

**BYLAWS
MICHIGAN ASSOCIATION OF COLLEGES OF NURSING**

ARTICLE I. NAME

The name of this organization shall be the Michigan Association of Colleges of Nursing.

ARTICLE II. PURPOSES

The purposes of this Association are as follows:

- 1. To provide leadership for and coordination of baccalaureate and higher degree programs in Michigan.**
- 2. To identify, discuss and act on selected issues, ideas and plans that affect baccalaureate and higher degree programs in nursing.**
- 3. To identify and/or collect and to analyze pertinent data regarding nursing as a basis for decisions and actions relative to the direction of baccalaureate and higher degree nursing programs in Michigan.**
- 4. To provide a mechanism whereby unified opinions (position statements) about nursing and nursing education in Michigan can be developed and expressed.**
- 5. To influence legislative policy with respect to nursing and nursing education.**
- 6. To collaborate with other levels of nursing education and other nursing organizations as appropriate.**

ARTICLE III. MEMBERSHIP

The membership of the Association shall be composed of the Chief Nurse Administrator of the educational units offering a baccalaureate degree or higher degree in nursing, hold Michigan State Board of Nursing approval, are nationally accredited by CCNE or other U.S. Department of Education-recognized nursing accrediting agency. The member must be a member of AACN to continue membership in MACN.

Or

The program is a member of AACN and is pursuing accreditation (e.g., by holding new applicant or candidacy status) by the Commission on Collegiate Nursing Education (CCNE) or other U.S. Department of Education-recognized nursing accrediting agency. Accreditation must be attained within three years to maintain membership eligibility.

1. Membership eligibility process

- a. Those schools seeking membership in MACN submit a written letter from the Dean / Director to the President of MACN requesting consideration for membership. The letter must include accreditation agency status, dates of accreditation or accreditation proposed date, nursing degrees offered, number of students enrolled in each program, evidence of AACN membership and commitment to pay the membership dues in a timely fashion each year.**
- b. The letter will be reviewed by the Executive Committee prior to the next regular meeting of the MACN membership.**
- c. The full membership will vote for acceptance at the next regular meeting following review by the Executive Committee.**
- d. In the event that a school or university has multiple campuses and each has its own chief nurse administrator, each campus must submit a separate letter for membership. If there is one chief nurse administrator for all of the campuses, one letter for membership should be submitted.**

ARTICLE IV. DUES

Minimal operating costs shall be covered by annual dues determined by the Association no later than the fall meeting and payable no later than January 30th of each year.

ARTICLE V. EXPENSES

- 1. Mileage expenses directly related to representing the Association to other constituencies will be reimbursed by the Association.**
- 2. Other expenses directly related to representing the Association to other constituencies must be approved by the Executive Committee.**

ARTICLE VI. OFFICERS, REPRESENTATIVES & EXECUTIVE COMMITTEE

- 1. The officers of the Association shall be President, Past-President, President-Elect, Secretary, and Treasurer.**

- 2. Term of office will be August 1 through July 31.**
- 3. The officers shall be elected by ballot at the annual spring meeting. A nominating committee composed of two individuals, who are not currently in office and are not interested in serving in an officer capacity, shall be appointed by the President at the winter meeting to prepare the ballot.**
 - a. A President-Elect shall be elected in odd-numbered years.**
 - i. The President-Elect serves in this position for one year, then as President for two years and Past President for one year for a total of four consecutive years. The President-Elect/President/Past-President may not be re-elected to serve consecutive terms.**
 - b. The Secretary shall be elected in even-numbered years.**
 - i. The Secretary serves a term of two years and may be re- elected to serve no more than two consecutive terms.**
 - c. The Treasurer shall be elected in odd-numbered years.**
 - i. The Treasurer serves a term of two years and may be re- elected to serve no more than two consecutive terms.**
- 4. Duties of each officer**
 - a. The President shall preside at all meetings of the Association and shall issue the call to meetings. The President will represent the Association to other organizations or may appoint Association members to other organizations as necessary.**
 - i. The President-Elect shall assist the President in developing agenda items, making arrangements for meetings, chairing meetings in absence of the President, representing the Association to other organizations, and providing other assistance to the President and the Association.**
 - ii. The Past President shall serve on the Executive Board to provide continuity, advice, and represent the Association to other organizations as needed.**

- b. The Secretary shall record minutes and maintain the records of the business transacted at all meetings of the Association; and shall distribute copies of the minutes of meetings to the membership. The Secretary shall maintain a current roster of Association members. The Secretary shall collaborate with the President on issuing Association communications. All minutes shall be saved electronically as an archive file that will be passed to all Executive Board members from year to year.**
 - c. The Treasurer shall collect and receive dues and other monies; and shall pay all expenses of the Association using a bank account maintained for that purpose; and shall issue an annual financial report to the membership at every meeting. The Treasurer shall arrange for an external audit of monies every four years or at the end of the Treasurer's service. The Treasurer shall save all bank statements, end-of year financial statements and audit reports in an electronic file. The Treasurer file shall be passed on the Executive Board from year to year.**
- 5. Representatives to the Michigan Center for Nursing (MCN) and Council of Michigan Organizations for Nursing (COMON) will be appointed for two year terms and may be re-appointed to serve no more than two consecutive terms. The representatives to MCN and COMON will attend all scheduled meetings of these organizations to represent the interests of the Association. Representatives will provide the membership with timely updates as well as solicit input from the membership as appropriate for each organization.**
- 6. Executive Committee shall be comprised of the President, President-Elect, Past President, Secretary, and Treasurer.**
 - a. The Executive Committee shall meet quarterly, prior to regular meetings to plan the agenda and as needed to address issues requiring immediate action by the Association.**
 - b. The Executive Committee shall have the authority to make decisions and respond to time-sensitive issues on behalf of the Association when a meeting of the whole is not feasible. Generally, the Executive Committee will make every attempt to seek feedback from the members prior to making a decision.**
 - c. Members of the Executive Committee who are unable to complete their terms of office will be replaced through the appointment of an alternate**

for the remaining terms by action of the Executive Committee.

ARTICLE VII. MEETINGS

- 1. There shall be at least four meetings per year of this Association. The dates and locations for the following year will be determined at the annual spring meeting.**
- 2. Special meetings may be called at any time by the President, upon consent of one half of the members.**
- 3. One-third of the membership shall constitute a quorum.**
- 4. If a chief nurse administrator of a school is unable to attend a scheduled meeting of the Association the administrator may designate an alternate to attend.**
- 5. Each member school is expected to have a nurse administrator or alternate in attendance at the majority of Association meetings either in person or via conference call.**
- 6. Each member, as defined under Article III. Membership, is entitled to one vote. In the event that an alternate is present, the alternate may have one vote.**
- 7. Communication outside of regularly scheduled meetings will be conducted electronically.**

ARTICLE VIII. CHANGE IN BYLAWS

- 1. The bylaws may be amended at any meeting by a 2/3 vote of those present and voting, providing previous notice has been given the membership.**
- 2. These bylaws may be amended by unanimous vote of those present and voting if no previous notice has been given.**

Article III. Membership addition of CNEA, once approved as a national accreditation body of nursing
Article VI. 5. Representatives to the Michigan Center for Nursing (MCN) and Council of Michigan Organizations for Nursing (COMON) will be appointed for two year terms.
Due to MCN unknowns – we are not sure if MACN will be appointed or serve.