

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.

- Member is defined as the dean, the director, or the chair from the college, school or division which comprises the nursing area at the institution. The Member shall be the official representative for the institution. The Member is eligible to serve as chair or a member on the Executive Committee and committees.
- If a member is unable to fulfill their term on the Executive Committee, the Executive Committee may appoint an associate member to fulfill the term. This associate member will not be from an institution already represented on the Executive Committee. A maximum of two associate members shall serve on the Executive Committee at any one time.
- Each institution may designate up to two additional representatives as associate members. Associate members may serve as chairs or members of committees.
- Institutions may have no more than one representative per committee.

Article II. General Function

The general function of the AACON 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 USG, to propose strategies to meet nursing workforce needs of the state, and to consider any additional matters requested by the Chancellor, his or her representatives, or a member of the AACON.

Article III. Voting

Each institution within the USG will have one vote on any matter brought before the AACON. All votes shall be cast by the official representative or the designee of the institution. Voting, when necessary, may be conducted through the AACON listserv. A quorum (simple majority of total membership) is required to conduct business of the AACON. Once a quorum is established, a simple majority of voting members is required to carry a motion before the AACON.

Article IV. Executive Committee

The Executive Committee shall consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary, 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 for each member of the Executive Committee will begin immediately following the meeting in which he/she is elected (when applicable) and is as follows:

- Chair-elect: The Chair-elect will be elected during odd years and will remain in this position for one (1) year before moving into the Chair position.
- Chair: The Chair will preside over AACON for a term of two (2) years beginning in even years.
- Immediate Past Chair: The Immediate Past Chair will serve as a member of the Executive Committee for one (1) year immediately following their two-year term as Chair.
 - The individual moving through the Chair-elect, Chair, and Immediate Past Chair positions will serve a total of four (4) years on the Executive Committee.
- Secretary: The Secretary will be elected during even years and will remain in this position for two (2) years.
- Treasurer: The Treasurer will be elected during odd years and will remain in this position for two (2) years.
- Member-at-Large: The Member-at-Large will be elected during even years and will remain in this position for two (2) years.

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 committees. 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 (BOR) and the AACON
- 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 ad hoc committees as needed
- Facilitate the development, implementation, and evaluation of the strategic planning process
- Appoint members to vacant committee positions

The Chair-Elect shall:

- Provide continuity for the Executive Committee
- Preside in the absence of the Chair and Immediate-Past Chair
- Serve as liaison to the Bylaws Committee

The Immediate Past-Chair shall:

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

The Secretary shall:

- Record the minutes of the meetings of the AACON

- Maintain a current Listserv of members
- Submit the minutes to the AACON 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 AACON members, by delivery through the Listserv
- Submit the approved minutes to the BOR 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
- Serve on the program planning committee

Member-at-large

- Serve as liaison to the Program Committee
- Leads special initiatives

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 Committees

A. Bylaws Committee:

1. Membership: There shall be three members, one representative each for graduate, baccalaureate, and associate degree nursing programs elected by the general membership of the AACON along with the chair-elect. Fifty percent of the members of the committee shall be elected on odd years and fifty percent shall be elected on even years. The members shall select the chair.
2. Term of Service: Each member shall serve a term of two years. Terms shall be staggered in order to maintain continuity.
3. Duties:

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

B. Program Committee:

1. Membership: There shall be three members elected by the general membership of the AACON. The treasurer will serve as a member. The members shall select the chair. The Member-at-large will serve as the liaison between this committee and the Executive.
2. Term of Service: Each member shall serve a term of two years. Terms shall be staggered in order to maintain continuity.
3. Duties:
 - a. Plan the Annual Retreat and other programs as directed by the Executive Committee
 - b. Communicate with and solicit opinions from the membership of the AACON membership in planning program events
 - c. Submit a proposal for the Annual Retreat to the Executive Committee at least three months prior to the retreat

C. New Program Proposal Review Committee

1. Membership:
 - a. There shall be seven (7) members elected by the general membership of the AACON. Membership shall represent individuals with expertise in ASN, BSN, and graduate nursing education. One members will be from institutions offering ASN nursing education, two members will be from institutions offering BSN nursing education, and two members from institutions offering graduate nursing education. One member will represent an institution with a doctoral nursing education program. In addition, the Chair of AACON shall serve as Chair of the New Program Proposal Review Committee.
 - b. 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.

- c. Membership commences on July 1st annually. Elections are set by the Executive Committee of the AACON.
 - d. Officers:
 - i. Chair: The Chair of AACON shall serve as Chair of the New Program Proposal Review Committee. 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 BOR as specified at the time of a proposal review. The Chair will submit a written report to the BOR and committee members within one month of receiving the new program proposals.
 - ii. Recorder: The Recorder is appointed by the Chair and is responsible for documenting the decisions and major discussion points of any meeting of the committee.
2. Term of Service:
- a. Members shall serve for two years and may be re-elected for an additional two years. After four years of consecutive years' serve, a member must leave the committee for a period of not less than one year before being re-elected.
 - 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.
3. Duties:
- a. The committee will review all proposals for new nursing academic programs within the BOR, using standards and guidelines developed in accordance with established and commonly accepted guidelines for nursing education and under the direction of the BOR.
 - b. The committee will meet as needed to review new program proposals and make recommendations to the BOR. 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.
 - c. 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 BOR. The committee will provide information to AACON regarding the BOR New Program Review Guidelines.

- d. The committee will provide an annual report to AACON detailing the summary of actions for program review for the preceding year.

D. Nomination Committee

1. Membership: Membership shall consist of a chairperson plus two members, one representing baccalaureate/higher degree programs and one representing associate degree programs elected by the general membership of the AACON.
2. Term of Service: The Nomination Committee will become active at least one month prior to the election of officers and the term of service will end at the conclusion of the elections.
3. Duties:
 - a. Prepare a ballot.
 - b. Consent of the nominee shall be obtained prior to preparation of the ballot.
 - c. Nominations for each office will also be accepted from the floor.
 - d. Voting may occur through the use of a paper or an electronic ballot.
 - e. In order to maintain anonymity, votes should not include information that identifies the voter.
 - f. Members of the Nomination Committee will be responsible for counting the votes.
 - g. The nominee with the most votes will be the individual elected to their respective position.
 - h. All paper ballots will be destroyed and all electronic ballots will be deleted once a successful election for each position has occurred.

E. Faculty Affairs Committee

1. Membership: There shall be three members elected by the general membership of the AACON. The members of this committee will select a chair.
2. Term of Service: Each member shall serve a term of two years. Terms shall be staggered in order to maintain continuity.
3. Duties:
 - a. Identify common challenges and opportunities of excellence that could impact the work and well-being of USG BOR faculty.
 - b. Provide discipline-based recommendations to the Executive Committee for resolution of challenges and strategies for pursuing opportunities.

- C. Serve as a resource to the Executive Committee and membership for matters related to nursing faculty.

A. Student Affairs Committee

1. Membership: There shall be three members elected by the general membership of the AACON. The members of this committee will select a chair.
2. Term of Service: Each member shall serve a term of two years. Terms shall be staggered in order to maintain continuity.
3. Duties:
 - a. Identify common challenges, opportunities of excellence, and/or curriculum issues that have or could have an impact on the admission, retention and graduation/completion rates of qualified and diverse nursing students populations.
 - b. Provide discipline-based recommendations of best practices in nursing education to the Executive Committee and membership for resolution of challenges and strategies for pursuing opportunities.
 - c. Serve as a resource to the Executive Committee and membership for matters related to nursing curriculum, nursing students, and clinical placement/partnerships.
 - d. Identify common challenges and opportunities of excellence that could impact access to and quality of nursing clinical education.

I. Ad Hoc Committees

1. 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, and/or doctoral)
2. Term of Service: Term of service will end when the purpose of the ad hoc committee.
3. Duties: Duties will vary depending on the nature and purpose of the Ad Hoc Committee.

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 / August 1, 2013/

Approved: June 22, 2010 by a vote of two-thirds of the AACON/August 1, 2013

Revised: January 17, 2017

Approved: February 24, 2017