



BYLAWS

College of Nursing Staff Advisory Council

ARTICLE I: Mission and Responsibilities

Section 1. Mission

We, the College of Nursing Staff Advisory Council (hereafter the Council), support staff in the College of Nursing by providing a path for information, acting in an advocacy role, promoting mentoring opportunities, recognizing achievements, supporting professional development, encouraging inclusiveness, and following through with and enhancing the College of Nursing and Health Sciences Strategic Plans.

Council officers serve as liaisons and advisors to the Dean of the College of Nursing on staff issues. The Council's goal is to empower staff within the College of Nursing, enhance their work environment, and build a sense of community.

Section 2. Responsibility

The Council's responsibility is to the staff of the College of Nursing.

ARTICLE II: General Council Organization

Section 1. Members and Terms

Membership on the Council is open to all staff of the College of Nursing. All members have voting privileges but must be present to cast a vote unless vote is otherwise distributed. Votes during meetings will be passed by simple majority. The Dean of the College of Nursing will serve as an ex-officio, nonvoting member of the Council.

Section 2. Responsibilities of Members

Each member (any attending staff) will serve as a representative of their office/division and as a liaison among their office/division colleagues, the Council, and the Dean's office, with the responsibility of carrying forward information, opinions, and recommendations from all parties. Staff are encouraged to attend all Council meetings. Interested staff are encouraged to sit on at least one committee per term.

During the open forum part of a regular meeting, any staff member in the College may bring any issue to the attention of the Council for consideration.



ARTICLE III: Officers

Section 1. Officers

A shared governance model is practiced for all Council officers, who may choose to serve individually or with co-officers.

Chairperson

The Chairperson(s) serves for one year at a time, must have been a member of the Council for at least one year when elected, and is the principal officer of the organization.

Functions:

The Chairperson(s) is in charge of the business of the Council in its general operation; presides at all general, special, and Council meetings; is the official representative and spokesperson for the Council; is a nonvoting, ex-officio member of all Council committees and task forces; recommends the appointment of standing committee chairs for Council approval; establishes special committees, ad hoc committees, and task forces; makes recommendations for appointments on College committees; and is the Council's official spokesperson, serving as liaison with outside parties and other Staff Councils or appointing designated representatives if needed.

Chair-elect

The Chair(s)-elect serves for two years at a time (1 year as Chair-elect and 1 year as Chairperson), must have been a member of the Council for at least one year when elected, and assumes the duties of the Chairperson(s) in their absence.

Functions:

The Chair-elect assists the Chairperson(s) in whatever way necessary, including helping to coordinate annual functions, e.g., annual staff retreat. After one year, the Chair-elect assumes the role of Chairperson, and a new Chair-elect is elected.

Secretary

It is preferable for the Secretary to have been a member of the Council for at least one year when elected.

Functions:

The Secretary attends all official meetings; records the minutes of all regular or special meetings of the Council and distributes them to all staff of the College of Nursing; coordinates and distributes an agenda to all Council members prior to each meeting; distributes handouts for all Council meetings; is responsible for ensuring that all committee reports are reviewed by the Council; preserves in a permanent file all records, official Council documents, and letters of value pertaining to this office; collects and organizes



nominations for officers; and tallies the votes for officers and for additions and amendments to these Bylaws.

Treasurer

It is preferable for the Treasurer to have been a member of the Council for at least two years when elected.

Functions:

The Treasurer attends all official meetings; proposes and maintains the budget and works with the College of Nursing Business Office to maintain ongoing knowledge of the status of the Council's financial accounts; and provides information to the Council about the amount of money in its accounts, money the Council needs to raise, and money the Council will be spending.

Section 2. Committees

Committee Chairpersons

Each Committee will be headed by one Chairperson selected by the Committee members. The Committee Chairpersons serve for one year at a time with renewal if no other person volunteers. They call and preside over committee meetings; preserve in a permanent file all records and letters of value pertaining to this office, passing it on to subsequent chairpersons; and supply the Council with an update of committee activities prior to general meetings.

Section 3. Eligibility and Terms of Office

- A. Election to an office is contingent upon continuing membership on the Council.
- B. Terms of office are from July 1 through June 30, or until successors are in place; except for the Chair-elect, terms are for one year. The Chair-elect's term is for two consecutive years.
- C. No member shall hold more than one office at a time. An officer is eligible for reelection to the same office for a second one-year term. An officer having served two consecutive one-year terms in any officer position is not eligible for reelection until at least one year has lapsed from the end of the second term. An officer who has served more than half a term is considered to have served a full term. Former officers may serve as ex-officio members of the Staff Council.

Section 4. Vacancy or Removal from Office

- A. An officer may resign from the office. Resignation from an office does not indicate resignation from Council membership.
- B. Should an officer vacancy occur, an election shall be held by majority vote of Council members to fill the position.
- C. Repeated failure to meet the responsibilities of office may result in the Chairs of the Council



requesting that the individual resign. If the request does not result in that officer's resignation, the Council may propose a full Council vote to end the individual's term in office.

ARTICLE IV: Meetings of the Council

Section 1. Quorum

At any meeting of the Staff Council, a minimum of at least two officers of the Staff Council and any number of members shall constitute a quorum for the transaction of any and all business.

Section 2. Voting

A simple majority of members present will be used to ratify votes, provided there is a quorum. If a vote needs to be made in a timely fashion, voting can take place via e-mail. E-mail voting should not replace the calling of a special meeting if an urgent issue arises outside of a regular meeting.

Elections for the Staff Council committees will take place each May.

Section 3. Council Meetings

- A. Council Meetings shall be held a minimum of once each month at a time and place scheduled by the Council.
- B. Any staff member may attend any Council Meeting as a participant. An open forum of at least 15 minutes duration shall be held during each Council Meeting. Any member of the staff may bring any issue to the Council for discussion during the open forum.

Section 4. Special Meetings

- A. Special Meetings may be called as needed by the Chair/Co-Chairs or at the request of a quorum of the Council members.
- B. Special Meetings are held in executive session unless specified otherwise by the Chair or Co-Chairs. Members are expected to maintain strict confidentiality related to issues discussed in executive session. The agenda will be posted two (2) business days before the special meeting.

Section 5. Budgets

Committee Budgets

Committees must submit itemized budgets for the next fiscal year for approval to the Council at the regular meeting in May. Anything above and beyond these budgets will need to be pre-approved by the Chair(s) after consultation with the Treasurer.

Definition of the Fiscal Year

The fiscal year will begin July 1 and will end June 30.



ARTICLE V: Amendments to the Bylaws

Section 1. Procedures

- A. A call for additions to or amendments of these Bylaws can be made at a regular meeting.
- B. A draft showing the suggested changes to the Bylaws will be distributed via email to all CON staff members for a vote before the next regular meeting.
- C. Addition(s) or amendment(s) can be enacted by a 2/3 vote and will be recorded in the minutes and in these Bylaws.
- D. The revised Bylaws will be redistributed to all College of Nursing staff members and the College of Nursing Dean.

Revised: March 16, 2021