

# **MAYVILLE STATE UNIVERSITY FACULTY ASSOCIATION AND SENATE CONSTITUTION**

**ADOPTED NOVEMBER 22, 1993**

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## *Preamble*

The Faculty of Mayville State University, with the cooperation of the administration and the North Dakota State Board of Higher Education, have created this Constitution for the purpose of establishing an orderly process whereby academic-related groups and individuals may share in the determination of educational policy to the end that the purposes of North Dakota Higher Education System, Mayville State University, students, and faculty may be fully realized.

Organization for the furtherance of faculty positions on relevant educational and other issues should not be confused with administrative organization, the purpose of the latter being to designate clearly the responsibility and authority for performing certain institutional tasks that are dictated by policy established by the North Dakota State Board of Higher Education, the Mayville State Faculty Association, and the Mayville State Faculty Senate.

## **Article I. Name**

The name of this organization established to exercise the responsibilities, above and below, shall be the Mayville State University Faculty Association. Its subsidiary body shall be deemed the Mayville State University Faculty Senate.

## **Article II. Purpose**

The purpose of the Association shall be to consider educational affairs which apply to the role of the faculty as herein outlined.

1. The purpose of the Faculty Association and Faculty Senate shall be to serve as the agency for the formulation of educational policy at Mayville State University and to serve as the forum for the determination of official opinion of the Faculty of the University.

2. The President of the University shall be the official agent for transmitting minutes, decisions, and policy recommendations from the Faculty Association and Senate to the State Board of Higher Education and the Chancellor's Office, unless the Council of College Faculties be the appropriate pathway for such actions or the Chancellor or State Board of Higher Education shall direct particular communications be directed elsewhere. As Chief Executive Officer, the President of the University guides and leads the institution by observing the policies of the Board of Higher Education and by considering the needs and recommendation of the faculty, the various committees of the Faculty Association and Senate, and the other executive officers of the University.
3. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to make decisions on the following matters of educational policy subject to review by the President of the University and ultimate acceptance or rejection by the Board of Higher Education:
  - A. Standards for admission, selection, and retention applicable to all students of the University;
  - B. Requirements for the granting of degrees that are applicable to all students of the University;
  - C. Curricula requirements within Board-approved programs that are applicable to all students;
  - D. Instructional standards throughout the University;
  - E. Procedures for faculty participation in the selection and evaluation of colleagues;
  - F. Standards of academic freedom throughout the University; and
  - G. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising power in areas not identified at this time.
4. The Faculty Association and Faculty Senate are empowered by the Board of Higher Education to advise the President of the University, Vice President for Academic Affairs, and Board of Higher Education on the following matters:
  - A. Appointment, promotion, tenure, dismissal of faculty members;
  - B. Issues affecting current or projected budget decisions, including salaries and other budgetary items for the University as a whole;
  - C. Issues of faculty welfare such as salaries and fringe benefits; and

D. Other items as they exist. The above list should not be taken so as to prevent the Faculty from exercising its advisory function in areas not identified at this time.

5. The Board of Higher Education, having delegated policy-making power to the Faculty Association/Senate, may disapprove acts of the Association/Senate. Within ten days following the delivery of the minutes of the Faculty Association or Senate meeting, the President, representing the Board's authority on campus, may veto an act. He/she shall notify the Faculty Association or Senate, as appropriate, of such veto. If the Association or Senate wishes to appeal the veto, notice of the veto shall accompany a copy of the act and be delivered to the Chancellor of the North Dakota University System. The Chancellor shall review the act and the veto. She/he shall make a final determination as to the disposition of the act, in keeping with SBHE policy 305.1(6).

### **Article III. Membership**

The Faculty Association of Mayville State University will consist of all faculty employed full-time and who give a minimum of half-time academic service, defined as hours of teaching per semester, or professional service in lieu thereof, Fall and Spring, to the University. Each member has one vote and must be present to vote. Ex- officio members, as outlined in the By-laws, may serve as non-voting members.

Part-time faculty who teach at least half-time, defined as at least twelve credit hours of teaching over the current and previous semesters, may choose to become a voting member of the Mayville State University Faculty Association by expressing their willingness to join as voting members at the Mayville State University Faculty Association meeting initiating each academic semester. Only those who exercise this opportunity will be voting members and therefore included along with the number of full-time faculty in determining the existence of a quorum at subsequent Faculty Association meetings.

A fulltime MSU employee who teaches fewer than twelve credit hours of teaching over the current semester and previous semester may become a voting member of the Mayville State University Faculty Association by submitting a petition to Faculty Senate that outlines why he/she would like to be a voting member of Faculty Association and provides his/her experience in teaching and curricular matters. Membership petitions are reviewed by Faculty Senate prior to the end of fall and spring semesters, and if approved, the candidate is a Faculty Association voting member for one year before another petition is required.

### **Article IV. Meetings**

#### *Section A. Regular Meetings*

The Faculty Association shall meet in regular session during the week preceding the beginning of regular classes in the fall semester and thereafter during November, February, and April. Special meetings may be called by the President of the Association/Senate, by a majority vote of the Faculty Senate, or by petition containing signatures of ten (10) members. Notice of Association meetings will be distributed two (2) weeks prior to the meeting date. Agenda items will be distributed one (1) week prior to the meeting date. Items to be included in the agenda must be submitted to the Association/Senate President twenty-four (24) hours prior to distribution of the agenda.

Agenda items may be submitted by committee chair, committee members, individual faculty members, or individual administration members.

Meetings shall be conducted according to Robert's Rules of Order, latest edition. A quorum shall consist of fifty percent plus one (1) of the official voting membership of the Association.

Besides faculty voting members of the Faculty Association and ex officio members, other people who may attend faculty association meetings are

1. Anyone teaching a course for Mayville State University; and
2. Nonmembers who are invited by the Faculty Association president.

#### *Section B. Special Sessions*

1. Special sessions are special meetings of the voting membership of the Faculty Association. Discussion on any Faculty Association agenda item may be moved to a special session by motion, second, and majority vote of the Faculty Association. Assembly of the required special session may be immediate (by motion, second, and majority vote of the Faculty Association), or delayed--but must convene within 7 calendar days of the Faculty Association meeting in which discussion was moved. The date, time, and location of delayed special sessions will be set by the Association/Senate President.
2. The Association/Senate President may call a special session of the Faculty Association at his/her discretion.
3. A minimum of ten (10) voting members of the Faculty Association may file a written request for a special session with the Association/Senate President. The request must include the special session agenda, the latest acceptable special session meeting date, and the signatures of all requesting faculty. The Association/Senate President must make every effort to convene a special session of the Faculty Association prior to the deadline date stated in the written request.
4. Notice and agenda shall be provided to the voting membership of the Faculty Association at least 24 hours prior to a special session whenever possible. Other voting members of the Faculty Association may append items to a special session agenda by notifying the Association/Senate President at least 48 hours prior to a special session.

## **Article V. Organization of Officers**

The elected officers of the organization shall consist of a president, a vice president, and a Secretary. A non-voting parliamentarian or archivist can be appointed by the President. Terms of office will be one (1) year. Election of officers will occur at the April meeting.

Term of office begins June 1. An individual's term of office is limited to two one-year terms. Said individual must step down from that office for one year when this term limit is reached.

### *Section A. President*

The President of the Association/Senate shall preside at Faculty Association meetings and otherwise act as the chief executive officer of the Association.

### *Section B. Vice President*

The Vice President shall preside at meetings in the absence of the President. The Vice President shall serve as assistant to the President of the Association/Senate and carry out the duties the President may deem necessary.

### *Section C. Secretary*

The Secretary shall:

1. Record and file minutes of each meeting of the Association and of the Faculty Senate and distribute copies of said minutes to members of the Association within one (1) week after each meeting.
2. Keep a record of membership and activities of the Association including the most current Constitution.
3. Make provisions for balloting at any and all Association meetings.

### *Section D. Vacancies*

Vacancies among the elective offices of the Association shall be filled in the same manner and with the same timing as that of the original election, with the election to fill the vacancy scheduled for the next meeting following the development of the vacancy.

## **Article VI. Qualifications, Nominations, and Election of Officers**

### *Section A. Qualifications*

1. Members of the Association who have held membership two (2) full academic years prior to election and are tenured are eligible to hold the office of President or Vice President.

2. Members of the Association who have held memberships one (1) academic year prior to election are eligible to hold the office of Secretary.
3. Members having served two (2) terms in an office of the Association, partial terms not counted, shall be ineligible for re-election.

#### *Section B. Nomination*

1. A nominating committee, consisting of the divisional representatives on the Senate, shall nominate at least two (2) candidates for each of the three (3) elective offices on the Faculty Senate. The report of the nominating committee shall be distributed to the membership of the Association two weeks and one day prior to the election day .
2. Nomination for elective offices also may be by petition, with signatures of five (5) voting members of the Association and an affidavit of the member's agreement to serve attached. The Secretary will prepare and have available nomination petitions. Completed petitions shall be filed with the Secretary one week and one day prior to the election day.

A list of all nominees will be circulated to the Faculty Association by the Secretary one (1) week prior to the election. The Secretary will prepare ballots for the election of officers to be held at a meeting of the Association during April.

3. Ballots shall include a designated "write-in" space for each office. Nominations from the floor shall be received at the time of the elections.

#### *Section C. Election*

The election of the President and Vice President of the Association/Senate shall be by majority vote of the members voting. If one candidate does not receive a majority of the votes cast, a run-off election between the two (2) candidates receiving the largest and second-largest number of votes shall be held at the same meeting. Election of the Secretary shall be by plurality.

### **Article VII. Faculty Senate**

#### *Section A. Membership*

The voting membership of the Faculty Senate is composed of the elected officers of the Faculty Association, and six (6) elected senators - one from each academic division.

The representative to the Council of College Faculties serves in an ex officio status.

The term of office for elected senators is two (2) years. Terms are staggered. Members from the Divisions of Education; Science and Mathematics; and Business are elected in even-numbered years. Members from the Divisions of Health, Physical Education, and Recreation; Liberal Arts; and Nursing are elected in odd-numbered years. During the initial formation of the Faculty Senate, those senators elected in their division's non-election year shall serve a term of one (1) year. No senator may serve two continuous terms.

To serve as an elected senator, a faculty member A) must be a full-time faculty member for the duration of his/her term; B) must have one (1) academic year of membership in the Faculty Association prior to the semester in which they are elected; and C) must not be a divisional chairperson.

The senators representing the academic divisions shall be elected by their respective divisions at a division meeting to take place prior to the August Faculty Association meetings. Each division shall announce its elected senator at the August Faculty Association meeting.

Vacancies among the elected senators shall be filled following the same procedure. Divisions must elect a replacement to serve the remainder of the vacated term. The newly-elected senator inherits all the rights, responsibilities, and privileges of the office of senator upon divisional election. The division shall immediately notify the President of the Faculty Senate of the newly- elected senator's identity and announce the newly-elected senator at the next meeting of the Faculty Association.

The President, Vice President, and Secretary of the Faculty Association shall respectively serve as President, Vice President, and Secretary of the Faculty Senate.

The President and/or Vice President for Academic Affairs of the University may attend Senate meetings upon the invitation of the President of the Faculty Senate.

#### *Section B. Meetings*

Regular meetings of the Faculty Senate shall be held monthly during the nine-month academic year. Special meetings may be called by the President of the Association/Senate by giving written notice to the members twenty-four (24) hours in advance of such a meeting.

#### *Section C. Duties and Responsibilities*

Activities shall include, but not be limited to, the following:

1. To receive and act upon proposals, suggestions, and information from committees, students, individuals.

When such proposals and suggestions are supported by a unanimous vote, they will be reported to the Association as action taken. When such proposals and suggestions are not supported by a unanimous vote, they will be referred to their source with a recommendation, or they will be placed on the agenda for action by the Association.

2. To prepare the agenda for the Association meetings that shall include a review of action taken.
3. To appoint members to committees as called for in this constitution or establish temporary committees as deemed necessary.

4. To receive reports from the administration on the proceedings of the Board of Higher Education or legislative bodies concerning the University and to keep the Association informed regarding pertinent actions by these groups.
5. To express and convey to the Association opinions and resolutions on any questions relating to Mayville State University. and joint programs with other higher education institutions.
6. To function as an advisory committee to the President of the University in the preparation of the biennial budget and payroll. When acting in such an advisory capacity, the Senate shall meet in session with the President and/or Vice President for Academic Affairs and the State Salary Committee Representative.
7. To research, recommend, and report to the Faculty Association on any budgetary and salary matters as directed by the President of the University, the Faculty Association, or the Faculty Senate, itself.
8. To act in an advisory capacity to any persons representing Mayville State University on an inter- institutional budgetary and salary matter.
9. To make recommendations in the following financial and buildings related areas: long-range building and equipment policies, including the internal structure and use of facilities; priority of building projects; policies on purchasing equipment; location of new buildings; campus maintenance and beautification; and, policies on matters of finance in operation.
10. To act as a forum for the exploration of faculty-related issues, including problems related to teaching and working at Mayville State University.

## **Article VIII. Curriculum Committee**

### *Section A. Purpose*

The Curriculum Committee will study and recommend in the areas of curricular structure, general education requirements, requirements of the majors and minors in the various disciplines, program additions, program revisions and suspensions, grading, academic calendar, graduation requirements, and other curricular and instructional issues.

### *Section B. Membership*

The voting membership on the Curriculum Committee shall consist of the Vice-President for Academic Affairs and the chair of each of the divisions. The Student Body will be represented by two (2) students, nominated and elected by the Student Senate. The two students will share one (1) vote. The Registrar, the Director of the Library, the Chair of the Essential Studies Subcommittee, and the Director of the Enrollment Center shall serve as non-voting members.



If a Division Chair cannot be present, they may appoint a substitute.

No member of the Tenure, Promotion, and Awards Committee also may be a voting member of the Curriculum Committee, with the exception of the Vice President for Academic Affairs.

#### *Section C. Officers*

The Committee shall organize and elect its own officers.

#### *Section D. Duties and Responsibilities*

The Committee shall be accountable to the Faculty Senate, hence to the Faculty Association. All policy and operational proposals reviewed and approved by the Curriculum Committee shall be reported to the Faculty Senate, typically by sharing Curriculum Committee Minutes. Faculty Senate reviews and approves all such operational and policy proposals in compliance with Article VII: Faculty Senate of the Faculty Senate and Associate Constitution.

The Committee shall make a continuous evaluation of the academic requirements of the University and keep the faculty informed of current trends.

The Committee shall receive requests for curriculum changes from divisions and make recommendations concerning them to the Faculty Senate.

The Committee shall advise the Vice President for Academic Affairs regarding policies and priorities for the Enrollment Center, dual enrollment, advising, and online and campus course quality assurance.

The Committee shall advise the library director concerning the operations, budget, and policies of the library.

#### *Section E. Meetings.*

Meetings of this Committee shall be held monthly, more frequently if necessary.

### **Article IX. Tenure, Promotion, and Awards Committee**

#### *Section A. Purpose*

The Tenure, Promotion, and Awards Committee advises the administration concerning tenure, promotion, and awards. It also shall consider and recommend in the manner of developmental leaves. The Committee is responsible for establishing criteria and procedures, soliciting and reviewing nominations, and selecting the recipient of the Achievement Awards or other awards each year.

#### *Section B. Membership*

The Vice President for Academic Affairs and tenured faculty members of the Faculty Association, one from each division. Each division shall elect their respective member. If a division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative. The Vice President for Academic Affairs shall be a non-voting member. There shall be no student members of the Committee. No member of the Tenure, Promotion, and Awards Committee also may be a voting member of the Curriculum Committee, with the exception of the Vice President for Academic Affairs.

### *Section C. Procedures*

1. The Chair of the Tenure, Promotion, and Awards Committee shall be elected from among and by the Committee members. The Vice President for Academic Affairs shall not be eligible for election to the position as chair.
2. The advice of the committee concerning tenure and promotion shall be conveyed to the President of Mayville State University. Committee policy shall be subject to Faculty Association/Senate support and approval.
3. In actions regarding policy and procedure concerning the recommendations for promotion and tenure, the following policy applies: While committee discussion concerning a faculty member's fitness must be kept confidential, the results of such deliberations and the reasoning behind them shall be made known in writing to the faculty member concerned, if the faculty member requests such action in writing. The President of Mayville State University shall normally receive the recommendation of the Committee within five days of its formulation. The President is not bound by the advice of the Committee and she/he may make a decision in these matters that is contrary to the advice of the Committee for compelling reasons possibly known only to him/her and/or for reasons of program and staffing balance relating to future enrollment projections and student demand. The President will make such reasons known to the Committee upon request unless to do so would, in her/his opinion, seriously injure the University or the faculty member involved.

### *Section D. Meetings*

The Committee shall meet in in the spring semester to evaluate the candidates for tenure and/or promotion. The Committee shall meet as necessary to carry out its award function(s).

## **Article X. Admissions and Academic Standards Committee**

### *Section A. Purpose*

The Admissions and Academic Standards Committee monitors and recommends policy to the Faculty Senate in the areas of admissions and academic standards for all students at Mayville State University

When dealing with academic standards the committee monitors student progress in meeting the academic standards of the University. Responsibilities include developing standards for academic probation and retention, rendering decisions involving academic suspensions, appeals from academic suspensions, setting conditions of re-admission for students successfully appealing an academic suspension, and determining policy relative to academic dishonesty. The Committee also hears allegations of unfair grading practices and recommends academic policy and practice in areas that are more general in nature, e.g., the last date to withdraw from a class without penalty, transfer credit practices, the residency requirement, etc.

Also, when dealing with admissions, the committee considers and recommends policy in the matter of admissions. Admissions criteria based on State Board of Higher Education policy are monitored by the Committee and this responsibility includes establishing criteria for automatic acceptance of transfer and returning students, hearing appeals from students who fail to meet these criteria, and establishing special conditions of acceptance for transfer and returning student who are successful in their appeal. The Director of Admissions and Records may refer special cases of transfer and returning students directly to the Committee for consideration of admission and, if admitted, the establishment of special conditions

#### *Section B. Membership*

The voting membership of this committee shall consist of the Vice President for Academic Affairs, who chairs the committee and six full-time, faculty members of the Faculty Association, one from each division. The Director of Admissions and Records shall be present at meetings as resource, hence non-voting, persons. The divisions shall elect their respective member.

Members shall serve two-year terms. Terms will be staggered. Members from the Divisions of Education; Science and Mathematics; and Business will be elected in even-numbered years, and members from the Divisions of Health, Physical Education, and Recreation; Liberal Arts; and Nursing will be elected in odd-numbered years. The group originally elected in their non-election year shall serve an initial term of one (1) year.

#### *Section C. Procedures*

The Committee shall report all recommendations for policy to the Faculty Senate.

#### *Section D. Meetings*

The Committee shall meet each semester as needed

### **Article XI. Standing Committee on Faculty Rights**

#### *Section A. Purpose*

The Standing Committee on Faculty Rights is the formal hearing committee for faculty grievances regarding issues of academic freedom, tenure, academic appointments, and dismissal as outlined in SBHE policy 605. The chair is elected annually by the membership from among their own number.

#### *Section B. Membership*

The membership of the committee shall consist of tenured members of the Faculty Association, one from each division and the Vice-President of Faculty Association/Senate. Division representatives serve five-year terms at staggered intervals. Each division shall elect their respective member. If an academic division does not have an eligible candidate for membership then this division may elect a tenured faculty member from another division to serve as their representative until a member of the unrepresented division is eligible or the five-year term is fulfilled. Division chairs, administrative officers, staff, and students are not eligible to serve on this committee.

#### *Section C. Procedures*

The duties of this committee are determined by the North Dakota State Board of Higher Education Regulations on Academic Freedom, Tenure, and Due Process.

#### *Section D. Meetings*

As necessary.

### **Article XII. Teacher Education Committee**

#### *Section A. Purpose*

1. The purpose of the Teacher Education Committee (TEC) is to support continuous improvement of the teacher education program through consistent reviews of the liberal arts curricula and academic and clinical requirements for teacher certification. The Teacher Education committee facilitates the development and improvement of all teacher education programs and determines the criteria for admission to the Educator Preparation Program (EPP). This committee formulates goals and objectives for teacher education curricula, reviews, approves and recommends new courses and programs to the Curriculum Committee, and establishes policies and procedures regarding clinical experiences.

This committee oversees program and curriculum development to guide continuous improvement, implementation, assessment and the division of responsibilities that demonstrate strategic partnerships that meet the needs of the Education Preparation Program (EPP).

#### *Section B. Membership Appointments*

1. Faculty membership on the Committee, and subcommittees, will be limited to persons with professional preparation and experience in teacher education. Subject to the objection of the Faculty Senate, the membership shall be appointed by the Dean and Chair of the Division of Education in consultation with the Vice President for Academic Affairs. Said appointments are effective with notification that they have been made to the President of the Faculty Association/Senate, no later than September 15. The Faculty Senate shall have one (1) month to note in writing to the Dean and Chair of the Division of Education its disapproval of any appointed member. The appointment process outlined above should be repeated in such instance for the appointment of a more suitable member. If the Faculty Senate does not act within one (1) month, the appointments shall be considered finalized.
2. The voting membership of this committee shall consist of a representative of each discipline offering a major in teacher education, a representative of the MAT, and five faculty from the Division of Education. The above members will have shared responsibility and voting rights. The Vice President for Academic Affairs is an Ex-Officio committee member.
3. The TEC shall meet at least twice per semester or as needed.

### *Section C. Conducting Business*

All business of the Teacher Education Committee shall be conducted in accordance with the following operating procedures:

1. A quorum for conducting business shall consist of a simple majority of the members of the Teacher Education Committee.
2. The meeting shall follow a written agenda provided to each member in advance of the meeting. Additional agenda items shall be accepted at the opening of the meeting with approval of the TEC members.
3. The TEC will have one meeting at the start of each semester designated to review student status for program admission and retention. The TEC will address student admission and retention issues as needed during subsequent TEC meetings throughout a semester.
4. The latest edition of *Roberts Rules of Order* shall be the governing rules of the TEC, except where those rules are altered by this Constitution or by-laws.
5. The convener of this Committee shall be the Dean and Chair of the Division of Education at MSU or his/her appointee. The members of the TEC shall designate a committee member as acting convener in case of the absence of the convener. The convener is responsible for all communication and distribution functions of the TEC. The convener shall be responsible for initiating the transaction of all business pertaining to the TEC and the distribution of information about all aspects of teacher education.

6. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.
7. Minutes of all TEC meetings shall be kept on the University's shared files system.
8. This Committee shall report all recommendations for policy involving faculty to the Faculty Senate.

### **Article XIII. Teacher Education Advisory Committee (TEAC)**

#### *Section A. Purpose*

1. The purpose of the Teacher Education Advisory Committee (TEAC) for Mayville State University education preparation programs is to help the MSU Division of Education ensure collaboration with P-12 partners in program design and delivery, and evaluation of the unit and programs. The TEAC will assist the Division to co-construct mutually beneficial P-12 school and community arrangements, including technology-based collaborations for clinical preparation and shared responsibility for continuous improvement of candidate preparation. The Committee will collaborate with the Division in establishing mutually agreeable expectations for candidate entry, preparation, and exit; ensuring that theory and practice are linked; maintaining coherence across clinical and academic components of preparation; and sharing accountability for candidate outcomes.
2. This Committee shall function as an advising body for teacher education policies and programs at Mayville State University by:
  - a. Safeguarding the institutional philosophy for teacher education in concert with current national and state standards and practices.
  - b. Monitoring teacher education policies and program practices for conformity to institutional philosophy, state and national standards, and responsiveness to educational needs.
  - c. Identifying and encouraging use of the most effective approaches to teacher education.

#### *Section B. Membership Appointments*

The Dean and Chair of the Division of Education or his/her appointee shall serve as the convener (hereafter referred to as the "convener") for the Committee and through that provide all support for communications, documentation and minutes of proceedings. The TEAC will be made up following representatives:

1. Secondary school (7-12) principal (1)
2. Elementary school Principal (1)
3. Currently practicing secondary teacher (1)
4. Currently practicing middle-level teacher (1)

5. Currently practicing elementary teacher (1)
6. Currently practicing early childhood teacher (1)
7. Student Education Association (SEA) President & Vice President (or SEA members designated to attend in their absence) (2)
8. School board member from a regional district (1)
9. Retired teacher or Community member (1)
10. Current member of the Teacher Education Committee (1)

Individuals will serve for two academic years on the Committee by invitation of the Dean and Chair of the Division of Education or his/her appointee and be eligible to serve for an additional term.

### *Section C. Conducting Business*

Regular Meetings: The regular meetings of the TEAC shall be held a minimum of twice per year during the academic year of the MSU calendar. Specific times and locations of regular meetings shall be communicated in writing to all members prior to each meeting.

Special Meetings: A special meeting of the TEAC may be called at a designated time by the convener. The specific times and locations of special meetings shall be communicated in writing at least five school days prior to the special meeting.

All business of the TEAC during both regular and special meetings is open to the MSU community and shall be conducted in accordance with the following operating procedures:

1. A quorum for conducting business shall consist of a simple majority of the members of the TEAC.
2. The meeting shall follow a written agenda provided to each member in advance of the meeting. Additional agenda items shall be accepted at the opening of the meeting with approval of the TEAC members.
3. The latest edition of *Roberts Rules of Order* shall be the governing rules of the TEAC, except where those rules are altered by this Constitution or by-laws.
4. The convener of this Committee shall be the Dean and Chair of the Division of Education at MSU or his/her appointee. The members of the TEAC shall designate a committee member as acting convener in case of the absence of the convener. The convener is responsible for all communication and distribution functions of the TEAC. The convener shall be responsible for initiating the transaction of all business pertaining to the TEAC and the distribution of information about all aspects of teacher education.
5. The convener may designate a parliamentarian of his/her choice to advise the convener on the points of order during the meetings.

6. Minutes of all TEAC meetings shall be kept by the convener and sent in writing to all members within ten school days following the meeting.

*Section D. Ad hoc Committee*

Ad hoc committees shall be created by action of the TEAC as specific needs and issues arise. The committees shall be comprised of members of the TEAC with respect to representation to the group which is affected by the issue and a representative from the Educator Preparation Program at the University.

**Article XIV. Athletic Committee**

*Section A. Purpose*

The Athletic Committee counsels the Athletic Department in the promotion of high academic standards and class attendance rates for athletes. The Athletic Committee shall report to the Faculty Association on any plans or actions.

*Section B. Membership*

The members of this Committee shall consist of the Vice President for Business Affairs, three (3) faculty/staff members appointed by the Vice President for Business Affairs with the advice and consent of the Faculty Senate and providing equitable gender representation, the Athletic Director, the Faculty Athletic Representative (FAR) to the conference, and two (2) students appointed by the Student Senate, one male and one female.

The faculty/staff members shall serve a two (2) year term on the Committee. Nominations for the appointments of new faculty/staff members to this committee need to be submitted by the Vice President of Business Affairs to Faculty Association President before the August Faculty Association meeting.

A faculty member on this committee must chair this committee.

*Section C. Meetings.*

The Committee shall meet each semester.

**Article XV. Council of College Faculties**



The Council of College Faculties is a structure of the North Dakota University System with faculty representation from each campus, representatives serving three (3) year terms. Association members who have held membership two (2) full academic years prior to taking office are eligible to serve. The Mayville State University representative shall be nominated and elected in the same manner and timing as the officers of the Association and will become a member of the Faculty Senate. Term of membership begins June 1.

The representative shall attend Council of College Faculties meetings or send a Senate-approved alternate to be named at the beginning of each year. The representative shall report the actions and concerns of the Senate/Association to the Council and shall report the actions and concerns of the Council to the Senate/Association.

## **Article XVI. Amendments**

Amendments to or revisions of the Constitution must be proposed in writing at a regular meeting of the Faculty Association one (1) month prior to voting on the above. Amendments may be adopted and submitted to the president upon a two-thirds vote of the membership at any Faculty Association meeting.

### *By-Laws*

1. Amendments to or revisions of the By-laws of this Constitution are subject to the same procedures as listed in Article XXII except that only a simple majority is required.
2. Ex-Officio Membership. Ex-officio (non-voting) membership shall consist of the University President, Vice President for Academic Affairs, Vice President for Student Affairs, and the Vice President for Business Affairs.