

UAMS COLLEGE OF NURSING
ADMINISTRATIVE STAFF COUNCIL

BYLAWS

ARTICLE I

PURPOSES

The purposes of the University of Arkansas for Medical Sciences College of Nursing Administrative Staff Council (herein referred to as the “council”) shall be unrestricted by considerations of nationality, race, creed, life-style, color, sex, disability, or age. These bylaws are consistent with the UAMS College of Nursing bylaws.

The purposes of the council are to:

- Section 1.** Serve as a forum for collaboration, exchange of ideas, and of information.
- Section 2.** Conduct the business of the council relating to:
- a. review and approve actions and recommendations of committees and task forces;
 - b. review and develop processes and procedures related to council organization and administrative staff support roles and functions; and
 - c. select recipients of annual awards.
- Section 3.** Advise the dean of overall planning, recommendations, policy and administrative issues related to the council.

ARTICLE II

COMPOSITION

- Section 1.** Council membership is composed of program assistants, management project analysts, administrative assistants, grants managers, and other support personnel of the UAMS College of Nursing.
- Section 2.** Members have the right to full participation and may vote in regular and special meetings of the council.

ARTICLE III

MEETINGS OF THE COUNCIL

- Section 1.** Regular council meetings shall occur the first Thursday of each month from 9:30 - 10:30 am unless date conflicts with holidays or other special functions. Special meetings may be called at the discretion of the chair, at the request of the dean, or by one-third of the council members.
- Section 2. Agenda items**
- a. Agenda items may be submitted to the chair by individual members, committees, or DAAC at least one week prior to the scheduled meeting date.
 - b. Recommendations from committees or task forces that require council action must be submitted one week prior to the scheduled meeting and be included on the agenda.
 - c. Items presented for vote which do not appear on the published agenda require a two-thirds vote of the members present for voting to be considered.

ARTICLE IV

COUNCIL OFFICERS AND ELECTIONS

- Section 1.** Officers shall consist of a chair, chair-elect, and recorder. Officers shall serve for one year or until their successors are elected, except for the chair-elect who shall be installed as chair for a one year term. Officers will be elected for the fiscal year July 1-June 30 by majority vote. Elections will take place at the May meeting by secret ballot from among the membership.
- Section 2.** The chair will preside at regular and called meetings of the council and prepare an agenda.
- Section 3.** The chair-elect will assist the chair as needed, conduct meetings in the absence of the chair, and serve on the executive committee.
- Section 4.** The recorder will record meeting minutes. E-mail copies will be sent to members within two weeks following the meeting. The recorder will be responsible for delivering signed copies of all minutes with attachments, including the annual report, to the dean's assistant for central file.
- Section 5.** No officer shall serve more than two consecutive terms in the same office nor more than four consecutive years on the executive committee. An officer who has served more than half a term shall be considered to have served a full term.
- Section 6.** Should a vacancy occur in the office of chair, the chair-elect shall become chair for the remainder of the term.

Section 7. Other vacancies on the Executive Committee shall be filled by a vote from the entire Administrative Staff Council.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1. The chair, chair-elect and recorder will make up the executive committee. The executive committee is empowered to conduct emergency business between meetings.

Section 2. Delegate authority necessary for the administration of the council's policies, programs and activities.

Section 3. Establish task forces as necessary to implement special projects.

Section 4. Make appointments and fill vacancies on committees as necessary and as provided for in these bylaws.

Section 5. Provide for council liaison or representation at meetings upon request.

Section 6. Submit an annual report for central file. The recorder will be responsible for submitting a signed copy to the dean's assistant for central file.

Section 7. Forward requests/recommendations of the council to the dean for consideration.

Section 8. Committee Officers

A. Chair responsibilities:

1. Plan and call meetings as needed.
2. Prepare an agenda for each meeting and e-mail to members as least one week before the meeting.
3. Conduct committee meetings.
4. Forward in writing any committee actions, plans, reports, or recommendations to the executive committee.
5. Give an oral committee report at each meeting.
6. Submit an annual committee report to the council recorder for submission to central files. The report will summarize committee activities, plans and progress for the current year. Reports will be due in June 30.

- B. Recorder responsibilities:
 - 1. Record minutes of each meeting and e-mail copies to the council within two weeks after the meeting.
 - 2. The minutes shall be reviewed and approved by the committee chair.
 - 3. A signed copy of all minutes will be submitted to the dean's assistant for central files.

ARTICLE VI

STANDING COMMITTEE GUIDELINES

Section I. Definition

The administrative staff council shall have the following standing (ASC) committees:

A. Awards

- I. Purposes:
 - a. Develop process for selection and review of award.
 - b. Develop award criteria for outstanding council members.
 - c. Develop nomination and election process for awards.
 - d. Awards will be presented at the annual faculty retreat.

B. Bylaws

- I. Purposes:
 - a. Review and recommend bylaw changes as necessary.
 - b. Continually inform the executive committee of bylaw procedures and process to carry on the business of the council in a timely and efficient manner.

C. Education and Development

- 1. Purposes:
 - a. Identify educational needs of administrative council members.
 - b. Develop educational offerings.
 - c. Review and select continuing education offerings for designated council members. Request budgetary support for educational development requests.

D. Orientation

I. Purposes:

- a. Orient new members to the policies and procedures of the College of Nursing.
- b. Work with mentoring task force to orient new members.
- c. Provide up-to-date resource information for posting on the administrative council's web site as needed and provide notebooks to be distributed to all new council members.

E. Publicity Committee

1. Purposes:

- a. Responsible for writing and distributing the *Staff Connection* newsletter and various other public relations projects as needed.

The administrative staff council shall have the following standing (CON) committees:

F. CON Web Site Committee

1. Purposes:

- a. Work in conjunction with designated faculty administrative staff council members and students to maintain the CON web site.
- b. Committee appointed by Dean's Administrative Advisory Council.

G. CON File Space Committee

1. Purposes:

- a. Assess file and storage space needs and report to Dean's Administrative Advisory Council
- b. Support Inventory
- c. Committee appointed by the Dean's Advisory Council.

H. CON Social Affairs Committee

1. Purposes:

- a. Combined of faculty and administrative team members working together to prepare and administer CON social events.

Section 2. Responsibilities

Each committee shall:

- A. Review current resources; recommend new, innovative, economical, and efficient ways to utilize College of Nursing resources.
- B. Meet as stipulated in these bylaws.
- C. Make recommendation on major projects and matters pertaining to committee purposes and responsibilities. All recommendations will be submitted in writing to the executive committee for council approval at the next meeting.

Section 3. Composition

All members of the council are eligible to serve on two committees unless stipulated elsewhere in these bylaws. All standing committees shall be composed of at least three members. If composition of committees falls below three (3) members, the executive committee will appoint additional member(s).

Section 4. Elections

Members shall be volunteers or appointed by the executive committee. Standing committee chairs will be elected from the membership of the standing committee. If they are unable to decide on a chair, the Executive Committee will appoint a chair of the standing committee. The term of office will be July 1-June 30. The chair may serve two consecutive terms. Volunteer committee members may serve on different committees throughout the term by resigning from one committee and volunteering for another committee. The vacancy must be filled by a volunteer or appointed by the executive committee. A recorder will be selected from among the members to take notes at each meeting and will submit a written report to be attached to the minutes.

Section 5. Meetings

Committee members will meet as necessary to conduct business.

Section 6. Vacancies

Should a vacancy occur in the membership of a committee, the executive committee will appoint a replacement to fill the unexpired term.

Section 7. Task Forces

Special task forces may be appointed by the executive committee to work on special projects or compile information relevant to council requests or business. Task forces will meet, function, and record meetings as stated under committee guidelines in these bylaws.

ARTICLE VII

QUORUM

A representative from each standing committee must be present in order for a business meeting to be considered valid. However, if these members are insufficient, the agenda may be reviewed and discussed, under the leadership of the three principal officers of the Administrative Staff Council, with voting to occur at the next business meeting in which a quorum is present.

ARTICLE VIII

AMENDMENTS

1. Amendments to these bylaws must be approved by a two-thirds vote of the membership of the administrative staff council.
2. Proposed bylaw amendments must be distributed to the administrative staff council members in writing two weeks prior to the administrative staff council.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall govern meetings of the council in all parliamentary situations that are not provided for in the law or in the charter, bylaws, or adopted rules of the UAMS College of Nursing.

Bylaw.doc
Adopted 7/11/96
Amended 2-6-97
Amended 10-2-97cjc/cnh
Amended 6/19/98cjc
Amended 8/01cjc
Amended 3/6/03cjw
Amended 9/11/05mfm:ba

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