

# CCF Constitution

## THE CONSTITUTION OF THE NORTH DAKOTA UNIVERSITY SYSTEM'S COUNCIL OF COLLEGE FACULTIES

The faculties of the campuses in the North Dakota University System, in order to organize for their mutual benefit a structure within which they may:

- (a) identify the interests shared among System faculty;
- (b) identify particular interests in teaching, research, and service shared by faculty appointed to institutions with like roles and missions and compare them with particular interests not necessarily shared by faculty appointed to institutions with differing roles and missions;
- (c) work together to find ways to agree regarding their interest of System faculty;
- (d) assist the System and the State Board of Higher Education in their duty to improve higher education by ministering to the needs and proper development of each institution, in harmony with the best interests of the people of North Dakota;
- (e) assist the System in its duties to coordinate and correlate the diverse work in the different institutions and to develop cooperation among the institutions;
- (f) reach agreement on, and identify disagreement in, the views of faculty matters of interest to or pending before the System and the State Board of Higher Education;
- (g) communicate their agreement or disagreement to the System and the Board in a manner which respects and presents any disagreement as clearly as it reports agreement;
- (h) communicate to the System and the Board, through the faculty representative to the Board, the agreement of faculty at institutions with like roles and missions, as well as issues with which faculty at other institutions are not in accord;
- (i) proceed in a manner which informs the System and the Board of the diversity of views on issue(s) so that the Board might perform its governing role for the benefit of the entire system;

do establish this Constitution of the North Dakota University System.

### I NAME

The name of this organization shall be North Dakota University System Council of College Faculties, referred to hereafter as the Council.

### II PURPOSE

The purpose of the Council shall be to foster quality in scholarly activities, teaching and learning, and to consider all issues and conditions of employment which apply to the faculty at all campuses of the system. Furthermore, the Council's representative to the

State Board shall articulate these concerns to the SBHE, the System, and other organizations

### **III MEMBERSHIP**

- (a) The Council membership shall consist of faculty representatives from each campus as selected by procedures defined by and for each campus in the System. The representative members and alternates from each institution shall have full rights to discussion and deliberation. An alternate may vote only in the absence of a member from that campus. No proxy votes will be allowed.
- (b) Each representative shall serve a three year term.
- (c) Representatives must act as a liaison between the Council and their respective campus faculty governance organizations.
- (d) The number of representatives shall be based on the percentage of the total System faculty at a given campus as established by the SBHE FTE faculty allotment.
  - 0.0 to 4.00% one representative
  - 4.01 to 10.00% two representatives
  - more than 10.00% three representatives

Adjustments to the number of representatives shall be made annually based on SBHE data as of April 15 of each year. Representatives will assume duties at the first meeting following September 1 of each year.

### **IV MEETINGS**

The Council must meet at least three times throughout the academic year, including a meeting in May. Additional meetings may be called as deemed necessary by the President of the Council or by majority vote of the members. Meetings will be conducted according to Robert's Rules of Order, latest addition. Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

### **V OFFICERS**

The elected officers shall consist of a president, a vice president, a secretary, a treasurer/parliamentarian, and a representative to the SBHE. Election of officers for the next academic year will occur at the February meeting. The terms of office shall be for one year commencing June 1st, except for the representative to the SBHE, whose term shall be for one year commencing July 1st.

#### **Section A. President**

1. The President shall preside at Council meetings and otherwise act as the chief executive officer of the council

### **Section B. Vice President**

1. The Vice President shall preside at meetings in the absence of the president, act as liaison to the Academic Affairs Council, and carry out duties as assigned.

### **Section C. Secretary**

1. The Secretary shall record and maintain a file of minutes of the Council meetings and distribute copies within two weeks after each meeting to all Council members, SBHE members, the Chancellor and the members of the Chancellor's Cabinet.
2. The Secretary shall keep a record of membership and activities of the Council.

### **Section D. Treasurer**

1. The Treasurer shall keep an account of any and all receipts and expenditures of the Council and coordinate reimbursements.
2. The Treasurer shall serve as Parliamentarian.

### **Section E. Representative to the SBHE**

1. The Council shall be the organization identified in Chapter 159 and 160 of the 1991 Session Laws of the North Dakota Legislative Assembly, codified at the time of adoption of this Constitution as Section 15-10-02, North Dakota Century Code that shall select the SBHE representative.
2. The Representative to the SBHE shall report to the SBHE the actions and concerns of the Council as agreed to by vote of the Council.
3. The Representative to the SBHE shall report to the Council the actions and concerns of the SBHE.

### **Section F. Vacancies**

1. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

## **VI**

### **QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS**

#### **Section A. Qualifications**

1. Any member of the Council shall be eligible to hold any office.
2. Any member completing his or her term on the Council remains eligible to serve as representative to the SBHE for a period of two years following the end of that Council term.

#### **Section B. Nominations**

Nominations shall be made from the floor or in writing at any meeting prior to the January meeting of the academic year, but no later than January 15th.

**Section C. Election**

The election of officers will be by majority vote of the members voting at the February meeting. If more than two candidates are competing for an office, and no one receives a majority, a run off between the top two will be held at the same meeting.

**VII  
RATIFICATION AND AMENDMENTS**

**Section A. Ratification**

This constitution must be approved by at least two-thirds (2/3) of the members of the Council of College Faculties present and voting.

After approval by the Council of College Faculties, this constitution must be submitted to the faculty governing bodies in the North Dakota University System and ratified by two-thirds (2/3) of those bodies.

After consideration and approval by the State Board of Higher Education, this constitution shall become effective immediately.

**Section B. Amendments**

Amendments to the constitution may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by at least two-thirds (2/3) of the members present and voting of the Council. After approval by the Council, amendments must be submitted to the faculty governing bodies in the North Dakota University System and approved by two-thirds (2/3) of them.

After consideration and approval by the State Board of Higher Education, amendments shall become effective immediately.

**VIII  
The council may establish by-laws consistent with this constitution.**

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## **BY-LAWS**

### **Section I. Council Agenda**

The President, with advice from officers and members, will set an agenda prior to each scheduled meeting. The agenda must be distributed to all campus representatives, SBHE members, the Chancellor, and the Chancellor's Cabinet at least two weeks in advance of the meeting.

### **Section II. Council Functions**

#### **1. Liaisons**

The Council shall establish formal liaisons with the SBHE, Academic Affairs Council, Chancellor's Cabinet, and other groups deemed appropriate by the Council.

#### **2. Recall and Initiative**

Any motion passed by the Council may be rescinded by a vote of two-thirds (2/3) of the campus faculty governance organizations. Motions may be placed on the Council agenda for consideration by a two-thirds (2/3) vote of campus faculty governance organization.

#### **3. Faculty Compensation Committee**

##### **A. Purpose:**

The Faculty Compensation Committee shall consult with the Chancellor on faculty compensation issues.

##### **B. Membership:**

The committee shall consist of the Executive Board of the Council of College Faculties, a faculty member from each of the NDUS Campuses, and representative of the NDUS Staff (Vice Chancellor for administrative and Student Affairs and Director of Finance) as ex-officio, nonvoting members. The representative faculty member will be selected by procedures defined by and for each campus in the system.

##### **C. Responsibilities:**

1. The committee will assist the Chancellor with a study of faculty compensation and the findings.
2. The committee will submit recommendations to the Chancellor and the State Board of Higher Education prior to submission of the biennial budget request.
3. The committee will present its recommendation to the Council of College Faculties, the Chancellor and any other person or group deemed necessary.

4. The responsibilities of this committee include all direct and indirect facets of faculty compensation.

### **Section III. Amendments to By-Laws**

Amendments to the By-Laws may be introduced by any member of the Council at any regularly scheduled meeting. Proposed amendments shall be distributed to all members of the Council at least 30 days before the meeting at which they are to be considered.

Amendments must be approved by two-thirds (2/3) of the members present and voting.

#### History

Approved by the North Dakota University System Council of College Faculties February 12, 1992. Ratified by the institution senates of the campuses in the North Dakota University System by May, 1992.

Amended January 26, 1999 by unanimous consent of the CCF and ratified by the campuses by April 20, 1999. Approved by the SBHE April 29, 1999.

Amended February 2008 by unanimous consent of the CCF and ratified by the campuses in September of 2008. Approved by the SBHE ????.