

ARTICLE I – NAME

The name of this organization shall be the Faculty Senate (Senate) of Dakota College at Bottineau (DCB or the College).

ARTICLE II – PURPOSE

Section 1. The purpose of this constitution is to define the duties, rights and responsibilities of the Faculty Senate, as provided by subsequent sections of this constitution and in the by-laws approved by this body.

Section 2. The purpose of the Faculty Senate shall be:

- A. To examine any action taken by any committee, academic unit or administrative office of the College which modifies policies or regulations of the College academic programs.
- B. To act upon matters relating to curriculum and instruction within the limits established by the State Board of Higher Education (SBHE).
- C. To cooperate with the Campus Dean in determining policies pertaining to faculty relations, organizations of the College academic programs, and student participation in the control of student affairs.
- D. To establish, supervise and review to proceedings and recommendations of all Faculty Senate committees. This includes determining the method of selecting committee members and determining the duties and procedures of the committees.

ARTICLE III – DEFINITIONS

Section 1. State Board of Higher Education. The State Board of Higher Education established by Article VIII, Section 6 of the North Dakota State Constitution is vested with the powers necessary to oversee and direct the administration, program and general welfare of DCB. The authority of the SBHE to govern state institutions of higher education is described in Chapter 15-10 of the North Dakota Century Code.

Section 2. Campus Dean. The DCB Campus Dean is the chief executive officer and reports directly to the President of Minot State University.

Section 3. Administrative Organization of the College. The Campus Dean and other executive officers of the College shall carry out the established policies of the College. New policies or changes in policy not in conflict with, or reserved to, the SBHE by statute or established policy, may be proposed by the Dean’s Council or

the Faculty Senate. Review and approval of proposals are reciprocal between these two bodies with final review and approval resting in the hands of the SBHE or the Campus Dean as appropriate. All proposals of this nature will follow the procedures indicated by the approved organizational chart.

ARTICLE IV – MEMBERSHIP, OFFICERS AND COMMITTEES

- Section 1. The Faculty Senate shall consist of all members of the staff with instructional duties. The Faculty Senate shall be the sole judge of the qualifications of its members. The Campus Dean shall be a non-voting member of the Faculty Senate.
- Section 2. The President. The Faculty Senate shall elect one of its members to serve as president for a term of two years. Election results to be determined by a simple majority of those members present.
- Section 3. Secretary. The Faculty Senate shall elect one of its members to serve as secretary for a term of one year. Election results to be determined by a simple majority of those present.
- Section 4. Faculty Senate Officer Elections. Faculty Senate officer elections will be held within the last four weeks of spring semester or as necessary to fill an unexpired vacancy.
- Section 5. A parliamentarian shall be appointed by the president of the Faculty Senate at the beginning of each academic year.
- Section 6. Administrative Council Liaison. The president of the Faculty Senate shall be a member of the Administrative Council.
- Section 7. Committees. The Senate shall establish those committees which it deems necessary for effective functioning. Committee member appointments and elections will take place within the first four weeks of the beginning of the academic year. Each committee shall appoint a chairperson for that academic year and report its recommendations to the Faculty Senate on matters referred to it by the Senate prior to Senate action.
- Section 8. Meetings of the Faculty Senate shall be open and are subject to ND open records and meetings laws.

ARTICLE V – GENERAL RULES FOR THE FACULTY SENATE

- Section 1. College policies that affect academic affairs or faculty welfare shall be created or revised only after consultation with the Faculty Senate or with a Senate committee designated by the Senate.

- Section 2. If the Campus Dean suspends or overrules action taken by the Faculty Senate, the Campus Dean shall present his/her views and reasons to the Faculty Senate in writing, within fourteen days of the Senate action. If the Campus Dean's rulings do not meet approval by a majority of the entire Senate, and no agreement has been reached within fourteen days of the presentation, the Faculty Senate and the Campus Dean have the right to present the matter in writing to the President of Minot State University and/or the Chancellor. The Campus Dean's ruling or action shall be in force until a decision is made by the President of Minot State University and/or the Chancellor.
- Section 3. The Faculty Senate shall be responsible for reprimanding, censuring, or expelling any member of the Senate or its committees for inappropriate behavior or action or for failing to carry out the assigned duties. This action of the Senate shall be by a two-thirds vote of members in attendance at a special/regular meeting.
- Section 4. The Faculty Senate shall have the right to elect a committee of its members to confer with the President of Minot State University on the selection of a new Campus Dean. In any event, faculty will be represented on search committees which are established as part of the process to fill the position of Campus Dean whenever such a vacancy occurs.
- Section 5. The Faculty Senate shall have the right to elect a committee of concerned members to confer with the Campus Dean on the selection of new faculty members.

ARTICLE VI – PROCEDURES OF THE FACULTY SENATE

- Section 1. Meetings. Regular meetings shall be called by the president or acting president of the Faculty Senate. Notice of regular meeting of the Faculty Senate and its committees shall be given at least 48 hours in advance with an agenda. If 10 members of the Faculty Senate membership at any time call for a special meeting, the meeting shall be announced by the Faculty Senate president and held.
- Section 2. Quorum. Ten members of the Faculty Senate shall constitute a quorum. In order to conduct business of the Faculty Senate a quorum must be present.
- Section 3. Minutes. Full freedom of expression shall not be abridged. Only those items formally acted upon by members in a meeting shall be recorded.
- Section 4. The rules outlined in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all applicable cases.

Section 5. Balloting. Secret balloting shall be mandatory on all significant measures if requested by a member of the Faculty Senate.

ARTICLE VII – AMENDMENT PROCEDURES

Section 1. This constitution may be amended by a simple majority vote of the full membership of the Faculty Senate, provided that the proposed amendment has been presented at a previous meeting and has been approved after one reading.

Section 2. Proposed amendments shall not conflict with laws, rules and regulations of the State Board of Higher Education or the North Dakota Century Code.