

Bemidji State University Faculty Association

By-Laws

Article I: Elections

Section A: Balloting

Election shall be by mailed ballot. The candidate receiving a simple plurality of the vote for each position shall be declared elected.

Section B: Publication of Results

In the case of a general referendum, all propositions shall appear on the ballot in the form authorized by the Executive Board and the Committee on Committees shall publish the number of votes cast for and against any proposition. In the case of an election, the Committee on Committees shall publish after each ballot and tally of the votes and the name of the candidate who has been elected or whose name will appear on any subsequent ballot. No tally of votes polled by defeated candidates shall be published, but such information shall be placed on file in the office of the BSUFA president and shall be open to any member of the BSUFA.

Section C: Terms of Officers

The terms of the president, the vice president, the negotiator, and one of the two directors shall end on the first duty day of the academic year in each even-numbered calendar year. The terms of the secretary, the treasurer, the grievance officer, and the other director shall end on the first duty day of the academic year in each odd-numbered calendar year.

Article II: General Meetings of the BSUFA

Section A: Special Meetings

Special meetings of the BSUFA may be called by the President, a majority of the Executive Board, or by a petition signed by at least twenty-five BSUFA members.

Section B: Notice

Notice and agenda of all BSUFA meetings, regular or special, shall be mailed to the membership at least three days prior to the meeting.

Section C: Quorum

When the BSUFA acts on any policy or action of the Senate or Executive Board, and only if a review of that policy or action is on the agenda for that meeting, a quorum shall be constituted by twenty-five percent of the membership. Otherwise, the membership present shall constitute a quorum.

Section D: Voting

Only members in attendance shall be permitted to vote. Voting by proxy will not be allowed.

Section E: Referendum

If twenty-five percent of the members of the BSUFA sign a petition objecting to a decision of the Senate, and if a majority of Senate members hold to the initial Senate position, the Senate shall submit the matter to the members of the BSUFA for referendum within ten days of receipt of the petition. A majority of those BSUFA members casting ballots shall be sufficient to decide the matter and the Senate shall be bound by the result of the referendum. The initial decision of the Senate shall prevail until the result of the referendum is announced by the BSUFA president, which shall be no later than twenty days after a petition is first submitted to the Senate.

Article III: Apportionment of Senate Seats

Section A: Representation by Academic Departments and Equivalent Units

Senators shall be elected from within academic departments or equivalent units. The number of Senate seats accorded to each such unit shall be based on the number of full-time faculty positions within the unit according to the seniority roster. The academic departments or equivalent units, for the purposes of the Article, are the following:

Subsection 1: College of Arts and Letters (CAL):

English

History

Mass Communication (Radio and Television Broadcasting, and Journalism)

Modern and Classical Languages (French, Spanish, German, Russian, Ojibwe)

Music (Vocal and Instrumental)

Philosophy

Theatre and Speech Communication

Visual Arts

Subsection 2: College of Professional Studies (COPS):

Accounting

Business Administration

Health, Physical Education (Men's and Women's) and Recreation

Industrial Technology (Industrial Education and Industrial Technology)

Professional Education (Educational Foundations, Elementary Education, Special Education, Child Development Training Program, and Environmental Education and Interpretation)

Subsection 3: College of Social and Natural Sciences (SNS):

Biology (Biology and Earth Science)

Chemistry

Criminal Justice

Economics

Environmental Studies

Geography/ Political Science

Mathematics and Computer Science

Nursing

Physics

Psychology

Social Relations and Services (Anthropology, Sociology, and Social Work)

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Subsection 4: Student and Academic Support unit (SAS):

Counseling

Educational Development Center

Indian Studies

Library

Upward Bound

Section B: Pools

Any unit numbering fewer than six full-time faculty positions will join a pool for purposes of Senate representation, comprising all units within the same college with fewer than six full-time faculty positions; if a unit numbering fewer than six is not within a college, it joins a pool with all other such small units that are not within colleges either.

Section C: Numbers of Seats

Each department, other unit or pool may elect senators according to the number of full-time faculty positions that it comprises, as follows:

6-11: 1 Seat

12-17: 2 Seats

18-23: 3 Seats

24-29: 4 Seats

Section D: Updating Apportionment

Each odd-numbered year, the Committee on Committees shall review and update the census of full-time faculty positions within the various Units on the basis of the current seniority roster, and shall present to the Senate any proposed changes in representation at a time conveniently preceding the election of senators.

Article IV: Senate Meetings

The Senate shall regularly meet monthly, on the first Monday of the month that is a duty day, at 4:00 p.m.

Article V: Committees

Section A: Charge and Structure of College and Unit Membership Committees

Subsection 1: Academic Affairs Committee

a. Committee Charge:

i. To protect the rights and professional obligations of faculty in the academic process, including principles of freedom to teach and freedom to learn;

ii. To protect faculty rights in determining admissions requirements, academic requirements for graduation, and approval of candidates for degrees;

iii. To protect faculty rights to their intellectual property;

iv. To promote academic excellence, integrity, and standards, within the institution;

v. To preserve the integrity and unique character of the institution;

vi. And to work with the Curriculum, Liberal Education, and Graduate Committees to accomplish these goals.

vii. The Academic Affairs Committee will provide two (2) members to serve on the University Academic Affairs Committee, one (1) member to serve on the University Recruitment and Retention Committee, and one (1) member to serve on the University Outreach and Partnership Committee.

b. Committee Composition:

The seven-member committee will include

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

--2 members from the College of Professional Studies

--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 2: Academic Computing Committee

a. Committee Charge:

i. To review the needs and priorities of academic computing and make recommendations on academic computing to the Senate;

ii. And to serve as a resource for faculty representatives to University wide committees.

iii. The Academic Computing Committee will provide three (3) members to serve on the University Computing, Technology, and Learning Resources Committee.

b. Committee Composition:

The seven-member committee will include

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

--2 members from the College of Professional Studies

--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 3: Action Committee

a. Committee Charge:

i. On local issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the BSUFA Executive Board and with the consent of the BSUFA Senate;

ii. On statewide issues, to execute and implement coordinated actions consistent with collective bargaining activities and goals set by the IFO Board of Directors;

iii. To maintain contact and communication with other institutions governed by the Master Contract;

iv. And to include as actions such activities as – but not limited to – letter writing, bannering, and picketing.

b. Committee Composition:

The seven member committee shall consist of

--President of the BSUFA

--Vice President of the BSUFA

--Co-Chairs of the Governmental Relations Committee

--Chair of Committee on Committees

--Chair of Budget

--Chair of Student Services Committee

c. Committee Term: 3 years

d. Additional Requirements

i. Should any chair be unwilling to serve, a committee member may replace that individual.

ii. The Committee will meet at the pleasure of the BSUFA president who shall serve as chair of the Committee.

Subsection 4: Budget, Finance and Allocation Committee

a. Committee Charge:

i. To review current budget and allocation practices;

ii. To review the projected budget for the coming biennium;

iii. To make recommendations to the BSUFA Senate, appropriate and university-wide committees;

iv. And to serve as a resource for faculty representatives to the University Budget and Resource Committee and the University Recruitment and Retention committee.

v. The Budget, Finance and Allocation Committee shall provide (3) members to serve on the University Budget and Resource Allocation Committee and one (1) member to serve on the University Recruitment and Retention Committee.

b. Committee Composition:

The seven-member committee shall consist of

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

--2 members from the College of Professional Studies

--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 4: Committee on Committees

a. Committee Charge:

i. To encourage nominations for standing and ad hoc committees of the BSUFA Senate;

ii. To administer all BSUFA elections;

iii. And to make recommendations to the Senate on the duties, terms of office, and responsibilities of the various committees.

b. Committee Composition:

The seven-member committee shall consist of

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

- 2 members from the College of Professional Studies
- 1 member from the Student and Academic Support unit

c. *Committee Term: 3 years*

Subsection 5: Constitutional Review Committee

a. *Committee Charge*

- i. *To review proposed revisions to the BSUFA Constitution at such times as the committee is constituted under the provisions of the existing BSUFA Constitution;*
- ii. *To make recommendations for action to the BSUFA about proposed revisions to the BSUFA Constitution within the timelines established by the existing BSUFA Constitution;*
- iii. *And to serve as a rules committee for the Senate, interpreting the BSUFA Constitution and making appropriate recommendations to the Senate.*

b. *Committee Composition:*

The seven member committee shall consist of

- 2 members from the College of Arts and Letters
- 2 members from the College of Social and Natural Sciences
- 2 members from the College of Professional and Applied Studies
- 1 member from the Student and Academic Support Unit

c. *Committee Term: 3 years*

Subsection 6: Curriculum Committee

a. *Committee Charge:*

- i. *To examine all course and program changes and to make recommendations concerning them to the BSUFA and Senate;*
- ii. *To review periodically all existing courses and programs;*
- iii. *To cooperate with departmental and college curriculum committees in matters concerning curriculum;*
- iv. *And to cooperate with the Teacher Education Committee in matters concerning the teacher education curriculum.*
- v. *The Curriculum Committee shall provide one (1) member to serve on the University Academic Affairs Committee.*

b. *Committee Composition:*

The seven member committee shall consist of

- 2 members from the College of Arts and Letters
- 2 members from the College of Social and Natural Sciences

*--2 members from the College of Professional and Applied Studies
--1 member from the Student and Academic Support unit*

c. Committee Term: 3 years

Subsection 7: Governmental Relations Committee

a. Committee Charge:

i. To develop and recommend, in accordance with the BSUFA Executive Board and with Senate approval, language and rationale for potential legislation, a legislative platform, and legislative funding;

ii. To contact legislators to implement such policies with approval of the Senate and Executive Board;

iii. And to report to the BSUFA Executive Board and Senate information that may bear on pending legislative actions, policies, and so forth.

iv. The Governmental Relations Committee shall provide two (2) members to serve on the University Outreach and Partnership Committee.

b. Committee Composition:

The seven-member committee shall consist of

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

--2 members from the College of Professional Studies

--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 8: Graduate Studies Committee

a. Committee Charge:

i. Recommend all policies and procedures for the administration of graduate studies;

ii. To act as the graduate curriculum committee, overseeing with exclusive committee authority all changes in the graduate curriculum, including all graduate courses, workshops, institutes, and so forth;

iii. And report all actions in the form of an annual report to the BSUFA Senate.

iv. The Graduate Studies Committee shall provide one (1) member to serve on the University Academic Affairs Committee.

b. Committee Composition:

The eight-member committee shall consist of
--1 graduate faculty member from Education
--1 graduate faculty member from English
--1 graduate faculty member from Industrial Arts
--1 graduate faculty member from the Library
--1 graduate faculty member from Mathematics/Computer Science
--1 graduate faculty member from Physical Education
--1 graduate faculty member from Science/Environmental Studies
--1 member-at-large to be drawn from the graduate faculty of departments offering graduate courses, but not a graduate degree.

c. Committee Term: 3 years

Subsection 9: Liberal Education Committee

a. Committee Charge:

- i. To plan and to undertake research on liberal education theories, methods of teaching, assessment, and so forth;*
- ii. To coordinate an ongoing process of faculty and student discussions, symposia, lectures and staff development concerning liberal education;*
- iii. To propose to the Senate further revisions and improvements in liberal education;*
- iv. To establish on-going liaison with the appropriate committees regarding problems in the area of student requests and petitions concerning liberal education;*
- v. To propose to the Curriculum Committee for Senate action procedures for assuring the appropriateness of courses offered for liberal education credit;*
- vi. And to evaluate proposals for experimental courses and to be responsible for establishing criteria for quality control and standards for evaluating the effectiveness of courses taught on an experimental basis.*

b. Committee Composition:

The seven-member committee shall consist of
--2 members from the College of Arts and Letters
--2 members from the College of Social and Natural Sciences
--2 members from the College of Professional Studies
--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 10: Professional Improvement and Development Committee

a. Committee Charge:

- i. To meet with the university Vice President for Academic Affairs, or a representative thereof, to review current policies for facilitating faculty improvement, including those on sabbatical leaves, faculty improvement grants, professional improvement leaves, and faculty travel;*
- ii. To make recommendations to appropriate committees for consideration in contract negotiations, meet and confer sessions, and grievance proceedings;*
- iii. To oversee the activities of the Center for Professional Development, attend and participate in meetings of the Center, and, make recommendations and establish priorities and policies for the Center;*
- iv. To establish priorities and policies concerning grant activities undertaken by the Center;*
- v. And to make recommendations to the vice president for academic affairs concerning appointments to the staff of the Center for Professional Development.*
- vi. The Professional Improvement and Development Committee shall provide one (1) member to serve on the University Budget Resource Committee and one (1) member to serve on the University Outreach and Partnership Committee.*

b. Committee Composition:

The seven-member committee shall consist of
--2 members from the College of Arts and Letters
--2 members from the College of Social and Natural Sciences
--2 members from the College of Professional Studies
--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 11: Student Services Committee

a. Committee Charge:

- i. To review the needs and priorities of student services and make recommendations to the Senate on student services policies and procedures;*
- ii. And to serve as a resource for faculty representatives to University wide committees.*
- iii. The Student Services Committee shall provide one (1) member to serve on the University Computing, Technology, and Learning Resources Committee, one (1) to serve on the University Recruitment and Retention Committee, and two (2) members to serve on the University Student Services Committee.*

b. Committee Composition:

The seven-member committee shall consist of
--2 members from the College of Arts and Letters
--2 members from the College of Social and Natural Sciences
--2 members from the College of Professional Studies
--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Subsection 12: Teacher Education Committee

a. Committee Charge:

i. To review for approval or disapproval courses which have been submitted for teacher education by departments within the university;

ii. And to forward to the Curriculum Committee courses which have been approved for teacher education within the university.

b. Committee Composition;

The seven-member committee shall consist of

--2 members from the College of Arts and Letters

--2 members from the College of Social and Natural Sciences

--2 members from the College of Professional Studies

--1 member from the Student and Academic Support unit

c. Committee Term: 3 years

Article VI: Ratification and Amendment of the By-Laws

Ratification of the By-Laws shall require publication in full to all members of the BSUFA any proposed changes. Such changes will be presented and discussed at a regularly scheduled senate meeting. At the next regularly scheduled senate meeting a vote on the proposed by-laws will be taken. Proposed changes must be supported by two-thirds of the senators voting. Amendment of the by-laws shall follow the same procedure.

Article VII: Parliamentary Authority

In all meetings of the BSUFA, Senate, Executive Board, and committees of the Senate or BSUFA, the standard of parliamentary authority shall be Robert's Rules of Order Newly Revised, 1990, or the latest edition accepted and approved by the Executive Board.