

**HELEN AND ARTHUR E. JOHNSON  
BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES  
UNIVERSITY OF COLORADO COLORADO SPRINGS**

**BYLAWS OF THE COLLEGE ASSEMBLY**

Approved by College Assembly: *10-01-2018*  
Approved by the Dean's Office: *10-10-2018*  
Approved by College Assembly: *9-28-2020*  
Approved by the Dean's Office: *9-30-2020*

**ARTICLE I: NAME: AUTHORITY**

The name of this organization shall be the College Assembly of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences. The College Assembly shares the authority and the responsibility for the mission with the Dean of the College and provides input into all the aspects of operation of the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences (“the College”).

**ARTICLE II: PURPOSE: FUNCTIONS**

**Section I: Purpose**

The College Assembly works collaboratively with the Dean to implement the mission of the College.

The College Assembly provides the framework for a culture of accountability for the College.

The College Assembly in collaboration with the Dean is responsible for generating and evaluating policies for academic, faculty, staff, and student affairs.

The College Assembly has the authority to develop its own bylaws and rules for its own governance in accordance with University laws and policies.

The College Assembly provides a forum for the communication of policies and updates from College leadership and standing councils on topics to include strategic planning, accreditation status, enrollment, budgeting, College facilities, and any other topics relevant to faculty and staff.

**Section II: Functions**

- A. Develop, implement and evaluate the mission, vision, values, goals, objectives and strategic plan of the College in collaboration with the Dean. Provide input and guidance for governance and policy making in the College.
- B. Provides the forum for communication of information through assembly meetings and council.

## **ARTICLE III: MEMBERSHIP**

The following have full voting privileges:

- A. All Faculty (tenure track, tenured, instructors and clinical assistant, associate, full and clinical instructors) with a 50% or greater appointment.
- B. All staff with a 50% or greater appointment.

## **ARTICLE IV: OFFICERS OF THE COLLEGE ASSEMBLY**

### **Section I: Officers**

- A. The Chair of the College Assembly is the Dean of the College in accordance with the Laws of the Regents (Article 4.A.2).
- B. The President of the College Assembly is elected by a simple majority of the members present and will serve a term of two (2) academic years.
  - 1. The President shall be elected in odd years at the last meeting of the spring semester.
  - 2. If the President is unable to complete his/her term of office, the Vice-President shall assume the office of the President and complete the remainder of the President's term.
  - 3. After completing two consecutive two-year terms and not holding the office of President or Vice-President for at least one year, a member can again be elected to the office of President.
- C. The Vice-President of the College Assembly is elected by a simple majority of the members present and shall serve a term of two (2) academic years.
  - 1. The Vice-President shall be elected in even years at the last meeting of the spring semester.
  - 2. If the Vice-President is required to fill a vacancy for the office of the President for the remainder of the President's term, a new Vice-President will be elected by a simple majority of the members present at the next College Assembly meeting and will serve for the remainder of the Vice-President's term.
  - 3. After completing two consecutive two-year terms and not holding the office of President or Vice-President for at least one year, a member can again be elected to the office of President.
- D. The Secretary of the College Assembly is elected by a simple majority of the members present and shall serve a term of two (2) academic years.
  - 1. The Secretary shall be elected in even years at the last meeting of the spring semester.

2. If the Secretary is unable to complete his/her term of office, a new Secretary will be elected by a simple majority of the members present at the next College Assembly meeting and will serve for the remainder of the Secretary's term.
3. After completing two consecutive two-year terms and not holding the office of Secretary for at least one year, a member can again be elected to the office of Secretary.

## **Section II: Authority and Responsibilities of Officers**

### **A. The Chair shall:**

1. Preside at all College Assembly meetings.

### **B. The President shall:**

1. Assume the authority and responsibility of the Chair in her/his absence.
2. Ensure members are notified of meetings.
3. Solicit input, prepare, and post the consent agenda no later than one week or 5 working days prior to the meeting.
4. Ensure the meeting minutes are available to members within one week or 5 working days after the meeting.
5. Call special meetings as necessary in coordination with the Chair as outlined in the Bylaws.
6. With the Vice-President, submit faculty names to the Faculty Representative Assembly President for College representation on University and System committees.
7. Appoint ad-hoc committees for the College Assembly as needed.

### **C. The Vice-President shall:**

1. Assume the authority and responsibility of the President in his/her absence.
2. Solicit committee members for the College Standing Councils as defined in the Council membership section of the Bylaws.
3. With the President and in consultation with the departments and department chairs, submit faculty names to the Faculty Assembly President for College representation on University and System committees.

4. Assume responsibility, with staff support, of sending out electronic voting ballots and compiling vote counts.
  5. Act as Parliamentarian.
- D. The Secretary shall:
1. Assist the Chair, President, and Vice-President of College Assembly in disseminating information related to the Assembly to the members of College Assembly.
  2. Perform a head count of the members attending the meetings in order to establish a quorum.
  3. Be the recording officer and the custodian of the minutes of the meetings.

## **ARTICLE V: MEETINGS**

### **Section I: Regular College Assembly Meetings**

Regular meetings of the College Assembly are held at least once per semester.

### **Section II: Special College Assembly Meetings**

Special meetings may be called by, or at the direction of, the Chair or the President. Sufficient notice of any special meeting must be given via electronic means, defined as email or online voting such as Survey Monkey, at least two weeks (or ten working days) prior to the date of such meeting. If, due to time constraints, two weeks' notice cannot be given, the requirement can be waived via an electronic vote, defined as email or on-line voting methods, by the College Assembly members.

### **Section III: Quorum**

A quorum shall be 50% plus 1 of the total number of eligible voting members.

### **Section IV: Voting**

- A. Voting shall be conducted by either show of hands or anonymous written vote during a meeting at the discretion of the presiding officer. The presiding officer may also call for an electronic vote as deemed necessary by the officer or at the request of any voting member of the College. A voting member may make this request of the presiding officer at any time and the request may be kept anonymous. Electronic votes must be submitted within 7 days of the ballots being sent out to members.
- B. Minutes will be voted upon by the members in attendance at the meeting in which they are reviewed.
- C. In special circumstances, an urgent vote may require an electronic response within 24 hours.

## **Section V: Conduct of Business of the College Assembly**

- A. Background information for any issue to be introduced for discussion at the College Assembly meeting shall be distributed electronically five working days in advance with the agenda for the meeting.
- B. All motions or resolutions to be voted upon at a College Assembly meeting shall be distributed at least five working days in advance with the agenda for that meeting.
- C. Any Bylaw may be temporarily suspended by a two-thirds majority of the College Assembly present and voting.

## **ARTICLE VI: STANDING COUNCILS**

### **Section I: Protocols:**

There are six Standing Councils: Administrative Council (AC), Diversity and Inclusion Council (DIC), Research and Scholarship Council (RSC), Staff Council (SC), Student Affairs Council (SAC), and Teaching Council (TC).

- A. The members of the Standing Councils will be appointed as specified in the Bylaws of College Assembly. If appointment of members is not specified in the Bylaws, members will be selected as described in the Departmental bylaws.
  - 1. Unless otherwise specified, Council members shall serve a term of three years with staggered appointments (i.e. no more than ½ of the members shall be first year members of the committee). During the first year after a Council is formed, members shall serve either a 2-year term or a 3-year term. Thereafter, all members shall serve 3-year terms.
  - 2. If a Council member is unable to fulfill their term, a replacement member will be selected by the appropriate Department to fulfill the remainder of the term.
  - 3. Council members for the next academic year shall be selected by the Departments prior to the last College Assembly meeting of the academic year and appointed at the last College Assembly meeting of the academic year.
- B. The members appointed to each of the standing councils will meet after the last College Assembly meeting of the academic year in order to elect the Chair, Vice Chair, and Secretary for the next academic year.
  - 1. Election of the Chair, Vice Chair and Secretary will take place by a voice or written ballot.
  - 2. The Vice Chair will fulfill the duties of the Chair in his/her absence, or as requested.

- C. The schedule of meetings will be determined by each Council at the first scheduled meeting of the academic year as determined by work issues of the College. Meetings will be held at least once a semester, or more often as determined by the Council members.
- D. The Council Chair or a majority of the committee membership may call special meetings with five (5) working days written notice. However, if the majority of the members waive that requirement, a meeting may be called at a time convenient to the members.
- E. Reports will be written by standing Councils and presented once a semester to the College Assembly.
- F. Any interested members may attend standing Council meetings without invitation but with no voting privileges.
- G. Standing Councils are composed of members as specified in the bylaws of the specific Council.
- H. Voting shall be by voice vote, a show of hands, written or electronic (defined by email or other voting methods) upon request of the Chair. The results of the voting shall be recorded in the minutes.
- I. College level Task Forces will reside under the appropriate Standing Council (for example, a strategic planning task force under Administrative Council).

## **Section II: Administrative Council (AC)**

### **A. Purpose**

The Administrative Council will focus on the coordination of the day-to-day operations for overall successful operations of academic programs within the College.

### **B. Functions**

1. Provide oversight for the day-to-day operations of the College.
2. Monitor faculty/staff and staff/staff relations; provide intervention and counsel if necessary.
3. Provide oversight of the strategic planning process and ensure that the College functions according to the strategic plan.
4. Provide input regarding the overall human and fiscal resources of the College, keeping in mind the strategic plan of the College and University.
5. Coordinate the Dean's Review Committee. Request nominations for three members of the Dean's Review Committee (one from each department) for a 3-year term. Send out electronic ballot and announce the final committee. Monitor term limits while assuring

that mentoring of new committee members is available.

6. Provide coordination and oversight of the annual review process for the College, determining materials to be included in the annual review process.
7. Reports updates to College functions and budget at College Assembly meetings.

### **C. Membership**

The committee is composed of the following voting members:

1. Dean
2. Associate/Assistant Deans
3. Department Chairs
4. President or Vice President of College Assembly
5. Finance and Accounting Manager
6. Representative from Staff Council
7. Chair of the Teaching Council

### **D. Standing Committee of Administrative Council**

1. Dean's Review Committee

## **Section III: Diversity and Inclusion Council (DIC)**

### **A. Purpose**

The purpose of the Diversity and Inclusion Council is to support the college mission, faculty, staff, and students, and community in relation to diversity and inclusion.

### **B. Functions**

1. Coordinate college-level professional development for all faculty and staff on issues related to diversity and inclusion.
2. Collaborate with the campus Associate Vice Chancellor for Diversity and Inclusion.
3. Report activities and issues for discussion at college assembly meetings.

### **C. Membership**

The committee is composed of the following voting members (chosen as determined by Departmental bylaws):

1. One representative from each Department
2. Associate Dean for Academic Affairs and Operations
3. Staff representative

## **Section IV: Research and Scholarship Council (RSC)**

### **A. Purpose**

The purpose of the Research and Scholarship Committee (RSC) is to foster and promote the scholarly activities of the faculty and students across all of its departments, programs, and disciplines. The RSC provides a forum for internal discussion, initiates policies touching on research matters, gathers and disseminates information to the faculty, and provides a faculty voice to college administration on matters pertaining to research.

### **B. Functions**

1. Expand the base of competitive research activity and thereby increase the drive for dedicated internal support of research & scholarly activity in the College of Nursing & Health Sciences.
2. Elevate the regional, national, and international visibility and reputation of Johnson Beth-El faculty for their excellence in scholarly and research accomplishments.
3. Provide faculty with opportunities to develop new avenues of endeavor.
4. Strengthen the educational offerings through increased opportunity for student and non-tenure track faculty participation in research, scholarship and creative activity.
5. Build collaboration and synergy among the departments across the College of Nursing & Health Sciences.
6. Extend call for nominations for the annual College Research Award, review nominations, and select the award recipient.
7. Report activities and issues for discussion at college assembly meetings.



## **C. Membership**

The RSC is composed of the following voting members (chosen as determined by Departmental bylaws):

1. One faculty member, who has research as part of their contract, from each Department.
2. The Chair will be elected in line with the Protocols outlined in Article 6, Section 1 of the Helen & Arthur E. Johnson Beth-El College of Nursing & Health Sciences Bylaws. The Chair will be a voting member.
  - a. The Chair will also serve as the College representative on the University Faculty Research Council.

## **Section V: Staff Council (SC)**

### **A. Purpose**

The Staff Council will focus on supporting the needs of staff from all departments in the College.

### **B. Functions**

1. Participate in decision-making that affects the operations of the College.
  - a. Communicates concerns, makes suggestions and provides input in the decisions that affect the College.
  - b. Exchange information that improves policies and efficiency.
2. Provide input into improving procedures that impact the day-to-day operations of the College.
3. Extend call for nominations for the annual College Staff Award, review nominations, and select the award recipient.
4. Report activities and issues for discussion at college assembly meetings.

### **C. Membership**

1. The committee consists of all staff with an appointment of 50% or greater.

## **Section VI: Student Affairs Council (SAC)**

### **A. Purpose**

The Student Affairs Council will focus on the welfare and success of students within the College.

**B. Functions**

When convened by the Dean, selected representatives coordinate the prompt and equitable resolution of student complaints and grievances.

**C. Membership**

One faculty representative from each Department as determined by Departmental bylaws.

**Section VII: Teaching Council**

**A. Purpose**

The Teaching Council will focus on the teaching mission of the college and support of all faculty for successful teaching.

**B. Functions**

1. Provide college level oversight of teaching.
2. Provide opportunity for collaboration across college departments.
3. Facilitates communications about curriculums between Departments.
4. Coordinate college level teaching-related professional development for all teachers in the college.
5. Oversee college-level procedures for faculty teaching and course evaluations.
6. Extend call for nominations for the annual College Teaching Awards, review nominations, and select the award recipients.
7. Report activities and issues for discussion at college assembly meetings.

**C. Membership**

1. A tenure-track or tenured and an Instructor or Clinical Instructor representative from each Department.
2. Only 1 voting member per department.
3. The Chair will be elected in line with the Protocols outlined in Article 6, Section 1 of the Helen & Arthur E. Johnson Beth-El College of Nursing & Health Sciences Bylaws. The Chair will be a voting member.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

These Bylaws shall be reviewed every four years.

Robert's Rules of Order, the most recent edition, shall govern this organization in all proceedings not provided for by the Bylaws or Standing Rules of this Organization.

## **ARTICLE VIII: AMENDMENTS**

These Bylaws may be amended at any regular or special meeting of the members in either of two ways:

1. By a simple majority vote of the active members present. The proposed changes must have been submitted in writing to the members at least one week or 5 working days in advance of the meeting.
2. By a unanimous vote of the members if the proposed changes were not submitted in writing to the members at least one week or 5 working days in advance of the meeting.