



General Education possess a common core of college-level skills and knowledge that reflects a shared experience in academic foundations and provides a basis for transferability.

### **III: MEMBERSHIP**

#### **Section A: Representatives and Alternates**

The Council membership shall consist of two representatives, at least one of which must be a faculty member from each participating public, private, and tribal campus as selected by procedures defined by and for each campus. It is suggested that both members be directly involved in the implementation of General Education on each campus.

Each campus shall also select one alternate, to serve in the absence of a representative.

It is the responsibility of each participating institution to inform the Council secretary of any changes in representatives or alternates for that institution prior to the commencement of either a summit or a business meeting of the Council.

#### **Section B: Terms**

Each voting representative shall serve a three-year term.

The term of the alternate shall be set by each individual campus.

#### **Section C: Responsibilities**

The representative members and alternates from each institution shall have full rights to discussion and deliberation.

Representatives must act as a liaison between the Council and their respective campuses.

#### **Section D: Non-voting Members**

Non-voting members of the Council shall include the Vice Chancellor for Academic Affairs, the Director of Academic Affairs, and a registrar member of the North Dakota Association of Collegiate Registrars and Admission Officers.

Non-voting members may also include one student representative selected by the North Dakota Student Association, a workforce representative invited by the Council, one representative each from the North Dakota Association of Tribal Colleges, the Department of Public Instruction, the Department of Career and Technical Education, the Council of College Faculties, and other invited ad hoc members.

### **IV: MEETINGS**

#### **Section A: Frequency of Meetings**

The Council must meet at least four times throughout the academic year. Additional meetings may be called as deemed necessary by the President of the Council or by majority vote of the members.

**Section B: Quorum**

Fifty (50) percent of the membership plus one (1) shall constitute a quorum.

**Section C: Rules**

Meetings will be conducted according to *Robert's Rules of Order*, latest edition.

**Section D: General Education Summits**

In addition to the above meetings, the Council will organize and host at least one General Education Summit per academic year. The site of the summit will be determined at least four months prior to the date of the summit. Attendance at summits will be open to any individuals from any campus with a vested interest in General Education, no matter the role they have on their individual campus. It is expected that attendees be both from among the faculty and administration of each campus. The purpose of a summit is to have the Council report on its actions and to solicit input from attendees as to how to best proceed with a common General Education agenda for the state of North Dakota. Summits may include topic specific themes, activities, speakers, and/or workshops.

**V. VOTING****Section A: Introducing Motions**

## VI: OFFICERS

The elected officers shall consist of a president, a vice president, a secretary, and a treasurer/parliamentarian. Election of officers for the next academic year will occur at the final Spring meeting. The terms of office shall be for one year commencing June 1st. 7 I

### Section A. President

The President shall preside at Council meetings and otherwise act as the chief executive officer of the council.

### Section B. Vice President

The Vice President shall preside at meetings in the absence of the president. 7 I

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After approval by the Summit attendees, this constitution must be submitted to the highest level faculty governing body on each campus and to the state Academic Affairs Council and ratified in its totality by two-thirds (2/3) of participating campuses no later than thirty (30) days prior to the next