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November 1993

UNIVERSITY OF MINNESOTA, MORRIS CONSTITUTION

Preamble

The University of Minnesota, Morris is a liberal arts campus of the University of Minnesota, subject to the control of the Board of Regents. General policies of the University, including those implemented through the University Senate, apply to the University of Minnesota, Morris, except those that by the nature of the separate location of the campus are not applicable. The educational concerns and responsibilities of the campus are delegated to the chancellor and the Morris Campus Assembly.

Article I. Administration

Section 1. President of the University

The president of the University as its chief executive officer has general administrative authority over University affairs. The Office of the President provides a coordinating and review function for the interpretation and applicability of policies and procedures on the Morris campus. The president may suspend action taken by the Morris Campus Assembly and ask for a reconsideration of such action. If the president and the Morris Campus Assembly do not reach agreement on the action, it may be appealed to the Board of Regents by either party.

Section 2. Senior Administrative Officer of the Morris Campus

The senior administrative officer, hereafter referred to as the chancellor, is the chief representative and executive officer of the Morris campus. The chancellor is appointed by the Board of Regents upon the recommendation of the president of the University. The chancellor's administrative authority over campus affairs includes:

Introducing and testing educational ideas and proposals;

Formulating policy;

Stimulating and conducting discussion leading to the improvement of the educational program;

Reviewing policies, procedures, and programs of individual campus units and of the campus as a whole;

Developing a comprehensive plan for the campus.

The term of office for the chancellor and vice chancellors is seven years. Near the end of their terms, or earlier if deemed appropriate, the president will initiate a review of the chancellor, and the chancellor will initiate a review of the vice chancellors. The reviews shall include the possibility of reappointment.

The chancellor will maintain continuous and frequent interaction with the outside community to facilitate maximum understanding of the interests, goals, and needs of both the campus and the larger community.

Section 3. Budget

The chancellor, as chief executive officer of the campus, is responsible for the expenditure of funds and has final authority to make budgetary recommendations to the president of the University. However, in view of the need to give proper consideration to educational policies and objectives, the chancellor will consult with appropriate persons about budget matters that affect the campus as a whole.

Section 4. Selection of Administrative Officers

In the appointment of principal administrative officers whose duties materially affect the educational program, the chancellor makes recommendations to the president of the University after consultation with members of the campus community. In addition, the reorganization of administrative offices is carried out in consultation with the campus community.

Section 5. Faculty Tenure

Current University of Minnesota tenure policies included in the University of Minnesota, "Regulations Concerning Faculty Tenure" shall be followed.

Article II. Divisions

Section 1. Organization

The division is the basic academic unit of the campus and consists of its professors, associate professors, assistant professors (including research associates), instructors (including research fellows), academic professional staff, part-time faculty, and other persons the division may designate.

Section 2. Division Chairs

- A. Duties and Responsibilities: The chair is the official representative and administrative officer of the division who is responsible for the formulation of divisional policies and the execution of University and campus policies as they concern the division. (See also, By-laws, Article IV.) Other responsibilities of the chair include the following:

Call and preside over division meetings.

Responsible for the organization and quality of the work of the division.

Report on teaching and research of division faculty.

Prepare the budget.

Approve expenditure of divisional funds in consultation with members of the division.

Introduce proposals and stimulate and conduct discussions directed toward the improvement of the educational program. Consult with members of the division, and when appropriate, other individuals and groups on all matters of common concern.

- B. Appointment

In the appointment of a division chair, the chancellor presents a nomination to the president, after consultation with the faculty and others as specified in the by-laws. The appointment of a division chair is for five years with eligibility for reappointment. Near the end of the five-year term or earlier if deemed appropriate, the chancellor will initiate a review of the division chair. The review includes consultation with appropriate members of the campus community including the Consultative Committee.

Section 3. Meetings

Each division holds at least one meeting each quarter. Special meetings may be called by the division chair. At the request of three or more members, the division chair shall call a meeting of the division within seven days. Agendas of regular and special meetings of the division are prepared by the chair, and normally, are distributed in advance to members and to the Office of the Chancellor.

Division members advise the division chair on matters of common concern, such as, faculty positions, curriculum, budget, special programs, and policies of the division.

Section 4. Division Grievance Committees

Organization and Powers

Each division shall appoint a grievance officer who will assist in the informal resolution of grievances within the unit and who will provide information about formal grievance procedures. The chancellor shall appoint a grievance officer to assist in the informal resolution of grievances and provide information about formal grievance procedures for those who are not members of a faculty division.

Article III. The University of Minnesota, Morris Campus Assembly

Section 1. Organization and Membership

The Morris Campus Assembly includes the faculty, academic staff personnel, elected student members, civil service personnel holding the title of superintendent, registrar, or director, and elected civil service/staff* members. For purposes of this constitution, faculty, academic staff, students, and civil service/staff personnel are defined as follows:

- A. Faculty: Faculty eligible for membership include professors, associate professors, assistant professors (including research associates), instructors (including research fellows), academic staff, and part-time faculty or academic staff holding at least one-third equivalent of a full-time position for the academic year.
- B. Students: Students eligible for election to membership must have credits in residence and be enrolled for nine or more credits during the quarter when the election for student assembly members takes place. Student members of the assembly must carry at least nine credits during each quarter of their term.
- C. Civil Service/staff: Members of the campus community holding at least a nine-month full time civil service/staff appointment are eligible for election to membership in the assembly. By virtue of their appointments, persons holding the title of superintendent, registrar, or director are members of the assembly.
- D. All voting members of committees who have business on the assembly floor are eligible to participate in the discussion of that business and to vote on it.

Section 2. Election of Student and Civil Service/Staff Members of the Assembly

- A. One student member is elected at large by the student body for each one hundred students or major fraction thereof enrolled fall quarter of the same academic year.
- B. One civil service/staff member is elected at large by the civil service/staff for each fifty civil service/staff or major fraction thereof employed fall quarter of the same academic year.
- C. Elections take place during the spring quarter for the following academic year.

Section 3. Officers

- A. The chancellor of the campus is the chair of the Morris Campus Assembly.
- B. A vice chair is elected by the assembly and shall be a voting member of the assembly. The vice chair presides in the absence of the chancellor, or when the chancellor takes the floor.
- C. A secretary is elected by the assembly and is a voting member of the assembly.
 - 1. The secretary is responsible for the minutes of all meetings of the assembly. The minutes are subject to additions and corrections by assembly members only.
 - 2. Within four weeks following each meeting of the assembly, the secretary distributes the minutes to each member of the assembly, to the Office of the Chancellor, to the Morris Campus Student Association, and to the clerk of the University Senate. Minutes are available to the entire campus community.
- D. A parliamentarian is elected by the assembly. The parliamentarian is a voting member of the assembly and advises the chair on the propriety of actions according to the rules of procedure adopted by the assembly. Where there is no explicit rule of procedure or where interpretation is in doubt, Robert's Rules of Order governs.
- E. The vice chair, secretary, and parliamentarian are elected at a spring quarter assembly meeting held after the student and civil service/staff elections. Persons elected serve for the ensuing academic year and are eligible for re-election. Vacancies are filled by special elections.

Section 4. Meetings

- A. The assembly meets at least once each quarter of the academic year.
- B. Special meetings of the assembly may be called by the chancellor or the Executive Committee. On request of ten percent of the members of the assembly, the Executive Committee shall call the assembly into session within seven days.
- C. Agendas of regular and special meetings of the assembly are prepared by the Executive Committee and normally will be distributed to all members of the assembly at least seven days prior to a meeting. All members of the campus community may submit business to the Executive Committee for its consideration as agenda items. Copies of the agenda are made available to the entire campus community.
- D. Meetings of the assembly are open to all members of the campus community, unless an executive session is declared.

Section 5. Executive Session

The assembly may by majority vote declare an executive session. Attendance is restricted to assembly members and voting members of committees with business on the agenda for the meeting.

Section 6. Quorum

A quorum shall normally consist of a simple majority of the membership of the assembly. A current membership list shall be compiled at the beginning of each academic quarter. If a member cannot attend an assembly meeting, and if advance notification of the absence is given, the member shall not be counted as part of the quorum for that meeting.

Section 7. Powers

The assembly, as the policy-making and legislative body, exercises general legislative authority and responsibility in all educational matters concerning the Morris campus delegated to it by the University Senate and the Board of Regents. The powers and responsibilities generally include the following:

- A. To establish appropriate policies, procedures, and regulations governing the educational aspects of the campus program. Areas included are curriculum, library, honors, functions, admissions, graduation, teacher education, residential life, athletics, student activities, awards, financial aid, student behavior, and campus events, but not including the recommendation of students for graduation or graduation with honors---a power reserved for the faculty.
- B. To establish and review the actions of assembly, adjunct, special, and ad hoc committees of the assembly.
- C. To review the actions of the Executive Committee.
- D. To receive and discuss reports from the chancellor and other administrative officers of the campus, or to request reports on matters affecting the campus.
- E. To discuss and act upon any measure or question appropriate to the legislative body of the campus.
- F. To delegate any of the above powers.

Article IV. Executive Committee of the Campus Assembly

Section 1. Organization

The Executive Committee consists of eight members, including the chancellor as chair, the vice chair, and the secretary of the assembly. In addition, two faculty assembly members (including academic staff), two student assembly members, and one civil service/staff assembly member shall be elected by the assembly to the Executive Committee. A quorum consists of a majority of the members of the committee. Committee members are elected at a spring quarter assembly meeting and serve for one year with the possibility of re-election. (See also, By-laws, Article III, Section 1.)

Section 2. Powers

The Executive Committee has the following powers and responsibilities:

- A. To recommend membership and designate chairs of all assembly and adjunct committees, unless otherwise provided, during the spring quarter for the ensuing academic year.
- B. To prepare agendas and determine dates for meetings of the assembly.
- C. To receive and coordinate reports and recommendations for action by the assembly.
- D. To request reports and information for the assembly.
- E. To apprise appropriate committees or the assembly of any matter the Executive Committee considers appropriate.
- F. To offer to the president of the University, the services of the campus community for purposes of consultation in the selection of a chancellor for the campus.
- G. To carry out other functions delegated to it by the assembly.

Article V. Campus Consultative Committee

Section 1. Organization

- A. There is a Campus Consultative Committee consisting of four faculty members (including academic staff); four students; four civil service members; and two ex officio non-voting members, the UMM faculty and student representatives to the Senate Consultative Committee. The chancellor and vice chancellors, division chairs, superintendent, registrar, and directors are not eligible for membership. (See also, By-laws, Article III, Section 2.)
- B. The Campus Consultative Committee consists of three subcommittees: the Faculty Consultative Subcommittee, the Student Consultative Subcommittee, and the Civil Service/Staff Consultative Subcommittee. Each subcommittee elects its own chair.
- C. Except in E and F below, elected members of the Consultative Committee do not represent constituencies but act in the best interests of the entire community of the University of Minnesota, Morris.
- D. The Campus Consultative Committee elects its own chair.
- E. The Campus Consultative Committee may determine that particular matters of business can be handled best by the constituent-represented subcommittees or by individual members of the committee.
- F. An individual has the right to choose the subcommittee or the individuals on the committee to whom the individual's business will be submitted.
- G. The terms of office for faculty (including academic staff) and civil service/staff members are for two years with a maximum of three consecutive terms. The term of office for student members is one year. Elections are held in the spring in accordance with the by-laws. Interim vacancies are filled by special elections.

Section 2. Powers

The Campus Consultative Committee has the following powers and responsibilities:

- A. To discuss with appropriate members of the campus community special problems related to instruction, research, personnel, service functions, student affairs, and finances.
- B. To facilitate communication among the faculty (including academic staff), students, civil service/staff personnel, the chancellor, other campus administrators, and the Senate Consultative Committee.

Article VI. Campus Grievance Committee

Section 1. Organization

The Campus Grievance Committee consists of nine members. Three members of the Campus Grievance Committee shall be University Delegates, who are faculty members or academic staff members from outside the campus. The University delegates are appointed by the Senate Committee on Committees. Six members of the Campus Grievance Committee shall be College Delegates. The six College Delegates are representatives of the following units of the campus: two faculty, two students, one academic staff member, and one civil service member. Both sexes will be represented.

Faculty, academic staff, and civil service members plus one alternate person for each of these units are elected by their constituent bodies during spring quarter and serve for two years with the possibility of re-election for a maximum of three consecutive terms. Student members and an alternate person are elected by students voting in the spring election and serve for one year with the possibility of re-election.

Members elected to the committee assume their duties at the start of the academic year following their election.

The chair of the Campus Grievance Committee is named by the University Grievance Officer from among the University Delegates.

Section 2. Powers

The Campus Grievance Committee shall hear, through hearing panels of three members designated by the chair, grievance cases arising within the campus that are referred to it by the University Grievance Officer. The composition of the hearing panel will reflect the University status (faculty, academic staff, student, civil service) of the parties.

Article VII. Administrative Committee

Section 1. Organization

The Administrative Committee consists of the chancellor, the vice chancellors, the division chairs, and such other members whom the chancellor wishes to appoint.

Section 2. Responsibilities

The Administrative Committee advises the chancellor on matters affecting the administration of the campus.

Article VIII. Committees of the Campus Assembly

Section 1. Organization

The campus assembly may establish committees to assist in the discharge of its responsibilities.

Section 2. Membership

The membership on all assembly and adjunct committees is recommended by the Executive Committee in accordance with the provisions of this constitution and its by-laws. The Executive Committee fills interim vacancies by appointment.

Section 3. Meetings

- A. A committee chair calls meetings as often as required to discharge the responsibilities of the committee. A special meeting is called if requested by two or more committee members.
- B. Committees submit a written report of their actions to the Executive Committee at least once during the academic year.
- C. Minutes of all committee meetings are filed in the Office of the Chancellor. Copies are also sent to the Morris Campus Student Association.
- D. A quorum consists of a simple majority of the voting membership of each assembly committee.

Article IX. Ad Hoc Committees

The assembly or the chancellor may establish ad hoc committees to undertake special charges which do not fall within the purview of the assembly and adjunct committees of the assembly. Ad hoc committees normally observe the same operational procedures as specified for other committees.

Article X. Permanent File

A permanent file of the minutes of all meetings of divisions, campus committees, and the assembly is maintained in the Office of the Chancellor. The file is normally accessible to all members of the assembly.

Article XI. Procedure for Amending the Constitution and By-laws

The assembly may amend this constitution by a two-thirds majority vote of its membership. It may enact or amend its by-laws by majority vote of the membership of the assembly. An amendment to the constitution and to the by-laws must be presented at a previous meeting of the assembly and distributed to all assembly members at least two weeks prior to the vote on its adoption.

**Constitution approved by campus assembly, December 5, 1984.
Latest revision, November 9, 1992**

* The phrase civil service/staff should be interpreted to mean a number of the civil service or of those bargaining units for whom committee service is not precluded by terms of contract.