

FACULTY SENATE BYLAWS

WILLISTON STATE COLLEGE

1. Composition of the Faculty Senate

- A. General membership in the Faculty Senate is given to all full-time and part-time faculty employees without regard to race, color, national origin, age, sex, sexual orientation, religion, disability or covered veteran status.
- B. The Faculty Senate will be represented by a minimum of two with maximum of 4 members with one member for every 4 full time faculty from each of the following divisions:
 - ☐ Arts and Sciences
 - ☐ Business and Trades
 - ☐ Nursing and Allied Health

2. Terms of Office and Selection of Members

- A. Faculty Senate members need to have completed at least one year as a faculty member at Williston State College before they can be considered to sit on Faculty Senate.
- B. Nominations for Faculty Senate will be made annually during the month of March. Faculty Senate members shall be recommended for appointment by present members within the respective departments. Upon approval by Faculty Senate, new members shall be appointed annually in April to three-year staggered terms. Terms of elected senators begin in August.
- C. In case of Faculty Senate position vacancies during a three-year term, the department with an opening will make recommendations to Faculty Senate. Faculty Senate holds the right to accept or decline the recommendation. Faculty Senate will make final appointment of members.

3. Election of Officers

- A. Election of Officers shall take place annually by the April meeting for the following positions. Officers, with the exception of President, must be members of Senate and therefore will retain all voting rights as a department representative:
 - ☐ President
 - ☐ Vice President
 - ☐ Recorder
- B. The President may be a faculty member who is not a department representative. If so, the President shall have no voting rights within Senate. If the President is a current department representative, they retain all voting rights as a department representative.

- C. In case of an Officer position vacancy during the academic year, the vacant position shall be filled from within Faculty Senate, at the latest, during the next scheduled Faculty Senate meeting.

4. Duties of the Officers

A. The President:

- ☐ Presides over all meetings of the Faculty Senate.
- ☐ Ensures that all Faculty Senate activities are conducted in an orderly and professional manner.
- ☐ Has the authority to appoint such committees as are deemed necessary for the business of the Faculty Senate.
- ☐ Ensures that all actions conform to the Williston State College Constitution and Bylaws.
- ☐ Serves as the direct communication liaison between the President, the Vice Presidents, Faculty Senate, and the Faculty Council.
- ☐ Determines and distributes the agenda to all Faculty Senate members prior to each meeting.

B. Vice President:

- ☐ The Vice President will take over duties of the President when the President is unable (due to illness, other responsibilities, etc.).
- ☐ Serve as faculty representative for Sunshine Committee.

C. The Recorder:

- ☐ Takes and maintains the minutes of each meeting of the Faculty Senate and the Faculty Council.
- ☐ Uploads the minutes of each Faculty Senate and Faculty Council meeting to an approved online repository (i.e. Teams) and distributes the minutes to all pertinent faculty members.
- ☐ Receives and keeps all communication and reports to and from the Faculty Senate.
- ☐ Publishes the approved minutes from Faculty Senate and Faculty Council on the WSC webpage under Faculty Senate.

5. Committees and Task Forces

- ☐ The Faculty Senate shall establish such committees as are necessary to conduct

Faculty Senate business and shall perform duties determined by the Faculty Senate. All Senators are eligible to serve on any Faculty Senate committee(s). Each committee shall report back to the Faculty Senate.

6. Attendance / Absenteeism

- A. Senators are expected to attend all Faculty Senate meetings. Senators who must be absent from a Faculty Senate meeting are encouraged to send a substitute from the respective department. Any faculty employee who is a non-senator can be designated as the substitute and will have all the rights and privileges of a faculty senator at that meeting.
- B. Repeated absences (three meetings per academic year) without a substitute or lack of participation will result in removal from Faculty Senate by the Faculty Senate President. Upon recommendation from the Faculty Senate, the Faculty Senate President will file a formal sanction with the President of the College and the Human Resources Manager.

7. Meetings and Actions

- A. The Faculty Senate shall normally meet at least once a month during the academic year. A majority of the Faculty Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, decisions will be made by simple majority consent.
- B. Meetings of the Faculty Senate shall be open.
- C. A record of proceedings at meetings shall be kept which, upon request and under reasonable conditions, shall be made available by the recorder of the Faculty Senate.
- D. The Faculty Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Faculty Senate meeting.

8. Collegiality

Collegiality represents a reciprocal expectation of a professional relationship among colleagues with a commitment to sustaining a positive and productive environment as critical for the progress and success of the college community. It consists of collaboration and a shared decision-making process that incorporates mutual respect for similarities and for differences -- in background, expertise, judgments, and points of views, in addition to mutual trust. Central to collegiality is the expectation that members of the college community will be individually accountable to conduct themselves in a manner that contributes to the university's academic mission and high reputation. Collegiality among associates involves a similar professional expectation concerning constructive cooperation, civility in discourse, and engagement in academic and administrative tasks within the respective units and in relation to the institutional life of the college as a whole. Collegiality is not congeniality nor is it conformity or excessive deference to the judgments of colleagues, supervisors and administrators; these are flatly oppositional to

the free and open development of ideas. Evidence of collegiality is demonstrated by the protection of elementary principles of academic freedom, the capacity of colleagues to carry out their professional functions without obstruction, and the ability of a community of scholars to thrive in a vigorous and collaborative intellectual climate.

9. Amendments to the Bylaws

Amendments to these bylaws may be proposed by any Senate member at regular meetings of the Faculty Senate. If approved by majority consensus of the Faculty Senate, a proposed amendment shall be submitted to the President of the College for final approval.

History

Revised by Faculty Senate: 3/9/17

Revised by Faculty Senate: 01/18/23

Revised by Faculty Senate 9/19/2025