

Council of Indiana Nursing Deans and Directors

Bylaws

The Council of Indiana Nursing Deans and Directors (CINDD) operates under the auspices of the Indiana Center for Nursing (ICN). The Indiana Center for Nursing is a 501(c) (3) nonprofit organization dedicated to unite statewide nursing education and practice leaders to affect change, through one voice, to ensure a highly qualified nursing workforce that meets the needs of Indiana's healthcare consumers. The chief executive officer of the ICN serves as a nonvoting member of CINDD. Indiana Center for Nursing provides financial and staff support and assistance to the board, including making meeting arrangements for CINDD members, posting materials for review, and maintaining a web page and relevant links.

Section 1. Name of Organization

The name of the organization shall be the Council of Indiana Nursing Deans and Directors (**CINDD**) and shall be referred herein to as the Council.

Section 2. Purpose

The purposes of the Council are to promote excellence in nursing education in the state and promote safety and quality of patient care. These purposes will be achieved by:

- Increasing nursing education's responsiveness to the health and health care needs of the citizens of the state of Indiana.
- Sharing and promoting best practices in nursing education.
- Providing a forum for collaboration and meaningful discussion about nursing education.

Section 3. Meetings

The official organization shall meet at least twice per year. Special meetings shall be called as necessary by the President. The date, place, and agenda for the meeting shall be planned by the officers. The organization's meetings will follow Robert's Rules of Order.

Section 4. Membership

Membership is open to each institution in Indiana that conducts a nursing program approved by the Indiana State Board of Nursing. Representatives may include deans, directors, department heads, chairpersons, or their designee. All persons in attendance are encouraged to participate in discussions.

Section 5. Quorum/Voting Rights

Members present in person, by proxy or by phone shall constitute a quorum and each institution will have one vote.

Section 6. Election of Council Officers

The Council shall have a president, vice-president, and a secretary.

Officers shall be from different schools of nursing. The **president and secretary** will be elected

at the spring meeting in each **even** year, **vice-president will be elected in each odd year**, and will begin service **fall of that year**, serving one, two-year term **that shall be staggered**.

Succeeding officer positions may not be from the same school of nursing as the previous term.

In the event the president cannot complete a term, the vice-president will become president and fulfill the remainder of that term. If the vice-president or secretary cannot complete a term of office, a new vice-president or secretary will be elected at the first meeting following the office vacancy.

Section 7. Duties of Officers

President: The President shall preside over all meetings of the Council. He/she shall have the responsibility of planning the agenda for the meetings, appointing subcommittees and ad hoc committees as necessary, and ensuring the goals and objectives of the Council are met.

Vice President: The Vice-President shall preside at meetings in the absence of, or when requested by, the President; perform the duties of the President in the event of the President's temporary inability to serve; perform other duties as the President may direct.

Secretary: The secretary shall notify all members of the meetings, record, and publish minutes of the meetings, and perform the necessary clerical functions for the group. He/she shall send minutes of the meetings to the president for approval and distribution to all members of the Council. The secretary will maintain a current distribution list of all members. All official communication shall be distributed through the secretary.

Section 8. Removal of Officers

Officers may be removed for loss of position in the nursing program or dereliction of duties. Dereliction of duties is defined as the negligence in fulfilling responsibilities of the office. The removal of officers may be initiated by a two-thirds (2/3) majority vote of Council membership.

Section 9. Ad Hoc Committees

When needed, ad hoc committees will be appointed by the president from among those who volunteer. The committee membership will identify a chairperson no later than the first meeting, and the president and vice-president will be notified of the chairperson election as soon as possible. Committee chairpersons will prepare a report to present at each Council meeting which will be recorded in the meeting minutes.

Section 10. Review of Bylaws

The bylaws of the Council shall be reviewed every five years (2020, 2025, etc.). All bylaws of the Council shall be subject to amendment, alteration or repeal, and new bylaws may be adopted by vote of 2/3 of the Council membership at any regular or special meeting. One-month written notice of proposed changes is required prior to voting. Voting will be by means of electronic and/or hand count tabulation.

Approved: May 2014

Revised: November 2016; Revised May 2020