

**University of Washington Tacoma
Healthcare Leadership and Nursing Programs
Bylaws**

Article I

PURPOSE AND FUNCTION

Section 1. The purpose of the Bachelor of Arts in Healthcare Leadership (BAHCL) Program shall be to provide a Bachelor of Arts in Healthcare Leadership degree within the interdisciplinary context of the University of Washington Tacoma whose mission is defined in the Faculty Handbook.

Section 2. The purpose of the Nursing Program shall be to provide programs for professional nursing within the interdisciplinary context of the University of Washington Tacoma, whose mission is defined in the Faculty Handbook. The University of Washington Tacoma Nursing Program shares accreditation with the University of Washington, School of Nursing.

Section 3. The faculty of the BAHCL and Nursing Programs of the University of Washington Tacoma are governed by the Faculty Code Section 23-41.

ARTICLE II

VOTING MEMBERSHIP

Members of the BAHCL and Nursing faculty who are voting members of the University of Washington Tacoma shall be voting members of the programs' faculty, to wit: Faculty Code, Section 21-32. Voting rights for lecturers shall be included at the BAHCL and Nursing Programs level except for academic promotion and tenure decisions. Part-time faculty shall have voting rights on the respective curriculum committees on which they are a member.

ARTICLE III

STANDING COMMITTEES

Section 1. BAHCL Committee

Section A-Responsibilities. The standing committee of the BAHCL program's responsibilities shall be to formulate policy and to plan and to oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and curriculum development shall be the responsibility of the program committee members in collaboration with the Program Director.

Section B-Membership. Members of the BAHCL Program committee shall be voting members of the program's faculty, to wit: Faculty Code, Section 21-32 and shall be appointed by the voting faculty in consultation with the relevant continuing committee members and on the expressed interest of eligible faculty. The committee shall be composed of three faculty (including the committee chair) plus the Program Director, adviser, and up to two student representatives. Faculty membership shall be for two years. The faculty representatives to include the Program Director shall have one vote per person. The students on this committee shall share one vote.

Section C-Chairperson. The chair of the BAHCL committee shall be appointed by the faculty serving on the committee. The term of office shall be rotated as needed but will be for no more than three consecutive years.

Section 2. Nursing Program Committees

Section A-Responsibilities. There are two standing Nursing Program committees: Bachelor of Science in Nursing Curriculum (BSNC) Committee and the Masters of Nursing Curriculum (MNC) Committee whose responsibilities shall be to formulate policy and to plan and to oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and curriculum development shall be the responsibility of the program committees in collaboration with the Program Director.

Section B-Membership. Members of the Nursing Program committees shall be voting members of the program's faculty to wit: Faculty Code, Section 21-32 and shall be appointed by the voting faculty in consultation with the relevant continuing committee members and on the expressed interest of eligible faculty. The BSNC committee shall be composed of three faculty (including the committee chair) plus the Program Director, the BSN adviser and up to two student representatives. The MNC committee shall be composed of three faculty (including the committee chair and the graduate coordinator) plus the Program Director, the MN adviser and up to two student representatives. Members of the MNC committee shall be graduate faculty. Faculty membership shall be for two years. The faculty representatives to include the Program Director and the BSN and MN adviser shall have one vote per person. The students on this committee shall share one vote.

Section C-Chairpersons. The chairs of the BSNC committee and MNC committee shall be appointed by the faculty serving on each committee.

The terms of office for each of the two offices shall be rotated as needed but will be for no more than three consecutive years.

The chair of the BSNC committee represents the University of Washington Tacoma, Nursing Program at the Bachelor of Science in Nursing Coordinating Committee (BSNCC) meetings held by the University of Washington, School of Nursing. The chair of the MNC committee represents the University of Washington, Tacoma Program at the Masters Coordinating Committee (MCC) meetings held by the University of Washington, School of Nursing. The Program Director will represent the University of Washington, Tacoma and Nursing Program at the Tri-Council meetings.

ARTICLE IV FACULTY MEETINGS

Section 1-Meetings. At least one meeting of the voting faculty shall be held each month during the academic year. The Program Director will chair the faculty meetings. A calendar of meeting dates shall be established prior to the beginning of each quarter by the Program Director.

Special meetings shall be held when called by the chairs of the BACHL committee, the BSNC committee, or MNC committee, in consultation with the Program Director.

Section 2-Order of Business. The Program Director with input from the BAHCL committee, the BSNC committee, and MSN committee chairs shall determine the order of business.

Section 3-Agenda. The agenda shall be developed by the Program Director from input received from administrative officials, individual faculty members, and staff. A copy of the agenda shall be distributed to faculty prior to each meeting.

ARTICLE V CAMPUS REPRESENTATION

Campus representation on standing committees will be determined according to the guidelines of the Faculty Assembly or according to the policy of the specific committee.

ARTICLE VI
VACANCY IN OFFICE

In the event that a vacancy occurs in an appointed committee, the voting faculty shall be empowered to appoint a replacement to complete the remainder of the term.

ARTICLE VII
VOTING AND QUORUM

Section 1-Quorum. Presence of a simple majority of the voting faculty constitutes a quorum. If a simple majority is not present at the meeting, an electronic mail ballot may occur if the vote concerns an issue that was identified on the circulated agenda and that was discussed in that meeting.

Section 2-Voting Mechanisms. If a quorum is present, voting shall occur during a meeting orally, by a show of hands or ballot (paper or electronic). A decision is made by a simple majority of eligible faculty who are present. Mail ballots (paper or electronic) will be passed by a simple majority of those voting provided that at least half of the members eligible to vote have cast ballots.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be parliamentary authority. The rules contained in these bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of the University.

ARTICLE IX
AMENDMENTS

These bylaws will be reviewed on a yearly basis and may be amended by a majority vote as needed.

*Reviewed, updated and approved by UW Tacoma Nursing and Healthcare Leadership Faculty:
9/21/11*

S:\Nursing_Program\All_Nursing\Program Information\Structure\Bylaws\HCL & Nursing ByLaws updated Sept 2011.doc