

# **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  
Indian Studies  
Mass Communication (Radio & Television Broadcasting, and Journalism)  
Modern Languages (French, Spanish, German, & Ojibwe)  
Music  
Philosophy  
Theatre & Communication Arts  
Visual Arts

Subsection 2: College of Professional Studies (COPS):

Accounting  
Business Administration  
Physical Education, Health, & Sport  
Professional Education  
Technological Studies

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

Biology  
Chemistry  
Criminal Justice  
Economics

Environmental, Earth, & Space Studies  
Geography & Political Science  
Mathematics and Computer Science  
Nursing  
Physics  
Psychology  
Social Relations and Services (Anthropology, Sociology, and Social Work)

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

Counseling  
TRIO/Student Support Services  
Library

**Section B: Pools**

Any unit numbering fewer than five full-time faculty positions will join a pool for purposes of Senate representation, comprising all units within the same college with fewer than five full-time faculty positions; if a unit numbering fewer than five 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:

5-9: 1 Seat  
10-14: 2 Seats  
15-19: 3 Seats  
20-24: 4 Seats

**Section D: Updating Apportionment**

Each odd-numbered year, the Rules Committee 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 5: 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 6: 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 7: 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 8: 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 9: 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 10: Rules Committee

a. Committee Charge:

- i. to propose on its own initiative revisions to the BSUFA Constitution & Bylaws and to make recommendations regarding such proposals as directed by the BSUFA Senate;
- ii. to draft specific amendments to the BSUFA Constitution and Bylaws as directed by the BSUFA Senate;
- iii. to maintain the Rules of the BSUFA Senate by informing Senators of the Parliamentary Rules by which the Senate will operate at the beginning of each academic year and to undertake revisions of these rules as directed by the BSUFA Senate;
- iv. to administer the nominations and elections process for all BSUFA offices, Senate and BSUFA committee positions;
- v. to maintain the public record regarding the terms of office for all BSUFA Officers, Senators, and BSUFA Committee Members;
- vi. to encourage BSUFA members to participate in the BSUFA government by running for positions in the BSUFA, Senate, and its Committees;
- vii. to encourage the dissemination of knowledge about parliaments and parliamentary rules.

b. Committee Composition

BSUFA Vice President (ex-officio)  
Senate Parliamentarian (ex officio)  
--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: Three 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: Amendment of the By-Laws**

The Bylaws may be amended by a simple two-thirds vote of the BSUFA Senate.

### **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.