

Constitution and Bylaws of the College of Management and Business

Ratified:

Date: Sept. 19, 1996

EFFECTIVE DATE: September 19, 1996

Preamble

This constitution is established in order to promote the rules of governance for carrying on the educational responsibilities of the College of Management and Business of National-Louis University.

Article I. Name

The agent of Governance for the College of Management and Business shall be known as the College of Management and Business faculty (hereinafter CMB faculty).

Article II. Jurisdiction and Powers

A. The Powers of the CMB Faculty

The powers of the CMB faculty are delegated by the President of National-Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association Constitution. The CMB faculty, through its governance structure, retains the powers to: (1) investigate all matters within its areas of jurisdiction; (2) make policies regarding matters within its areas of jurisdiction; and (3) enforce those policies formulated through and according to the articles and amendments of this constitution.

B. Jurisdiction

The CMB faculty shall have general legislative power over all matters pertaining to: (1) its own meetings, governance units and fusion teams; (2) admission requirements, curriculum, instruction, examination, grading, and granting of authorized degrees; (3) supervision and regulation of research, and institutes of CMB faculty; and (4) administration of the programs of the College of Management and Business. Jurisdiction over matters pertaining to promotion, tenure, salaries, sabbaticals, leaves of absences and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University.

C. Constitution

The CMB faculty shall establish and maintain a constitution as most recently amended. All official actions taken in the name of the CMB faculty shall be governed by this constitution. The chair of the College shall be responsible for annual dissemination of the current constitution to the members of the CMB faculty.

Article III. Membership

A. Voting Membership

Academic personnel who hold an appointment to the faculty from the President of the University by a full-time contract and are assigned to the College of Management and Business shall hold voting membership in this organization.

B. Term of Membership

Membership for faculty is continuous until a change in contract status occurs.

C. Membership List

An up-to-date membership list shall be maintained by the elected Secretary of the College of Management and Business. A copy of the membership list shall be sent to each member of this organization in the fall of every year. Each member shall be notified in a timely manner of changes in the membership.

Article IV. Structure and Functions

A. Officers

1. Names of Officers. This organization shall have a chair, a chair-elect and a secretary. These officers, plus the conveners of the governance units, shall constitute the voting members of the Coordinating Council.
2. Terms. The officers shall begin their term of office on the first of June following the previous Spring term election of this organization and shall serve a one year term ending on May 31.

B. Elections

1. Nominations and Voting. The chair-elect and secretary of this organization shall be elected from among its faculty members by written ballot by the last spring meeting. These ballots are to be opened by the Secretary and a faculty designee, appointed by the Chair of the CMB with the proviso that the designee be at the same geographical location as the secretary. A nominating committee of three College of Management and Business faculty members appointed by the Coordinating Council shall solicit nominations for the offices of chair-elect and secretary, as well as representatives to councils, committees and other groups that operate either within or beyond the College of Management and Business. The slate of candidates shall be distributed to the members at least seven working days before the elections. At the election meeting, additional nominations may be made from the floor, with the consent of the person so nominated.
2. Vacancies During Term. A vacancy of the office of chair will automatically be assumed by the chair-elect. Any vacancy of the office of chair-elect, secretary or representatives to other groups shall be filled for the unexpired term by a special election called by the Coordinating Council. The remaining members of the Coordinating Council shall serve as a nominating committee to slate a candidate for each vacancy. Additional nominations may be made through the Coordinating Council with the consent of the person so nominated.

C. Duties of Officers

1. The Chair. The chair shall preside at all meetings of the College of Management and Business, shall be responsible for the general conduct of the business of this organization, and shall appoint fusion teams that are not otherwise specified in this constitution. The chair shall provide reports to the College of Management and Business's Administrative Council of actions taken by the Coordinating Council, its governance units and its fusion teams.
2. The Chair-Elect. The chair-elect shall coordinate the work of the fusion teams specially created to deal with issues which are not within the jurisdiction of the governance units. In the absence of the chair, the chair-elect shall have all of the powers and perform all the duties of the chair. The chair-elect will assume the duties of the chair upon completion of the current chair's term of office or in the event that a vacancy occurs in that office during the term.
3. The Secretary. The secretary shall record the minutes of each meeting and submit them, as well as each meeting agenda, to the office of the dean of the College of Management and Business for distribution to the CMB faculty. The secretary will also be responsible for maintaining the written reports generated by the various Governance units of the CMB, including fusion teams not reporting through the governance units. In the absence of the secretary, the chair will appoint a temporary secretary for the purpose of recording minutes.

D. Meetings of the Organization

1. Regular Meetings. Regular meetings of this organization shall be held every three (3) months beginning in September of each academic year at the day, time and place designated by the Coordinating Council.
2. Special Meetings. Special meetings of this organization may be called by the Coordinating Council or by signed petition of at least one-third (1/3) of the voting membership. A written notice stating the day, time, place and purpose of this meeting must be distributed by mail to arrive at each member's last known home address at least seven working days before the meeting.
3. Distant Campuses and Centers. Members of the CMB assigned to campuses or centers other than that of the meeting's origination shall have the opportunity to participate in meetings by conference telephone. If telephone services are interrupted and cannot be reestablished, the meeting shall continue, provided a quorum remains of those members still in communication.
4. Quorum. A majority of the voting membership of this organization constitutes a quorum for the transaction of business at any regular or special meeting. Unless otherwise provided, a majority of votes cast is required for the adoption of a motion or election to office.
5. Guests. Guests may be invited by the chair or the Coordinating Council to attend a meeting and participate in discussion but such guests shall not vote.
6. Minutes. The minutes of each regular and special meeting of this organization, including those of the Coordinating Council, shall be recorded by the secretary. The minutes shall be maintained and distributed through the office of the dean of the College of Management and Business. At each regular meeting, the minutes of the previous meeting(s) shall be reviewed and approved.
7. Decision-Making. The ordinary mode of decision-making in this organization shall be by consensus. On those occasions when a majority of the faculty participating in the meeting choose to use a more formal process, the latest edition of Robert's Rules of Order shall be the parliamentary authority. All motions shall be recorded verbatim, with the names of those members moving or seconding.
8. Notice. A written meeting notice, including the day, time, location, agenda, supplementary materials and minutes of the previous meeting(s) shall be sent by the office of the dean of the College of Management and Business to each member's preferred address so as to arrive at least five working days before the meeting.

E. Coordinating Council

1. Members. The members of the Coordinating Council are the chair, chair-elect, secretary and conveners of the governance units of the College of Management and

Business. The members have voting power within the Coordinating Council on any matter requiring a vote for resolution.

2. Duties. The Coordinating Council serves as the central coordinating governance unit of the CMB, bringing together the leaders of various organizational components to form linkages between the faculty and administration of the College of Management and Business and with other university entities. The Coordinating Council shall formulate the agenda for each regular meeting of this organization. The coordination Council will act on behalf of the CMB faculty on all matters that cannot be delayed for the regular faculty meetings. All decisions made by the Coordinating Council are subject to review and change by the CMB faculty.
3. Meetings. The Coordinating Council shall meet at least once per month, September through June. The chair may call additional special meetings of the Coordinating Council. These meetings are open to any member of the CMB.
4. A simple majority of the voting members of the Coordinating Council with the Chair or Chair-elect being present will constitute a quorum for the conduction of business.

F. Governance Units

1. Members. The governance units act as standing committees and have open membership. Faculty members of the College of Management and Business who serve on university councils, committees or other groups should also serve on the related governance unit(s).
2. Conveners. The members of each governance unit shall select a convener from among themselves at the start of each academic year. The duties of the convener are, but not limited to: scheduling and facilitating governance unit's meetings; ensuring that agendas are formulated and distributed; and ensuring that minutes of the meetings are recorded and forwarded to the Secretary of the CMB. The convener of each governance unit is a member of the Coordinating Council and is required to attend Coordinating Council meetings. In the event a convener can not attend a meeting, the convener will appoint a faculty member to represent that unit. Any governance unit may invite a member of the administration to attend some of its meetings.
3. Jurisdiction and Power to Form Fusion Teams. Governance units have primary jurisdiction in their areas identified in this constitution. The governance units are permanent entities that provide planning and control in areas that are considered to be continuous or repetitive in nature. These units have the power to form fusion teams to research and work on areas of direct concern to the unit. These fusion teams report directly to the governance unit and are under the supervision of the convener of the originating unit.
4. Meetings. Each governance unit shall meet at least once per month, September through June. The convener may call additional special meetings of the governance unit. All governance unit meetings are open to any member of the CMB.

5. The Academic Issues Governance Unit. The Academic Issues Governance Unit shall deal with topics such as academic standards, admission, and the associated components of student recruitment, and other related issues. Additionally, this unit will conduct and monitor appeals involving CMB decisions and policies.
6. The Strategic Planning Governance Unit. The Strategic Planning Governance Unit shall deal with topics such as the overall direction of the University and the College of Management and Business, linkages with businesses and other organizations outside the University, budget planning, enrollment forecasting, market research and other related issues. The strategic planning governance unit will be responsible for monitoring and adjusting the CMB's strategic plan during each academic year.
7. The Faculty Development Governance Unit. The Faculty Development Governance Unit shall deal with faculty and professional development issues such as grants and research, quality of work life, welfare and compensation, rank and tenure concerns, CMB faculty searches, and other related issues.
8. The Curriculum Development and Quality Assurance. The Curriculum Development and Quality Assurance Governance Unit shall be responsible for undergraduate and graduate curricula and courses. This responsibility includes initiating, monitoring, managing and controlling the processes through which curricula and courses will be developed, revised and evaluated.

G. Fusion Teams

1. Members. Fusion teams have open membership. The Coordinating Council or governance units may request individual faculty members and administrative officials to serve on particular fusion teams. The faculty members of each fusion team shall select a convener from among themselves. The convener will be responsible for calling and facilitating fusion team meetings and ensuring written reports are produced for the appropriate governance unit or the Coordinating Council. The chair-elect of the College of Management and Business is responsible for coordinating the work of the fusion teams not associated with specific governance units.
2. Duties. Fusion teams are temporary entities that deal with specified issues or tasks that are typically short-lived, may be highly specialized, or may be outside the realm of the governance units. Governance units may use fusion teams to accomplish unique and/or recurring tasks.

H. Policy Responsibilities

1. Policy Development. Policy research and development is typically the task of the governance units and in some cases the fusion teams. Proposed policies may originate from other sources as well.

2. Policy Recommendations. Governance units and fusion teams will submit policy recommendations to the Coordinating Council. The Coordinating Council will discuss and accept, reject, or refer recommendations back to the appropriate governance unit for further action/development.
3. Policy Acceptance. Agreement and approval of policies by the Coordinating Council will be by consensus or by majority vote. The Coordinating Council may refer an issue with or without recommendation to the CMB faculty for consideration. Final agreement and acceptance of a policy is the responsibility of the faculty of the College of Management and Business as defined in this constitution.
4. Policy Review. The CMB faculty, by consensus or majority vote, if Robert's Rules are being used, at any regular meeting, may request a review of any action taken, policy adopted, or decision made by any CMB council, governance unit or fusion team and, on the basis of such review, may call for any action or decision to be returned to the appropriate council, governance unit or fusion team for reconsideration. A petition signed by one-half (1/2) of the members of the CMB faculty shall call for review of any action or decision of any council, governance unit or fusion team. Final disposition of the review shall be decided by majority votes of the CMB faculty at their regular or special meetings.
5. Policy Execution. The Coordinating Council has the authority and duty to execute and monitor adopted policies of the College of Management and Business.

Article V. Faculty Appointment Procedure

A. Core Faculty

Full-time core faculty shall be hired in accordance with the NLU "Affirmative Action/Equal Opportunity Policy and Procedure for the Employment of Full-Time Faculty."

B. Non-Core Faculty

Non-core faculty appointments shall be made by the dean of the College of Management and Business pursuant to nominations by the appropriate academic administrator in consultation with the core faculty of the affected site. Records shall be kept of the search and screen procedures used to hire non-core faculty.

Article VI. Amendments

This constitution may be amended by at least two-thirds (2/3) of the votes cast at any regular meeting of the College of Management and Business, provided that written notice of the proposed amendment(s) has been given at least seven days prior to a previous regular or special meeting.

Article VII - Ratification

This constitution shall go into effect upon ratification by at least two-thirds (2/3) of the voting members of the College of Management and Business.

This version of the Constitution was proposed at the June 1996 faculty meeting and was presented to the faculty for ratification at the September 19, 1996 faculty meeting where it was ratified.