MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING
BYLAWS

ARTICLE I. NAME, GENERAL POWERS, PURPOSES

The name of this organization shall be the Minnesota State University, Mankato School of Nursing. The School of Nursing has three purposes: to provide education in the discipline of nursing and professional practice; to promote and conduct scholarship in nursing; and to serve diverse populations. All powers exercised by the Faculty and Dean of the College of Allied Health and Nursing are delegated by the Board of Trustees and the IFO-MnSCU Master Agreement (hereafter known as the Master Agreement) of 2009-11 or the most recent revision of that document. These authorities and responsibilities are delineated in the Constitution of the School of Nursing. These Bylaws are to be interpreted in conformity with the School of Nursing Constitution.

ARTICLE II. NURSING FACULTY ORGANIZATION

The Nursing Faculty Organization shall have authority to determine the philosophy and mission of the School of Nursing in accordance with the Master Agreement and the School of Nursing Constitution.

Section A. Authority and Responsibility

1. The Nursing Faculty Organization (NFO) is responsible for determining the philosophy and mission of the School, the purposes and objectives of the programs, the curricular offerings of the programs, and populations to be served by these programs.

DEFINITIONS

Programs. Entities that lead to distinct degrees or certificates. Examples are the baccalaureate and FNP programs.

Populations to be served by the Programs. A group of potential students that share a common educational background and/or are being targeted by a special effort.

2. The NFO shall be chaired by the School of Nursing Chairperson. At the first NFO meeting of the academic year other officers shall be elected to one-year terms. These officers are Vice-Chair and Treasurer. All officers must be voting FA/IFO members.

3. The NFO shall act on all major policy areas and on those policies recommended by Standing Committees as stipulated in these Bylaws.

4. The NFO shall review the need for and functions of all Standing Committees at least every five (5) years. Committee Chairpersons will prepare a report for the NFO to be used for review purposes.
5. The NFO shall be responsible for a regular review of progress toward the achievement of the School’s mission and goals.

Section B. Organization of Faculty

The Nursing Faculty Organization shall determine the organization and structure of the faculty to enable it to discharge its authority and responsibilities and to implement the programs of the School. During the formulation of regulations and standards and the implementation of graduate programs, College of Graduate Studies and Research standards and policies shall be followed.

Section C. Operating Procedures of the NFO

1. Regular meetings shall be held at least twice per semester. At one regular meeting each year annual committee reports shall be considered and future directions discussed.

2. Special meetings may be held at the call of the Chairperson or by written request to the Chairperson by 10% of the NFO membership. Special meetings shall deal only with the specific concerns for which they are called.

3. A simple majority of the voting membership shall constitute a quorum. In the presence of a quorum, a simple majority of those present shall constitute a definitive vote unless otherwise specified in the Master Agreement or the Constitution or these Bylaws. Voting may occur by paper ballot during an NFO meeting or by paper or electronic ballot during a specified period of time between NFO meetings. In the latter case, the total number of paper or electronic ballots returned must equal a simple majority of the voting membership (quorum). Any voting member who is unable to attend a meeting may submit an absentee ballot on any agenda item.

4. NFO agendas shall be prepared by the Chairperson. For regular meetings, agendas including action item materials shall be distributed 72 hours in advance of meetings. For special meetings, the announcements and the agendas shall be distributed no less than 24 hours in advance of the meeting. Individual members of NFO as well as Committees may submit agenda items to the Chairperson of NFO.

5. The agenda of NFO meetings shall consist only of discussion items, action items, and recognitions. Discussion items are issues or policies related to the responsibilities of NFO. Action items are motions before the NFO. Reports from administrators, committees, or other bodies shall be distributed separately.

6. The Chairperson shall arrange for minutes to be taken for all NFO meetings. These will be distributed to all members and filed in permanent records. An annual summary of actions shall be compiled by the Chairperson.

7. The Vice-Chair shall serve as Chairperson in the absence of the Chairperson. The Vice-Chair shall coordinate social activities and communicate on behalf of NFO with faculty/staff at times of joy, sorrow, or transition.
8. The Treasurer shall provide members with a report of the financial status of NFO, collect the annual membership fee as determined by NFO, and maintain a record of fund distribution.

9. A tentative schedule of regular NFO and standing committee meetings shall be distributed to faculty annually.

ARTICLE III. STRUCTURAL COMMITTEES

Section A. Nursing Graduate Faculty

1. Membership
   a. All School of Nursing faculty holding appointments in the College of Graduate Studies and Research.

2. Authority and Responsibility
   a. Carry out the authorities and responsibilities set forth in College of Graduate Studies and Research policies.

   b. Develop and implement School of Nursing policies for admission and progression of graduate students.

   c. Review, approve, and make recommendations to the College of Allied Health and Nursing and to the College of Graduate Studies and Research on all graduate program curricular issues.

   d. Make annual informational reports to the NFO, including but not limited to, number of applications received and number of applicants admitted.

   e. Conduct all graduate program curricular planning, development and evaluation.

Section B. Nursing Student Board

1. Membership
   a. All students enrolled in a nursing major.

2. Authority and Responsibility
   a. Determine the structure necessary to assure adequate student participation and representation in the governance affairs of the School of Nursing.

   b. Appoint or organize elections for four (4) student participants, two (2) undergraduate to serve as members of the Undergraduate Curriculum Committee, and two (2) graduate to serve as consultants to the Nursing Graduate Faculty.

   c. Appoint or elect students for membership on special committees as specified in Article IV of the Bylaws, if student participation has been determined to be appropriate.
Qualifications of the student membership will be determined by the respective chair of the special committee who will make a request to Nursing Student Board.

d. Secure membership to the Constitution Committee and Bylaws Committee whenever such a committee has been organized for review or revision of these documents.

e. Secure faculty representatives to the Nursing Student Board, as provided in the Nursing Student Board Bylaws.

Section C. Professional and Administrative Staff Council

1. Membership
   a. All professional and administrative (PA) employees within the School of Nursing.

2. Authority and Responsibility
   a. Communicate with School of Nursing administration and faculty.
   b. Elect representatives to the School of Nursing governance bodies as requested.

ARTICLE IV. STANDING AND SPECIAL COMMITTEES OF THE NURSING FACULTY ORGANIZATION

Section A. Undergraduate Curricular Committee

1. Membership
   a. Voting members shall include at least seven (7) voting members of the NFO of which a minimum of one (1) needs to be tenured and three (3) need to be tenure track or non tenure track faculty. There shall be at least one (1) member with knowledge of and experience in the Basic Nursing Program and one (1) member with knowledge of and experience in the RN to BSN Nursing Program.

   b. Non-voting members shall include:
      i. One undergraduate Basic Program student and one RN to BSN Program student.

2. Authority and Responsibility
   a. Conduct all undergraduate programs’ curricular planning, development and evaluation.

   b. Formulate and submit recommendations to NFO regarding approval or modification of the undergraduate programs’ outcomes, based on the School’s philosophy, missions and future directions.

   c. Explore, clarify and seek faculty consensus on specific curricular issues, including perspectives of nursing as a discipline, views on the human health experience, and differences in knowledge development and practice expectations of the undergraduate programs.
d. Make recommendations to the School of Nursing Chairperson regarding resources needed to carry out current and projected curricular offerings.

Section B. Faculty Development and Review Committee

1. Membership
   a. All tenured faculty members in the School of Nursing.

2. Authority and Responsibility
   a. Develop and evaluate criteria, standards, and procedures for faculty appointment, retention, and promotion and for adjunct faculty appointment and retention and submit recommendations to the Dean.

   b. Implement the procedure of review of faculty for promotion and tenure within the framework established by the current Master Agreement and University procedures.

   c. Provide summaries of discussion, action, and recommendations to the Dean for each faculty member applying for promotion and/or tenure.

   d. Develop, review, and revise procedures for reviewing faculty professional development plans and reports; implement these procedures; and provide a written summary of the discussion and recommendations to each faculty member and the Dean.

   e. Make recommendations for School of Nursing committee membership in accordance with the preferences and development plan of each faculty member.

   f. Consult with the School of Nursing Chairperson in making teaching assignments for each faculty member in consideration of the development plan of each faculty member.

   g. Consult with the search committee to review candidates for faculty appointments (tenured, probationary, fixed-term, and adjunct) for consistency with established criteria and standards for the respective appointments.

   h. Consult with the Chairperson in recommending appointments of adjunct faculty to the Dean.

   i. Consult with the Faculty Association President and the Dean in matters relating to the implementation of promotion and tenure procedures.

   j. Advise faculty regarding self-evaluation procedures.

   k. Develop faculty development plans for groups of faculty within the School of Nursing, including, but not limited to, an orientation plan for new faculty; collaborate with the School of Nursing Chairperson and coordinators in the implementation of the plans.
Section C. Undergraduate Admission and Progression Committee

1. Membership
   a. Voting members shall include:
      i. A minimum of four (4) voting members of the NFO. A majority of the members will have at least three (3) years of teaching experience in a baccalaureate nursing program and will be currently teaching in one of the undergraduate programs.
      ii. Pre-Nursing Advisor

2. Authority and Responsibility
   a. Review, propose, implement and evaluate policies and procedures for admission to each School of Nursing undergraduate program.
   b. Review, propose, implement and evaluate policies and procedures for progression through each School of Nursing undergraduate program.

Section D. Special Committees

1. Upon recommendation of any voting member, NFO may establish special committees to carry out specified functions needed for a given period of time.

2. Membership qualifications for special committees shall be established by the NFO where appropriate, in accordance with the functions to be performed.

Section E. Committee Operating Procedures

1. Regular meetings shall be held at least three (3) times per semester during the academic year.

2. The Chairperson of each committee shall be elected by the members of the respective committee with the incumbent serving until a new Chairperson is elected, unless otherwise specified in these Bylaws. If the Chairperson is not continuing on the committee, the Faculty Development and Review Committee shall appoint a convener.

3. A simple majority of the voting membership constitutes a quorum. In the presence of a quorum a simple majority of those present shall constitute a definitive vote.

4. Committee Chairpersons shall maintain a permanent record of actions and activities and distribute minutes following meetings.

5. Committees shall submit annual reports describing accomplishments and plans for the future to the NFO.

6. Individual members of the NFO may submit agenda items regarding concerns falling within the scope of a selected committee’s responsibility to the appropriate committee Chairperson or to the NFO Chairperson.
7. Committee appointments of faculty shall be staggered to provide for continuity of experience on the committees.

8. All meetings within the School of Nursing shall be considered open to all faculty and staff of the School and other interested parties, with the exception of those meetings or portions of meetings that deal with personnel (i.e. hiring, performance review, etc.) or student progression issues. At committee meetings, although observers cannot routinely participate in committee discussion of agenda items, they may speak when a committee member yields to them.

ARTICLE V. ADMINISTRATIVE STRUCTURE

Section A. Dean

The authorities and responsibilities of the Dean are delineated in the School of Nursing Constitution.

Section B. School of Nursing Chairperson

The process for selection and appointment shall be consistent with the current Master Agreement.

1. Authority and Responsibility
   a. The Chairperson’s primary responsibility is to coordinate the activities of the faculty.

   b. The Chairperson shall be responsible for implementing faculty-approved educational programs within the constraint of available resources. The Chairperson shall consult with faculty during the development of educational programs and provide information regarding available resources.

   c. The chairperson shall work with any program coordinators to implement the educational programs of the School of Nursing.

   d. In collaboration with the tenured faculty, the Chairperson shall make budget recommendations to the Dean.

   e. The Chairperson shall be responsible for the hiring, development, and periodic review of support staff, including, but not limited to, professional and administrative staff and student workers; planning and implementing the daily operations of the School; and for distributing material resources among the faculty.

   f. The Chairperson shall be responsible for coordinating all work delegated by the Dean to faculty in the School of Nursing.

   g. The Chairperson shall be responsible for implementing all motions passed by the NFO unless the motion specifies implementation by another person or group.
h. The Chairperson shall report to the NFO and to the Dean at least annually the state of the School and progress toward accomplishment of the School's goals.

ARTICLE VI. AMENDMENTS, INTERPRETATIONS, IMPLEMENTATION

Section A. Amendments

Proposals for amending the bylaws of the School of Nursing may be initiated by any voting member of the NFO. Proposals shall be submitted to faculty in writing at least one (1) week prior to the scheduled discussion in the NFO. Following discussion, a draft of the proposed amendment and a ballot shall be submitted to each voting member of the NFO. Approval by at least two-thirds of the votes received within one week after submission of the ballot shall constitute adoption of the amendment. Amendments approved by the voting membership of the NFO shall be in effect the day following their approval.

Section B. Interpretation

Final authority to interpret these Bylaws shall reside in the NFO.

Section C. Implementation

These Bylaws shall become effective within 30 calendar days following their approval.

Adopted by NFO, May 5, 2006
Amendments adopted by NFO October 1, 2010