

Georgia Board of Regents Academic Advisory Committee on Nursing Bylaws

Article I. Membership

The membership of the Board of Regents Academic Advisory Committee on Nursing (AACON) shall be composed of the deans/directors or their designees from each of the colleges, schools, or divisions which comprise the nursing area at the institutions within the University System of Georgia (USG). It is the responsibility of each institution within the USG to forward the name of the official representative to the USG Central Office and to the Board of the AACON, and to advise Central Office and the Board of the AACON of any changes relating to the person designated as the official serving the AACON.

There shall be members and associate members.

- Members shall be the official representative for the institution. Members are eligible to serve as chairs or members on the Executive Committee and the Standing and Ad Hoc Committees.
- Each institution may designate up to two additional representatives as an associate member. Associate members may serve as members of standing and ad hoc committees.
- Institutions may have no more than one representative per committee.

Article II. General Function

The general function of the Committee shall be to study the curricula and programs of instruction within the nursing area, to make recommendations concerning the improvement of instruction and programs, to facilitate the exchange of information and ideas, to improve articulation and coordination among the institutions of the University System of Georgia, and to consider any additional matters requested by the Chancellor, his or her representatives, or a member of the Committee.

Article III. Voting

Each institution within the University System of Georgia will have one vote on any matter brought before the Committee. All votes shall be cast by the official representative or the

designee of the institution. Voting, when necessary, may be conducted through the Committee listserv. A quorum (simple majority of total membership) is required to conduct business of the committee. Once a quorum is established, a simple majority of voting members is required to carry a motion before the Committee.

Article IV. Executive Committee

The Executive Committee shall consist of the Secretary, the Chair, the Chair Elect, the Immediate Past Chair, the treasurer, and one member at large. Members of the Executive Committee shall be elected by majority vote by the membership of the AACON present at the annual meeting in which elections are held. The term of office of the Chair shall be two years and will begin immediately following the meeting in which he/she is elected and continue until the end of the annual meeting during which elections are held (June of each year). The term of office for each member of the Executive Committee other than the Chair shall be two years and will begin immediately following the meeting in which they are elected and continue until the end of the annual meeting during which elections are held (June of each year). An election shall be held every other year in June for the Office of Secretary (even years), Treasurer (odd years) and every other year for Chair Elect (odd years) and member at large (even years). The Chair Elect becomes the Chair the year following election. The Executive Committee shall represent the membership of the AACON and act on behalf of the AACON when the AACON is not in session. The Executive Committee shall make all reasonable efforts to communicate with and solicit opinions from the membership of the AACON prior to exercising its authority under this article. In the event that a member of the Executive Committee resigns, the Chair of the AACON will fill vacancies on the Executive Committee by appointment for the unexpired term. The chair will appoint members of the Executive Committee to serve as liaisons to ad hoc and subcommittees. These appointments are subject to the advice and consent of the Executive Committee.

Article V. Duties of the Executive Committee

The Chair shall:

- Act as liaison between the Board of Regents and the Committee-At-Large
- Establish a date, time, and place for the annual meeting
- Convene and conduct all meetings
- Call for agenda items prior to the annual meeting

- Appoint a Parliamentarian
- Call for Amendments to the Bylaws prior to the annual meeting
- Appoint sub-committees as needed
- Facilitate the development, implementation, and evaluation of the strategic planning process

The Chair-Elect shall:

- Provide continuity for the Executive Committee
- Preside in the absence of the Chair
- Serve as liaison to the Program Committee

The Secretary shall:

- Record the minutes of the meetings of the Committee
- Maintain a current Listserv of members
- Submit the minutes to the Committee for approval through the Listserv within two weeks after the meeting and seek timely corrections to the minutes, providing a minimum of three days for review by Committee members, by delivery through the Listserv
- Submit the approved minutes to the Central Office no later than three weeks after the meeting for posting on the BOR website.

The Treasurer shall

- Maintain all funds and issue checks
- Keep accurate accounts of finances

The Immediate Past-Chair shall:

- Provide continuity for the Committee
- Serve in an advisory capacity to the Chair
- Serve as member of the Executive Committee

Article VI. Meetings

Section 1

The AACON shall meet officially at least once each year at a date, time, and place chosen by the Chair in consultation with the Executive Committee. Other meetings will be planned as needed to carry on the business of the AACON. Meetings may be held by electronic means. The quorum for official business shall consist of a **simple majority of the membership**.

Section 2 Standing Committees

A. By-Laws Committee:

1. Membership: There shall be four members, one representative each for graduate, baccalaureate, associate degree nursing programs, and an at-large member. Fifty percent of the members of the committee shall be appointed on odd years and fifty percent shall be appointed on even years. The members shall select the chair.

2. Duties

- Review the bylaws annually and as needed.
- Make recommendations to the membership for changes in the bylaws.

B. Program Committee:

1. Membership: There shall be three members. The members shall serve for two year terms and select the chair of the Committee.

2. Duties

- Plan the Annual Retreat and other programs as directed by the Executive Committee.
- Make all reasonable efforts to communicate with and solicit opinions from the membership of the AACON membership in planning program events.
- Submit a proposal for the Annual Retreat to the Executive Committee at least one month prior to the retreat.

C. New Program Proposal Review Committee

- Provides discipline-based recommendations to the Board of Regents on proposals for new academic nursing programs within the Georgia Board of Regents.

1. Membership

- a) The New Program Proposal Review Committee shall consist of seven (7) members elected by the general membership of the

Academic Advisory Committee on Nursing (AACON). Membership shall represent individuals with expertise in ASN, BSN, and graduate nursing education. Two members will be from institutions offering ASN nursing education, two members will be from programs offering BSN, and two members from graduate degree programs. One member will represent an institution with a doctoral nursing education program.

- b) Terms shall be staggered in order to maintain continuity. Members will be elected by simple majority of the AACON membership present in the meeting in which an election is called.
- c) Members shall serve for two years and may be re-elected for an additional two years. After four years of consecutive years' service a member must leave the committee for a period of not less than one year before being re-elected.
- d) Members are expected to be available as needed to review new program proposals and to provide written recommendations within a two week period of time or as designated by the Chair of the Committee, based on requirements of the Board of Regents.
- e) Members may be asked to resign their position on the committee if unable to respond to requests for two or more program reviews. Members must recuse themselves from the review of any program in which there is an actual, potential, or perceived conflict of interest.
- f) Membership commences on July 1st annually. Elections are set by the Executive Board of the AACON.
- g) Officers: The Chair of AACON shall serve as Chair of the New Program Proposal Review.
 - 1. The Chair is responsible for appointing a recorder for meetings, drafting a summary of feedback for the written program proposal review, which is forwarded to the designated persons at the Board of Regents as specified at the time of a proposal review.
 - 2. The Chair will submit a written report to the Board of Regents and committee members within one month of receiving the new program proposals.

3. The Recorder (appointed by the Chair) is responsible for documenting the decisions and major discussion points of any meeting of the committee.

2. Duties The Committee will review all proposals for new nursing academic programs within the Board of Regents, using standards and guidelines developed in accordance with established and commonly accepted guidelines for nursing education and under the direction of the Board of Regents.

- a) The Committee will meet as needed to review new program proposals and make recommendations to the Board of Regents. The Committee will meet annually to review the guidelines for the review of new nursing academic program proposals, making written recommendations for changes to the membership of AACON.
- b) The Committee will provide information to AACON regarding the Board of Regents New Program Review Guidelines.
- c) The Committee will provide an annual report to AACON detailing the summary of actions for program review for the preceding year.

Section 3 Ad Hoc Committees

A. Membership

- Committee members will be selected from the general membership, and from volunteers.
- Appointments will be made to achieve a balance of types of programs (associate, baccalaureate, graduate)

B. Terms of Office

- Term of office shall be two years
- Term shall be staggered to maintain continuity.

C. Nomination Committee

1. Duties and Functions

- a. The chair of AACON shall appoint an ad-hoc Nomination Committee at least one month prior to the election of officers.

- b. The Committee shall consist of a chairperson plus two members, one representing baccalaureate /higher degree programs and one representing associate degree programs.
- c. The Committee chairperson shall take the leadership in working with committee members to prepare a ballot.
- d. Consent of the nominee shall be obtained prior to preparation of the ballot.
- e. Nominations for each office will also be accepted from the floor.

D. Subcommittee on Faculty

1. Duties and Functions

- a. Identify common challenges and opportunities of excellence that could impact the work and well-being of USG Board of Regents faculty.
- b. Provide discipline-based recommendations to the AACON Executive Committee for resolution of challenges and strategies for pursuing opportunities.
- c. Serve as a resource to the AACON Executive Committee and membership for matters related to nursing faculty.

E. Subcommittee on Curriculum

1. Duties and Functions

- a. Identify common curriculum issues that have or could have an impact on the retention and graduation rates of qualified students.
- b. Provide discipline-based recommendations of best practices in nursing education to the AACON Executive Committee and membership for consideration.
- c. Identify strategies for pursuing and developing opportunities of excellence in nursing education.
- d. Serve as a resource to the AACON Executive Committee and membership for matters related to nursing curriculum.

F. Subcommittee on Clinical Education/Partnerships

1. Duties and Functions

- a. Identify common challenges and opportunities of excellence that could impact access to and quality of nursing clinical education.
- b. Provide discipline-based recommendations to the AACON Executive Committee for resolution of challenges and strategies for pursuing opportunities.
- c. Serve as a resource to the AACON Executive Committee and membership for matters related to issues surrounding clinical placement/partnerships.

G. Subcommittee on Students

1. Duties and Functions

- a. Identify common challenges and opportunities of excellence that could impact the admission, retention, and graduation of diverse nursing student populations.
- b. Provide discipline-based recommendations to the AACON Executive Committee for resolution of challenges and strategies for pursuing opportunities.
- c. Serve as a resource to the AACON Executive Committee and membership for matters related to nursing students.

Article VII. Rules of Procedure

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order.

Article VIII. Adoption and Amendment of Bylaws

These Bylaws shall be adopted by two-thirds of the committee as voting membership present at an AACON meeting. Amendments to the Bylaws must be approved by two-thirds of the AACON as voting membership present at an AACON meeting. Proposed Amendments to the Bylaws shall be distributed to the AACON membership a minimum of two weeks prior to a vote.

Adopted on this 16th day of February 2009 by a vote of two-thirds of the AACON members.

Revised: June 22, 2010

Approved: June 22, 2010 by a vote of two-thirds of the AACON