



**AMERICAN ASSOCIATION OF COLLEGES OF NURSING
DIVERSITY, EQUITY, AND INCLUSION LEADERSHIP NETWORK**

OPERATIONAL RULES AND PROCEDURES

Diversity, Equity, and Inclusion Leadership Network
A Leadership Network of the American Association of Colleges of Nursing

NAME

The name of this Network shall be the Diversity, Equity, and Inclusion Leadership Network (DEILN), a Network of the American Association of Colleges of Nursing (AACN).

PURPOSE

The Diversity, Equity, and Inclusion Leadership Network (DEILN) aims to inform and contribute to advancing diversity, equity, and inclusion in academic nursing.

The goals of the DEILN will align with AACN's diversity, equity, and inclusion strategic goals and objectives. The goals will amplify the dissemination and adoption of diversity, equity, and inclusion as appropriate to local settings.

MEMBERSHIP

- 3.1 Members. A member shall be a person who has the desire to learn and/or to bring knowledge and experience in advancing innovative approaches to enhancing diversity, equity, and inclusion in academic nursing and the nursing workforce. Individual membership is open to all faculty, administrators, and staff from an AACN member schools.
- 3.2 Privileges of Membership.
 - 3.2.a. Members shall:
 - 3.2.a.1. have the right to volunteer and hold office on the DEILN Steering Committee and other DEILN committees.
 - 3.2.a.2. have the right to participate as members of DEILN committees.
 - 3.2.a.3. shall be added to and may participate in the DEILN Collaboration Community.

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

OFFICERS

- 4.1 Officers. Officers of the DEILN shall be the Chair, Chair-elect, Secretary, and Immediate Past Chair. The Officers shall direct and execute the activities of the DEILN in accordance with these Operational Rules and Procedures. DEILN business may be transacted if a quorum (2/3 of the Officers) is present at a meeting.
- 4.2 Duties of Officers.
- 4.2.a. The Chair shall:
 - 4.2.a.1. preside at all meetings of the DEILN.
 - 4.2.a.2. serve as a member of the AACN Diversity, Equity, and Inclusion Committee.
 - 4.2.a.3. be responsible for the oversight of the goals and activities of the DEILN.
 - 4.2.b. The Chair-Elect shall:
 - 4.2.b.1. preside at meetings in the absence of the Chair.
 - 4.2.b.2. assume the responsibilities of the Chair if the Chair cannot fulfill the term of office and continue through the original designated term.
 - 4.2.b.3. assist the Chair in the goals and activities of the DEILN.
 - 4.2.c. The Secretary or a designee shall:
 - 4.2.c.1. record minutes of all DEILN steering committee and membership meetings and send them out to the members of the Steering Committee and AACN staff following each meeting.
 - 4.2.d. The Immediate Past Chair shall serve in a consulting role for the Officers.
- 4.3 Selection of Officers. Officer positions may be selected during or prior to the annual meeting each year. Volunteers shall be drawn from the membership of the group and selected by the Leadership Succession Committee.
- 4.4 Term of Office. The term of office for all officers shall be one (1) year except the term of Secretary is two (2) years. Each term in office shall commence on July 1 of each calendar year.
- 4.4.a. 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, the Steering Committee will designate a member to complete the unexpired term.

MEETINGS

- 5.1 The membership shall meet at least annually.
-

STEERING COMMITTEE

- 6.1 **Members.** The Steering Committee shall consist of the DEILN Officers and standing Committee Chairs. DEILN business may be transacted if a quorum (2/3 of the Officers) is present at a meeting.
- 6.2 **Responsibility.** The Steering Committee shall provide voice to the membership, recommend revisions to the Operational Rules and Procedures, and recommend initiatives that advance the purpose of the DEILN.
-

- 6.3 **Meetings.** The Steering Committee shall convene at the annual meeting and additional meetings shall be decided by the Steering Committee.
-

STANDING COMMITTEES

- 7.1 **Committees.** The following committees are established for the DEILN:
- 7.1.a **Planning Committee.** The Planning Committee shall develop the program content for the Diversity Symposium in consultation with the AACN and the DEILN Steering Committee.
 - 7.1.b **The Leadership Succession Committee (LSC)** shall seek volunteers to serve as officers and committee chairs. The LSC will be responsible for presenting the pool of volunteers to the Steering Committee.
 - 7.1.c **Communications/Collaboration Community Committee (CCCC).** The CCCC shall support and promote the DEILN and facilitate member engagement. The CCCC shall maintain an active presence on the AACN DEILN online community, responding to posts and posting information about DEILN activities, soliciting member feedback, and marketing upcoming events.
 - 7.1.d **Ad Hoc Committee(s):** The DEILN Chair, with the advice and consent of the Steering Committee, may establish special or ad hoc committees of the DEILN and appoint chairpersons to those committees for whatever purposes are deemed necessary in the best interests of the DEILN.

- 7.2 Chairpersons and Committee Members. The chairpersons of the committee will serve for a one-year term and may remain on the committee for one additional year. Members of each committee shall volunteer to serve for a two-year term and may serve a total of four (4) years.
- 7.3 Additional Duties and Responsibilities of Committees. The DEILN Chair may assign additional duties and responsibilities to Committees, if necessary, to further the goals and activities of the group.

AMENDMENTS AND ADDITIONS

Amendments and additions to the Operational Rules and Procedures may be proposed and approved by the Steering Committee.