

**SDSU INSTITUTE FOR NURSING RESEARCH**  
**BY-LAWS**

**Article I**

**Name**

The name of this organization shall be the SDSU Institute for Nursing Research.

**Article II**

**Mission Statement & Goals**

The purpose of the Institute for Nursing Research is to promote collaboration in the conduct, dissemination, and utilization of nursing research, which will contribute to the quality of patient care and service:

1. To provide a forum for dialogue regarding research interests and activities.
2. To foster collaborative research efforts among Institute nurse clinicians and San Diego State University nursing faculty.
3. To identify research priorities for individual and multi-site research projects.
4. To provide consultation for design, method, analysis, computer services, instrumentation, and manuscript preparation.
5. To facilitate access to research subjects.
6. To facilitate grant application and administration for funded research.
7. To facilitate the dissemination of research findings through assistance with the publication and presentation process.

**Article III**

**Section 1. Organizational Membership**

Organizations comprising the Institute shall consist of SDSU School of Nursing, Sponsoring Member Institutions and Associate Member Institutions.

1. SDSU School of Nursing provides the liaison with San Diego State University for the establishment of an Institute. (Appendix A: Organizational Chart)
2. Sponsoring Member Institutions shall be member institutions who meet eligibility criteria established by the Board of Directors. (Appendix B: Sponsoring Membership Criteria.)
3. Associate Member Institutions shall be member institutions who meet the Associate Member Institution criteria (Appendix C: Associate Membership Criteria.)

## **Section 2. Individual Membership**

Individual membership shall include Core Faculty and Associate Faculty.

1. Core Faculty are faculty of the School of Nursing who agree to actively participate in the research activities of the Institute. All faculty of the School of Nursing are eligible to become Core Faculty.
2. Associate Faculty are invited members from the community at large as well as from other departments at San Diego State University who have expertise and knowledge that is congruent with the activities of the Institute. (Charter Amendment: 423-90)

## **Article IV**

### **Board of Directors**

#### **Section 1. Purpose of the Board**

The Board of Directors shall be responsible for the conduct of all business of the Institute.

#### **Section 2. Board Membership**

The Board of Directors shall consist of the three elected representatives of SDSU, and the designated member from each of the Sponsoring Member institutions of the Institute. The Director of Research and Development from SDSU shall also be a member of the Board of Directors. Other ex-officio members shall be appointed as deemed advisable by the Board.

#### **Section 3. Term of Office**

Term of office of elected and appointed members shall be three years.

1. One member and an alternate shall be appointed by the Chief Nurse Executive from each of the sponsoring member institutions. Reappointment for an additional term of office shall be at the discretion of each agency member of the Institute.
2. Faculty of SDSU School of Nursing shall be elected. One faculty position shall be subject to election each year. Faculty may serve more than 1 term.

### **Section 3. Board Responsibilities**

Board members shall:

1. Attend all meetings of the Board or arrange alternate attendance.
2. Participate on committees as assigned.
3. Communicate Institute activities to their agencies.

### **Section 4. Voting Privileges**

1. All members of the board shall be voting members. This includes:
  - a. elected faculty of SDSU School of Nursing
  - b. one designated member from sponsoring institutions
  - c. the Director of Research and Development from SDSU

## **Article V**

### **Officers of the Board**

The officers of the Institute Board of Directors shall be chairperson, co-chairperson, corresponding secretary, and chairs of committees of the board.

#### **Section 1. Election of Officers**

The membership and nominations committee is responsible for presenting the names of the candidates for office to the Board of Directors no later than 10 days prior to the meeting during which the election is to take place. Election of officers shall take place in the spring of each year at a meeting of the Board of Directors.

#### **Section 2. Terms of Office**

Officers shall serve for a term of two years.

#### **Section 3. Filling Vacancies**

A vacancy in any office created for any reason shall be filled by the Board of Directors within two months of such vacancy.

## **Section 4. Responsibilities of Officers**

### **Chairperson:**

1. The Chairperson shall be a SDSU School of Nursing elected faculty member and will be elected by majority vote of Board members. Election will be held in even numbered years. The Chairperson is eligible for re-election.
2. Responsibilities of chairperson:
  - a. Call meetings, prepare the agenda and facilitate meetings.
  - b. Assure dissemination of Institute activities through appropriate forums for communication.
  - c. Maintain current membership list.
  - d. Act as the official representative of the Institute.
  - e. Manage Institute funds.

### **Co-Chairperson:**

1. The Co-chairperson shall be a representative of the sponsoring Member Institutions and will be elected for a two year term by majority vote of Institute members. Elections will be held in odd numbered years. The Co-chairperson is eligible for reelection.
2. Responsibilities of the co-chairperson:
  - a. fulfill the responsibilities of the Chairperson in his/her absence.
  - b. Arrange meeting space.
  - c. Assist in the dissemination of the Institute activities through appropriate forums for communication in service agencies.
  - d. Coordinate the Institute for Nursing Research Newsletter.

### **Corresponding Secretary:**

The Corresponding Secretary shall be elected yearly by the Board of Directors and shall be responsible for the correspondence of the Institute. The corresponding Secretary is eligible for reelection.

## **Article VI**

### **Committees of the Board**

Committees of the Board shall be appointed by the Chairperson and shall serve a two-year term. Committee chairs will be elected by committee members.

### **Section 1. Executive Committee**

This committee shall be composed of the officers of the Board.

### **Section 2. By-Laws Committee**

This committee shall be composed of Board members only and shall review the By-Laws of the Institute at least annually and shall recommend any necessary changes or additions.

### **Section 3. Membership and Nominations**

This committee shall be composed of Board members only and shall nominate officers of the Board of Directors; propose additional memberships to the Institute and make recommendations of criteria for agency membership. The committee shall meet if there is a vacancy on the Executive Committee; when a regular election is needed; or when a request for membership has been received. In addition, this committee shall review membership status of core and associate faculty every three years.

## **Article VII**

### **Meetings**

#### **Section 1. Regular Meetings**

1. Meetings shall be held bi-monthly or as designated by the Board.
2. Quorum shall be 50% of voting membership. If quorum is not present, the Institute shall meet as a committee of the whole.
3. Resolution of issues shall be decided by 51% of the voting membership of a quorum.

#### **Section 2. Special Meetings**

Special meetings can be called by the Chairperson and shall be called upon written request of a majority of the members of the Board. The purpose of the meeting shall be stated in the call.

#### **Section 3. Recorder**

1. The recorder shall be assigned on a rotational basis.
2. Recorder's agency shall be responsible for typing and distribution of minutes to members and Sponsoring Member Institution's Chief Nurse Executives and the Director of SDSU School of Nursing.

## **Article VIII**

### **Governing Rules**

The rules contained in the current edition of Robert's Rules of Order - Newly Revised shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Institute may adopt.

## **Article IX**

### **Amendment of By-Laws**

These By-Laws can be amended at any meeting of the Board of Directors by a two-thirds vote of the voting members. Amendments must be submitted in writing to the Board of Directors at the meeting prior to the meeting at which the vote takes place.

## **APPENDIX B**

### **INSTITUTE FOR NURSING RESEARCH MEMBERSHIP CRITERIA**

#### **A. Criteria for Sponsoring Membership**

Health care agencies which agree to pay \$250/year and which meet the following criteria shall be considered sponsoring members.

1. The agency shall be accredited by the appropriate body.
2. The nursing administrator for each agency shall designate a nursing research representative with a master's degree in nursing or a related field to act as a liaison to the Institute of Nursing Research.
3. The agency shall support the goals of the institute and shall participate in the conduct of interagency research projects.
4. The agency shall support an active nursing research committee.
5. The agency shall encourage the participation of staff in nursing research.
6. The agency shall participate in the development of the institute by carrying out the operational goals developed annually.
7. The agency shall reaffirm annually in writing its intention to participate as a sponsoring member.

#### **B. Criteria for Associate Membership**

Health care agencies which agree to pay dues of \$125/year and which meet the following criteria shall be considered Associate Members.

1. Agencies in this category shall meet criteria #1,2,3,5,6 and 7 above.
2. The agencies shall designate a non-voting representative the Institute of Nursing Research.
3. The agency shall reaffirm annually in writing its intent to participate as associate member.

Accepted:  
School of Nursing 1/22/91  
Board of Directors 1/28/91