



Nursing Department
Bylaws

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ARTICLE 1 – NURSING DEPARTMENT STRUCTURE

- 1) The Nursing Department Chair serves as administrative leader of the Nursing Department and collaborates with faculty members in decisions regarding operations of the department.
- 2) The Nursing Director serves as the leader of curriculum and student affairs and collaborates with the Nursing Department Chair and faculty members in decisions regarding operations of the department.
- 3) The faculty is responsible for the Nursing Department curricula.
- 4) Faculty committees are responsible for the work required to implement and evaluate the curriculum and report to and make recommendations for decisions to the Nursing Department Faculty Assembly.
- 5) Adjunct Faculty members are part-time faculty responsible for classroom and/or clinical teaching. Adjunct Faculty members are accountable to the Nursing Department Chair.
- 6) Course Heads are faculty members responsible for coordinating the content of assigned theory and clinical courses overseeing faculty teaching different sections of the course.
 - a. Course Leads collaborate with the Nursing Curriculum Committee.
 - b. Course Leads are accountable to the Nursing Director.
- 7) The Administrative Coordinator and Assistants to the Nursing Department provide support services to the Nursing Director, the Nursing Department Chair, faculty and administrators, and are accountable to the Nursing Director.

ARTICLE 2 – NURSING FACULTY ASSEMBLY

Section A – Purpose

- 1) The Nursing Faculty Assembly is responsible for academic policy formation including admission and graduation requirements, academic advising, curriculum development, program quality assurance, and approval of new majors, programs, sites and/or degrees in the Nursing Department.
- 2) The Assembly receives recommendations from the Nursing Department committees and also acts on academic policy matters referred by other units of the University.
- 3) The Nursing Department Chair and the Nursing Director give monthly reports to the Assembly.
- 4) The Assembly is advisory to the Nursing Department Chair and the Nursing Director.
- 5) The Nursing Department Chair forwards the Assembly's recommendations to the Dean of the College of Arts and Sciences, Provost/Vice President, and President when appropriate.

Section B – Membership and Attendance

- 1) The following are members of the Nursing Faculty Assembly:
 - a. Nursing Department Chair
 - b. Nursing Director
 - c. RN-BSN Director
 - d. All nursing administrative staff
 - e. Adjunct and clinical nursing faculty who were on contract within the last year or who are expected to be on contract in the coming year
 - f. Other personnel holding Nursing Department teaching assignments such as but not limited to grant-funded personnel
 - g. All personnel in the Nursing Department such as but not limited to advising, case management, tutoring, or simulation personnel
 - h. One nursing student representative from each cohort, appointed by the Nursing Department Chair based on recommendation of the nursing student body done at All-Nursing Day or similar event.
- 2) The Administrative Coordinator to the Nursing Department shall attend all regular meetings and take and distribute minutes of all regular meetings of the Nursing Faculty Assembly.
- 3) Nursing Faculty Assembly meetings are open to all members of the University Community who wish to attend.

Section C – Voting Privileges

- 1) The following members of the Nursing Faculty Assembly are eligible to vote:
 - a. All Nursing Department faculty including adjunct and clinical nursing faculty who were on contract within the last year or who are expected to be on contract in the coming year
- 2) All other Nursing Faculty Assembly members may speak but are not eligible to vote.
- 3) Permission to speak on a particular item of business may be granted to any non-member by a majority vote of the nursing faculty members present.

Section D – Officials

- 1) The Nursing Department Chair shall be the Chairperson of the Nursing Faculty Assembly and preside at all regular and special meetings.
- 2) The parliamentarian is appointed as needed by the Chairperson to ensure orderly flow of meetings and agendas.

Section E – Quorum

- 1) A quorum of voting members for the conduct of business (regular meetings, special meetings, and online ballots) on which a vote is to be taken shall be comprised of:
 - a. more than fifty percent of the Nursing Department full-time faculty; AND
 - b. a total equal to or greater than the total number of full-time nursing faculty

Section F – Meetings

- 1) Regular meetings of the Nursing Faculty Assembly shall be held at least once each month during Fall and Spring semesters.
- 2) If the load of business requires it, additional regular meetings shall be scheduled.

Section G - Special Meetings

- 1) Special meetings shall be called by the Chairperson. This may be to:

- a. address urgent business
 - b. address agenda items unable to be addressed in a single monthly meeting
 - c. hold executive sessions excluding all persons except voting members
 - d. hold forum meetings of open discussion not to include any official business
- 2) It is the responsibility of the Chairperson to notify all Nursing Faculty Assembly members by email of the time and place of the meeting and of its agenda.
- 3) Notification should precede the meeting by at least five calendar days.
- 4) In the event of an emergency as deemed by the Chairperson, the Chairperson may call a special meeting with less than five days prior notice.

Section H – Actions Outside Meetings

- 1) Decision to hold an online vote
 - a. The Chairperson will determine which items of business are appropriate for email discussion and ballot vote.
 - b. The Chairperson will request the Nursing Faculty Assembly approval to hold an online vote.
 - c. The decision to hold an online vote will be decided by a simple majority of voting members.
 - d. The Chairperson will designate at least 72 hours for deliberation before the deadline to decide feasibility of the online vote.
- 2) Voting on Motions outside Nursing Faculty Assembly Meetings
 - a. The Chairperson will be responsible for circulating the motion along with a written rationale.
 - b. A ballot will be sent to the voting committee members by email stating exactly what is to be voted on.
 - c. The subject line (or equivalent) should contain the term "ballot".
 - d. A deadline for faculty members' responses will be stated in writing, usually within two weeks from the date of the email.
 - e. The Chairperson will be responsible for notifying faculty members of the final decision, and for documenting that decision in the minutes.

Section I – Proceedings

- 1) Regular and special business meetings shall be conducted in accordance with standard parliamentary procedure using simplified Robert's Rules of Order as the parliamentary authority (see Appendix A).
- 2) The parliamentarian shall pronounce on matters of procedure.
- 3) Open discussion without formal rules of procedure may be accomplished by convening a forum meeting by calling a Special Meeting (Section G).
- 4) A new item of business having to do with substantial changes in policy or procedure shall not be voted on at the meeting in which it is introduced, but at the announced subsequent decision point at least five days later, unless this rule be waived by two-thirds of the voting members present.
- 5) Decisions will be made by simple majority vote. The Chairperson shall honor a request for a written ballot from any faculty member provided the request is made prior to the call for a vote.
- 6) Proceedings of the Nursing Faculty Assembly are official Nursing Department business, and actions voted by the nursing faculty members within the area of its responsibility have the force of legislation subject to further approval, if necessary, by the Heritage University Faculty Assembly.

- 7) The Administrative Coordinator to the Nursing Department shall take and distribute minutes of all regular meetings of the Nursing Faculty Assembly.
- 8) It is the responsibility of the office of the Chairperson to maintain a complete and accessible file of minutes of the proceedings

ARTICLE 3 – NURSING ADVISORY BOARD

Section A – Purpose and Responsibilities

- 1) The purpose of the Nursing Advisory Board is to provide an opportunity for nurses and other partners from the community to give input and counsel to the Nursing Department concerning the nursing curriculum, the changing health care system, community health care needs, and expectations of Heritage University nursing graduates.

Section B – Membership

- 1) The Nursing Department Chair, in consultation with the university administration, selects and appoints members of the committee for one-year terms.
- 2) The Board shall consist of the following:
 - a. Nursing Department Chair
 - b. At least two nursing student representatives appointed by the Nursing Department Chair based on recommendation of the nursing student body at All-Nursing Day or similar event
 - c. At least two Heritage nursing alumni
 - d. Members of the nursing community who represent clinical nursing specialties
 - e. Representatives from health care agencies where students have clinical experience and graduates are employed
 - f. Consumers of nursing and health care from local communities.

Section C – Meetings

- 1) The Nursing Advisory Board shall meet at least once every academic year.
- 2) The Nursing Department Chair chairs the Nursing Advisory Board meetings.

ARTICLE 4 – DEPARTMENT COMMITTEES

Section A – Committees

- 1) The standing committees of the Nursing Department are:
 - a. Admission, Progression, Retention, and Graduation Committee (APRG)
 - b. Alumni Network and Professional Development Committee (ANPD)
 - c. Bylaws, Policies, and Handbooks Committee (BPH)
 - d. Curriculum Committee (CC)
 - e. Program Evaluation Committee (PEC)
- 2) Ad hoc committees and task groups may be established by the Nursing Faculty Assembly for specific purposes and shall have a mandate for a maximum of two academic years.

Section B – Selection

- 1) Each year at an April meeting of the Nursing Faculty Assembly, the Faculty Assembly Chair appoints members to fill committee membership vacancies for two-year terms. Committee membership will be published and distributed to all department members by the end of April.
- 2) Committee Chairpersons must be voting members of the Nursing Faculty Assembly.
- 3) Nursing committees shall have student representatives appointed by the Nursing Department Chair based on recommendation of the nursing student body at All-Nursing Day or similar event for a one-year term:
 - a. Admission, Progression, Retention and Graduation Committee – zero (0), no student representatives because of the often sensitive and confidential nature of peer student information reviewed.
 - b. Alumni Network and Professional Development Committee – one (1), senior cohort
 - c. Bylaws, Policies, and Handbooks Committee – one (1)
 - d. Curriculum Committee – two (2)
 - e. Program Evaluation Committee – two (2)
- 4) A student may serve a maximum of two consecutive one-year terms on a committee. Student representatives on committees are voting members.

Section C – Operation

- 1) All committees of the Faculty of the Nursing Department are accountable to the Nursing Faculty Assembly in the execution of their curricular and other responsibilities.
- 2) Each committee functions according to its statement of purpose.
- 3) Ex-officio members of committees serve as advisors and are non-voting.
- 4) Committee members are authorized to make changes in committee appointments with approval by the Nursing Faculty Assembly.
- 5) Quorum for committees shall be:
 - a. Curriculum Committee:
 - i. more than fifty percent of the Nursing Department full-time faculty; and
 - ii. a total voting members equal to or greater than the total number of full-time nursing faculty
 - b. All others:
 - i. greater than fifty percent of voting committee members
- 6) Whenever a committee member is unable to attend meetings of the committee, it is that person's responsibility to notify the committee Chairperson.
- 7) Each outgoing committee chair shall be responsible for convening the newly appointed committee in May, receiving the newly appointed Chairperson, passing on the agenda, and explaining the committee's role to new members.
- 8) Accurate minutes of all committee proceedings will be maintained. It is the responsibility of the Chairperson of each committee to ensure a complete and accessible file of minutes and attachments of the proceedings is maintained.
- 9) The Chairperson of each committee will submit an Annual Report to the Nursing Department Chair each June for the closing academic year.

Section D – Description of Committees

- 1) Admission, Progression, Retention, and Graduation Committee
 - a. Purposes:
 - i. To recommend revisions or additions to Nursing Department policies related to admission, progression, retention, and graduation of nursing students.

- ii. To review student records and make recommendations related to recruitment, advising, selection, admission, retention, dismissal, progression, readmission, transfer, and graduation of nursing students.
 - iii. To interpret/clarify policies affecting student recruitment, advising, selection, admission, retention, dismissal, progression, readmission, and graduation.
- b. Responsibilities:
 - i. Recommend to the Nursing Faculty Assembly changes in the policies for nursing program admission, recruitment, academic advising, selection, retention, dismissal, progression, readmission, and graduation of nursing students.
 - ii. Inform the Heritage University Registrar's Office, BSN recruiter, and Admissions Office of policy changes related to recruitment, advising, selection, admission, retention, dismissal, progression, readmission, and graduation of nursing students.
 - iii. Review policies "initiated by" APRG and by request of other committees. Submit any new or revised policies to BPH prior to Faculty Assembly to assure student input on policies.
 - iv. Review petitions for selection, admission, readmission, retention, progression, and graduation in the nursing program. Implements decisions in accordance with policies.
 - v. Make recommendations to the Nursing Department Chair and Nursing Director on decisions and policies and policies regarding recruitment, selection, admission, readmission, retention, progression, and graduation of students.
 - vi. Instruct the Registrar to deny registration in nursing courses for which the student has not met prerequisites.
 - vii. Collect and review statistics provided on the number of students entering, graduating, length of time in the program, withdrawals, and at risk-students to determine the ability of students to meet course and program outcomes.
 - viii. Evaluate effectiveness of recruitment and student support services in recruiting and retaining a diverse student population and achieving the Nursing Department vision, mission, philosophy, and program outcomes.
 - ix. Initiate and compile data from End-of-Course summaries each semester.
 - x. Implement that portion of the Program Evaluation Plan pertaining to the specified responsibilities of the Admission, Progression, Retention and Graduation Committee and provide reports to the PEC as requested by the PEC, Department Chair, or Nursing Director for accreditation and BON requirements.
- c. Membership:
 - i. APRG Committee Chairperson:
 - 1. Must be a voting member of the Nursing Faculty Assembly (per Section B-2)
 - 2. It is recommended that the Chair of this committee not be the Nursing Director or Nursing Department Chair for independent review of decisions affecting student status.
 - ii. Voting Membership:
 - 1. Three (3) voting members are appointed to this committee by the Nursing Department Chair, with one alternate (in case of recusal or absence)
 - a. Two (2) Nursing Department faculty members

- b. One (1) Heritage University faculty or staff member invited by the Nursing Department Chair to serve as consultant with vote.
 - c. Zero (0) students are appointed to this committee.
 - 2. The Nursing Department Academic Coordinator may serve as an alternate voting member of the committee.
 - a. A different alternate may be chosen by the APRG Committee Chair in consultation with the Nursing Department Chair
 - iii. Other membership/attendance:
 - 1. Members of the community of interest may be invited by the Nursing Department Chair or APRG Chair to serve as ex-officio consultants without a vote.
 - 2. The Nursing Department Chair, Nursing Director, and RN-BSN Assistant Director have an open invitation to attend meetings without vote.
 - d. Quorum (per Section C-5):
 - i. Quorum is 2 of 3 voting members
 - ii. 3 voting members means 2 must be present for business to be conducted
 - iii. The alternate member becomes a voting member if at least one voting member is absent

2) Alumni Network and Professional Development Committee

- a. Purposes:
 - i. To foster a supportive network that enhances the professional growth and lifelong learning of our faculty, staff, alumni, and students.
 - ii. To strengthen alumni engagement, promote career advancement, and support community outreach and partnership within the Heritage University Nursing Department.
- b. Responsibilities:
 - i. To strengthen alumni engagement
 - 1. Develop and maintain a comprehensive alumni database to facilitate communication and engagement.
 - 2. Organize regular alumni events, such as reunions, networking mixers, and guest lectures, to foster a sense of community and connection.
 - 3. Create an alumni mentorship program to connect current students with experienced graduates for guidance and support
 - ii. To enhance professional development opportunities
 - 1. Offer workshops, seminars, and webinars on current trends, best practices, and emerging technologies in nursing.
 - 2. Provide resources and support for continuing education, including information on certifications, advanced degrees, and professional development courses.
 - 3. Facilitate access to career services, including resume reviews, interview preparation, and job placement assistance.
 - iii. Promote Lifelong Learning and Career Advancement
 - 1. Establish partnerships with healthcare organizations and institutions to provide internship, fellowship, and job opportunities for students and alumni.

2. Develop a series of professional development tracks tailored to different career stages, from new graduates to established professionals.
 3. Encourage participation in professional nursing associations and attendance at conferences and events.
 4. Enhance faculty and staff awareness of professional development opportunities and resources to ensure compliance with accreditation guidelines.
 - iv. Foster a Culture of Giving Back
 1. Create opportunities for alumni to contribute to the nursing department through volunteerism, guest speaking, and advisory roles
 2. Launch fundraising campaigns to support scholarships, research initiatives, and departmental projects.
 3. Recognize and celebrate alumni achievements and contributions through awards and spotlight features in departmental communications.
 - v. Partnership Development
 1. Identify and collaborate with key organizations, hospitals, and institutions to offer joint programs, research opportunities, and internships for faculty, students, and alumni
 2. Research and compile list of organizations, hospitals, and institutions that align with the committees' goals
 3. Reach out to potential partners to discuss opportunities for collaboration and mutual benefit
 - vi. Enhance Community Health
 1. Promote health and wellness initiatives through collaborative efforts with partner organizations
 2. Organize joint events by planning, executing health fairs, workshops, and seminars in collaboration with partner organizations to address community health needs
 3. Set up regular meetings, newsletters, and online platforms to facilitate ongoing communication and collaboration with partners
- c. Membership:
 - i. ANPD Committee Chair:
 1. Must be a voting member of the Nursing Faculty Assembly (per Section B-2)
 - ii. Voting Membership:
 1. One (1) Nursing Department faculty, which may include the Chair
 2. One (1) Nursing Department staff
 3. One (1) senior cohort nursing student representative appointed by the Nursing Department Chair based on recommendation of the nursing student body done at All-Nursing Day or similar event
 4. One (1) Heritage University Nursing alum appointed by the Chairperson
 5. At least one (1) member from community partners invited by the Chairperson to serve as consultant without vote
 - iii. Other membership/attendance:

1. Members of the community of interest may be invited by the Nursing Department Chair or ANPD Chair to serve as ex-officio consultants without a vote.
 2. The Nursing Department Chair, Nursing Director, and RN-BSN Assistant Director have an open invitation to attend meetings without vote.
 - d. Quorum (per Section C-5):
 - i. Quorum is 3 of 4 voting members
 - ii. 4 voting members means 2 must be present for business to be conducted
- 3) Bylaws, Policies, and Handbooks Committee
 - a. Purposes:
 - i. To review and revise the Nursing Department bylaws, policies, and handbooks ensuring they reflect current practice.
 - ii. To make recommended changes to Nursing Department bylaws, policies, and handbooks to the Nursing Faculty Assembly.
 - b. Responsibilities:
 - i. Review existing bylaws and policies at a minimum once every two years and revise as necessary.
 - ii. Review existing handbooks a minimum of once each year and revise as necessary coordinated with the Nursing Department Chair and the Administrative Coordinator per ARTICLE VI.
 - iii. Develop new policies and receive requests for new or amended policies from the Nursing Department Chair, Nursing Director, Nursing Committees, Nursing Department faculty, and student groups.
 - iv. Submit all revisions and new bylaws, policies, and handbooks and revisions to the Nursing Faculty Assembly for approval.
 - v. Publish approved bylaws, policies, procedures, and handbooks in a place easily accessible to all nursing faculty, staff, and students.
 - vi. Ensure congruence between nursing bylaws, policies, and handbooks.
 - c. Membership:
 - i. BPH Committee Chairperson:
 1. Must be a voting member of the Nursing Faculty Assembly (per Section B-2)
 - ii. Voting Membership:
 1. Two (2) Nursing Department faculty, which may include the Chair
 2. One (1) nursing student representative appointed by the Nursing Department Chair based on recommendation of the nursing student body done at All-Nursing Day or similar event
 3. One (1) member invited by the Nursing Department Chair to serve as consultant without vote
 - iii. Other membership/attendance:
 1. Members of the community of interest may be invited by the Nursing Department Chair or BPH Chair to serve as ex-officio consultants without a vote.
 2. The Nursing Department Chair, Nursing Director, and RN-BSN Assistant Director have an open invitation to attend meetings without vote.
 - d. Quorum (per Section C-5):
 - i. Quorum is 2 of 3 voting members

- ii. 3 voting members means 2 must be present for business to be conducted

3) Curriculum Committee

a. Purposes:

- i. To develop and implement curriculum policies as directed by the Nursing Faculty Assembly.

b. Responsibilities:

- i. Seeks input from the Heritage University Curriculum Committee, Nursing Program Evaluation Committee, and Nursing Advisory Board concerning the nursing curriculum, as well as current trends and needs in nursing education.
- ii. Reviews the alignment of Nursing Department vision, mission, philosophy, and program outcomes with the Heritage University mission, professional nursing standards and guidelines, the needs and expectations of the community, faculty expertise, and current trends and needs in nursing education as defined by professional accreditation standards.
- iii. Reviews alignment of Nursing Department course outcomes with program outcomes and Nursing Department vision, mission, and philosophy.
- iv. Evaluates effectiveness of curriculum design, sequencing, and scheduling in achieving program outcomes.
- v. Evaluates proposals for curricular changes from nursing faculty, the Nursing Director, and the University Curriculum Committee relating to nursing program majors and support courses in terms of compatibility with the Nursing Department vision, mission, philosophy, and program outcomes.
- vi. Reviews measures to strengthen the curriculum based on evaluation and research findings.
- vii. Reviews the effectiveness of nursing courses in meeting course, level, and program outcomes and integrating critical nursing practice concepts as well as essential methods of inquiry and forwards recommendations to the Nursing Faculty Assembly for action.
- viii. Reviews new course proposals and course revisions submitted by nursing faculty to determine need and contribution to achievement of program outcomes.
- ix. Recommends curricular revisions to the Nursing Faculty Assembly. If approved by the Nursing Faculty Assembly, the Chairperson of the committee, with the approval of the Nursing Director, presents the proposal to the Heritage University Curriculum Committee.
- x. Examines the effectiveness of course assessment methods in evaluating course outcomes and reports to the Nursing Program Evaluation Committee.
- xi. Examines internal and external assessment sources to evaluate the curriculum.
- xii. Implements that portion of the Evaluation Plan pertaining to the specified responsibilities of the Curriculum Committee.

c. Membership:

i. Curriculum Committee Chairperson:

- 1. Must be a voting member of the Nursing Faculty Assembly (per Section B-2)

ii. Voting Membership:

- 1. All nursing faculty including adjunct and clinical nursing faculty who were on contract within the last year or who are expected to be on contract in the coming year

2. Two (2) nursing student representatives appointed by the Nursing Department Chair based on recommendation of the nursing student body done at All-Nursing Day or similar event
 3. Two (2) members invited by the Nursing Department Chair to serve as consultant without vote
 - iii. Other membership/attendance
 1. Members of the community of interest may be invited by the Nursing Department Chair or CC Chair to serve as ex-officio consultants without a vote.
 2. The Nursing Department Chair, Nursing Director, and RN-BSN Assistant Director have an open invitation to attend meetings without vote.
- d. Quorum (per Section C-5):
 - i. more than fifty percent of the Nursing Department full-time faculty; AND
 - ii. a total of voting members equal to or greater than the total number of full-time nursing faculty

4) Program Evaluation Committee

- a. Purposes:
 - i. To monitor the quality of nursing programs.
 - ii. To measure the degree to which all components of Heritage University, College of Arts and Sciences, and the Nursing Department promote student achievement of the program outcomes.
 - iii. To promote improvement of the teaching-learning process and resources on campus and in the community.
- b. Responsibilities:
 - i. Oversee yearly review and implementation of the Evaluation Plan for the Nursing Department.
 - ii. Notify appropriate individuals and/or committees of evaluation deadlines.
 - iii. Recommends changes in the Program Evaluation Plan to the Nursing Faculty Assembly.
 - iv. Collect and analyze assessment data as requested by the Nursing Department.
 - v. Report findings to the Nursing Faculty Assembly.
 - vi. Receive and compile data including, but not limited to, faculty and staff satisfaction surveys, alumni evaluations, end-of-program evaluations, and graduate employer satisfaction surveys.
 - vii. Receive and compile data from End-of-Course summaries each semester membership from the Chair of the Admission, Progression, Retention, and Graduation Committee.
 - viii. Receive and compile data from the Nursing Director regarding NCLEX pass rates.
 - ix. Direct the maintenance of collected and analyzed assessment data files.
 - x. Assess the adequacy of library and educational media resources as well as other instructional resources including the use of information technology.
 - xi. Monitor the adequacy of clinical sites and clinical preceptors in consultation with the education coordinators in the clinical sites and the faculty.
 - xii. Receive reports from the Bylaws, Policies, and Handbooks Committee regarding the Nursing Department
 - xiii. Recommends Nursing Department policy amendments to the Nursing Faculty Assembly. If approved by the Nursing Faculty Assembly, the Chairperson of the

- Committee refers the amendments to the Nursing Department Chair to review with the Chair of the Bylaws, Policies, and Handbooks Committee for consistency with the Heritage University Faculty Handbook.
- xiv. Implement that portion of the Evaluation Plan pertaining to the specified responsibilities of the Evaluation Committee.
 - xv. Follow Nursing Policy #021 Systematic Program Evaluation Plan.
- c. Membership
 - i. PE Committee Chairperson:
 - 1. Must be a voting member of the Nursing Faculty Assembly (per Section B-2)
 - ii. Voting Membership:
 - 1. Three (3) Nursing Department faculty, which may include the chair.
 - 2. Heritage University VP of Accreditation
 - 3. Two (2) nursing student representatives appointed by the Nursing Department Chair based on recommendation of the nursing student body done at All-Nursing Day or similar event
 - 4. At least one (1) member from among community partners invited by the Nursing Department Chair to serve as consultant(s) without vote.
 - iii. Other membership/attendance
 - 1. Members of the community of interest may be invited by the Nursing Department Chair or PEC Chair to serve as ex-officio consultants without a vote.
 - 2. The Nursing Department Chair, Nursing Director, and RN-BSN Assistant Director have an open invitation to attend meetings without vote.
 - d. Quorum (per Section C-5):
 - i. Quorum is 4 of 6 voting members
 - ii. 6 voting members means 3 must be present for business to be conducted

ARTICLE 5 – AMENDMENTS

- 1) Amendments to these bylaws may be made at any regular meeting of the Nursing Faculty Assembly provided that the proposed amendments have been submitted to all members at least five (5) days prior to the meeting.
- 2) Amendments to these Bylaws require two-thirds (2/3) approval of the voting members present.
- 3) Ratification of Amendments must include an online vote.

ARTICLE 6 – NURSING FACULTY HANDBOOK AND NURSING STUDENT HANDBOOK

- 1) It is the responsibility of the Nursing Department Chair and the Administrative Coordinator to the Nursing Department to:
 - a. Meet yearly, between the last Nursing Faculty Assembly meeting in the Spring semester and the first Nursing Faculty Assembly meeting in the Fall semester, to ensure all policy statement revisions and Nursing Faculty Assembly motions have been incorporated into the Nursing Faculty Handbook and the Nursing Student Handbook.
 - b. Ensure that faculty members and students are notified of revisions through email.
 - c. Ensure that faculty members and students have access to the Web edition of the Nursing Faculty Handbook and the Nursing Student Handbook during the course of the year as policies and motions were passed by the Nursing Faculty Assembly.