

Constitution

North Dakota Community College Consortium

Accepted 5-27-2010

I. Name

The name of this organization shall be the North Dakota Community College Consortium, hereafter referred to as NDCCC.

II. Mission

The mission of NDCCC is to improve teaching and learning strategies within all disciplines by fostering innovation, cooperation, and ongoing professional development opportunities for all faculty members on all the campuses.

The goals of NDCCC are as follows:

1. To provide management and leadership for faculty development activities.
2. To seek and manage funding to promote excellence in teaching.
3. To facilitate discipline or special interest group meetings.
4. To advance the educational opportunities of all faculty by disseminating information relating to disciplines, teaching and learning through technology, and other available resources.
5. To increase cohesiveness and collaboration of members through the sharing of goals and resources.

III. Membership and Organization

A. Membership

All faculty and instructional staff of the five North Dakota University System community colleges are members of this organization. The colleges include:

Bismarck State College
Dakota College at Bottineau
Lake Region State College
North Dakota State College of Science
Williston State College

B. Organization

1. Coordinating Committee

The coordinating committee shall manage the NDCCC. The coordinating committee shall advance the mission and goals. There will be an executive secretary and an executive committee.

a.) Members

The members of the coordinating committee shall consist of two faculty members and one administrator from each of the member colleges. Faculty members from each college shall select these faculty representatives. The administrative members shall be the chief academic officers or designees. The chairperson of the NDCCC shall be liaison to the College Technical Education Council (CTEC). If a committee member is no longer with the college or is unable to complete a term, a replacement will be selected as soon as possible by the college.

(i.) Terms

Faculty representatives will serve a staggered term of four years on the coordinating committee. One half of the faculty membership will be at the end of a term every other year. The coordinating committee at the spring 2010 meeting will establish this rotation. Their colleges will select new representatives in the spring of the year. The new representative and the outgoing representative will both be in attendance during the spring meeting with the outgoing representative having voting power. Term limitations are at the discretion of the institution.

(ii.) Election and Terms of Office

At the annual planning meeting, with new and outgoing representatives present, the coordinating committee will select by a majority vote a chair and vice-chair of the committee. These are one-year terms. The vice chair becomes the chair the following year. The chair shall preside at all meetings of the coordinating committee and follow the purposes of the NDCCC. Each representative of the coordinating committee will have one vote. The vice-chair shall preside at meetings, if the chair is unable to attend. The chair and vice-chair will be members of the executive committee. The chair and vice-chair must be from two different colleges. The coordinating committee shall select other members of the executive committee so that one representative from each college is on the executive committee. The executive secretary shall attend both the coordinating and executive committee meetings, but in a non-voting capacity.

2. Executive Committee

a. Members

The executive committee shall consist of the current NDCCC chair, vice-chair, and one representative from each of the other institutions as designated by those institutions.

b. Duties

The executive committee directs the affairs of NDCCC during the interval between the regularly scheduled meetings and other duties as assigned by the coordinating committee.

3. Executive Secretary

a. Designation

The coordinating committee shall annually designate one of its member colleges to identify an individual to serve as an executive secretary for the NDCCC. The executive secretary is a non-voting position.

b. Duties and Responsibilities

The primary responsibilities of the executive secretary shall be to serve as the acting secretary/treasurer for NDCCC, and to serve as the coordinator for NDCCC sponsored activities. The duties and responsibilities of the executive secretary position shall be reviewed annually. The executive secretary together with the chair will ensure development and distribution of the coordinating committee meetings agendas, minutes, fiscal reports and other supporting documents. The executive secretary shall maintain procedure documentation and all permanent files of the NDCCC. The designated college shall be compensated on an annual basis for the executive secretary position. The amount shall be established at the time the annual budget is set.

The executive secretary shall make normal operating decisions as guided by the coordinating committee and committee chair. The home college of the executive secretary shall serve as the fiscal agent for NDCCC funds. The executive secretary shall be the fiscal officer for NDCCC along with the business manager from the appointed college and will have the responsibility to receive money, disperse payments and carry out functions necessary for the control and judicious use of the finances of NDCCC which have been authorized by the executive secretary.

The executive secretary may be removed from office by the affirmative vote of a majority of members.

IV. Meetings

The coordinating committee shall hold regularly scheduled meetings throughout the year. The executive committee shall meet as often as necessary to facilitate the orderly operation of the NDCCC. The chair or the executive secretary may call special meetings of the executive committee or the coordinating committee. Notice of all meetings shall be given at least ten calendar days prior to the meeting. Agendas for meetings will be distributed at least two days before a meeting. A special meeting called to handle urgent business would need a two day notice if each member were contacted personally.

A. Quorum

A majority of members shall constitute a quorum (eight or more). If less than such a quorum is present at a meeting; the members may adjourn the meeting without further notice. They may not vote on financial matters, change the constitution, or policy without a quorum.

B. Manner of Acting

Members of the coordinating committee shall vote on all procedural and policy issues; each member, or designee, shall be allowed one vote on each call of the role. Decisions shall be made by consensus. In the event that consensus cannot be reached, Robert's Rules of Order shall preside on that specific issue.

V. Amendments

This constitution may be amended or repealed by a two thirds majority of the coordinating committee.