

**BY-LAWS
OF
SREB ADVISORY COUNCIL ON COLLEGIATE EDUCATION FOR NURSING**

Article I. Name

Section 1

The name of the Council shall be the SREB Advisory Council on Collegiate Education for Nursing, hereinafter referred to as the "SREB Advisory Council for Nursing" or the "Advisory Council."

Section 2

The principal office of the SREB Advisory Council for Nursing shall be located in Atlanta Georgia. The Advisory Council may have other offices at such place or places, and may conduct its affairs as the Advisory Council may determine from time to time or the affairs of the Advisory Council may require or make desirable.

Article II. Object

Section 1

The SREB Advisory Council for Nursing's mission is to promote cooperative regional planning and activities to strengthen nursing education and nursing research in colleges and universities in the sixteen (16) SREB states comprising the Southern Regional Education Board region and the District of Columbia. The Advisory Council values the inclusion of all levels of college-based programs leading to registered nurse licensure and advanced nursing roles.

Section 2

Further Objectives

- a. To identify needs and resources for nursing education and nursing research.
- b. To plan and conduct regional activities to strengthen nursing education and nursing research.
- c. To provide a forum for the deliberation of nursing education issues and sharing of resources and to promote communication among all types of collegiate nursing education programs.
- d. To stimulate research in nursing and disseminate the findings.
- e. To conduct studies and publish reports on issues germane to the Advisory Council.
- f. To adopt resolutions or position papers as a basis for planning and action.
- g. To promote respect, inclusivity and appreciation for the racial, ethnic, gender, and other forms of diversity of society and facilitate the preparation of graduates who are able to provide appropriate health services to diverse populations.
- h. To support efforts to increase the recruitment and graduation of students underrepresented in the profession to alleviate the existing disparity in the profession.
- i. To foster faculty development among all levels of collegiate nursing education programs.

Article III. Membership

Section 1

Regionally-accredited colleges and universities which offer programs in nursing and which are located in any of the sixteen (16) states that comprise the Southern Regional Education Board and the District of Columbia are eligible for membership in the Advisory Council. Participation in the Advisory Council is for such time as the cooperating institutions and the Advisory Council desire, and as long as the participating institution pays current membership fee.

Section 2

Each participating institution must have at least two representatives: the chief administrative officer for the nursing program and another nurse educator to be appointed by the chief administrative officer for the nursing program.

Section 3

In those states, which have a statewide system for nursing education or colleges or universities with entirely separate schools, each component institution or school will be eligible to have institutional representatives to the Advisory Council. In addition, nurse educators who are administrative heads or coordinators of statewide systems are eligible for membership as agency representatives.

Section 4

New nursing education programs in institutions, which are regionally accredited, will be eligible for immediate Advisory Council membership. If the institution is not regionally accredited, with the consent of the Advisory Council, the nurse representative may attend Advisory Council meetings as a guest by paying a registration fee.

Section 5

Advisory Council representation is non-transferable and includes only those persons specifically designated as institutional representatives of member institutions.

Section 6

Requests for institutional membership, accompanied by the requisite fee, will be received by the Advisory Council.

Section 7

The responsibilities of Advisory Council representatives are: attending meetings of the Advisory Council, assisting in various regional nursing activities, keeping personally informed about regional needs and activities relating to nursing education and research, and, as appropriate, keeping other members of the nursing faculty and college or university administration informed.

Section 8

For purposes of clarity, and notwithstanding anything else herein, membership in the Advisory Council is limited solely to the individual nursing programs or other permitted agencies. The programs and the other permitted agencies are merely represented by individuals authorized by the programs and the other permitted agencies. Once an individual has been replaced or removed as an officially authorized representative, such individual shall have no standing in the Advisory Council.

Article IV. Dues and Fees

Section 1

Each member institution participating in the Advisory Council shall pay annual dues in the amount determined by SREB in consultation with the Advisory Council's Executive Committee. In those states which have a statewide system for nursing education, each component school with an institutional representative to the Advisory Council and coordinators of statewide systems will pay the annual membership dues.

Section 2

Representatives of new nursing education programs may attend Advisory Council meetings as guests, with a limit of one (1) Advisory Council meeting, by paying a registration as determined by SREB in consultation with the Advisory Council's Executive Committee.

Section 3

Revenues generated by memberships fees, conference registration, and other appropriate sources will be administered entirely by SREB in consultation with the Advisory Council's Finance Committee. These revenues will be held as restricted funds solely for the use of the Advisory Council. The Advisory Council may work with SREB to seek foundation and other sponsored funding to support its work.

Article V. Officers and Duties of Officers

Section 1

The Advisory Council shall have seven (7) Officers which shall consist of: a president, a vice president, and five (5) Officers at large. These seven (7) Officers shall comprise the Advisory Council Executive Committee ("Executive Committee") (See also Article VIII).

Section 2

Officers of the Advisory Council shall perform the duties usually performed by such Officers, together with such duties as shall be prescribed by the Advisory Council, and by *Robert's Rules of Order, Newly Revised*, when not in conflict with the By-Laws of this Advisory Council.

Section 3

The president shall:

- a. Preside at all meetings of the Advisory Council.
- b. Appoint, with the approval of the Executive Committee, the standing and special committees and their chairs, except the Nominating Committee.
- c. Be an ex officio member of all committees, except the Nominating Committee.
- d. After consultation with the Advisory Council, provide the president of SREB or designee with information to be considered in the annual written evaluation of staff members hired for managing the Advisory Council, for example a director and other support staff.

Section 4

The vice president shall:

- a. Perform the duties of the president in the president's absence or inability to serve.
- b. Succeed to the office of president, for the remainder of that term, when a vacancy occurs.

Section 5

Officers of the Executive Committee shall promote the objectives of the Advisory Council.

Section 6

The Officers shall deliver all Advisory Council papers and materials in their possession to the newly elected successor within thirty (30) days after the annual meeting.

Section 7**Professional Staff for the Advisory Council**

SREB will hire professional staff to manage the activities of the SREB Advisory Council for Nursing. Staff will be compensated from funds raised by the Advisory Council. All staff shall be interviewed, selected, hired, evaluated, compensated, and terminated by SREB in consultation with the Advisory Council Executive Committee.

Professional staff shall:

- a. Be responsible for conducting the affairs of the Advisory Council.
- b. Serve (without vote) as ex officio member of the Executive Committee.
- c. Recommend and participate with the Officers in formulating the Advisory Council's mission, goals, and related policies.
- d. Coordinate and manage staff, programs, and activities of the Advisory Council within the framework of established policies.
- e. Serve as liaison to the Southern Regional Education Board.

Article VI**Nominations and Election of Officers and Members of the Nominating Committee****Section 1**

A Nominating Committee of five (5) members shall be elected by a plurality vote of the Advisory Council membership. The staggered term of office shall be two years. The nominee receiving the highest number of votes shall chair the committee in the second year of the term.

The Nominating Committee shall nominate candidates for the offices to be filled. In furtherance of same, the Nominating Committee shall:

- 1) Prepare a slate that includes representation of various types of nursing education programs and geographic areas;
- 2) Send a list of all representatives eligible for election to the representatives of each participating institution of the Advisory Council asking for recommendations;
- 3) Seek recommendations for the office of president, three (3) other Officers and two (2) members of the Nominating Committee in the even year.
- 4) Seek recommendations for the office of vice-president, two (2) other Officers and three (3) members of the Nominating Committee in the odd year.

Section 2

The Nominating Committee may use the recommendations to prepare the slate of candidates, but shall not be bound by the recommendations. Further, the Nominating Committee:

- a. Shall obtain the consent of the candidate to serve.
- b. Shall confer on the selection of candidates, with distribution of minutes to each member of the committee, a summary of such discussions;
- c. Shall prepare the ballot.
- d. Shall send a copy of the ballot to the SREB president for information.
- e. Shall send the names of nominees for elective office to the membership of the Advisory Council at least thirty (30) days before sending a ballot.

Section 3

Only those representatives of the Advisory Council member institutions whose dues are paid shall be eligible for election. Nominees for president and vice president shall have served on the Advisory Council Executive Committee within the last five years.

Section 4

The Officers and members of the Nominating Committee shall be elected by ballot to serve for a term of two (2) years or until their successors are elected, and their term of office shall begin at the close of the annual meeting.

Section 5

No representative shall hold more than one office at a time, nor be eligible to serve more than two (2) consecutive terms in the same office.

Article VII. Meetings

Section 1

The Advisory Council shall meet at least once each year.

Section 2

The meeting of the Advisory Council shall be held annually, the time and place to be determined by the Executive Committee.

Section 3

A special meetings of the Advisory Council can be called by the Executive Committee or upon the written request of fifty-one (51) percent of the members of the Advisory Council. Except in cases of emergency, such written notice shall be provided at least thirty (30) days prior to such Special Meeting. Such notice shall specify the purpose of the meeting and the item(s) to be discussed at such special meeting. No business other than that specified in the notice shall be entertained at the special meeting.

Section 4

One-third of the Advisory Council members, which shall include at least four (4) Officers shall constitute a quorum.

Section 5

Attendance at Advisory Council meetings is at institutional expense.

Section 6

If a representative who is not an Officer is unable to attend an Advisory Council meeting, the representative may appoint an alternate who may participate and vote.

Article VIII. Executive Committee

Section 1

The Officers of the Advisory Council shall constitute the SREB Advisory Council for Nursing Education's Executive Committee.

Section 2

The Executive Committee shall have general supervision of the affairs of the Advisory Council between its business meetings and perform such other duties as are specified in these By-Laws.

Section 3

The Executive Committee shall be subject to the orders of the Advisory Council, and none of its acts shall conflict with the action of the Advisory Council.

Section 4**Meetings**

- a. The Executive Committee shall meet at least annually.
- b. Special meetings of the Executive Committee can be called either by the president or upon the written request of four (4) members of the Executive Committee.
- c. Four members of the Executive Committee shall constitute a quorum.

Section 5

Duties of the Executive Committee shall be:

- a. To distribute a copy of the budget for discussion at the Annual Meeting.
- b. To work in cooperation with SREB's managing staff for the Advisory Council.
- c. To receive financial reports from SREB's managing staff for the Advisory Council.
- d. To participate with SREB's managing staff in selection of professional staff for special projects of the Council.
- e. To call special meetings of the Advisory Council.
- f. To approve the appointment and act on recommendations of all standing and special committees and their chairs, except the Nominating Committee.
- g. To appoint a member of the Executive Committee to serve as liaison to each standing committee, except the Nominating Committee.
- h. To fill any vacancy in the elective offices, except a vacancy occurring in the office of president.
- i. To review all requests for membership.
- j. To approve or disapprove requests for membership, using criteria established by the Advisory Council under Article III, Membership.
- k. To establish policy to guide Advisory Council activities.
- l. To develop a strategic plan for the Advisory Council that is evaluated annually.

Article IX. Committees**Section 1**

There shall be the following standing committees: By-Laws, Research, Membership, Program, Finance, Workforce Diversity, and Governmental Relations. Each committee, except the Governmental Relations and Membership, shall consist of at least two (2) members and a liaison member from the Executive Committee. The Governmental Relations and Membership Committees shall have one (1) member from each state and a liaison member from the Executive Committee.

Section 2

Duties of Standing Committees

- a. Bylaws
 - 1) To review the By-Laws of the Advisory Council.
 - 2) To suggest and receive proposed amendments to the By-Laws of the Advisory Council.
 - 3) To submit, after approval by the Executive Committee, the proposed amendments for action to the voting representatives at the annual meeting of the Advisory Council.

- b. Research
 - 1) To stimulate research in nursing and dissemination of research findings.
 - 2) To provide leadership in defining and recommending to the Executive Committee the research activities of the Advisory Council.
 - 3) To stimulate institutional and Advisory Council research activities.
 - 4) To maintain liaison with nurse researchers in states that comprise the Southern Regional Education Board.
 - 5) To collaborate in research endeavors pertinent to the nursing profession.
 - 6) To conduct an annual survey of educational institutions in the region that provide nursing programs.

- c. Membership
 - 1) To be a liaison at the state level with the existing and potential members.
 - 2) To provide information about Advisory Council activities.
 - 3) To promote the organizational goals and mission within the SREB region.
 - 4) To recruit and retain membership.

- d. Program
 - 1) To select the theme and prepare the program for the Annual Meeting of the Advisory Council.
 - 2) To present the plans to the Executive Committee for approval.

- e. Finance
 - 1) To provide financial information for the budget related to activities of the Advisory Council.
 - 2) To prepare and submit an annual budget to the Executive Committee for SREB's approval.
 - 3) To submit a fee structure for meetings and membership.

- f. Workforce diversity
 - 1) To promote faculty and student diversity in nursing education.
 - 2) To highlight successful activities aimed to increase faculty and student diversity.
 - 3) To initiate activities aimed to enhance recruitment and retention of a diverse student and faculty populations.
 - 4) To track trends in the statistics of faculty and student diversity.

- g. Governmental Relations Committee
 - 1) To develop the Advisory Council's legislative agenda.
 - 2) To inform the A and membership of state and federal legislation that may affect nursing education.
 - 3) To encourage nonpartisan advocacy in support of nursing education.
 - 4) To provide information, as necessary, to help legislators and other officials make informed decisions regarding policies affecting nursing education.

Section 3

With the approval of the Executive Committee, the president of the Advisory Council shall appoint such other committees, standing or special, as deemed necessary to carry on the work of the Advisory Council.

Article X. Voting

Each member institution of the Advisory Council shall have one (1) vote.

In any Advisory Council meeting, all votes shall be cast by the chief administrative officer of each institution or agency unless that person is absent or delegates the vote to an appointed representative. If no one is present to represent the institution nor votes by a deadline, the institution or agency loses its vote. Standing committee decisions will be forwarded to the Executive Committee as recommendations. Committee decisions will be rendered by consensus of committee members.

Article XI. Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the Advisory Council in all cases to which they are applicable and when they do not conflict with these By-Laws and any special rules of order the Advisory Council may adopt.

Article XII. Amendment of Bylaws

These By-Laws can be amended at any Annual Meeting by two-thirds (2/3) vote, provided the amendment has been submitted to the membership at least thirty (30) days prior to the Annual Meeting.

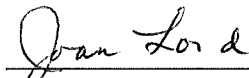
By-Laws Committee

- Denise Landry, Marshall University
- Voncella McCleary-Jones, University of Oklahoma, HSC
- Anita Hufft, Texas Woman's University

Accepted by vote of Council members

Date: 11/13/2016

Approved



Joan Lord, Vice President for Education Data,
Policy Research and Programs

Date: 11/22/2016