group, 1967. (Originally published 1876).

STANDING RULES OF THE CVNE BOARD

Revised and Approved: April 2024

CVNE Mission: The mission of CVNE is to promote excellence in vocational nursing education, enhance the art and science of teaching, and support the role of the Licensed Vocational Nurse in healthcare.

CVNE Goals: The goals of the CVNE are as follows:

1. Offer semiannual conferences with continuing education units, where attendees can:
 - a. Update healthcare knowledge relevant to vocational nursing and enhance teaching techniques.
2. Present and discuss legislation and issues that affect nursing.
3. Support learning resources.
4. Provide networking opportunities through multimedia.
5. Provide scholarship opportunities to vocational nursing programs, students, and educators.
6. Function as a non-profit organization.
7. Collaborate with the Board of Vocational Nursing and Psychiatric Technicians, health professionals, and legislators.
8. Promote vocational nurses as significant members of the health care team.

CVNE Motto: A Strong Team for Complete Patient Care: LVNs and RNs Working Together

Quorum: The quorum of CVNE Board Members shall be six persons including at least three members of the Executive Board. In the case of extenuating circumstances that prohibit the attendance of members at meetings, electronic means may be used to obtain a quorum. In the event of a Special CVNE Board Meeting, a quorum shall be four persons including at least two members of the Executive Board.

Electronic Voting: Electronic voting may be accomplished via e-mail. E-mail voting may be used for issues that arise between CVNE Board Meetings. E-mail voting shall be completed within two weeks. E-mail votes shall be sent directly to the President. If the issue creates a conflict of interest for the President, s/he shall have the e-mail votes sent to the First Vice President. The President or First Vice President shall print a copy of each vote and submit a tally of the votes by name and the printed copies of the votes to the Secretary. The Secretary shall compare the printed copies of the votes with the submitted tally, record the issue and voting results in the minutes of the CVNE Board meeting, and then destroy the printed copies of the vote. A two-thirds majority shall be required for a pass.

CVNE Scholarships:

1. **School Scholarship:** CVNE awards a \$250 School scholarship to a school randomly drawn from schools in attendance at each conference. The school receiving the scholarship must use the funds to benefit vocational nursing students. The school receiving the scholarship must submit a report to the Treasurer before the next scheduled conference informing the members how the funds were used. Schools that have received the scholarship in the preceding three years are not eligible for the random drawing.

Funds for the scholarship are deposited in an interest-bearing savings account, separate from other CVNE funds.

2. **Educator Scholarship:** CVNE awards two annual scholarships for its members who wish to continue their education. This scholarship award shall be ten percent of the balance of the Educator Scholarship account, not to exceed an award of \$500. The scholarship is awarded at the Spring conference.

Scholarship Requirements:

- A. Must be an active member, merited member, or honorary life member of California Vocational Nurse Educators.
- B. Candidate must currently be involved with vocational education, a Program Director, an Assistant Program Director, or nursing faculty in a BVNPT approved Vocational Nursing Program.
- C. Candidate must be currently enrolled in an accredited Bachelor, Master, or Doctorate program and have good scholastic standing with a GPA of at least 3.0 at the time of application.
- D. Applicant must have at least one full year of school remaining.

The application must include the following for consideration:

- A. The program the candidate is enrolled in, estimated completion date, and degree being pursued.
- B. Verification of membership in California Vocational Nurse Educators organization.
- C. Copy of current nursing license.
- D. Statement of professional nursing goals.
- E. Completed scholarship application form.

Opportunity Drawings: The CVNE shall conduct opportunity drawings to raise funds to support the activities of CVNE. At each conference, members shall be offered the opportunity to participate in a prize drawing through drawing tickets. A monetary donation may be suggested, but not required.

Reimbursement: Reimbursement will be at the discretion of the CVNE Board, with consideration for the financial state of the CVNE. The President shall receive one hundred percent reimbursement for costs related to attendance at Board meetings and conferences. For Board members, the rate of reimbursement is as follows:

1. One-half occupancy of a double room including any taxes but not including phone calls or room service for personal items (exception is made in the event there is only one member of the same gender on the board; in such a case, full reimbursement shall be permitted).
2. Reimbursement is available for Wednesday night before the Board meeting, Thursday, and Friday nights.
3. Exceptions to the above hotel accommodations rules shall be cleared with the CVNE Board before expenses are incurred.
4. Round-trip personal car mileage will be reimbursed with documented proof of mileage at the current rate established by the Internal Revenue Service (IRS).
5. Actual cost of parking (with receipts).
6. Airfare is reimbursed at one hundred percent (with receipts).

7. Members who give presentations at conferences for a minimum of four hours will be reimbursed by having their conference registration paid for on the day on which they present.
8. Transportation costs from the airport, train station, Uber/Lyft, or bus station to the conference/ meeting location with receipts.

The CVNE Board reserves the right to deny reimbursement to Board members who do not fully participate in board meetings/conferences or do not meet their assigned CVNE board responsibilities. Candidates running for a CVNE office are expected to attend the election conferences without compensation. Newly elected CVNE Board members are expected to attend the initial post-conference meeting after installation at the Spring conference without additional compensation. All members of the CVNE Board are encouraged to purchase airline tickets early and to use employer reimbursement plans if they are available. As deemed necessary by the President, with the agreement of the Board, newly elected Board members may be invited to the Winter Board meeting (before official installation to the position at the Spring conference) with travel expenses reimbursed as noted above.

Costs incurred by Board members for the conference or meeting materials will be fully reimbursed. No expenses shall be reimbursed without receipts verifying expenditures made by Board members.

General Responsibilities of CVNE Officers/Board Members: CVNE officers are expected to attend all CVNE Board meetings and conferences. If an officer misses two meetings the CVNE Board reserves the right to determine whether a replacement would be in the best interests of the organization. If an officer misses a third meeting s/he automatically forfeits the position on the CVNE Board and will be replaced.

All officers, the chairperson, and the ex officio officer have one vote. Typically, however, the chairperson often abstains from voting to preserve the impartiality of his/her position. The chair does not cast a deciding vote in the event of a tie vote, so in the event of a tie, the motion is lost.

Amendments: Proposed changes to the standing rules shall be approved by a two-thirds majority of the total CVNE Board. These changes shall be presented orally and voted upon at the same meeting. Members shall be notified of changes in the standing rules if they directly affect the members.

Duties of the President (per CVNE Constitution and By-Laws, Section 2–President)

The President shall:

1. Be responsible for administering and implementing the CVNE.
2. Preside over all meetings of the members and of the Board.
3. Represent CVNE to the public and general educational groups.
4. Appoint all committees and assign duties unless otherwise provided for in the By-Laws or the motion authorizing the committee.
5. Be an ex-officio voting member of all committees except the Nominating Committee.
6. Approve all official correspondence.
7. Prepare an agenda for Board Meetings and distribute it to board members a month before the Board Meeting.
8. Prepare an agenda for each conference business meeting.
9. Sign official documents and records as needed.
10. Nominate an active member to fill any open position on the Board and after receiving approval of that appointment by two-thirds of the members of the Board, appoint the nominee to the Board.

Standing Committees

Standing Committees are chaired by members of the Board, who shall assume full responsibility for the activities of that committee. Committee Chairs shall be appointed or reappointed by the President. Committee Chairs may appoint active members to serve on the committees as needed.

Constitution Committee, consisting of the Board shall:

1. Review and revise the CVNE Constitution, By-Laws, and Standing Rules.
2. Receive petitions and requests for changes from members.
3. Prepare documentation of changes in the Constitution and By-Laws for the first and second reading.
4. Document changes in the Standing Rules.
5. Arrange for and distribute copies of the Constitution and By-Laws to members.

The **Scholarships Committee**, directed by Board Members South shall:

1. Announce the “pass the hat” activity during each conference for donations to the nursing school's Scholarship fund.
2. Count money collected during “pass the hat” daily during each conference and turn over funds to the Treasurer.
3. Prepare the names for drawing for scholarship funds from a list of schools (maintained by the Treasurer) present at each conference. Schools that have received scholarship funds within the last three years are excluded from the drawing.
4. Board Members South conduct the drawing of the scholarship on Saturday.
5. Obtain a check for \$250 from the Treasurer to present to the school that was drawn.
6. Provide the winning school guidelines for the completion of the report on the use of scholarship funds.
7. Keep track of the winners of the School Scholarship to maintain compliance with scholarship requirements.

For Educator Scholarship

Board members South shall be responsible for the following.

1. Shall hold committee meetings in conjunction with the Spring CVNE Board as needed.
2. Implements the CVNE Educator's Scholarship program and is responsible for proposing any changes to the Scholarship Program for action by the CVNE Board.
3. Generates a report as necessary to the CVNE Board regarding recipients.
4. Actively promotes our scholarship program and solicits donations at all functions.
5. Revise (as necessary) and maintain the scholarship application process.
6. Act as a liaison between the membership and the scholarship committee.
7. Work with the President to ensure the information on the website is up to date.
8. Distribute applications to the membership as may be required.
9. Collect application information and submit completed applications to the Executive Board during the Board meeting before the Spring conference to be reviewed and voted on by the committee members.
10. Ensure that eligibility requirements are met for candidates applying for the scholarship.
11. Serve as the contact person for members or outside entities who may be interested in donating to the scholarship fund.
12. Announce the winners of the CVNE Educator's Scholarship at the Spring conference to the general membership.

Make policy recommendations to the CVNE Board when appropriate.

The **Treasurer** shall:

1. Prepare an annual budget and audit report.
2. Meet with the President and two other CVNE board members annually at the Fall conference to review all income, receipts, expenses, and bank accounts.
3. Obtain an audit every odd year after the Fall conference from a CPA not affiliated with CVNE.
4. Receive membership applications and dues by mail on the first day of the month before the conference.
5. Make a list of new members, including name, school, membership status, home and e-mail address, and phone number, and give the list of new members to the Executive Board.
6. Prepare a list of conference attendees and forward the list to Board members.
7. Receive registration fees from conference registrants and vendors.
8. Provide a payment receipt for conference registrants.
9. Provide a count of the conference registrants to the Executive Board a week before the conference.
10. Send via email Vendor Confirmations.
11. Prepare a list of vendors for the Executive Board.
12. Prepare and distribute reimbursement to Board members as appropriate.
13. Purchase necessary equipment as authorized by the Board.

The **Visibility Committee** shall be Board Members North and Board Members Mid-State.

1. Make all arrangements for visibility items for the conference on Friday and Saturday.
2. Maintain a supply of CVNE visibility items for sale, donation, and opportunity drawing prizes at each conference.
 - a. Email a copy of visibility items to the President, First and Second Vice President.
 - b. Obtain, label, and display visibility items; items shall be no more than \$150.00.
 - c. Forward receipts for visibility items to the Treasurer for payment.

The **Program Committee** shall be the First Vice President:

1. Arrange conference speakers, fees, and contract for a major speaker, a year ahead of conferences.
2. Keep a file of speakers, curricula vitae, and contracts. These documents must be kept electronically for four years for continuing education records.
3. Obtain from the CVNE board (or active members), suggestions of conference speaker's names and times for the presentations.
4. Obtain the dates and places for conferences from the Second Vice President.
5. Before the Summer and Winter CVNE board meetings, contact each potential speaker and determine his or her availability, the fees he/she charges, and the topic that will be covered.
6. If necessary, arrange to have CVNE pay for the speaker's transportation or mileage, lodging, meals, provide hotel accommodations for a speaker, and send reservation information to him/her.
7. Send a CVNE Speaker's Contract to select speakers; ask the speaker to complete all the items on the contract, fill in his or her name on the contract, and return the copy along with his/her curriculum vitae; give a copy of the contract for any speaker that gets \$600 or more to the Treasurer for 1099 MISC Income forms. (The contract requests that the speaker list the behavioral objectives for the presentation and the equipment needed: video projection system for a PowerPoint presentation, lavalier, hand-held microphones, slide projector, flip chart, pens, overhead projector, etc.).
8. Notify the Second Vice President requesting to procure the needed audio-visual items.
9. Send a copy of each paid speaker's contract, which lists the behavioral objectives, and the speaker's curriculum vitae, to the Second Vice President to keep for four years for Continuing Education Records.
10. Plan for any photocopying of speaker handouts.
11. Prepare introductions for the speakers using the information from the curriculum vitae each one has sent.
12. Meet the speakers upon their arrival at the conference and introduce the speaker to the President. If possible; review with the speaker the times for the morning session, lunch, and, if applicable, the afternoon session.
13. Assist the President in introducing the speakers at the conference.
14. Obtain the speaker's tax identification number and his/her invoice, forward it to the Treasurer, and if possible, give the speaker his or her paycheck immediately after the presentation.
15. Invite vendors to participate in conferences.
16. Within two weeks after the conference, prepare a thank-you note via email or mail for the speakers from the CVNE.

Site Arrangements Committee shall be the Second Vice President:

1. Plan the meeting places for the Spring and Fall conferences, Winter and Summer CVNE board meetings, and any special meetings of either group; Spring conferences will be held in April and the Fall conferences will be held in October.
2. Keep a file of suggested sites, arrangements, confirmation letters, and copies of previous contracts for two years.
3. Before each conference, obtain from the CVNE board or active members suggestions conference hotels, dates, and places for future conferences.
4. Before each conference, either personally or through an agent, contact several hotels and determine availability, cost, and description of hotel rooms, (non-smoking, two double beds, king-size bedrooms), check-in and check-out times, luggage storage, a meeting room for the CVNE board meeting on Thursday and meeting rooms for the conference on Friday and Saturday, services such as shuttles to and from the airport, tours or limousines for Friday evening, parking, pools or gym rooms, registration tables in the hall outside the meeting room, water on the tables during sessions, microphone, podium, other AV equipment, and electrical outlets for use during the speaker sessions and business meeting, determine costs (including tax and gratuities) and menu for buffet or sit-down meals to be served during the conference.
5. Negotiate with hotel management for the best prices for sleeping rooms and meals and services such as parking and meeting rooms. (If necessary, the Second Vice President may make group meal selections without previous CVNE board approval).
6. Two months before the conference that is being planned, receive approval for the hotel and group meals for the next conference and give sleeping room reservation information from the hotel to the CVNE Board.
7. Sign a contract with the hotel, reserve an appropriate number of double occupancy and king-size rooms for the dates of the conference, get a guaranteed room rate, reserve a Thursday conference room, and reserve Friday and Saturday general session rooms.
8. Receive audiovisual equipment requests from the First Vice President.
9. Locate equipment requested by the speakers; local members may be able to bring equipment or may be able to obtain it from a rental business; hotels can provide some equipment.
10. Request that the hotel supply any equipment not available from other sources and confirm equipment arrangements via email.
11. Two weeks before the conference, find out from the Treasurer how many conference registrations have been received.
12. Review all the arrangements with the hotel, including audiovisual equipment, and if possible, give the hotel a preliminary count for meals.
13. Ascertain when the final count for meals is required, and who on the hotel staff will be available to help solve conference problems.
14. Ensure lights, microphone/audiovisuals work, drinking water, temperature control, and any other needs during the session are appropriate.
15. At the beginning of each conference day, the Second Vice President will announce housekeeping items (the restrooms, location of the luncheon, and any other items).

The **Website Committee** shall be the President.

1. Prepare promotional flyers, announcements, and conference agendas to send to the website host.
2. Submit materials, changes, and updates of information related to CVNE to the website as such materials and information are received.
3. Provide oversight over the CVNE email account.
4. Create agendas for Board meetings.
5. Set up Zoom meetings for all Board meetings if applicable.