

Dakota College at Bottineau Staff

Senate Constitution

Article I: Name

The name of the organization shall be the “Staff Senate of Dakota College at Bottineau (DCB).”

Article II: Authority, Mission, and Purpose

A. Authority

The Staff Senate was established with the encouragement and approval of the President of Minot State University and the Dean of Minot State University- Bottineau Campus (now Dakota College at Bottineau) in May 2001.

B. Mission

The Staff Senate is established to be a representative body of the institution’s staff. The Senate shall strive to promote communication between the Dean, other administrators, and staff. The Senate shall also inform and serve the staff of Dakota College at Bottineau.

C. Purpose

To foster a spirit of unity, pride, and cooperation by being recognized equally with Faculty Senate and Student Senate as participants in advising college administration.

1. To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern.
2. To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in college affairs.
3. To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, staff development, and other pertinent issues.
4. To involve staff representatives in the operation of the college, and to increase awareness of interrelating problems and opportunities and take part in discussions.

Article III: Membership

The Senate shall consist of all members of the staff of DCB. Seven members of the Staff Senate shall constitute a quorum. To conduct the business of the Staff Senate a quorum must be present.

Article IV: Officers

Officers of the Senate shall be President, Vice-President, and a Secretary-Treasurer.

Article V: Bylaws

The Senate may propose to adopt or amend such Bylaws as may be required for the accomplishment of its mission.

- A. **Advisory Status of the Senate**
In fulfilling its stated objectives and purposes, the Senate shall be advisory to the Dean of the Institution.
- B. **Election of Officers**
 - 1. Staff senate will nominate and vote for the following officers:
 - i. Vice-President
 - ii. Secretary-Treasurer
 - 2. The officers will be known as the Executive Committee of the Staff Senate. Each elected office is to be a staff member. To be eligible for the Vice-Presidency, the nominated member must have been a staff member for 1 year and regularly attend meetings.
 - 3. Election of Senate Officers shall be held at the regular May meeting.
 - 4. Officers will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.
 - 5. The Senate declares an office vacant when an officer is unable to perform or improperly performs the duties of the office. All Senate offices vacated shall be filled by a special election at the first regular Senate meeting following the vacancy.
- C. **Duties of the Officers**
 - 1. **The President**
 - i. Presides over all meetings of the Staff Senate.
 - ii. Ensures that all Staff Senate activities are conducted in a professional manner.
 - iii. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate.
 - iv. Ensures that all actions conform to the Senate Constitution and Bylaws.
 - v. Is the spokesperson for the Staff Senate at meetings and functions.
 - vi. Serves as the direct communication liaison between the Dean of the Campus and the Staff Senate.
 - vii. Is responsible for establishing an agenda for all meetings and overseeing the distribution of the agenda to all staff members prior to each Staff Senate meeting.
 - viii. Serves as a representative on the NDUS Staff Senate.
 - ix. Serves as a member of standing committees, as appointed.
 - 2. **The Vice-President**
 - i. Presides in the absence of the President.

- ii. Assumes the duties of the president for the unexpired term in the event the president is unable to complete the term of office.
- iii. Carries out additional duties as assigned by the President.
- iv. Assumes the role of President at the end of the President's term immediately following the May meeting.
- v. Serves as a representative on the NDUS Staff Senate.
- vi. Serves as a member of standing committees, as appointed.

3. The Secretary-Treasurer

- i. Takes and maintains minutes and attendance of each meeting for the Staff Senate.
- ii. Publishes and distributes the minutes of each Staff Senate meeting to all staff members within five working days.
- iii. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions.
- iv. Receives and keeps all communications and reports to and from the Staff Senate.
- v. Files copies of the Staff Senate minutes and special reports with the Office of the Campus Dean and shall pass on a duplicate file to the succeeding secretary.
- vi. Is primarily responsible for the Staff Senate's fiscal affairs including the staff scholarship.

4. Ex-Officio

- i. Serves as a representative on the NDUS Staff Senate.
- ii. Attends regular Staff Senate meetings.

D. Staff Senate Officers

The Staff Senate officers shall:

- 1. Serve as the executive committee of the Staff Senate.
- 2. Set the yearly calendar of Senate meetings and activities.
- 3. Ensure that the Constitution is followed.
- 4. Receive information from Senators, staff members, or the Dean of the Campus for consideration at Staff Senate Meetings.
- 5. Maintain records of Senate activities and decisions.
- 6. Provide information regarding Senate activities to the Dean of the Campus and to the staff.

E. Sub-Committees

The Staff Senate President shall appoint sub-committees as necessary to conduct Senate business. Sub-committees shall consist of a minimum of three staff members. They will be responsible to the Senate, and perform duties determined by the Senate.

F. Meetings and Actions

The Senate shall normally meet monthly and on call of the President. Seven members shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the Dakota College at Bottineau Staff Senate.

1. Meetings of the Senate shall be open, and an invitation will be sent to the Campus Dean.
2. A record of proceedings at meetings shall be kept and, upon request and under reasonable conditions, shall be made available by the secretary of the Senate.
3. Senators shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next meeting.

G. Dissolution

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the Dean of the Campus.

Article VI: Amendments to the Constitution

- A. Proposals for amending the Constitution may be initiated by:
 1. The Dean of the Institution; or
 2. Simple majority vote during scheduled staff senate meeting; or
 3. A petition signed by ten percent (10%) or more of all staff.
- B. Amendments shall be approved by a simple majority of the Staff Senate after the amendment has been presented and approved after two readings and approval by the Administrative Council.
- C. Proposed amendments shall not conflict with laws, rules and regulations of the State Board of Higher Education or the North Dakota Century Code.