The Bemidji School of Nursing, which includes the nursing departments and programs for Bemidji State University and Northwest Technical College, have developed and shall abide by the following bylaws, and the mission and policies established by these institutions.

Article I - Title

The name of the combined programs shall be the Bemidji School of Nursing.

Article II - Purpose & Function

Section 1. PURPOSE

A. Facilitate communications between faculty members, schools, students, University/College administration, the nursing profession, and the public.
B. Provide a mechanism for development, implementation, and evaluation of the nursing programs.
C. Provide format for Certified Nursing Assistant, Practical, Associate Degree (RN), and Baccalaureate program of study for nursing majors to collaborate, network, support each other, and develop excellent nursing and healthcare providers for northwest Minnesota.
D. With the administration the Nursing Department Committees shall serve as the School decision-making body through which the educational program is determined, implemented, and evaluated within the framework and structure established by both institutions.

Section 2. FUNCTIONS

A. Promote and maintain standards for the program and educational practices which are consistent with the University/College and the discipline.
B. Each program and/or department will determine criteria for student admission, progression, promotion, and graduation consistent with University/College policies.
C. Make recommendations concerning courses, curricula, student dismissal and degree requirements to appropriate bodies within the University/College.
D. Make recommendations or requests concerning budgets, faculty and other educational needs to the chair, dean, or other appropriate units within the University/College.

Article III - Membership and Voting

Section 1. MEMBERSHIP

A. Membership shall consist of all full-time and part-time school faculty and as described in the faculty contracts.
B. Recognizing the value of student input, the bylaws provide for a method of communication to ensure maximum opportunity for student input and participation.

Section 2. VOTING

A. All full-time and part-time faculty members (as defined in faculty contracts) shall have voting privileges on agenda items before the faculty at School faculty meetings.
B. Full-time and part-time faculty (as defined in faculty contracts) who serve on committees shall have voting privileges as defined in the contracts on all agenda items before those committees.
C. Faculty attendance at all faculty and designated committee meetings is expected. Faculty will notify the Chief Nursing Administrator (CNA) or respective committee
chair in case of anticipated absence.
D. Students may attend and participate in scheduled meetings.
E. Voting shall be by voice unless the chair or CNA designates otherwise. Any member may request voting by secret ballot.
F. To facilitate student communication and representation, a “no protest vote” process may be used. Recommendations may be posted and/or presented to students. Lack of protest by the majority of students will be considered endorsement. Otherwise items will be further reviewed.

**Article IV - Conduct of Business**

Section 1. Meetings of the total faculty (School faculty meeting) shall be scheduled at least once per semester during the academic year. Additional or special meetings may be held on the request of the University/College administration, School faculty, and/or the CNA.

Section 2. The regular time for scheduled School faculty meetings shall be determined prior to the beginning of each semester. Exceptions to this schedule may be made by a quorum consensus of the School faculty.

Section 3. A quorum is a majority of the voting members of the faculty.

Section 4. The School faculty meeting will be convened by the CNA or a designated School faculty representative.

Section 5. The meetings may include:
   A. Approval of previous minutes
   B. Review of agenda
   C. Announcements
   D. Reports
   E. Old business
   F. New business
   G. Adjournment

Section 6. All regular School faculty meetings are open, except those at which personnel or students are discussed. Students are welcome to attend, present at, or participate in discussions at all regular School faculty meetings and standing committee meetings.

Section 7. Students anticipating enrollment or currently enrolled in the nursing major may communicate concerns and requests in writing to the appropriate committee chairperson, or to the CNA. Special requests or presentations shall be communicated in advance in writing to the committee chairperson for placement on the agenda. The schedule of regular meetings will be posted in advance of each semester.

Section 8. Minutes of School faculty meetings will be recorded by a designee.

Section 9. Minutes of the School faculty meetings shall be distributed to the nursing faculty and maintained within Taskstream by the designee.

**Article V - School Committees**

Section 1. Full-time nursing faculty are expected to serve as a member on the Faculty and Budget Committee, School of Nursing Committee and on one of the standing committees.
Section 2. Part-time faculty shall serve on standing committees, following the provisions outlined in the IFO and MSCF Agreements.

Section 3. The School standing committees are the: Curriculum Committee; Student Admission, Progression, and Concerns Committee; Academic Resources Committee; Student Input Form; Faculty and Budget Committee; and the Nursing Department Chairs Committee.

Section 4. Each standing committee shall select a faculty chairperson. An individual faculty member will not chair more than one standing committee annually. The standing committee chairperson is a voting member of the committee.

Section 5. Each standing committee shall select a faculty secretary. An individual faculty member will not be secretary on more than one standing committee annually. The meetings of standing committees shall be scheduled in advance of each semester and posted for students.

Section 6. Each standing committee shall record minutes of committee meetings. The minutes shall be maintained in Taskstream and distributed to faculty and the dean.

Section 7. Decisions made by standing committees represent decision-making by the faculty as a whole.

Section 8. Committees work within the parameters of institutional policies.

Section 9. Ad hoc committees may be established by the faculty to address specific needs of the School. Such committees are dissolved upon completion of the task. Ad hoc committees shall report to the full faculty for recommendations and decisions. Students may attend and participate in the scheduled meetings.

Article VI - Standing Committees

Section 1. **Curriculum Committee** functions, in conjunction with faculty and within the parameters of institutional policies, to:

A. Determine the major components of the curriculum and recommend curriculum changes.
B. Evaluate the implementation of the curriculum and conduct appropriate action.
C. Determine pre-requisite course requirements.
D. Determine course requirements for the major.
E. Receive requests and make determinations regarding changes in the curriculum (i.e., content, course numbers, new courses, discontinuation).
F. Determine and propose other curricular matters.
G. Develop and process proposals to the Curriculum Committee and reports for catalog entries.
H. Review and revise the curriculum sections of the School Resource Manual annually.

Section 2. **Student Admission, Progression, and Concerns Committee** shall determine policies regarding admission, progression, graduation, student advisement, and concerns.

The Committee shall:

A. Determine admission requirements for the major.
B. Select and accept for admission to the major the students who meet the requirements for admission as determined by University/College and School policies.
C. Review and determine action (which could include but are not limited to recommendation to University committees, remediation, dismissals from program or course, and frequent meetings with faculty advisor) on petitions from students for exception to School policy. Such actions should be communicated to the CNA and Dean in a timely manner so they are aware of decisions being made.
D. Review, determine action, and respond to student grievances and student progression in the major.
E. Recommend students for honors and awards.
F. Review and revise the student sections of the School Resource Manual annually.
H. With the Faculty and Budget committee, provide an orientation for new students.

Section 3. Academic Resources Committee shall determine student resource needs and, with the FAB committee, faculty and support staff resource needs and program administration needs, as well as resource and space utilization, i.e., space, equipment, library, software, laboratory, and clinical facilities.

The Committee shall:
A. Collaborate with information technology (IT) staff to facilitate support of faculty and students in use of IT resource materials to support the objectives of the curriculum.
B. Periodically review library and educational materials and make recommendations for changes, priorities, and improvements.
C. Review resources policies and procedures and make recommendations.
D. Review space and make recommendations.
E. Review practicum needs and resources and make recommendations.
F. Review and revise the resources sections of the School Resource Manual annually.

Section 4. Faculty and Budget Committee shall determine policies regarding School function, faculty and staff needs, and general program operations.

The Committee shall:
A. Determine School needs and functions and make recommendations for discussion and action.
B. Develop course schedules and rotation of courses.
C. With the ARC committee, review faculty resources and make recommendations for new or additional faculty and staff to the CNA.
D. Determine faculty course assignments and other work based on the Contract.
E. Develop School committee meeting schedules for the year.
F. With the CNA determine School Annual Goals.
G. Review professional development plans and make recommendations.
H. Review faculty accomplishments and archive on the FAB committee minutes.
I. Report on meetings attended by chair/dean (i.e., MACN, INEC, etc.) or faculty.
J. Discuss overall program budget and make recommendations.

Section 5. Nursing Department Chairs Committee will be made up of all the Standing Committee chairs and the CNAs. Meetings will be scheduled one time per semester and as needed.

The committee shall:
A. Provide leadership for the School of Nursing
B. With the CNA/University Administration, determine goals and directions for the School of Nursing.
C. Provide input for individual programs’ directions and goals.
D. Represent the work of each Nursing Department Committee.
E. Provide and promote open and honest communication.

Section 6. **Student Input Forums** function to provide a communication and evaluation link between students and faculty.

A. Student Input Forums will be scheduled for each semester. They will be open forums to allow students to provide input into all areas of the nursing programs. The CNA will schedule and facilitate the forums.
B. These forums serve in an advisory capacity.
C. Matters relating to the students will be brought before the students for their input and recommendations.

**Article VII - Amendments**

Bylaws may be amended by a 2/3 majority of the eligible voting faculty when intention to amend has been sent to the faculty at least two weeks prior to the meeting. Bylaws must be reviewed on an annual basis.

**Article VIII – Committee Establishment and Dissolution**

Faculty standing committees may be established or dissolved by 2/3 vote of the eligible voting faculty.

Established: 12/87
Revised: 5/19/88, 6/15/90, 2/23/95, 3/30/95, 5/95, 11/8/01, 8/20/02, 2/9/06, 8/07, 2/12/10, 5/2013, 5/16