



BON SECOURS MEMORIAL SCHOOL OF NURSING

FACULTY ORGANIZATION BYLAWS

Article I

Name

The name of this organization shall be the Faculty Organization of Bon Secours Memorial School of Nursing (BSMSON).

Article II

Purpose and Functions

Section 1. The purpose of the Faculty Organization shall be to provide a mechanism through which faculty members can participate in the governance of the total program for the purpose of formulating, implementing, and evaluating a sound educational program.

Section 2. Functions of the Faculty Organization shall be to:

- A. Establish the philosophy, purposes, and objectives of the educational programs of the School of Nursing and revise these as necessary.
- B. Ensure that programs of the School of Nursing are consistent with the philosophy, purposes, and goals of the school/organization/and current accrediting bodies.
- C. Promote the development of nursing knowledge, nursing research, faculty practice, and professional service.
- D. Promote the general welfare and provide for personal and professional growth of the School of Nursing, the faculty and students, the alumni, and the nursing profession as a whole.
- E. Consider and act upon recommendations from faculty committees and course faculty.

Article III

Membership and Voting

Section 1. Membership and Voting shall be structured as follows:

- A. Membership of the Faculty Organization shall be comprised of all instructional and clinical faculty of the Bon Secours Memorial School of Nursing.
- B. All faculty members present at meetings of the organization shall be eligible to vote on all matters presented for faculty action. A quorum is defined as fifty-one percent of the membership. A simple majority of those present will constitute the determining vote.
- C. Guests and students may be invited to Faculty Organization meetings by the Faculty Organization to present and discuss matters affecting the faculty and/or school. Persons in this category shall hold no office nor have voting privileges.
- D. All committee members will have a vote on their designated committees; however faculty only, will vote at the Faculty Organization meetings.

Article IV

Officers and Duties

Section 1. Officers of the Faculty Organization shall be comprised of a Chairperson, Chairperson-elect/Vice-Chairperson, and Parliamentarian. These Officers will be given secretarial support by the Administrative Secretary. Officers shall perform duties prescribed by these by-laws and by the parliamentary authority adopted by the organization.

- A. Chairperson, full time instructional faculty member

Duties of the Chairperson shall be to:

- 1. Lead the Faculty Organization in achieving the mission of the School of Nursing and serve as an advocate for all areas of concern to the Faculty Organization.
- 2. Preside over meetings of the Faculty Organization according to Robert's Rules of Order, Newly Revised.
- 3. Present an annual report of the actions and recommendations of the Faculty Organization to members at the annual meeting.
- 4. Develop and distribute the agenda for each meeting of the Faculty Organization.
- 5. Appoint a Chairperson for all standing committees.

6. Provide reports to administrative team concerning all faculty organization activities.
7. The term of office for the Chairperson shall be one year.
8. Serves as a member of the BSMSON leadership team and attends leadership meetings

B. Vice-Chairperson, full time instructional faculty member

Duties of the Vice-Chairperson shall be to:

1. Preside over Faculty Organization meetings in the absence of the chairperson and as delegated by the chairperson.
2. Assume responsibilities as designated by the chair.
3. The term of office for the chairperson-elect shall be one year, at the end of which the chairperson-elect shall become the chairperson and serve a one year term.

C. Parliamentarian

Duties of the Parliamentarian shall be to:

1. Be knowledgeable of parliamentary procedure according to Robert's Rules of Order.
2. Call attention of chair to any error in the proceedings that violates Robert's Rules of Order.
3. Give advice to chair or to any other member, as requested, on parliamentary procedure during the meeting.
4. Perform the duty of timekeeper.
5. The term of office for the parliamentarian will be two years.

Section 2. Administrative Secretarial Support

A. Duties of the Administrative Secretary shall be to:

1. Record the minutes of meetings.
2. Provide a copy of the minutes to each member within one week following meetings.
3. Maintain the permanent files of the Faculty Organization with accurate master copies of all minutes of the organization, including committees.

4. Record attendance for all meetings of the organization.
5. Accurately record all voting procedures.

Section 3. Officers may not serve more than two consecutive terms.

Article V

Meetings

Section 1. Regular meetings of the Faculty Organization shall be held once a month during the academic school year.

Section 2. At the monthly Faculty Organization meeting in June the Chairperson and Chairperson-elect shall present a ballot and request nominations from the floor for the oncoming Chairperson-elect (annually) and Parliamentarian(bi-annually). The Chairperson of the Faculty Organization will appoint two Administrative secretaries to count ballots. Following the meeting, the Chairperson shall provide each member with a ballot to be returned to a designated location. Voting shall be completed over the following two-week period. Results shall be announced in July at the Faculty Organization meeting. Transition with old and new officers and committee members will be held during July or early August, during which chairpersons will be elected (on a bi-annual basis or as needed). Officers and committee members shall officially begin their terms of office after the annual meeting in August.

Section 3. The final regular meeting of the academic year shall be the annual meeting and shall be held in August. The purpose of this meeting shall be to receive annual reports from the chairpersons of the Faculty Organization and standing committees, to conduct necessary business prior to the end of the academic year, and to plan, prepare and prioritize for the new academic year.

Section 4. Special meetings may be called by the Chairperson or shall be called upon by an oral or electronic request of at least three members of the Faculty organization. The purpose of the meeting shall be stated in the request.

Section 5. At Faculty Organization meetings, fifty-one percent of the faculty membership shall constitute a quorum.

Section 6. Faculty forums may be held on major topics or changes requiring faculty discussion and will be conducted by the Chairperson or faculty chair designee. Voting does not occur.

Article VI

Committees and Functions

Section 1. Standing Committees of the Faculty Organization shall be:

- A. Admissions/Progression/Graduation
- B. Curriculum
- C. Faculty Development
- D. Learning Resources Committee
- E. Student Affairs
- F. Program Improvement
- G. Policy Committee

Section 2. General guidelines for standing committees are that:

- A. All standing committees shall meet monthly during the academic year and special meetings may be called by the Chairperson.
- B. All committee members are required to attend a minimum of 80 percent of the scheduled committee meetings.
- C. All faculty are required to attend a minimum of 80 percent of the scheduled Faculty Organization meetings.
- D. Fifty-one percent of standing committee membership shall constitute a quorum.
- E. At the discretion of the committee chair, the committee may go into a closed session to consider sensitive matters.
- F. Standing committees may appoint subcommittees. Subcommittee membership is not limited to members of the committees, but shall include at least one member of the standing committee.
- G. Standing committees shall formulate policies for conducting specified functions as long as they are not in conflict with the Bylaws of the Faculty Organization.
- H. Student members and alternate student members of standing committees shall be elected by their respective classes at the time of regular class elections unless otherwise designated in their Bylaws, or appointed by the standing committee Chairperson.

- I. Recommendations requiring faculty action shall be circulated for faculty review no less than seven (7) calendar days prior to the Faculty Organization meeting at which time a vote will be taken. If desired, committees may hold faculty forums.
- J. Reports and recommendations from standing committees shall be presented to the monthly Faculty Organization meeting and electronic submission to the Administrative Secretary for inclusion in the minutes as designated in the Bylaws. The committee chairperson shall also submit to the Faculty Organization an annual report summarizing activities and recommendations.
- K. Non-members of a standing committee and guests may attend any standing committee meeting with a voice but without voting privileges.
- L. The committee chairperson as well as all committee members shall have voting privileges.
- M. The Dean of Bon Secours Memorial School of Nursing shall be an ex-officio member of all standing committees unless otherwise designated. As ex-officio, the Dean of Bon Secours Memorial School of Nursing has a voice without voting privileges.
- N. No faculty member or student shall serve on more than two committees.
- O. All committees are accountable for selected outcomes including monitoring the metrics, analysis, plan for improvement, and implementation of changes based upon data collected through institutional research and other measures (See required Annual Committee Outcomes and Metrics).

Section 3. Each committee chairperson shall:

- A. Appoint a secretary to keep written minutes of the meetings.
- B. Prepare an agenda and circulate to members prior to scheduled meeting.
- C. Submit a final electronic copy of the committees' reports (based on the meeting minutes) to the secretary of the Faculty Organization on a monthly basis.
- D. Ensure that accurate meeting minutes are kept and submitted monthly to the Administrative Secretary.

Section 4. The Admissions/Progression/Graduation Committee

- A. Purpose: To develop, implement, and evaluate policies related to recruitment, admission, advanced placement, readmission, progression, graduation, and dismissal of students.
- B. The functions of the Admissions/Progression/Graduation Committee are to:

1. Recruit, select and admit candidates for admission who meet the stated requirements.
 2. Review and act on applications for admission or readmission to the school.
 3. Inform faculty of legislation, trends, and legal aspects related to selection and admission of candidates.
 4. Evaluate program outcomes and make recommendations to the Faculty Organization on revisions, changes and adoption of policies regarding recruitment, admission, advanced placement, readmission, progression, and graduation and dismissal of students.
 5. Evaluate applicable academic policies and make recommendations to the Faculty Organization for policy changes.
- C. Membership: Faculty shall serve a minimum of two years and shall consist of, but not be limited to:
1. Six faculty members.
 2. Chairperson of each committee shall be a faculty member.
 3. Standing membership will consist of the following positions:
 - a. Director of Admissions
 - b. Director of Financial Aid
 - c. Assistant Dean for Student Services
 - d. Assistant Dean of Curriculum and Instruction
 - e. One alumnus

Section 5. The Curriculum Committee

- A. Purpose: To develop, implement and evaluate a comprehensive program of study which is consistent with the philosophy and goals of the School, and the needs of the students, the profession of nursing, and the community.
- B. The functions of the curriculum are to:
1. Evaluate, recommend and make changes in the curriculum based on the school's philosophy and goals.

2. Evaluate philosophy, objectives, conceptual framework and strands of the curriculum and recommend changes to the Faculty Organization.
 3. Receive and evaluate proposed changes in course objectives and content.
 4. Receive and act on periodic reports and recommendations from planning groups, ad hoc committees, and individuals.
 5. Evaluate academic policies and make recommendations to the Faculty Organization for policy changes.
 6. Plan and implement activities to involve faculty in interpretation and implementation of the curriculum.
 7. Explore innovative approaches to curriculum design.
 8. Monitor implementation of the curriculum for quality.
 9. Evaluate the overall curriculum plan and its effectiveness through the plan of systematic evaluation.
- C. Membership: Faculty members shall serve a minimum of two years and shall consist of, but not be limited to:
1. Three faculty members.
 2. Chairperson shall be a faculty member.
 3. Standing membership will consist of the following positions:
 - a. Assistant Dean of Curriculum and Instruction
 - b. All level coordinators
 4. Student/Nursing Practice membership will consist of:
 - a. One nursing practice representative.
 - b. One alumnus.
 - c. SGO President, Vice President or student designee.

Section 6. The Faculty Development Committee

- A. Purpose: To develop, plan, implement and evaluate programs and activities that promote professional development within the school of nursing.

B. The functions of the Faculty Development Committee are to:

1. Develop, implement and evaluate a systematic program of orientation and professional development.
2. Plan, implement and evaluate faculty workshops based on faculty suggestions and needs.
3. Review and recommend revisions of the Faculty Orientation Manual.
4. Review and recommend revisions of policies which are unique to the School of Nursing and in response to faculty needs.

C. Membership: Faculty members shall serve a minimum of two years and shall consist of, but not be limited to:

1. Four faculty members.
2. Chairperson shall be a faculty member.

Section 7. Learning Resources Committee

A. Purpose: Promote and maintain learning resources through the development, implementation, utilization and evaluation of the library, clinical simulation laboratories and informatics resources.

B. The functions of the Learning Resources Committee are to:

1. Assess resources for learning
2. Recommend potential acquisitions and withdrawals of learning resources.
3. Recommend revisions and adoptions of policies and procedures governing all learning resources to the faculty organization.
4. Incorporate new learning resources and technology based on faculty and student needs.
5. Evaluate the effectiveness and utilization of learning resources to overall learning.

D. Membership: Faculty members shall serve a minimum of two years and shall consist of, but not be limited to:

1. Three faculty members.

2. Chairperson shall be a faculty member.
3. Standing membership will consist of the following positions:
 - a. Skills and Computer Laboratory coordinator
 - b. Librarian
 - c. Computer Applications Faculty
 - d. One student representative

Section 8. The Student Affairs Committee

- A. Purpose: To enhance communication between faculty and the entire student body; and to promote physical, social, and psychological health and welfare of students.
- B. The functions of the Student Affairs Committee are to:
 1. Assist in developing, interpreting, and evaluating guidelines related to student services.
 2. Provide a forum for students to present their concerns and issues to Faculty.
 3. Provide a forum for discussion of the School guidelines with students.
 4. Assist in planning and promoting activities and programs that enhance student growth, development, leadership, health and welfare.
 5. Assess and make recommendations to faculty and administration for changes or guideline revision concerning student affairs.
 6. Conduct a periodic study of Honor System and Student Government Organization Bylaws.
- C. Membership: Faculty members shall serve a minimum of two years and shall consist of, but not be limited to:
 1. Three faculty members.
 2. Chairperson shall be a faculty member.
 3. Standing membership will consist of the following positions:
 - a. Faculty advisor for the Student Government Organization (SGO).

- b. Faculty Advisor for missions
- c. Director of Student Academic Success
- 4. Student membership will consist of:
 - a. President of the SGO
 - b. Legislation Vice President
 - c. Community Service Vice-President.
 - d. Three student representatives.

Section 9. Program Improvement Committee

- A. Purpose: To coordinate, implement and evaluate the process of systematic evaluation of all components of the educational program.
- B. The functions of the Program Improvement Committee are to:
 - 1. Monitor, evaluate and communicate achievement of educational outcomes and program effectiveness.
 - 2. Facilitate and serve as a faculty resource for the implementation of the plan of evaluation.
 - 3. Receive plan of evaluation and other reports from faculty and committees.
 - 4. Develop, implement and evaluate the systematic plan of evaluation (SPOE).
 - 5. Provide oversight of all standing committees and coordinate all in accordance with the program outcome indicators.
 - 6. Evaluate applicable academic policies and procedures and make recommendations to the Faculty Organization for policy changes.
- C. Membership: Faculty members shall serve a minimum of two years and shall consist of, but not be limited to:
 - 1. Four faculty members.
 - 2. Chairperson shall be a faculty member.
 - 3. Standing membership will consist of the following positions:

- a. Assistant Dean of Curriculum and Instruction
 - b. Computer Applications Faculty
 - c. Student Placement Specialist
4. Student membership will consist of:
- a. Two student representatives
 - b. One alumnus.

Article VII

Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article VIII

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote provided that the proposed amendments have been submitted in writing to each faculty member three weeks prior to the meeting.

Amendments for 2009-2010

Original: November 3, 2008
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