

**UNIVERSITY OF VIRGINIA SCHOOL OF NURSING
ADVISORY BOARD
BY-LAWS**

(Amended by majority vote on April 13, 2002)

1. NAME and STRUCTURE

- A. The name of the organization shall be the University of Virginia School of Nursing Advisory Board.
- B. The Advisory Board will retain an informal structure. It will not be incorporated nor will it receive funds or incur debts. Its officers and members will serve solely in an advisory capacity to the School of Nursing dean and the School of Nursing. The officers and members will not be held liable by either the School of Nursing or the University of Virginia for failure to act upon any matter presented to the Board. Any action taken as a result of, or in spite of, recommendations by the Board shall be solely the action of the School of Nursing and its administration.

2. PURPOSES and OBJECTIVES The purposes of the Board are:

- A. To provide an opportunity for the exchange of viewpoints between business/professional persons, alumni, and academicians as they relate to nursing education.
- B. To promote the teaching, research, and service objectives of the School of Nursing through fund raising activities.
- C. To provide a direct liaison between faculty and the community for the purpose of promoting the activities and philosophies of the School of Nursing and the nursing profession.
- D. To advise and inform the Dean of the School of Nursing on local, state, and national perceptions regarding nursing education and the nursing profession, and suggest the best possible avenues for marketing the school.
- E. To represent the interests of the alumni of the School of Nursing.

3. OPERATIONS

- A. The Advisory Board shall be led by the volunteer Chair, selected by the Dean. The Chair will preside at all meetings of the Board and shall have executive responsibility for the performance of the Board. The Chair will also serve as Director of the Executive Committee.
- B. The Executive Committee will be comprised of the Advisory Board Chair, the Chair of the Nursing Alumni Council, and the Dean. Ex-officio members will also be present, those being the Assistant Vice President for HS Development – Nursing, the Director of Annual Giving & Major Gifts, and the Director of Alumni Affairs & Donor Relations. In the Advisory Board Chair's absence, the Chair of the Nursing Alumni Council shall preside over the meeting. The Executive Committee holds the authority to meet when necessary to make immediate decisions on behalf of the Board.
- C. The Board will consist of the members-at-large, the Nursing Alumni Council and the ex-officio members.
- D. The Board is scheduled to meet once in the fall and once in the spring. Special meetings may be called by the Chair when necessary.
- E. The Nursing Alumni Council shall meet separately as needed.
- F. Minutes of the meetings shall be published and made available to the School of Nursing faculty and staff, Board members, emeritus Board members, and other persons as deemed appropriate by the Dean.

G. **ALUMNI COUNCIL**

- A. The Nursing Alumni Council shall be comprised of a maximum of seven members, approved by the Dean and the Director of Alumni Affairs & Donor Relations, and elected by the alumni. The Nursing Alumni Council shall represent the interests of the alumni body. Selected members shall chair subcommittees to oversee alumni sponsored awards, scholarships, and events. The Chair of this Council (the President of the Alumni Association) shall also serve on the Advisory Board Executive Committee. The Director of Alumni Affairs & Donor Relations shall serve as an ex-officio member of this Council.
- B. After election to the Alumni Council, members shall be appointed to the School of Nursing Advisory Board. Membership is offered by the Dean of the School of Nursing and the President of the University.

5. **MEMBERSHIP**

- A. The Board shall consist of a maximum of 35 members, classified as either Members or Ex-officio members. Members include the Dean of the School of Nursing, the elected representative of the School of Nursing faculty, the elected representatives of the School of Nursing student body, and all other persons selected for membership by the Dean of the School of Nursing. Members have full voting rights and privileges for their term of appointment.
- B. Ex-officio members include the Assistant Vice President for HS Development - Nursing, the Director of Annual Giving & Major Gifts, and the Director of Alumni Affairs & Donor Relations. Ex-officio members will provide support services for the Board but will not be voting members. The length of appointment for ex-officio members and the Dean is indefinite.
- C. Members (with the exception of those representing the School of Nursing faculty and student body) shall be appointed by the Dean of the School of Nursing. Membership is offered when a nominated individual receives approval from the Dean of the School of Nursing and the President of the University.
- D. The elected representative of the School of Nursing faculty shall be nominated and approved by the School of Nursing faculty. The faculty representative shall serve for a two-year term, and can be renewed for a second two-year term by the Dean.
- E. An undergraduate student representative and a graduate student representative will each serve one two-year term.
- F. The undergraduate student must be a rising third-year nursing student at the time of their election, and shall also serve as president of the third-year class during the first year of their term.
- G. Graduate students representing the master's/NP programs and the doctoral programs will rotate terms whenever possible (i.e., a doctoral student will serve as graduate representative one term, a masters/NP student will serve as the graduate representative the next). The graduate student representative will be appointed by the dean with the input of the Office of Admissions and Student Services, and the graduate program directors.
- H. All Members--except elected representatives--will be appointed for terms of three years. Elected representatives will serve terms of two years.
- I. All Members--except elected representatives--may serve two consecutive terms, for a maximum of six years. Exceptions can be made at the discretion of the dean of the School of Nursing. All re-appointments require the approval of the dean. Elected student representatives may serve for only one term. Elected faculty representatives may serve two consecutive terms, for a maximum of four years.
- J. Interim Members may be appointed by the Dean, for terms of less than three years in order to fill vacancies created by resignations.

- K. Qualifications of Members include:
- (1) A strong belief in the private support of higher education, an interest in health care, and an enthusiasm for the School of Nursing and the University of Virginia;
 - (2) High standing in the community with prominent professional and personal associations;
 - (3) Sufficient time to devote to the organization and leadership of the Advisory Board; and
 - (4) An ability to represent the School of Nursing at professional and social functions and to communicate the School's needs and initiatives to individuals, foundations, and corporations.
- L. Board members shall serve without compensation. In addition, costs for travel, lodging, and meals not associated with scheduled Board meetings are the responsibility of individual members.
- M. All School of Nursing Advisory Board Members, in recognition of service to the School, will be offered emeritus status upon retirement from the Board. No person shall be eligible for such appointment until his/her retirement from the Advisory Board. Emeritus Board Members will be invited to special activities and events of the School of Nursing, will receive minutes of the meetings and other appropriate information, and may be called upon from time to time by the Board for advice and consultation on matters of importance to the School; however, the position is solely an honorary one carrying with it no obligation for the performance of any specific duties. An Emeritus Board Member may resign from his/her appointment as such at any time by giving written notice of his/her intention to do so to the Chair of the Advisory Board. Unless otherwise determined by the Advisory Board, the appointment of an Emeritus Board Member shall continue in effect for the remainder of his/her life.

6. MAJOR RESPONSIBILITIES of MEMBERS

- A. Attend both the fall and spring meetings of the Advisory Board.
- B. Actively participate in the purposes and objectives of the Board.
- C. Assume responsibility for a minimum of one fund-raising activity during each term of appointment that directly assists the School of Nursing in achieving its private funding needs. The type and length of the activity are to be decided by each member in conjunction with the School of Nursing Dean and Assistant Vice President for HS Development - Nursing.

7. AMENDMENTS to the BY-LAWS

- A. Amendments to the by-laws may be initiated by a member of the Board at any time. Adoption of a proposed amendment requires a majority vote.