

CONSTITUTION OF THE ADMINISTRATORS COUNCIL
New Jersey Institute of Technology
(Adopted March 4, 2014)

1. MISSION OF THE ADMINISTRATORS COUNCIL

1.1 Mission

The Administrators Council (hereinafter “AC”) shall be responsible for conducting business relating to the welfare and improvement of New Jersey Institute of Technology (hereinafter “university”), exclusive of academic and faculty matters. The AC shall focus on “quality of life” issues at the university and other items of importance related thereto at the university without replacing the university’s human resource, collective bargaining or compliance functions.

1.2 Functions

The AC shall: (a) collaborate, consult, and communicate with the university administration members and other stakeholder groups as required; (b) collect and disseminate information; (c) support the professional development of its members; and (d) initiate, pursue, and make recommendations to the University Senate on behalf of Administrators Council stakeholders in regard to any and all matters within the AC’s scope.

2. SHARED GOVERNANCE INTRODUCTION AND PRINCIPLES

2.1 Introduction

The establishment of an AC is part of a comprehensive system of shared governance articulated in a document titled *Policy on Shared Governance*. As stated in that document, shared governance entails a commitment by all university stakeholder groups—faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni, and senior staff—to work together for the betterment of the university.

2.2 General Principles

The AC shall perform its functions according to the eleven (11) general principles expressed in the *Policy on Shared Governance*: inclusiveness; mutual trust; participatory decision-making; attainment of the common good; communication; transparency and openness; efficiency; flexibility; innovation; collegiality/civility; and accountability.

2.3 Structure

The new shared governance structure and organization shall consist of two (2) senates: a University Senate, which represents all stakeholder groups (faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni and senior staff); and a Faculty Senate, which represents the faculty.

2.4 Stakeholder Group Represented By Administrators Council

The AC represents all administration members of the university work force at or above the level of director and below the level of vice president (hereinafter “Members”).

3. MEMBERSHIP

The AC shall be comprised of elected Members representing and selected from each vice president/executive level area (hereinafter “AC Members”). The AC Members shall be elected according to the Administrators Council Bylaws.

4. LEADERSHIP

4.1 Officers

4.1.1 President

The presiding officer of the AC, known as the President of the Administrators Council, shall be elected by and from the AC Members by majority vote.

4.1.2 Vice President

A Vice President shall be elected by and from the AC Members by majority vote to preside in the absence of the President of the Administrators Council.

4.1.3 Executive Secretary

An Executive Secretary shall be selected by the President of the Administrators Council to: (a) maintain and distribute action minutes of the meetings; (b) provide notice of communications received; and (c) conduct correspondence at the direction of the President of the Administrators Council.

4.2 Other Officers

The Administrators Council Bylaws may designate other AC officers as well as the procedures for selecting them.

5. BYLAWS

The AC shall maintain bylaws, known as the Administrators Council Bylaws, containing additional details about the AC's organization, committees, procedures and other matters. Nothing in the Administrators Council Bylaws may contradict any principle or stipulation in this Constitution.

6. MEETINGS

6.1 Regularity And Frequency Of Meetings

The AC shall meet regularly, as stipulated in the Administrators Council Bylaws, but not less often than two (2) times per semester.

6.2 Open Meetings And Closed Meetings

6.2.1 Open Meetings

Unless otherwise specified, all meetings of the AC shall be open to the university.

6.2.2 Closed Meetings

In special circumstances, as set forth in the Administrators Council Bylaws, the presiding officer of the AC may designate a meeting or a portion of a meeting to be closed. Such meetings shall be restricted to AC Members only.

6.3 Quorum

A quorum for transaction of business at any meeting of the AC shall be a majority of its current AC Members. Meeting dates shall be scheduled so as to guarantee a quorum.

6.4 Action Minutes

The AC shall keep action minutes of its meetings, including tallies of votes taken and records of decisions made. Action minutes of open meetings shall be made widely available to the university.

6.5 Parliamentary Procedure

Unless otherwise specified in the Administrators Council Bylaws, meetings of the AC and its committees shall be conducted according to the rules of procedure in the most recent edition of Robert's Rules of Order Newly Revised.

7. REPORTING STRUCTURE

The AC shall report directly to the University Senate.

8. COMMITTEES

8.1 Authority To Create, Alter, Manage, And Disband Committees

In order to perform its designated functions efficiently and effectively, the AC shall have the authority to create, alter, and disband committees, and to determine their charges, membership, and modes of procedure.

8.2 Designation And Management Of Committees

Unless otherwise specified in this Constitution, regulations for designating and managing committees and determining their membership shall be contained in the Administrators Council Bylaws.

8.3 Purpose Of Committees

The AC may create committees to handle particular kinds of business that fall under its purview.

9. REPRESENTATION ON THE UNIVERSITY SENATE

The President and Vice President of the AC, or his/her designees, shall serve as the AC's representatives on the University Senate.

10. FACILITIES AND RECOGNITION FOR SERVICE

10.1 Shared Governance Website

In association with the presiding officer and Executive Committee of the Faculty Senate, the presiding officer/President and Executive Committee of the University Senate shall maintain a dedicated Shared Governance website on the university's website. Postings shall include regulatory documents (such as the constitutions and the bylaws of each senate and their councils), agendas and action minutes of each senate and their council meetings, reports of senate and council committees, and other relevant materials.

10.2 Meeting Facilities

The university shall provide the AC with suitable space for its meetings.

10.3 Recognition For Service On Administrators Council

All Members of the university who serve on the AC and/or on its committees shall receive appropriate recognition for service to the university.

11. ADOPTION AND AMENDMENT OF THIS CONSTITUTION

11.1 Adoption

This Constitution shall be adopted and take effect when it has been ratified by all AC Members.

11.2 Amendment

Amendment of this Constitution shall take effect when a proposal for amendment, which has been communicated to all Members, has been approved by majority vote of all AC Members.