

BLINN COLLEGE
COUNCIL OF DIVISION CHAIRS
CONSTITUTION

1-7-04

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CONSTITUTION**

**ARTICLE I
NAME**

The organization shall be called the Blinn College Council of Division Chairs and shall be referred to as the Council throughout this document.

**ARTICLE II
PURPOSES**

The purposes of the Council shall be:

1. To provide a forum for discussion of academic policies;
2. To formulate recommendations relative to academic policies;
3. To consider non-academic policies and other matters that are important to the success of Blinn College;
4. To provide a channel of reciprocal communication between the Council members and the policy-making bodies of Blinn College; and
5. To facilitate communication within the College, especially between the faculty and the administrators.

**ARTICLE III
MEMBERSHIP**

Section 1: The membership of the Council shall consist of all division chairs including the director of library services. Assistant division chairs may attend meetings but may not vote.

Section 2: A member may send a proxy to vote in his or her place. The proxy should be an instructor from the member's division. A written statement from the member is required.

ARTICLE IV OFFICERS

- Section 1: The officers shall consist of a president, a president-elect, and a secretary and shall comprise the Council's executive committee;
- Section 2: A slate of officers shall be presented by a nominating committee at the last meeting for the spring semester; nominations may also be made from the floor;
- Section 3: The election of the officers for the following year shall be conducted during the spring semester; such election shall require a simple majority vote by the members present;
- Section 4: The officers shall serve for a term of one year, said term to commence upon election; and
- Section 5: In odd-numbered years the president shall be elected from the Brenham Campus and the president-elect shall be elected from the Bryan Campus. In even-numbered years the president shall be elected from the Bryan Campus and the president-elect shall be elected from the Brenham Campus.

ARTICLE V DUTIES OF THE OFFICERS

Section 1: The duties of the president shall be:

1. To preside at all meetings of the Council;
2. To appoint all committees;
3. To fill vacancies in the offices of president-elect and secretary;
4. To approve all communications sent out in the name of the Council;
5. To attend all meetings of the Administrative Council as a voting member; and
6. To represent the Council at the meetings of the Board of Trustees of the College.

Section 2: The duties of the president-elect shall be:

1. To attend all meetings of the Administrative Council as a voting member;

2. To advise the president as a member of the executive committee of this Council;
3. To be prepared to assume the office of president of the Council in the succeeding year;
4. To attend meetings of the Board of Trustees of the College in the event that the president is unable to attend;
5. To conduct all meetings of the Council and to assume other duties and functions of the president as needed in the absence of the president; and
6. To succeed to the office of the president if that office becomes vacant.

Section 3: The duties of the secretary shall be:

1. To conduct all correspondence of the Council as directed by the Council's president;
2. To prepare written minutes of each meeting and distribute them to all members in a timely fashion;
3. To attend the meetings of the Administrative Council as a voting member of said body in the event that the president or president-elect of the Council is unable to attend;
4. To advise the president as a member of the executive committee of this Council; and
5. To maintain the Council Web page, which consists of the latest approved version of the constitution, a list of the current officers, an archive of past minutes, and other items approved by the Council.

ARTICLE VI MEETINGS

Section 1: Regular meetings of the Council should be held monthly during the academic year;

Section 2: Other meetings may be called at the discretion of the president of the Council;

Section 3: Meeting locations should alternate between Brenham and Bryan unless held via interactive video conferencing;

Section 4: The members present at each meeting shall constitute a quorum.

ARTICLE VII COMMITTEES

Section 1: The Council shall have nominating committees consisting of three members from the appropriate campuses and chosen by the Council president. The nominating committees shall present a slate of officers to be voted on at the April meeting.

Section 2: The executive committee will develop the agenda and will communicate the resolutions of the Council to the Administrative Council.

ARTICLE VIII PARLIAMENTARY PROCEDURE

Section 1: The rules published in the most recent abbreviated edition of *Robert's Rules of Order, Newly Revised* shall govern the Council in all cases in which they apply and that are consistent with this Constitution and any special rules of order the Council may adopt.

ARTICLE IX AMENDMENTS

Section 1: Ratification of a proposed amendment requires an affirmative vote of two-thirds of the total membership of the Council;

Section 2: Any and all amendments to this Constitution are subject to the approval of the College President.

Revised by the unanimous consent of the Council 11-7-03

Approved by the College President 1-7-04