

SAMPLE BYLAWS FOR ADVISORY COMMITTEE

SURGICAL TECHNOLOGY PROGRAM ADVISORY COMMITTEE

ARTICLE I – NAME AND PURPOSE

This Committee shall be known as the (school name) Advisory Committee for Surgical Technology Program.

GENERAL PURPOSE:

1. To provide a communication link between the (school name) Surgical Technology Department and the community.
2. To improve the educational process and outcomes through review of curriculum, facilities, student competencies, and satisfaction with the program.
3. To support the vision and goals of (school name).

ARTICLE II – MEMBERSHIP

MEMBERSHIP:

1. There shall be 7 – 12 members.
2. Members shall be representative of the occupation of Surgical Technologists, other (school name) departments, both sexes, minorities, and students.
3. A letter of appointment will be sent to each new member.
4. Members should be able and willing to devote the necessary time to committee meetings.
5. The Advisory Committee can assume neither legislative nor administrative responsibility.
6. Membership may be renewed.

7. Appointments and Terms:

- A. Each appointment of an advisory committee member shall be for three years, except when the appointment is to fill an unexpired term.
- B. At least two-thirds of the members shall be retained each year with one-third of the membership being appointed each year. An out-going member may be reappointed by a majority vote of membership present. (Maximum term of membership is six years. Individuals may be reappointed after a period of two years). An individual will automatically lose membership on the Committee if he/she fails to attend three successive meetings without representation.
- C. Committee members may submit names of potential members for the Committee. Final recommendations are made by the instructor(s) with the approval of the appropriate school administrator.
- D. The term of a new Committee member shall begin on September 1.

EX-OFFICIO MEMBERS:

Ex-Officio members shall be:

- 1. Appropriate administrators
- 2. Appropriate program coordinators or supervisor
- 3. Instructors in the program area.

BYLAWS

SECTION A – OFFICERS AND THEIR DUTIES

The officers shall be: chairperson, vice-chairperson, secretary.

The officers shall be elected in alternate years for 3-year terms by a majority vote of the Committee members at the last meeting during the school year. Officers may be re-elected to the same office.

The Chairperson shall be elected from among those members who have served at least one year. The Chairperson's duties shall be:

1. To preside at the meetings of the Committee.
2. To serve as the Chairperson of the Advisory Committee.
3. To appoint special committees as the need arises which may include persons other than Committee members.
4. To meet with the instructor or program director to prepare an agenda prior to a forthcoming meeting.
5. To facilitate achievement of the objectives of the Surgical Technologist Advisory Committee.

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.

The Secretary shall:

1. Keep records of the attendance of members at meetings.
2. Keep a record of discussion and recommendations.
3. Maintain a permanent record file of Committee activities.
4. Distribute minutes of Committee meetings and copies of other Committee documents to Committee members, instructors, and others who may be concerned. He/she shall have the assistance of the school's staff and the use of school facilities in performing these functions.

SECTION B – MEETINGS

1. At least two regular meetings of the Committee shall be held during the school year.
2. A quorum (consisting of 2/3 members) is necessary for conducting committee business.
3. A majority vote of members present is necessary to pass motions.

Written notice of each regular meeting will be sent to members at least two weeks in advance of the meeting.

Special meetings of the Committee may be called by the chairperson as needed throughout the year. The time of advance notice shall be appropriate in terms of the reason for the urgency of the meeting.

SECTION C – RECOMMENDATIONS AND REPORTS

Any formal resolutions or recommendations from the Committee shall be in written form. They shall include the number of Committee members present and voting, and the number favoring the resolution or recommendation.

All resolutions and recommendations shall be presented to the program coordinator or division chairperson, who shall then present them to the administration, who shall present them to the governing board if necessary.

SECTION D – EVALUATING COMMITTEE EFFECTIVENESS

The Committee will evaluate its effectiveness at the final meeting of each school year.

Effectiveness of Committee:

1. There shall be an annual written plan of action which includes a formal evaluation of the committee's activities and accomplishments.
2. Goals and objectives will be formulated at the first regular meeting of the school year.

SECTION E – BYLAWS CHANGES

These bylaws may be amended or added to by a two-thirds vote of active members at any regular or special meeting if 10 days written notice has been given to each member.

SECTION F – OBJECTIVES AND FUNCTIONS

1. To provide a forum for discussion of issues relevant to agencies and program.
2. To provide a means of communication between agencies and program.
3. To develop public relations which will assist the community in understanding the goals of the Surgical Technology Program and of (school name).
4. To advise and assist in program evaluation through review of:
 - A. standards and competencies
 - B. goals and objectives
 - C. graduate outcomes
5. To aid in periodic collection of statistics through survey of:
 - A. graduate satisfaction levels
 - B. employer satisfaction levels
 - C. current and future job opportunities
6. To participate on program evaluation teams.
7. To assist in location and development of instructional and clinical facilities.
8. To assist with recruitment of students and placement of graduates.
9. To participate in search and screen procedures for recruitment of faculty.
10. To promote funding/donations for scholarships, material, and equipment.
11. To assist in meeting vocational educational needs through support of effective state and national legislation affecting the program.
12. Identify needed program-related research.