

**NORTH CENTRAL STATE COLLEGE
CONSTITUTION OF THE FACULTY/STAFF CONGRESS**

ARTICLE I NAME

- Section 1. The name of the organization shall be the North Central State College Faculty/Staff Congress.
- Section 2. The principal place of business shall be at North Central State College, 2441 Kenwood Circle, Mansfield, Ohio 44906.

**ARTICLE II RECOGNITION OF REPRESENTATION OF FACULTY BY THE
NCSFA-AAUP**

Nothing herein is intended to interfere with, circumvent, or violate the Collective Bargaining Agreement between the College and the NCSFA-AAUP nor take away the legal responsibility for representation of all bargaining unit members by the NCSFA-AAUP.

ARTICLE III PURPOSE

The purpose of the North Central State College Faculty/Staff Congress (herein referred to as Congress) shall be to review, initiate and make recommendations on institutional policies and procedures in relation to issues enumerated herein that affect the faculty and staff of NC State. The Congress will:

- Section 1: Provide a forum through which the faculty and staff will have a representative voice on matters involving the College and its people.
- Section 2: Provide an additional means of communication between the faculty and the staff of North Central State College.
- Section 3: Serve as a representative of its members in advising the President of the College on policy and procedural matters.
- Section 4: Encourage the commitment of the faculty and the staff to the mission, goals, and values of North Central State College.
- Section 5: Promote activities that involve faculty and staff professional development.
- Section 6: Promote recognition of the faculty and staff as a valued part of the College community.

Section 7: Promote recognition of the work done by the Congress to benefit the learners of North Central State College.

ARTICLE IV STRUCTURE, MEMBERSHIP, AND OFFICERS

Section 1: The Congress shall consist of the combined membership of the Faculty Caucus and the Staff Caucus.

Faculty Structure

Section 2: The Faculty Caucus shall consist of one (1) full-time faculty member from each of the following departments: Allied Health, Business, English/Developmental Reading/Developmental Writing, Humanities, Math/ FYE, Nursing, Public Service, and Technology. The Faculty Caucus shall also include the adjunct faculty liaison and two at-large adjunct faculty to be selected according to procedures developed by the Adjunct Advisory committee, and 1 at-large member elected by the Caucus. The total number is 12 (8 full time, 3 adjunct faculty members and 1 at-large). If any area fails to select a representative, that position may be filled as an additional at-large position until the next election.

Section 3: The full time Faculty Caucus members are elected by their peers in regular elections that are run by each department/division, and adjunct members of the Faculty Caucus are selected according to the procedures developed by the Adjunct Advisory committee.

Section 4: The officers of the Faculty Caucus shall consist of the Facilitator, the Assistant Facilitator, and the Coordinator. The Facilitator acts as the spokesperson for the group and the facilitator of meetings. It is recommended that the Facilitator of the Caucus would not be the current president or president-elect of the NSCFA-AAUP. The Assistant Facilitator serves as the facilitator in the Facilitator's absence and as the Caucus parliamentarian. The Coordinator coordinates meeting locations and times, takes and disseminates minutes of the meetings, and manages the archives of the Caucus.

Section 5: Non-officer Faculty Caucus members will be asked to serve on the various Caucus committees and subcommittees.

Staff Structure

Section 6: The Staff Caucus consists of representatives from the list of staff members from these departments: Business and Administrative Services, Learning Support and Retention, Academic Learning, and Institutional Advancement; not to include management/supervisory positions within North Central State College (Note: See Article XIII, Section 2 for a

definition of the term “staff.”) A total of 12 elected positions will make up the Staff Caucus.

- Section 7: The Staff Caucus members are elected by their peers in regular elections coordinated by the Staff Caucus.
- Section 8: The Staff Caucus Representatives will elect from the twelve (12) elected members a Facilitator, Assistant Facilitator, and Coordinator.
- Section 9: The officers of the Staff Caucus consist of the Facilitator, Assistant Facilitator, and Coordinator. The Facilitator and Assistant Facilitator act as leaders for the group and facilitate the Caucus meetings and are officers of the Congress. The Assistant Facilitator can act without the Facilitator in the case of the Facilitator’s absence, with the assistance of another Staff Caucus Member. The Coordinator coordinates meeting space and times, takes and disseminates minutes of the meetings, and manages the archives of the Caucus, with the assistance of the Caucus Facilitators. Minutes will be dispersed to all Staff Caucus members five (5) business days prior to the next scheduled meeting for review.
- Section 10: Non-officer Staff Caucus members may be asked to serve on various committees and subcommittees, and act as liaison officers to Congress.

Congress Structure

- Section 11: The Congressional Executive Committee shall be comprised of the Facilitator, Assistant Facilitator and Coordinator of both the Faculty Caucus and of the Staff Caucus.
- Section 12: The Staff and Faculty Caucus Facilitators acting as spokespeople for their respective Caucuses, shall present proposals and recommendations to the President of North Central State College. The Facilitators and Assistant Facilitators shall secure representation of their respective Caucuses at all Board of Trustee meetings. The Coordinator of the Congress shall be elected by the members of Congress and shall coordinate meeting locations and times, take and disseminate minutes of congressional meetings, manage the archive of the Congress, and prepare the agenda for distribution to the congress membership and the college at large.

ARTICLE V DUTIES AND RESPONSIBILITIES OF THE FACULTY AND STAFF CAUCUSES

The caucuses of the Faculty and the Staff shall have the following duties and responsibilities as applicable:

- Section 1: Initiate or modify policies and procedures relating to the rights and responsibilities of faculty and staff members incident to their employment by the College and recommend their approval to the President.
- Section 2: Receive, review, act upon, and forward to the President the views of the respective caucuses regarding proposals initiated by the President, the President's staff or other individuals or groups at the College regarding policies and procedures relating to college-wide matters that involve the rights and the responsibilities of the faculty and/or staff members.
- Section 3: Act as the official channel of communication for faculty and staff on matters that have an impact on faculty and staff members.
- Section 4: Review and offer recommendations concerning proposals involving changes in the employee benefits package at the College.
- Section 5: Initiate and review policy and procedures for the adjunct faculty/staff evaluation process at the College.
- Section 6: Initiate and review policy and procedures for adjunct faculty/staff grievance procedures at the College. Faculty grievance procedures are part of the Collective Bargaining Agreement between the College and the NCSFA-AAUP.
- Section 7: Initiate and review policy and procedures for faculty/staff professional development, mini-grants, and continuing education.
- Section 8: Receive, review, act upon, and forward to the President the views of each caucus with respect to recommendations regarding the budgeting calendar, college planning assumptions, the college strategic plan, and the overall college budget.
- Section 9: Receive, review, and act upon all adjunct faculty grievance matters according to policies contained in the faculty handbook and staff complaint matters according to the Staff Complaint Policy and staff grievances according to the Staff Grievance Policy. Faculty grievances are handled in accordance with the Collective Bargaining Agreement between the College and the NCSFA-AAUP.
- Section 10: Receive and review curriculum changes submitted to the Faculty Caucus Facilitator from the College Curriculum Committee.
- Section 11: Receive and review assessment proposals and plans submitted to the Faculty Caucus Facilitator from the College Assessment Committee.
- Section 12: Initiate changes and additions to the Faculty/Staff Handbooks and/or related institutional policy and recommend their approval by the President.

Section 13: Review and offer recommendations concerning proposals from the administration for the creation, abolition, or reformulation of policies and procedures in the Faculty/Staff handbooks (electronic or hard copy).

ARTICLE VI FACULTY CAUCUS DUTIES AND RESPONSIBILITIES

The Faculty Caucus shall have the following duties and responsibilities:

- Section 1: Initiate, recommend, and review policy and procedures for the adjunct faculty load at the College.
- Section 2: Initiate, recommend, and review policy and procedures for the adjunct faculty compensation system at the College.
- Section 3: Review and offer recommendations concerning proposals from the administration for the creation, abolishment, or rearrangement of academic programs, departments and divisions at the College in accordance with the Collective Bargaining Agreement.

ARTICLE VII STAFF CAUCUS DUTIES AND RESPONSIBILITIES

The Staff Caucus shall have the following duties and responsibilities:

- Section 1: Initiate, recommend, and review policy and procedures for the staff classification system at the College.
- Section 2: Initiate, recommend, and review policy and procedures for the staff compensation system at the College.
- Section 3: Initiate, recommend, and review policy and procedures for the posting and hiring of staff positions at the College.
- Section 4: Review and offer recommendations concerning proposals from the administration for the creation, abolishment, or rearrangement of staff positions and departments at the College.

ARTICLE VIII PROCEDURES

The following procedures are to be followed for making recommendations to and from the respective Caucuses/Congress:

- Section 1: All policies and procedures that are initiated by the President/designee and which affect the duties and responsibilities of the Congress and its constituents shall be made in writing (electronic or hard copy) and presented to the Congress. The Congress will forward such policies

and/or procedures to the appropriate committee. If no such committee exists, the Congress or either Caucus may create an ad hoc committee to handle the issue.

The assigned committee will return the proposal with comment to the Congressional membership no less than seven (7) calendar days prior to the next regularly scheduled Congressional meeting, at which time Congress will vote to approve, disapprove, or return the proposal to committee. Proposals will be returned to the President with comment within three (3) business days of the Congressional meeting

Section 2: All extended projects and undertakings that are initiated by the President and which affect the duties and responsibilities of the Congress and its constituents shall be made in writing (electronic or hard copy) and presented to the Congress. The Congress will forward such projects and undertakings to the appropriate committee. If no such committee exists, the Congress or either Caucus may create an ad hoc committee to handle the issue. Within thirty (30) calendar days of receipt of the proposal, the committee will report to the congressional membership their recommendations concerning the project or undertaking.

At the next regularly scheduled congressional meeting, Congress will vote to be in support of or not to support the initiative and return the results of the project or undertaking to the committee. Proposals reviewed will be returned to the President with comment within three (3) business days of the congressional meeting.

Section 3: All policies and procedures that are suggested by a caucus or a committee shall be made in writing (electronic or hard copy) and presented to the Congress.

Congress will vote to approve or disapprove the proposal at the next regularly scheduled congressional meeting. A simple majority of favorable votes of members present is required to approve a proposal. Votes are to be recorded and reported based on caucus affiliation.

Proposals approved will be sent to the President with comment within three (3) business days of the congressional meeting. Proposals disapproved will be sent back to the appropriate caucus or committee with comment.

Section 4: All policies and procedures that are suggested by an individual shall be made in writing (electronic or hard copy) and presented to a caucus member.

Within 30 calendar days of receipt of the proposal or at the next regularly scheduled caucus meeting, the appropriate caucus will vote to approve or disapprove the proposal, or send it to committee to be studied. A simple

majority of favorable votes of members present is required to approve a proposal.

Proposals that are approved will be sent by either caucus (with notification to the Congress) to the President with comment.

Proposals disapproved will be sent back to the individual with comment.

- Section 6: All proposals introduced to the appropriate caucus and approved by a vote of that caucus shall be forwarded to the President. Within 30 calendar days the President shall:
- (a) Put the proposal into effect; or
 - (b) Present the proposal to the President's Staff and Mid-Level Advisory Council, as the President deems that he/she needs input from either body; and after consultation;
 - i. Return the proposal to the appropriate caucus with questions and/or proposed modifications; or
 - ii. Put the proposal into effect; or
 - iii. Disapprove and return the proposal to the appropriate caucus with a written explanation of the President's rejection
 - (c) The President will inform the Board of Trustees of proposals and responses.

ARTICLE IX ELECTIONS

- Section 1: The full time Faculty Caucus members will be elected by their peers in an election that is run by each division/department by the end of the academic year, according to their own individually adopted procedures. Adjunct faculty will be selected by a procedure set in place by the Adjunct Advisory Committee.
- Section 2: The Staff Caucus members will be elected by their peers in a regular election coordinated by the Staff Caucus in conjunction with the entire Staff by the end of the fiscal year.
- Section 3: Following the election of the Faculty and Staff Caucuses, each caucus will meet separately to elect their respective officers.
- Section 4: Faculty Caucus members will take office no later than the first day of the annual faculty orientation meetings at the beginning of the academic year.

Staff Caucus members will take office no later than the first day of the fiscal year.

ARTICLE X MEETINGS

- Section 1: The most recent edition of Robert's Rules of Order shall govern the running of all meetings of both caucuses, the Congress and at all meetings of each caucus. If any conflict occurs between caucus bylaws and Robert's Rules of Order, the caucus bylaws shall take priority.
- Section 2: The Congress will hold meetings when necessary as determined by the Congressional Executive Committee made up of the three officers of each Caucus. The meetings of Congress shall be open to any College employee.
- Section 3: At the request of at least one of the facilitators or assistant facilitators a special meeting of the Caucuses or Congress may be called. Notices of special meetings will be sent out by the respective caucus coordinators with an agenda at least three (3) working days before the meeting.
- Section 4: Faculty caucus will hold regular meetings twice a month from the month immediately following the start of the term through the week of finals at the end of the academic year unless a Congress meeting is called for that month. Summer meetings may be necessary and can be done by conference call if necessary. Staff Caucus will hold regular meetings once a month from July through June. All Faculty/Staff Caucus meetings are open to their representative constituencies.
- Section 5: Each caucus member is expected to be present for each meeting. If a member must be absent, he/she must notify the Caucus leadership of his/her expected absence prior to the meeting. A Caucus member who is not available for a meeting is to find a substitute and if no substitute can be found, he or she can assign a proxy to fill-in for a member who must be absent. No person may proxy for more than one member.
- Section 6: A special meeting of a caucus may be called at the request of the Facilitator, the Assistant Facilitator, or five members of the caucus submitted in writing to the Facilitator. Notice of the meeting with an agenda will be sent out at least three days before the meeting.
- Section 7: For the conduct of business a quorum shall consist of a simple majority of the Congress or of a caucus.
- Section 8: The coordinator of each caucus will keep a written record of all votes. Votes not recorded in writing are void.
- Section 9: The Congress has the power to enact bylaws for the running of its affairs. The Faculty and Staff Caucuses have the power to enact bylaws for the

running of those caucuses. Bylaws must not conflict with the Constitution. In the case of a conflict, the Constitution is the supreme law of the Congress and the caucuses.

ARTICLE XI AMENDMENT PROCESS

- Section 1: Amendments to the Constitution shall begin in the Congress or the Faculty or Staff Caucus. An amendment can be proposed by a vote of five (5) Caucus members in a caucus or ten (10) members of Congress in a Congressional meeting.
- Section 2: Proposed amendments shall be announced and made accessible for review within one week of the date of the proposal. An election regarding the proposed amendment shall take place one week after the public posting of the proposed amendment. The respective caucus facilitators shall conduct the election and announce the result.
- Section 3: A simple majority of voting staff and faculty membership is required to ratify an amendment. The Congress is responsible for certifying the results and updating the Constitution as amendments are ratified.

ARTICLE XII COMMITTEES OF THE CONGRESS AND CAUCUSES

- Section 1: The Assessment Committee is a subcommittee of the Faculty Caucus (although initiated by the Administration.) This committee coordinates and assists the various academic departments of the College in developing assessment plans which document the academic achievement of learners at the college. The committee also works with various non-academic departments in the development of assessment plans.
- Section 2: The Curriculum Committee is a subcommittee of the Faculty Caucus and reviews curricula and course recommendations of the College's departments, programs and divisions; conducts a bi-annual review of the college's proactive report on curriculum goals and objectives; reviews proposed course changes, new courses, program changes and new programs; and insures that such changes and revisions are included in the college catalog and curriculum worksheets.
- Section 3: All other committees of the Congress will be created by Congress as needed to fulfill the duties and responsibilities of Articles IV, V, and VI.
- Section 4: The membership structure and operation of the following standing committees which existed before the ratification of this constitution and which continue to operate at this time shall not be altered prior to

September 2005: the Assessment Committee and the Curriculum Committee.

ARTICLE XIII DEFINITIONS

The following definitions are to take precedence in the interpretation of this Constitution.

- Section 1: Middle Management includes employees of North Central State College whose primary responsibility is to supervise other employees or who hold the title of dean or director, and department chairs, excluding program directors. Those individuals recognized as part of the Mid Level Advisory Committee.
- Section 2: Staff includes employees of North Central State College whose primary responsibility is other than supervisory, excluding the President's administrative assistant(s).

ARTICLE XIV RATIFICATION

The Constitution was ratified by majority vote on December 9, 2010.
(95.2% = 59 out of 62 votes)

AMENDMENTS TO THE CONSTITUTION

The Constitution was amended and approved by majority vote on September 14, 2006 during Professional Development meetings. The Constitution was amended due to restructuring of the college and to create a more efficient working document. This Constitution was again amended and approved May 30, 2007 by majority vote of the faculty and staff. The Constitution was again amended due to restructuring and approved on December 9, 2010 (via email) by majority vote of the faculty and staff. The Constitution was again amended due to semester conversion and approved in on February 19, 2014 (via inter-office mail) by majority vote of the faculty and staff.

**BYLAWS
OF
THE NORTH CENTRAL STATE COLLEGE
FACULTY CAUCUS**

Section FC-200 – MANAGEMENT

- FC-201: *Approval of Meeting Minutes*
Approval or rejection of the meeting minutes shall be determined through a simple majority vote of those individuals in attendance.

Section FC-300 – PROXY SYSTEM

- FC- 301: *Proxy System*
Purpose: This bylaw provides a necessary tool to aid in the efficient operation of the Caucus that will allow quorum requirements to be met and thus allow the Caucus to function and carry out business when regular members are unable to be in attendance.
- Any member of the Caucus can assign his/her voting rights to any other member of the college that is represented by their particular Caucus. There is a limit of one proxy per individual (e.g. a member of Caucus can represent themselves and one other member; a non-member of Caucus can represent one member). This assignment will be made in writing or email and presented to the facilitators of the Caucus. Upon receipt of the proxy assignment, the assigned person has full voting rights for the meeting(s) designated by the signed proxy assignment note. Proxy assignments will be recorded in the same manner as minutes and all other records of the Caucus.

Section FC-400 - ELECTRONIC VOTING

- FC-401 *Electronic Voting*

Purpose: This bylaw provides a means to respond quickly to urgent matters that Caucus wishes to pursue outside of the normally scheduled and constitutionally required Caucus meetings.

Upon majority vote of Caucus an issue may be presented electronically to the Caucus for action. A simple majority of all Caucus members (7 total votes) will mean approval of the issue/proposal and will have met the constitutional obligations for it to be moved forward to the college president or other body.

Section FC-500 – DEFINITION OF MEETING

FC-501

Definition of Meeting

Purpose: This bylaw provides a means to utilize electronic and other means for conducting its business thus not necessarily requiring a quorum of members to physically be present for a meeting.

A regular meeting is hereby defined as any electronic or in-person procedure taken by the Caucus that results in the Caucus taking official action via a majority vote.

BYLAWS OF THE NORTH CENTRAL STATE COLLEGE STAFF CAUCUS

Section SC-100 – MANAGEMENT

SC-101:

Approval of Meeting Minutes

Approval or rejection of the meeting minutes shall be determined through a simple majority vote of those individuals in attendance.

Section SC-200 – PROXY SYSTEM

SC-201

Proxy System

Purpose: This bylaw provides a necessary tool to aid in the efficient operation of the Caucus that will allow quorum requirements to be met and thus allow the Caucus to function and carry out business when regular members are unable to be in attendance.

Any member of the Caucus can assign his/her voting rights to any other member of the college that is represented by their particular Caucus. There is a limit of one proxy per individual (e.g. a member of Caucus can represent themselves and one other member; a non-member of Caucus can represent one member). This assignment will be made in writing or email and presented to the facilitators of the Caucus. Upon receipt of the proxy assignment, the assigned person has full voting rights for the meeting(s) designated by the signed proxy assignment note. Proxy assignments will be recorded in the same manner as minutes and all other records of the Caucus.

Section SC-300 – ELECTRONIC VOTING

SC-301 *Electronic Voting*

Purpose: This bylaw provides a means to respond quickly to urgent matters that Caucus wishes to pursue outside of the normally scheduled and constitutionally required Caucus meetings.

Upon majority vote of Caucus an issue may be presented electronically to the Caucus for action. A simple majority of all Caucus members (7 total votes) will mean approval of the issue/proposal and will have met the constitutional obligations for it to be moved forward to the college president or other body.

Section SC-400 – DEFINITION OF MEETING

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BYLAWS OF THE NORTH CENTRAL STATE COLLEGE CONGRESS

Section CON-100 – MANAGEMENT

- CON-101: *Approval of Meeting Minutes*
Approval or rejection of the meeting minutes shall be determined through a simple majority vote of those individuals in attendance.
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Section CON-200 – PROXY SYSTEM

- CON-201 *Proxy System*
Purpose: This bylaw provides a necessary tool to aid in the efficient operation of the Congress that will allow quorum requirements to be met and thus allow the Congress to function and carry out business when regular members are unable to be in attendance.
- Any member of either Caucus can assign his/her voting rights to any other member of the college that is represented by their particular Caucus. There is a limit of one proxy per individual (e.g. a member of Caucus can represent themselves and one other member; a non-member of Caucus can represent one member). This assignment will be made in writing or email and presented to the facilitators of the Congress. Upon receipt of the proxy assignment, the assigned person has full voting rights for the meeting(s) designated by the signed proxy assignment note. Proxy assignments will be recorded in the same manner as minutes and all other records of the Congress.
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Section CON-300 – ELECTRONIC VOTING

- CON-301 *Electronic Voting*
Purpose: This bylaw provides a means to respond quickly to urgent matters that Congress wishes to pursue outside of the normally scheduled and constitutionally required Congress meetings.
- Upon majority vote of Congress an issue may be presented electronically to the Congress for action. A simple majority of all Congress members (12 total votes) will mean approval of the issue/proposal and will have met the constitutional obligations for it to be moved forward to the college president or other body.
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Section CON-400 – DEFINITION OF MEETING

- CON-401 *Definition of Meeting*
Purpose: This bylaw provides a means to utilize electronic and other means for conducting its' business thus not necessarily requiring a quorum of members to physically be present for a meeting.

A regular meeting is hereby defined as any electronic or in-person procedure taken by the Congress that results in the Congress taking official action via a majority vote.
