

**COLLEGE SENATE  
OF  
NORTH COUNTRY COMMUNITY COLLEGE**

**BYLAWS**

**SPRING 2009  
REVISION AS OF 04/23/2009  
Amendments added Sept. 2010  
Amendments added Jan 2014  
Amendments added April 2014  
Amendments added May 2015**

**ARTICLE I—Establishment of Organization:**

The name of the governance body shall be the “College Senate of North Country Community College.”

**ARTICLE II—Purpose of the Organization:**

To provide a representative governing body of the faculty, administration, staff, and students of the College who meet to review, discuss, and advise on issues pertaining to College policies and procedures. The governing body promotes interdisciplinary understanding of College policy, and supports the judicious, yet expedient operation of the policy-making process.

*In no instance shall the membership, procedures, or decision of any Committee established by and through the collective bargaining agreement be subject to the review process contained in these Bylaws.*

**ARTICLE III—Composition of the Senate:**

- A. President of the College or designee (ex-officio)
- B. All Vice Presidents of the College (ex-officio)
- C. Student Trustee
- D. Chair of each Standing Committee
- E. Three Student representatives (one from each campus)
- F. **Four** Non-Teaching Professional representatives
- G. **One** Management Confidential representative
- H. Two Adjunct Instructor representatives
- I. Twelve Full-Time Teaching Faculty representatives
- J. Two Classified Service representatives
- K. FCCC Representative
- L. NCCC Association Representative
- M. NCCC Foundation Representative

**ARTICLE IV—Representatives:**

- A. Terms of Office/Elections:
  - 1. Elected and appointed representatives serve for two years (with the exception of students), with approximately one-half elected annually.
  - 2. If unable to attend a meeting, members will appoint a delegate.
  - 3. Representatives are elected by written ballot by the voting members of the group represented and presented to the Senate at the April meeting.
  - 4. Voting Senate members will elect an FCCC alternate every two years, for a two- year term.
- B. Responsibilities of Representatives:

To bring to the Senate concerns of their constituency, to attend all meetings, and to report to constituents.

**ARTICLE V—Officers:**

- A. The Officers of the College Senate are the Chair, Vice-Chair, and Secretary. All must be full-time employees of the College.
- B. Terms of Office/Election:
  - 1. Officers are elected by the Senate to serve a one-year term.

2. Nominations for Officers are made at the April meeting with additional nominations allowed at the May meeting.
3. Elections are held at the May meeting by written ballot. Officers must receive a majority of the votes cast.

C. Vacancies:

In the event of vacancies, special elections shall be held as soon as possible.

D. Responsibilities of Officers:

1. **Chair:**

- a. To convene the first Senate meeting during the faculty work week of each semester, and to call and preside over regular and special meetings of the Senate. The Chair only votes in the case of a tie.
- b. To meet with the Chairs of Standing Committees at the beginning of each year to outline committee duties and discuss common concerns and goals.
- c. To serve as ex-officio member of each Standing Committee to prevent duplication of effort by committees, to assist with committee charges, and to keep the campus constituency apprised of all pertinent information.
- d. To meet with and present regular reports to the President, summarizing the work and concerns of the Senate.
- e. To contact members of the Senate for email votes when necessary if the College is not in session.
- f. To communicate with the Board of Trustees when requested.
- g. **Serve on any College level committees (such as President's Council) where Senate representation would be necessary or beneficial. Can be assigned to a designee if necessary.**
- h. To perform such other duties as are usually attributable to this office or requested by the Officers or Senate.

2. **Vice-Chair:**

- a. To preside over the Senate in the absence of the Chair.
- b. **To distribute the agenda and any related materials for Senate meetings at least one week before regular meetings and at least three days before special meetings.**
- c. To share ex-officio membership on each Standing Committee as directed by the Chair.
- d. **To share in serving on any College level committees with the Chair of the Senate as needed.**
- e. To perform other duties as assigned by the Chair and/or Senate.

3. **Secretary:**

- a. To distribute, in electronic form, minutes of the Senate meetings **at least one week before the next meeting of the Senate.**
- b. To perform other duties as assigned by the Chair and/or Senate.

4. **Information Officer**

- a. **To maintain and archive Senate records on Committee Commons or other electronic location that is accessible by all employees of the College.**
- b. **To work with all Senate Committees to make sure all necessary information is retained for the Senate.**

**Article VI – The Executive Committee:**

- A. Members of the Executive Committee shall include the Senate Chair, Vice Chair, Secretary, **Information Officer**, FCCC representative, a Senator-at-large, **a Student Representative**, a Chair from one of the Senate standing committees, and the immediate past Chair of the College Senate (ex-officio).
- B. Terms of Office/Elections:
  1. Executive Committee members are elected by the Senate and serve a one- year term.
  2. Nominations for Executive Committee members are made at the April meeting with additional nominations allowed at the May meeting.
  3. Elections are held at the May meeting by written ballot.

- C. Responsibilities of the Executive Committee:
  - 1. To advise the officers about the Senate agenda
  - 2. To work with Committee Chairs to establish goals for the various standing committees of the Senate.

**ARTICLE VII—College Senate Procedures:**

- A. To conduct Senate business under *Robert's Rules of Order*.
- B. To convene at least twice per semester.
- C. A Quorum consists of a simple majority of the Senate membership.
- D. Open Senate Meetings:
  - 1. Meetings of the Senate will be open. If a member of the Senate feels the need for a closed meeting, a motion to go into Closed Session must be made and seconded, and may be subject to debate. A simple majority of voting members present is required to pass a motion to go into Closed Session.
  - 2. Non-members of the Senate may attend and participate when recognized by the Senate Chair, but do not have a vote.
- E. College Senate Actions:
  - 1. All formal recommendations of the College Senate are communicated in writing to the appropriate administrator.
- F. A special meeting may be called by the Chair or by petition of twenty percent of the Senate members. The meeting will be scheduled within ten business days with agendas distributed at least three days prior to the meeting. Regular business shall not be transacted at a special meeting.
- G. To produce a plan of action for the next year, and establish, by May, meeting dates of the Senate for the academic year.

**ARTICLE VIII – Committees:**

- A. Duties and Responsibilities of Standing and *Ad Hoc* Committees:
  - 1. To meet at least once per semester.
  - 2. To communicate as appropriate with various offices to facilitate update of College website and catalog information.
  - 3. To email agenda for regular meetings to college employees one week before each meeting, and at least three days before special meetings.
  - 4. To submit committee recommendations to the Senate Chair.
  - 5. To post minutes on the College portal and forward a copy to the Senate Secretary and committee members within one week of the meeting.
  - 6. To provide a summary of committee activities for the year, including recommendations to present to the Senate before the end of the school year. The report shall be posted on the College portal for the College Community.
- B. Committee Membership:
  - 1. All employees of the College are eligible and encouraged to serve on Standing Committees and do not need to be members of the College Senate to do so. To invite participation in the College governance system, two weeks prior to the start of the academic year, an email will be sent to the College community announcing the vacancies and descriptions of each Standing Committee.

2. At the first College-wide meeting of the academic year, College members may choose on which committees they would like to serve.
3. The Student Government Association facilitates election of students for committee work.
4. Committee members serve a two-year term with a staggered rotation date.
5. All committee meetings are open; non-voting representatives are welcome to participate and discuss items in open meetings.
6. The Chair of the Senate fills committee vacancies as needed.
7. Members are not expected to participate on more than two committees.
8. The Chair of the Senate designates a convener for each committee, who arranges the first meeting for their respective committees.
9. The chair of any subcommittee should be a member of the Standing Committee.

C. Chairs and Recorders:

1. Chairs are elected by members of the committee annually, **in April**.
2. **Each committee can decide how it wants to record minutes, a formal Recorder, alternating Recorders, etc.**
3. Chairs set and distribute the agenda for each meeting, notify committee members via email, conduct the meeting, and report committee actions to the Senate.
4. Meetings follow *Robert's Rules of Order*, with a quorum consisting of a majority of committee membership.
5. The Recorder takes and distributes minutes to committee members and the Senate Secretary.

D. Standing Committees:

Academic Policy/Standards Committee  
 Assessment Committee  
 Campus and Student Life Committee  
 Curriculum Committee  
 Advising Committee  
 Enrollment/ Committee  
 Long-Range Planning and Budget Committee  
 Faculty/Staff Development Committee  
 Governance Committee  
 Executive Committee

1. Academic Policy/Standards Committee:

- a. Recommended membership shall include:
  - 1) Five full-time Faculty (should be distributed among various disciplines)
  - 2) One Non-Teaching Professional (NTP)
  - 3) One Adjunct Faculty
  - 4) One Management Confidential representative

b. Purpose:

The Academic Policy and Standards Committee recommends policy and criteria in all areas of academic standards such as graduation, discipline, probation, and readmission for all programs and courses offered in all divisions of the College.

2. Assessment Committee:

- a. Recommended membership shall include:
  - 1) Five full-time Faculty (should be distributed among various disciplines)
  - 2) One Non-Teaching Professional (NTP)
  - 3) One Adjunct Faculty
  - 4) One Management Confidential representative

- b. Purpose:  
The Assessment Committee recommends policies governing the assessment procedures for all areas of the College. The committee coordinates the implementation of any assessment plans and reviews the results of the plan, recommending any changes related to assessment procedures.
3. Campus and Student Life Committee:
- a. Recommended membership shall include:
    - 1) Five full-time Faculty (should be distributed among various disciplines)
    - 2) One Office of Campus and Student Life representative
    - 3) One Management Confidential representative
    - 4) One Classified Service representative
    - 5) Four Students (one from each campus, one from Residential Hall Senate)
  - b. Purpose:  
The Campus and Student Life Committee recommends policies affecting the quality of College life and establishes an environment conducive to learning.
4. Curriculum Committee:
- a. Recommended membership shall include:
    - 1) One full-time Faculty from each instructional area (At least 11 members, with all divisions represented)
    - 2) One Student Services representative
    - 3) One Enrollment Management representative
    - 4) One Records Office representative
    - 5) One Library representative
  - b. Purpose:  
**It is the mission of the Curriculum Committee to help maintain the integrity of the College curricula consistent with the College mission, by utilizing the collective knowledge, skills, and abilities of the College's faculty and professional staff in providing the College with an effective and efficient method and process in which curriculum is developed, maintained, modified, and forwarded to the College Administration for approval and implementation.**
5. Enrollment Committee:
- a. Recommended membership shall include:
    - 1) Six full-time Faculty (one person selected from each of the following areas: Nursing, Massage, and Radiology areas, and as much as possible the rest should be distributed among other areas of the College)
    - 2) One Non-Teaching Professional (NTP), preferably an LAC representative
    - 3) One Enrollment Management representative
    - 4) One Records Office representative
    - 5) One Management Confidential representative
    - 6) Two Students (from different disciplines)
  - b. Purpose:
    - b. The Enrollment Committee recommends policy involving recruiting, enrollment standards, and retention and works closely with the Advisement Committee.
1. Advising Committee:
- a. Recommended membership shall include:
    - 1). Six full-time Faculty
    - 2). One Non-Teaching Professional

- 3). One Enrollment Management representative
- 4). One Records Office representative
- 5). One Management Confidential representative
- 6). Two students (from different disciplines)

c. Purpose:

The Advising Committee recommends policy and procedures involving advisement and retention and works closely with the Enrollment Committee.

7. Long-Range Planning and Budget Committee:

a. Recommended membership shall include:

- 1). Five full-time Faculty (should be distributed among various disciplines)
- 2). One representative each from: the Library, the LAC, and Student Services
- 3). One Adjunct Faculty
- 4). One Classified Service representative
- 5). One Management Confidential representative, preferably a facilities manager
- 6). Three Students (one from each campus)

b. Purpose:

The Long-Range Planning and Budget Committee recommends policies governing the development and implementation of the College's strategic and other long rang plans and budget.

The Long-Range Planning and Budget Committee's main task is to assist all areas to align operations to support the college's strategic plan by doing the following:

- Reviewing division budget proposals and recommending changes, where deemed appropriate.
- Tracking current year revenue/spending vs. budget and making recommendations to keep the two aligned.
- Reporting to the Senate on budget/planning issues and decisions
- Facilitating forums in which information on budget/spending and strategic and financial plans can be shared with and discussed by the college community.

8. Faculty/Staff Professional Development Committee:

a. Recommended membership shall include:

- 1) Five full-time Faculty (should be distributed among various areas disciplines)
- 2) One Non-Teaching Professional (NTP)
- 3) One Adjunct Faculty
- 4) One Management Confidential representative
- 5) One Classified Service representative
- 6) Human Resources representative (ex-officio)

b. Purpose:

The Faculty/Staff Development Committee recommends professional development and **promotes** professional recognition.

9. Governance Committee:

a. Recommended membership

- 1) Chair
- 2) Immediate past Chair of the Senate

3) At least one representative from each campus

b. Purpose:

The Governance Committee ensures everything is being properly acted on in the governance process; gathers and presents proposed changes to the Senate by-laws; updates and distributes Senate by-laws at the beginning of the fall semester; conducts elections each spring and coordinates any special elections as directed by the Chair of the Senate (e.g. vacancies, removal from office, etc.). The committee collects recommendations for any policies or procedures related to the governance process.

10. Executive Committee

a. Members of the Executive Committee shall include the Senate Chair, Vice Chair, Secretary, Information Officer, FCCC representative, a Senator-at-large, a Student Representative, a Chair from one of the Senate standing committees, and the immediate past Chair of the College Senate (ex-officio).

b. Purpose:

1. To advise the officers about the Senate agenda
2. To work with Committee Chairs to establish goals for the various standing committees of the Senate.

**ARTICLE X - Amendment Procedures:**

The Bylaws may be amended at any regular or special meeting *following* the meeting at which the change was presented. A two-thirds vote of the Senate membership is required to approve the proposed change.