

**GEORGIA ASSOCIATION OF DEANS AND DIRECTORS OF SCHOOLS OF NURSING
BYLAWS**

ARTICLE I

NAME

The name of the Association shall be the Georgia Association of Deans and Directors of Schools of Nursing hereafter known as GANDD.

ARTICLE II

VISION

GANDD exists to transform health care through the process of educating registered nurses to meet the nursing needs of the citizens of Georgia by providing quality undergraduate and graduate education, leading-edge research, excellence in nursing practice, and committed public service.

ARTICLE III

PURPOSE

GANDD serves as a unified voice for all Georgia Nursing Deans and Directors to create the preferred future for nursing education in the state of Georgia.

ARTICLE IV

OBJECTIVES

The objectives of GANDD shall be to:

1. Facilitate collaboration and networking among nursing programs in Georgia.
2. Plan and conduct appropriate activities to address existing problems and strengthen nursing and nursing education at the local, state, and regional levels.
3. Collaborate with and influence state, regional, and national groups and stakeholders concerned with nursing and nursing education.
4. Provide leadership in educating a highly competent nursing workforce consistent with the health care needs of Georgia.
5. Serve as a resource for development of policy and programs that enhance the health of people of Georgia.

ARTICLE V

MEMBERSHIP

- Section 1: Members shall be:
- a. State of Georgia schools offering nursing degrees (including state and private schools).
 - b. Schools of nursing that have attained at least conditional approval by the Georgia Board of Nursing.
- Section 2: Representatives shall be:
- a. Chief nursing education officer (dean, director, chairperson).

ARTICLE VI

VOTING

- Section 1: Voting privileges:
- a. Voting shall be one vote per school either by the administrative head or designee.

ARTICLE VII

MEETINGS

- Section 1: Regular Meetings:
- a. Regular meetings of GANDD shall be held a minimum of four times per year or as necessary to accomplish the purposes of GANDD. The summer meeting session will be considered the "Annual Meeting."
- Section 2: Special Meetings:
- a. Special meetings of GANDD can be called:
 1. By the chairperson.
 2. Upon request from twenty-five percent of voting members.
- Section 3: Parliamentary Authority
- a. GANDD business shall be conducted according to Robert Rules of Order Newly Revised.
- Section 4: Quorum
- a. Fifty-one percent of the administrative heads or designees of member schools of nursing shall constitute a quorum.

ARTICLE VIII

OFFICERS AND DUTIES OF OFFICERS

- Section 1: Officers
- a. The officers of GANDD shall be:
 1. Chairperson who is an administrative head of a state-approved school of nursing.

2. Vice-chairperson who is an administrative head of a state-approved school of nursing.
3. Secretary who is a member of GANDD.
4. Treasurer who is a member of GANDD.

Section 2:

Duties of Officers

- a. The Chairperson shall:
 1. Circulate an agenda prior to each meeting.
 2. Preside at all GANDD meetings.
 3. Act as or designate an official spokesperson and/or representative for GANDD.
 4. Serve as Ex Officio on all GANDD committees.
 5. Chair meetings of the Executive Committee.
 6. Submit a summary report of activities at the annual meeting.
- b. The Vice-Chairperson shall:
 1. Assume the duties and responsibilities of the Chairperson in the absence of that officer.
 2. Participate in other duties of GANDD as assigned by the Executive Committee or membership.
 3. Oversee the operation and maintenance of GANDD website.
 4. Serve as chair of the Bylaws Committee.
- c. The Secretary shall:
 1. Keep an accurate record of all business proceedings of the organization and the Executive Committee.
 2. Distribute a copy of the minutes of all meetings to the full membership within two weeks of the meeting.
- d. The Treasurer shall:
 1. Maintain all funds and issue checks.
 2. Keep accurate accounts of finances.

Section 3:

Executive Committee

- a. There shall be an Executive Committee of GANDD composed of elected officers.
- b. The purpose of the Executive Committee shall be to have general supervision of the affairs of GANDD between its business meetings, make recommendations to GANDD, and be responsible for audits of the financial records. The audit will be done every two years or as the Executive Committee designates. The Executive Committee shall be subjected to the orders of the Association and none of its acts shall conflict with action taken by GANDD.
- c. A quorum shall consist of three members of the Executive Committee.

ARTICLE IX

ELECTION OF OFFICERS

Section 1:

Election and Terms of Office

- a. The secretary and treasurer shall be elected by ballot at the last meeting of the academic year (summer meeting) in odd years and serve for two years. Their term of office shall begin at the close of the meeting at which elected.
- b. The vice-chairperson shall be elected at the last meeting of the academic year (summer meeting) every year. The term of office shall begin at the close of the meeting at which elected and will be for two years. At the end of that year, the vice-chairperson shall become the chairperson and serve as chairperson for two years.
- c. The chairperson will serve a two-year term following the previous two-year term as vice-chairperson.
- d. Individuals serving in the roles of secretary, and treasurer may serve one consecutive term. This allows for the secretary and treasurer to serve two consecutive two-year terms.
- e. A member may be re-elected to the board following a one-year break in service, unless otherwise stipulated in the above term of office designation.

Section 2: Nominations

- a. The chairperson of GANDD shall appoint an ad-hoc Nominations Committee at least one month prior to the election of officers.
- b. The committee shall consist of a chairperson plus two members, one representing baccalaureate/higher degree programs and one representing associate degree programs.
- c. The committee chairperson shall take the leadership in working with committee members to prepare a ballot.
- d. Consent of the nominee shall be obtained prior to nomination by the Nomination Committee.
- e. Nominations for each office will also be accepted from the floor at the spring meeting.

ARTICLE X

COMMITTEES

Section 1: Membership

- a. The chairperson shall appoint all committees unless otherwise indicated.
- b. All committee members will serve for a two-year term unless otherwise indicated.

Section 2: Meetings

- a. Fifty percent of the committee membership shall constitute a quorum.
- b. Meetings shall be held at least quarterly, and committees may meet as often as needed.

Section 3: Standing Committees

- a. Committee of the Whole: GANDD shall function as a Committee of the Whole.
 - 1. Purpose
 - (a) Conduct the business of GANDD
 - (b) Appoint task force(s) and committees as needed
 - 2. Membership

- (a) The Chairperson of GANDD shall serve as chair.
- (b) Chief nursing officers of board approved nursing schools in the state of Georgia shall be members.

b. By-Laws Bylaws Committee

1. Purpose

- (a) To review the bylaws annually and as needed.
- (b) To make recommendations to the membership for changes in the bylaws.

2. Membership

- (a) The vice-chairperson of GANDD shall serve as chair.
- (b) There shall be four deans and directors, one representative each for graduate, baccalaureate, associate degree nursing programs, and an at-large member
- (c) Fifty percent of the members of the committee shall be appointed on odd years and fifty percent shall be appointed on even years.
- (d) The vice-chairperson shall change annually and shall not be considered part of the fifty percent.

Section 4: Special Committees

Special committees can be constituted as deemed necessary to carry on the work of GANDD. Committee members may be selected from GANDD membership and qualified faculty members.

Section 5: Replacement of Officers/Committee Members

- a. A vacancy occurring in the chairperson position shall be filled by the current vice-chairperson. A special election shall be held to elect a vice-chairperson to serve out the remaining vice-chairperson term. Vacancies in the secretary and treasurer position shall be filled by special election.
- b. In the event of a vacancy on a standing committee, the Chairperson of GANDD shall appoint a GANDD member to fulfill the unexpired term unless otherwise specified by the bylaws.

ARTICLE XI

FEES

Each school of nursing represented on GANDD shall pay an annual fee in the amount designated by GANDD. Decisions regarding any change associated with payment of fees will be instituted following approval of membership.

ARTICLE XII

BYLAWS

Section 1: Amendment of Bylaws

These bylaws may be amended at any meeting of GANDD by a two-thirds vote of voting members present provided that the amendment has been submitted in writing to the membership at least thirty days prior to the vote.

Section 2: Amendments without Prior Notice

These bylaws may be amended at any meeting of GANDD by a ninety-nine percent vote of the voting members present without a prior notice.

Revised 9/07; updated 6/2012