



SIUE
SCHOOL OF NURSING

BY-LAWS OF THE STAFF COUNCIL

Approved by SON Staff – 5/2/2007

BY LAWS OF THE STAFF COUNCIL

Article I – Name

The name of this governing body shall be the SIUE, School of Nursing Staff Council, herein referred to as Staff Council.

Article II – Purpose

The Staff Council represents staff employees of the School of Nursing as a collective interest group, functioning within the overall governance structure of the School of Nursing, who shall report to the School of Nursing Dean in matters relating to staff. An elected staff representative will report staff issues to the Dean's Advisory Committee.

The Staff Council strives to provide a means by which staff employees' opinions and recommendations on School of Nursing matters may be formally expressed; promote communications and interaction among staff employees; encourage and provide means for personnel development; and encourage and promote awareness of the regulations governing School of Nursing employees.

Article III – Membership and Voting

The Staff Council shall consist of the following positions in the School of Nursing:

- Assistant to the Dean
- Secretarial Staff
- Ambulatory Care Assistant
- Business Manager
- Director of Development
- Director of Student Admissions, Progression, & Retention
- Assistant Director of Student Admissions, Progression, & Retention
- Advisors

Each member of the Staff Council shall have one vote.

All voting will be by a show of hands, verbal, or by secret ballot. Absentee ballots will be accepted. Blank ballots will be uniform, and will be available from the Secretary. Any member of the Staff Council may request a secret ballot or roll call vote be taken on any issue.

A quorum will consist of 50% + one (1) of the voting members. Business cannot be conducted unless a quorum is present.

Article IV – Officers

At the June meeting, the Staff Council shall elect members to serve as chair and secretary for the following fiscal year, July 1 – June 30.

The Staff Council Chair shall forward meeting, agendas and documents for discussion to all members no less than 3 days prior to the next meeting and to preside over all proceedings of the meetings.

The Staff Council Secretary shall record all proceedings of the meetings; forward one paper (1) copy to the Assistant to the Dean, and to place one (1) electronic copy of all committee documents, including agendas, minutes and handout materials on the School of Nursing “K” Drive (shared) for CCNE accreditation.

Article V – Responsibilities of Staff Council

Responsibilities of the Staff Council shall be to:

- a. Address issues and concerns that affect staff in the School of Nursing and make recommendations regarding same
- b. Address policy and procedure issues pertaining to staff that involve union procedures and regulations and, where appropriate, make recommendations to the union.
- c. Vote at faculty meetings on issues pertaining to staff
- d. Attend first faculty meeting of the academic year and others as the Dean requires
- e. Elect one (1) staff member to serve on the Dean’s Advisory committee for a two year period
- f. Evaluate annually the Dean, Associate Dean, Assistant Dean’s and Chair’s of the School of Nursing
- g. Annually review and update the evaluation tools used for the Administration evaluations.
- h. Chair to give two reports, one in December and one at the final faculty meeting of the academic year.

Article VI – Meetings of the Staff Council

Staff Council shall meet the first Monday of each month unless notified otherwise. The presiding officer shall be the Chair of Staff Council.

Roberts Rules of Order will be the guideline used for all parliamentary procedures.

Article VII – Committee Appointments*

Committee on Committees

The Secretary to the Chair, Department of Family Health and Community Health Nursing is appointed as recording secretary to the Committee on Committee’s Committee.

Dean’s Advisory Committee

The Administrative Secretary to the Associate Dean for Academic Programs is appointed as recording secretary to the Dean’s Advisory committee.

One member of the Staff Council is elected to a two-year term as a voting member on the Dean’s Advisory Committee.

Faculty Appointment, Promotion and Tenure Committee (FAPT)

The Assistant to the Dean for the School of Nursing is appointed as recording secretary to the FAPT Committee.

Faculty Staff Relations Committee (FSRC)

The Secretary to the Director of Development is appointed as recording secretary to the FSRC.

Two Staff Council members shall serve on the Faculty Staff Relations Committee.

Graduate Curriculum Committee (GCC)

The Secretary to the Assistant Dean of the Graduate Program is appointed as recording secretary to the GCC.

The Graduate Advisor(s) for the School of Nursing serve as a non-voting member(s) of the GCC.

Graduate Student Affairs Committee (GSAC)

The Secretary to the Director of Recruitment, Admission, Progression, and Retention is appointed as recording secretary to the GSAC.

The graduate advisor for the School of Nursing serves as a non-voting member of the GSAC.

Research Grant and Review Committee (RGRC)

The Secretary to the Chair, Department of Primary Care and Health Systems Nursing is appointed as recording secretary to the RGRC.

Undergraduate Curriculum Committee (UCC)

The Secretary to the School of Nursing Springfield Site is appointed as recording secretary to the UCC.

Undergraduate Student Affairs Committee (USAC)

The Secretary to the Assistant Dean of Undergraduate Programs is appointed as recording secretary to the USAC.

The Director for Student Admissions, Progression, & Retention serves as a non-voting member of the USAC.

The Assistant Director for Student Admissions, Progression, & Retention serves as a non-voting member of the USAC.

The Undergraduate Advisor serves as a non-voting member of the USAC.

Nursing Program Quality Improvement Committee (NPQIC)

The Secretary to the Associate Dean for Academic Programs is appointed as recording secretary to the Committee on Committees.

Executive Committee

The Assistant to the Dean of the School of Nursing is appointed as secretary to the Executive Committee.

The Director of Development shall serve as committee member for the Executive Committee.

The Director of Student Admissions, Progression, & Retention serves as a committee member for the Executive Committee.

The Business Manager for the School of Nursing serves as a committee member on the Executive Committee.

Sigma Theta Tau (STT)

The Secretary to the Chair, Family Health and Community Health Nursing shall act as recording secretary for STT.

*All secretarial appointments are made by the Dean of the School of Nursing. The composition and function of each committee can be found in the current SIUE School of Nursing Bylaws of the Faculty.

Article VIII – Bylaws Revisions and Amendments

Bylaws shall be amended or changed upon recommendation of an individual staff member.

1. An individual staff member can initiate the amendment process to the bylaws.
2. An Ad Hoc Committee to revise or amend the bylaws consisting of three staff members shall be appointed by the Chair
3. The Ad-Hoc Committee shall circulate the recommended revisions to the bylaws (by email and hard copy) at least seven working days prior to the meeting to discuss and vote on the revisions. All revisions and amendments to bylaws shall specify implementation date.
4. Two-thirds of those present shall be required for the above bylaws to be amended, suspended or revised. Absentee ballots will be accepted for amendments to the bylaws.

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