

***VIRGINIA ASSOCIATION OF COLLEGES OF NURSING***

**BYLAWS**

**ARTICLE I. NAME**

The name of this association shall be Virginia Association of Colleges of Nursing

**ARTICLE II. MISSION, PURPOSES, GOALS**

**Section 1. Mission**

VACN's Mission is to advance the quality of baccalaureate and graduate nursing education in Virginia in order to improve health care.

**Section 2. Purposes**

- a. Support the development and implementation of quality baccalaureate and graduate education in nursing.
- b. Promote alliances and collaboration to create a preferred future for nursing and nursing education.
- c. Provide a network of support for academic nursing leaders.
- d. Influence legislation and regulatory policies that affect nursing, health care delivery, and higher education.
- e. Increase the visibility and understanding of the role of nursing and nurses.

**ARTICLE III. MEMBERSHIP**

**Section 1. Definition of Membership**

- a. Membership is comprised of institutions in Virginia offering programs leading to baccalaureate and higher degrees in nursing.

**Section 2. Categories of Membership**

- a. Institutional
- b. Associate Institutional
- c. Emeritus

**Section 3. Institutional Membership**

Institutional membership is open to any institution offering ongoing baccalaureate or higher degree programs in nursing.

**Section 4. Associate Institutional Membership**

Associate institutional membership is open to institutions planning baccalaureate or higher degree programs in nursing who employ a qualified nurse administrator. Associate institutional members become eligible for institutional membership at the time students are enrolled in the nursing program.

**Section 5. Institutional Representation**

- a. Institutions offering undergraduate education shall be represented by the individual who is administratively responsible for the program.
- b. Institutions offering undergraduate and graduate programs shall be represented by the individual who is administratively responsible for either the undergraduate or the graduate program.

Section 6. Emeritus Membership

- a. Emeritus membership may be conferred at the discretion of the Executive Committee in consultation with the membership on those institutional representatives who have retired from their professional careers.
- b. Emeritus membership is conferred for the lifetime of the recipient.

ARTICLE IV. DUES (FINANCES)

Section 1. Establishment of Dues

- a. The dues shall be reviewed annually at the spring meeting and the assessment made by the treasurer.
- b. Dues for institutional members offering undergraduate and graduate programs shall be assessed 150 percent of the regular dues.
- c. Dues for associate institutional members shall be assessed 75 percent of the institutional membership fee.

Section 2. Payment of Dues

Institutional and associate institutional members shall be assessed annual dues on July first of each year and payment shall be submitted to the Treasurer.

Section 3. Fiscal Year

The fiscal year shall be July 1 to June 30.

ARTICLE V. MEETINGS

Section 1. Meetings

- a. Regular meetings of this association shall be planned by the membership.
- b. Special meetings may be called by the President in consultation with the Executive Committee.

Section 2. Quorum

A quorum shall mean a simple majority of member institutions.

Section 3. Voting

- a. Institutional members offering undergraduate programs shall have one voting member.

- b. Institutional members offering undergraduate and graduate programs shall have two voting members.
- c. Associate institutional members shall have one non-voting member who shall not be eligible to hold office.
- d. Institutional representatives not in default of payment of annual dues shall be eligible to vote.
- e. At any meeting of the association where a quorum of member institutions is present, the majority of votes cast shall decide any matter brought before such meeting unless otherwise specified in these bylaws.

## ARTICLE VI. OFFICERS AND ELECTIONS

### Section 1. Titles [Elected Officers]

Elected officers of the association shall be President, Vice President, Secretary, Treasurer, and two members of the Nominating Committee.

### Section 2. Eligibility

Representatives of institutional members not in default of payment of annual dues shall be eligible to hold any elected position.

### Section 3. Method of Election

- a. Officers shall be elected by secret ballot, by electronic voting, prior to the spring meeting of the association.
- b. Unless otherwise called for in the bylaws, the slate of candidates for election will be as follows:
  - 1) The President and Treasurer shall be elected in the odd-numbered years.
  - 2) The Vice President, Secretary, and Nominating Committee Chair shall be elected in the even-numbered years.
  - 3) One member of the Nominating Committee shall be elected each year.

### Section 4. Report

Ballots shall be tallied by the voting software approved by the President, and results shall be announced by the President prior to the spring meeting.

### Section 5. Terms of Office

- a. The Officers shall be elected by ballot to serve a term of two years or until their successors are elected.
- b. The term of office shall begin at the close of the spring meeting at which officers are declared elected.

### Section 6. Duties of Office

- a. The President shall be the presiding officer and shall administer all business of the association as provided for in the bylaws.

- b. The Vice President shall perform the duties of the President in the President's absence and perform such other functions in the interest of the association as may be assigned by the President.
- c. The Secretary shall serve as corresponding and recording secretary.
- d. The Treasurer shall be the custodian of the funds of the association.

Section 7. Vacancies

- a. If a vacancy occurs among the elected officers of the association, the Executive Committee shall fill the vacancy until an election is held to fill the unexpired term.

ARTICLE VII. COMMITTEES

Section 1. Executive Committee

- a. The President, Vice President, Secretary, Treasurer, and Nominating Committee Chair shall constitute the Executive Committee.
- b. This committee is charged with acting on emergency issues in the interim between regularly scheduled meetings of the membership.

Section 2. Nominating Committee

- a. The Nominating Committee of two members shall be elected by the membership as outlined in Article VI.
- b. The Nominating Committee will submit a slate of candidates to the Secretary (or President) for the offices and positions to be filled as described in Article V one month prior to the annual spring meeting.

Section 3. Other Committees

The President shall appoint such other committees or task forces as deemed necessary to carry on the work of the Association.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are consistent with these bylaws.

ARTICLE IX. AMENDMENT OF BYLAWS

The Bylaws may be amended at any meeting by two-thirds vote of members present, a quorum having been established.

Adopted: June 22, 1983

Revised: September 6, 1984; December 4, 1987; November 5, 1992; November 12, 1998; April 13, 2018