Bylaws of the Faculty Senate  
School of Nursing and Dental Hygiene  
University of Hawaii at Mānoa

PREAMBLE

The Faculty Senate of the School of Nursing and Dental Hygiene, University of Hawaii at Mānoa (UHSONDH) hereinafter referred to as the "Senate" represents the School of Nursing and Dental Hygiene faculty and the faculty's interests. The Senate is the policy recommending agent of the school with respect to academic goals, policies and programs, including the establishment and maintenance of standards for scholarship, instruction, research, and public service.

The School of Nursing and Dental Hygiene (SONDH) is dedicated to a system of shared governance that brings all of the school's constituents together with the goal of facilitating and supporting the success of the school, the achievement of educational excellence, and the freedom of thought, inquiry, and scholarly expression. The aim of shared governance is to provide a model of shared decision making, in which the constituents engage in reciprocal relationships to forwarding the mission and vision of the school within the University system and the community.

The Senate: a) provides a forum for discussion on issues affecting faculty roles and responsibilities at the UHSONDH; b) recommends changes in policy to the School; c) provides a forum for open discussion with the UHSONDH Executive and Administrative/Management personnel; d) elects representatives to the Mānoa Faculty Senate, and e) represents the interests of the UHSONDH faculty at the University of Hawaii Faculty Senate. All recommendations on behalf of the faculty on the UHSONDH academic goals, policies and programs shall be made by the Senate as provided herein.

All recommendations related to UHSONDH departmental academic program goals, and policies shall be made by the individual departments.

The Senate is made up of the Department of Nursing Faculty Senate (DON Senate) and the Department of Dental Hygiene Faculty Senate (DH Senate). Each departmental senate shall have their own executive committee, and elected representatives at the Mānoa Faculty Senate and the UH Professional Assembly (UHPA) to represent the interest of the Senate.

The chairs of the DON Senate and DH Senate shall: (1) discuss and review agenda items prior to scheduled meetings; (2) call for joint DON and DH Senate meetings as deemed necessary to discuss and act on items relating to School and institutional policies and/or goals, and issues of mutual interest.

The DON Senate and the DH Senate are authorized to adopt rules, regulations, and bylaws consistent with the University Board of Regents (BOR) and School of Nursing policies as deemed necessary.
Article I Organization of the Department of Nursing Senate

Section 1. Membership and Qualifications
To be eligible for election or for service on the DON Senate, the person must be a member of the Senate. Members shall be comprised of all faculty currently designated as I (instruction), R (researchers), and S (specialist) who actively serve the School at least half time (0.5 FTE). Executive and Administrative/Management personnel are ineligible for election to or service on the Senate. The Dean and Associate Deans shall serve as ex-officio without a vote.

Section 2. Executive Committee
The Executive Committee (EC) of the DON Senate serves as an agent for the faculty and constitutes three officers selected by the members of the DON Senate. The officers shall be the Chairperson, the Chairperson-elect, and Secretary. The Past-Chairperson serves as an ex-officio member of the EC.

A. Chairperson. The Chairperson of the EC shall be the presiding officer of the DON Senate. In the absence of the Chairperson, the Chairperson-elect shall serve as the presiding officer. In the absence of the Chairperson and the Chairperson-elect, the Secretary shall serve as the presiding officer.

B. Chairperson-elect. The Chairperson-elect of the EC shall assume all duties of the chairperson when the latter is absent or incapacitated, and additionally shall perform those duties deemed necessary by the members of the EC to execute their charge.

C. Secretary. The Secretary of the EC shall keep the minutes of the meetings and forward the minutes to the Chairperson of the EC for distribution to members of the DON Senate. The Secretary shall turn over the minutes and other records to the incoming Secretary.

D. Past-Chairperson. The immediate Past Chairperson shall serve as an ex-officio (non-voting) member on the EC for one year to advise and support the Executive Committee.

E. The DON Senate, by unanimous vote, may select a temporary chairperson for any meeting.

Section 3. Elections
A. General Election. The Nomination/Election Committee of the DON Senate shall conduct elections in the Spring of each academic year for the next academic year. The Nomination/Election committee may fill vacancies occurring at other times with the approval of the Chairperson of the DON Senate.

Officers of the EC and members of the Nomination/Election committee shall be elected by the DON Senate members. Elections shall be conducted by mail or secret ballot. If there is only one nominee for the specific office then a voice vote shall elect.

Officers of the EC and members of the Nomination/Election committee shall serve for one year. The officers may serve no more than two consecutive academic years. Officers who have served for two consecutive academic years shall not be eligible for re-election to the same position on the EC until at least two additional academic
years have elapsed

The Chairperson-elect will serve for one year and become Chairperson the following year. Officers will take up office on July 01 in the year in which they are elected.

B. Special Elections. Special elections may be held by the Nomination/Election Committee of the DON Senate for sufficient reasons as determined by the EC of the DON Senate.

Section 4. Meetings
A. Regular Meeting. The DON Senate will meet a minimum of twice (once a semester) during the academic year on a date set by the EC. The DON Senate members are expected to attend all Senate meetings and to remain until the meetings are officially adjourned.

B. Special Meetings. Special meetings of the DON Senate may be held at any time pursuant to call by the Dean or by the DON Senate EC or Chairperson of the DON Senate. The Chairperson shall convene a Special Meeting within seven days, if requested by a written petition of at least 20% of the membership.

In the instance of an emergency requiring immediate action, the DON Senate may conduct an expedited meeting. Such action, to be valid, must be ratified at a properly called meeting.

C. Notice Requirement. Notice of each meeting shall be sent via E-mail at least 7 days prior to the date of the meeting.

D. Voting. Voting by mail may be authorized at any meeting by a two-thirds vote. A deadline for return of a mail ballot must be specified on the mailed ballot/notice.

E. Quorum. The quorum shall consist of a minimum of 20% of the DON Senate voting members.

F. Agenda. The DON Senate EC shall prepare the agenda. Any faculty member or executive and administrative/management employee may submit an agenda item to the DON Senate EC, but the EC shall have jurisdiction in determining whether to place the item on the agenda or redirect it for further consideration. Agenda items must be submitted to the EC at least 10 days prior to the scheduled meeting.

Section 5. Transmittal of Resolutions
Every resolution initiated and acted upon by the DON Senate which requires action by the Dean, should be promptly transmitted to the Dean by the DON Senate EC. Actions directed to the UH Mānoa Faculty Senate shall be sent to the Chair of the UH Mānoa Faculty with a copy to the SONDH Dean.

Section 6. Rules, Regulations and Bylaws
The DON Senate may adopt rules, regulations, and bylaws consistent with the University Board of Regents (BOR) and UHSONDH policies as it deems necessary.
Section 7. Functions of the DON Senate Executive Committee (EC)
A. Duties. The DON Senate EC shall independently identify and arrange for consideration of study goals and policies applicable to the School as a whole. In addition, the EC shall:

1. Make recommendations to the Dean;
2. Ensure the DON Senate is informed of its substantive activities;
3. Certify the results of elections;
4. Appoint ad-hoc committees or task forces;
5. Prepare the agenda for DON Senate meetings;
6. Transmit DON Senate resolutions with a record of the vote to the Dean when appropriate;
7. Prepare and disseminate reports on the work of the DON Senate;
8. Receive communication from the UHSONDH administration and transmit to the DON Senate members;
9. Coordinate and communicate with the DH Senate Chair on issues of mutual interest and agendas;
10. Coordinate and collaborate with the Dean/Associate Deans on special issues of significance to the DON and,
11. Perform other duties as are specified in other provisions of these Bylaws.

C. Meetings. The EC shall meet at least once prior to each regular Senate meeting.

D. Quorum. A majority of the members of the EC serving during the academic year shall constitute a quorum.

E. Rules and Regulations. The EC may adopt rules and regulations, consistent with the University Senate and BOR policy for itself as deemed necessary.

Section 8. Standing Committees, Ad-hoc Committees and Task Forces
A. Standing Committee. There shall be one Standing Committee reporting to the EC: Nomination/Election Committee.
Term of office: One year.
Membership and Quorum: Three members elected from the membership of the DON Senate. No member of the standing committee may serve on the EC during that member's term of office. A majority of the membership shall constitute a quorum. The Nominating Committee shall select their own Chair. The Nominating Committee Chair shall report actions and recommendations to the EC.
Meetings: The committee will meet in the Spring of each academic year to conduct nominations and elections for the next academic year.

B. Ad-hoc Committees and Task Forces. The EC may establish ad-hoc committees and task forces. The EC shall provide specific guidelines, including deadlines for the assigned task. Ad-hoc committees and task forces shall be temporary and be furnished with a deadline for completion of the task assigned to it. Any member of the DON Senate is eligible to serve on an ad-hoc committee or task force.
Selection of Members: Members of ad-hoc committees and task forces shall be
selected on a voluntary basis and confirmed by the EC.
Ad hoc committees or task forces may be established on specific matters related to, but not limited to, to the following:

1. Academic Policy and Planning:
   a. Policy: academic goals, policies, programs with respect to standards of professional ethics, establishment and modification of degree programs and curricula, graduation requirements, and ways of supporting and encouraging improvements in faculty performance;
   b. Planning: planning for changes in academic goals and in academic programs.

2. Student Affairs: examination of specific issues on student affairs, including but not limited to registration, advising, dismissal, withdrawal from courses, student government, and student publications of both graduate and undergraduate students.

3. Professional Matters: academic freedom of all scholars, classified research, sexual harassment, gift giving, and similar issues.

4. Administration and Budget: examination of physical condition and facilities, policy on academic decision-making and policy development, resource allocation, and similar issues.

ARTICLE II Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the DON Senate in all cases to which they are applicable. In addition, the Mānoa Faculty Senate Rules of Order (last modified version) will be followed. It is the intent of these Bylaws to remain gender neutral. Therefore, the term 'chairperson' is specifically authorized to replace 'chairman' in the parliamentary authority.

ARTICLE III Amendment of Bylaws

Section 1. Amendment Proposals
Amendments to these Bylaws may be proposed by any member of the DON Senate for the DON Senate. Amendments may also be proposed by the EC or Bylaws Task Force.

Section 2. Voting on Amendments
Notice of a proposed Bylaws amendment must be provided with the notice of the meeting. The Bylaws may be amended by two-thirds of a simple majority (50% plus one) of the membership. If a simple majority of the membership is not present at the meeting, the Bylaws may be amended by two-thirds of the votes returned by a mailed ballot.