

TENNESSEE TECHNOLOGICAL UNIVERSITY

SCHOOL OF NURSING DEVELOPMENT COUNCIL

BY-LAWS

PURPOSE: The purpose of the School of Nursing Development Council is for the general welfare of society and not for individual profit. More specifically the purposes are to further the aims and purposes of the School of Nursing at Tennessee Technological University; to promote and support nursing programs which will prepare nurses to meet the health care needs of the rural and semi-rural communities of the Upper Cumberland Region, and provide assistance to the population of the Upper Cumberland Region, educational scholarships, research, charitable, and developmental purposes and objectives of the School of Nursing; to encourage a closer and more substantial relationship between the faculty and students of the School of Nursing and the medical/business community; to promote continuing education programs for the registered and licensed nurse working in the Upper Cumberland Region; to promote programs for the inactive nurse population; to provide financial support to the School of Nursing for the enrichment of its entire extra-curricular programs; to promote nursing as a profession, and to such ends, but not in the limitation of the foregoing, for the promotion of education at the School of Nursing of Tennessee Technological University; to solicit gifts and grants from alumni, other friends and individuals, business establishments, foundations, and organizations for financial assistance of students through loans, and scholarships and to provide means of assistance for enriching the curriculum, program, and mission of the School of Nursing and for such other related projects as may be approved; and to encourage alumni and other friends of the School of Nursing to make provisions for the School of Nursing in their wills or other legal instruments, provided, however, that no part of said activities shall be for the purpose of carrying on propaganda or otherwise attempting to influence any legislation, or for participation in or intervention in any political campaign on behalf of any candidate for public office.

MANAGEMENT: Management of the business of the Development Council shall be vested in the Board of Trustees and shall be in accordance with the agreement between the School of Nursing Development Council and the Tennessee Technological University Foundation.

ARTICLE I – MEMBERSHIP

SECTION 1 ELIGIBILITY: Any person who displays a commitment to the nursing profession, nursing education, and the TTU School of Nursing by volunteering time and/or financial support for the School of Nursing Development Council may be approved for membership by the Board of Trustees as described herein.

SECTION 2 CLASSIFICATION: The Development Council shall have two classifications of members:

- General member
- Board of Trustees member

ARTICLE II – GENERAL MEMBERSHIP

SECTION 1 NUMBER OF GENERAL MEMBERS: The total number of general members shall be unlimited.

SECTION 2 SELECTION: Persons shall be selected for general membership by:

- A) Being nominated by a member of the Board of Trustees.
and
- B) Being recommended to the Board of Trustees by a majority vote of the Executive Committee.
and
- C) Receiving a majority of votes of the Board of Trustees members present at a regularly scheduled meeting.

SECTION 3 TERM OF MEMBERSHIP: General membership may continue indefinitely so long as eligibility requirements as specified herein are maintained.

SECTION 4 MEETINGS: There shall be no regularly scheduled meetings of the general membership. However, the general membership will be invited to called meetings or special events as scheduled by the President of the Development Council.

ARTICLE III – BOARD OF TRUSTEES

SECTION 1 NUMBER OF BOARD OF TRUSTEES: The Board of Trustees membership shall be limited to 25 elected members, plus ex-officio members, plus two student members, plus one full-time faculty member.

SECTION 2 ELECTION OF TRUSTEES: The original Trustees were appointed by the incorporators of the Foundation now known as the Development Council. Subsequent Trustees shall be elected by the following process:

- A) Being nominated by a current member of the Board of Trustees at a regularly scheduled meeting.
and
- B) Being recommended to the Board of Trustees by a majority vote of the Executive Committee.
and
- C) Receiving a majority vote of the Trustees present at a regularly scheduled meeting.

SECTION 3 TERM OF OFFICE: Trustees shall be elected for a four-(4) year term and may be re-elected to serve additional terms.

SECTION 4 ATTENDANCE: Trustees who miss three (3) consecutive regular meetings without sufficient cause and proper notification, as determined by the Executive Committee, shall be considered as having resigned from the Board of Trustees and shall be replaced.

SECTION 5 REGULAR MEETINGS: The Board of Trustees shall meet quarterly during the months of September, November, March and June at a day, time and place to be announced by the President of the Development Council. All Board of Trustees meetings shall be open meetings in compliance with applicable State and Federal Laws.

SECTION 6 SPECIAL MEETINGS: Additional meetings for special purposes may be called by the President of the Development Council, or the Secretary, at the request of three (3) or more members of the Board of Trustees. Written notice of such meeting shall be given to all members of the Board of Trustees a minimum of three (3) days in advance.

SECTION 7 QUORUM: Seven (7) elected Trustees shall constitute a quorum for the transaction of all business of the Development Council at both regular and special meetings.

SECTION 8 EX-OFFICIO MEMBERS: The Board of Trustees shall include the President of TTU, Vice President for Business and Fiscal Affairs, Vice President for University Advancement and the Dean of the School of Nursing.

- A) Each ex-officio member may appoint a representative to attend meetings and to conduct business on his/her behalf.
- B) Ex-officio members are not voting members.
- C) Ex-officio members shall serve so long as they occupy a relevant position at TTU.

SECTION 9 STUDENT MEMBER: A student member of the junior class of the TTU School of Nursing will be selected by members of that class during the spring semester of the year prior to their senior year to serve a one-year term beginning fall semester. At the beginning of the fall semester a student member from the junior class will be selected by that class to serve a one-year term beginning that fall semester. The students will have one collective vote.

ARTICLE IV – OFFICERS

SECTION 1 OFFICERS: The elected officers of the Development Council shall consist of a President, President-Elect, Vice-President and Secretary. The ex-officio Treasurer shall be the Vice President of Business and Fiscal Affairs or his/her appointed representative.

SECTION 2 NOMINATIONS: Prior to the election in June, the President shall appoint a nominating committee of five (5) persons consisting of any past Presidents of the Development Council formerly the Foundation who then serve on the Board of Trustees and such other persons as the President may desire to make recommendations to the Board of Trustees for candidates to serve as President, President-Elect, Vice-President and Secretary. These nominations shall be presented at the regularly scheduled June meeting. Additional nominations may be made at that time by any member of the Board of Trustees.

SECTION 3 ELECTION OF OFFICERS: Officers shall be elected from among the members of the Board of Trustees of the Development Council by majority vote of Trustees present at the time of the election. The election shall take place at the regularly scheduled June meeting and the officers shall be installed at the first regularly scheduled meeting in the fall.

SECTION 4 TERM OF OFFICE: The term of office for elected officials shall be two years. An officer may serve no more than two (2) consecutive terms in the same office.

SECTION 5 PRESIDENT: The President shall be the executive officer of the School of Nursing Development Council and shall preside at meetings of the Development Council, the Board of Trustees and the Executive Committee of the Development Council. The President shall appoint committee members in collaboration with the Vice-President. The President shall be an ex-officio member of all committees, other than the nominating committee, and shall have the right to vote on all such committees.

SECTION 6 PRESIDENT-ELECT: In the event of the President's absence or inability, from any cause, to act, the President-Elect shall perform the duties of the Office of President. In the event of the inability, for any reason, of the President to fulfill the elected term, the President-Elect shall perform the duties of the President for the unexpired term. In this event a new President-Elect shall be elected at the next regularly scheduled meeting.

SECTION 7 VICE PRESIDENT: In the event of the President's and President-Elect's absence or inability, from any cause, to act, the Vice President shall perform the duties of the Office of President. In the event of the inability, for any reason, of the President and President-Elect to fulfill the elected term, the Vice President shall perform the duties of the President for the unexpired term. In this event a new Vice President shall be elected at the next regularly scheduled meeting. The Vice President shall be responsible for coordinating committee activities and special events, i.e. banquets, dinners, etc. The Vice-President shall be consulted by the President for committee membership.

SECTION 8 SECRETARY: The Secretary shall be responsible for publishing and distributing minutes of all meetings.

SECTION 9 TREASURER: The ex-officio Treasurer of the Development Council shall be responsible for conducting its financial affairs.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1 MEMBERS: The Executive Committee of the Board of Trustees shall consist of the President, immediate past President, President-Elect, Vice President, Secretary, one member-at-large, Dean of the School of Nursing and one ex-officio University Development representative.

SECTION 2 DUTIES: The Executive Committee shall act as liaison between the Board of Trustees and the School of Nursing. It is empowered to act, by a majority vote of the elected officers, on matters requiring immediate action subject to ratification by the Board of Trustees at its next meeting.

ARTICLE VI

SECTION 1 AMENDMENTS: These By-Laws may be amended at a regular meeting or a special meeting by a two-thirds majority vote of the Board of Trustees present, provided fifteen (15) days written notice of the meeting and a copy of the proposed amendment(s) shall have been furnished to each member of the Board of Trustees by mail or hand delivery.

THESE REVISIONS APPROVED BY ACTION OF THE BOARD OF TRUSTEES AT A MEETING HELD ON November 9, 2004.