

# **BYLAWS OF THE FACULTY OF THE STATE UNIVERSITY COLLEGE AT POTSDAM**

## **PREAMBLE**

In recognition of the desirability of achieving maximum participation on the part of the Faculty in the decision-making process of this College, a process which affects the quality of the educational opportunities offered; in recognition of the need for establishing a system whereby each faculty member's voice may be heard through a representative body and whereby students may participate to a significant degree; in recognition of the requirement of the Policies of the Board of Trustees of the State University of New York that articles of governance which are consistent with the guidelines and policies set forth in said Policies be formulated by each faculty; and in accord with our belief that a system which includes a Faculty Senate working with and through Faculty committees is the most appropriate way to achieve a workable, flexible system capable of meeting the needs of this college; we, the faculty, do establish these bylaws.

## **Article I: Name**

The name of this organization shall be the Faculty of the State University of New York at Potsdam.

## **Article II: Membership**

Membership shall be limited to the voting faculty. Voting faculty shall consist of:

- a. The Chancellor and the Chief Administrative Officer of the college; and,
- b. Members of the college community as specified by the Chancellor as being in the unclassified service whether in academic, professional, or managerial/confidential positions. (See Article II, Policies of the SUNY Board of Trustees)

## **Article III: Power**

The Faculty shall be empowered to discuss and to recommend policy in all matters related to the College, and to make recommendations through the Faculty Senate or by referendum of the Faculty to officers and administrative divisions of the State University and of the College at all levels. The Faculty shall be empowered to act upon matters referred to it by the President of the College or the Faculty Senate, to review the actions of the Faculty Senate, to entertain petitions of faculty members who desire hearings, and to establish and amend these bylaws.

## Article IV: Meetings

### Section 1. Regular and Special Meetings

The Faculty shall be convened at least once in the fall semester and once in the spring semester by the Chair of the Faculty Senate. In addition to these regular meetings, special meetings of the Faculty may be convened by either the President of the College or the Chair of the Faculty Senate. Such special meetings are to be limited in their business to the item(s) specified in the call of the meeting. A special meeting of the Faculty shall be called by the Chair of the Faculty Senate upon written petition of at least ten members of the voting faculty.

### Section 2. Agenda

An agenda pertinent to the business of the meeting shall be distributed in print or electronic form not less than one week prior to a scheduled meeting of the Faculty or as soon as practicable in the case of a special meeting. Non-agenda business may be introduced from the floor once the meeting's stated agenda is complete, but no non-agenda business may be introduced from the floor in the case of a special meeting.

### Section 3. Quorum

A quorum shall be required prior to the conduct of any business requiring a vote; a quorum shall be seventy-five members. At meetings where ballots are signed for and received, as specified elsewhere in these bylaws, once seventy-five members have signed for and received ballots, the number of signatures shall be the sole determinant of the presence of a quorum for consideration of those items of agenda for which such ballots have been provided. A call for or direction of a secret ballot on any item of agenda for which ballots were not signed for and received shall be subject to the ordinary quorum requirements.

### Section 4. Parliamentarian

The Parliamentarian of the Faculty Senate shall serve as Parliamentarian of the Faculty as well.

## Article V: Committees

### Section 1. Grievance Committee

Subsection 1. The Committee on Grievances will be a standing committee of the Faculty, with the power to hear and act on grievances in accordance with the policies and procedures stipulated in the Grievance Procedures of the State University College at Potsdam, except that this power shall not be exercised at such times as there is in force a collective bargaining agreement between representatives of the Professional Services Negotiating Unit and the State of New York incorporating grievance procedures.

Subsection 2. Duties of the Committee on Grievances will be to hear and act on grievances in accordance with the policies and procedures stipulated in the Grievance Procedures of the State University College at Potsdam.

## Section 2. Ad Hoc Committees

Ad hoc committees of the Faculty may be appointed by the Chair of the Faculty Senate.

## Section 3. Permanent Committees

Subsection 1. Permanent committees, with membership either appointed by the presiding officer or elected by the Faculty or the Faculty Senate, as appropriate, may be established as ongoing bodies to insure faculty participation in matters that are neither ad-hoc nor policy-developing in nature.

Subsection 2. Where the actions of a permanent committee lead to the development of policy proposals, such proposals shall be referred to the Executive Committee of the Faculty Senate for referral or action.

## Section 4. Committees Appointed by the President

Other committees as may be appointed by the President of the College may be designated by the Faculty Senate following appropriate consultation as permanent or ad-hoc committees of the Faculty.

# Article VI: The Faculty Senate

The Faculty Senate is the representative governing body of the Faculty. It is empowered to recommend to the Faculty policy relating to academic affairs, student affairs, personnel, facilities, and any other matters of general faculty concern; to act on college policy relating to such matters; to organize itself with officers elected from voting faculty members; to receive and act upon reports of its committees; and to recommend to and communicate with the President of the College, the College Council, the Chancellor of the University, the Board of Trustees, the University Senate, or any other appropriate individual or body.

## Section 1. Name

This organization shall be known as the Faculty Senate of the State University College at Potsdam.

## Section 2. Membership

Subsection 1. Eligibility. All members of the voting faculty shall be eligible to serve as Faculty Senate delegates, except, by reason of their offices, vice presidents, deans, and directors in positions parallel to those of deans, who shall have voice, but not vote in Faculty Senate.

Subsection 2. Subdivision Delegates. Each Subdivision of the College shall be represented as follows: Each academic department including the College Libraries shall be represented with one delegate for one to nine voting faculty members and an additional delegate for each additional nine voting faculty or major fraction thereof. Other subdivisions of the college with five or more voting members of the Faculty shall be represented by one delegate for five to nine voting faculty and an additional delegate for each additional nine voting faculty or major fraction thereof. Subdivisions with four or fewer voting faculty shall be grouped with others of similar size reporting to the same vice president or dean for the purposes of electing delegates. Subdivisions shall mean each of those departments or divisions reporting to an Academic Dean, Academic Affairs, Student Affairs, College Advancement, and Business Affairs. Any two or more subdivisions as defined above may nominate or elect their delegate(s) on a clustered or joint basis, provided that a majority of the voting faculty in each such subdivision have voted in favor of such form of nomination and/or election at least ten calendar days prior to the holding of such nominations or elections, and provided further, that the results of such vote have been reported to the Secretary of the Faculty Senate; the total number of positions to be filled under such clustering shall neither exceed nor be less than the number which the affected Subdivisions would otherwise have been entitled to elect. Each of these groups shall elect one delegate for one to nine members and an additional delegate for each additional nine voting faculty members or majority fraction thereof. For the purposes of determining the number of delegates from each academic department or subdivision, faculty serving less than full-time shall be counted as one-half equivalents. Voting faculty serving in more than one academic department or other subdivision shall be counted in only one department or subdivision.

Subsection 3. Election of Subdivision Delegates.

a. The Executive Committee of the Faculty Senate shall publish a list of academic departments and other subdivisions or groups of subdivisions and the number of delegates to which each is entitled no later than December 1 in academic years in which elections for Faculty Senate delegates are scheduled, such list to remain in effect until the next election period. Appeals from the determination of the Executive Committee establishing the list of Subdivisions shall be filed with the Secretary of the Faculty Senate no later than February 1 of the academic year in which the list was published and shall be heard by the Faculty Senate following the reading of the Minutes at its February or March meeting; such appeal shall be sustained by a majority vote in the affirmative at said meeting.

b. Each delegate shall be elected by secret ballot by the members of the respective subdivision or clustered subdivisions who are voting faculty; elections shall be held during February, March, or April of odd-numbered years, and shall be concluded no later than April 30 of such years, with the results of the elections to be reported to the Secretary of the Faculty Senate, or designee, at their conclusion; initial elections in newly-created academic departments shall be held at the time of formation of such departments. Terms shall be for two years and members are eligible for re-election,

except that the initial terms of office of delegates representing newly-created academic departments shall expire at the same time as those of already existing subdivisions.

c. Delegate nominees shall either be nominated from the floor during a meeting of the Subdivision called for that purpose or be nominated by procedures established by majority vote of the Subdivision in accordance with the provisions.

d. Candidates who are the first to receive a majority of the votes cast shall be declared elected. Subdivisions shall establish procedures to be followed therein should no candidate receive a majority of votes on the first ballot.

e. A vacancy shall be filled by special election within thirty days following the creation of the vacancy with the results of this special election to be reported to the Secretary of the Faculty Senate, or designee, at its conclusion. A delegate so elected shall serve out the unexpired term of office of the delegate replaced.

f. Each Subdivision shall elect sufficient alternate delegates to act as delegate should the latter be unable to attend a meeting of the Faculty Senate.

#### Subsection 4. Faculty Delegates-at-Large.

There shall be ten faculty delegates elected at large: five delegates from the Faculty with five years completed service at the State University College at Potsdam at the time of beginning service in this office and five delegates from the Faculty with five or fewer years service at the State University College at Potsdam at the time of beginning service in this office.

#### Subsection 5. Election of Faculty Delegates-at-Large

a. Delegates-at-large shall be elected by secret ballot from the nominees offered from the floor of a Faculty meeting, said election to be held in (May) the spring of even-numbered years or by ballot from a slate of nominees prepared by the Nominating Committee with at least a two-week period provided for submission of nominations by the Faculty. Terms shall be for two years and members are eligible for re-election.

b. Candidates who are the first to receive a plurality of votes cast shall be declared elected.

c. A vacancy in the office of a Delegate-at-Large shall be filled by election by the Faculty Senate. A delegate so elected shall serve out the unexpired term of office of the delegate replaced.

Subsection 6. State University Faculty Senator. The duly elected representative of the Faculty of the State University College at Potsdam to the State University Faculty Senate shall be a Delegate-at-Large by reason of the office.

Subsection 7. Chairs of Standing Committees. Chairs of Standing Committees of the Senate who are not already delegates shall be Delegates-at-Large for the duration of their term as Chair.

Subsection 8. Terms of Office of Newly Elected Faculty Senate Delegates. Terms of office of all newly elected Faculty Senate delegates shall commence June 1 of the election year.

Subsection 9. List of Delegates. A list of delegates shall be published and distributed in print or electronic form by the Secretary of the Faculty Senate within 6 weeks following Fall registration.

### Section 3. Officers: Duties, Terms of Office

Subsection 1. Officers.

The officers of the Faculty Senate shall be its Chair, Vice-Chair, and Secretary.

Subsection 2. Eligibility.

Any member of the Faculty is eligible for nomination and election to the offices of Chair, Vice-Chair, and Secretary, with the exception of vice presidents, deans, and directors in positions parallel to those of deans, and the Faculty representative to the Faculty Senate of the State University of New York.

Subsection 3. Duties of the Officers

a. The Chair of the Faculty Senate shall:

1. Preside at all meetings of the Faculty, the Faculty Senate, and the Faculty Senate Executive Committee;
2. Circulate to the Faculty an agenda one week prior to the meetings of both the Faculty and the Faculty Senate;
3. Represent the Faculty at appropriate college functions and serve as a member of the Leadership Council and as liaison officer to the local College Council and to the Foundation Board of Trustees;
4. Appoint a parliamentarian;
5. Perform such other duties as are usually attributable to this office.

b. The Vice-Chair of the Faculty Senate shall, in the absence of the Chair, preside at meetings of the Faculty, the Faculty Senate, and the Faculty Senate Executive Committee and may represent the Faculty at appropriate college functions.

c. The Secretary of the Faculty Senate shall:

1. Record the minutes of meetings of the Faculty, meetings of the Faculty Senate, and meetings of the Faculty Senate Executive Committee;
2. Publish the minutes of the Faculty and Faculty Senate meetings and distribute them in print or electronic form, as determined by the Executive Committee, to the entire faculty not later than one week prior to the next scheduled meeting of the Senate;
3. Review the text of these bylaws for grammatical, syntactic, and referential consistency and make such recommendations as may be appropriate; such recommendations for changes must be approved by a two-thirds vote of the Faculty Senate;
4. Perform such other duties as are usually attributable to this office.

#### Subsection 4. Terms of Office

- a. The Chair of the Faculty Senate shall be elected for a two-year term, the election to be held in odd-numbered years.
- b. The Vice-Chair of the Faculty Senate shall be elected for a two-year term, the election to be held in even-numbered years.
- c. The Secretary of the Faculty Senate shall be elected for a two-year term, the election to be held in even-numbered years.
- d. Terms of office shall commence on June 1 of the election year.
- e. In the event of a vacancy in the office of Chair, the Vice-Chair shall become Chair and shall serve out the unexpired balance of the term to which the Chair was elected.
- f. A vacancy in the office of Vice-Chair shall be filled by a special election within thirty days after the creation of the vacancy or at the next regularly scheduled election of officers, whichever occurs first. The Vice-Chair so elected shall serve the unexpired balance of the term to which the Vice-Chair was elected.

#### Subsection 5. Elective Procedure for Officers

- a. Nominations to the offices of Chair, Vice-Chair, and Secretary shall be by written petition, said petition specifying the name of the nominee, her/his academic rank or equivalent, the department or sub-division in which s/he is being nominated, and the signature of the nominee indicating her/his willingness to serve if elected. The petition shall bear the signature of at least 25 members of the Faculty and shall be presented to the Chair of the Nominating Committee not later than seven days before the date of the meeting at which the election will be held or in the case of a referendum election by the date previously announced for the distribution of ballots.

b. The Chair of the Nominating Committee shall, in cooperation with the Secretary, prepare for the election ballots containing the names of all nominees, their academic rank or equivalent, and the department or subdivision in which they serve.

c. Election of officers shall be held at a Spring meeting of the Faculty or by referendum election. If the elections are held at a meeting, ballots shall be counted and the results announced before that meeting is adjourned. Such election shall be the first item of business on the agenda of such meeting after the proposed amendments to the bylaws.

d. In the event that no candidate receives a majority of the votes cast for a particular office, a run-off election shall be held immediately following the announcement of the results of the initial ballot, said run-off to be between the two candidates receiving the largest number of votes for the office.

#### Section 4. Meetings

Subsection 1. Regular meetings of the Faculty Senate shall be held at least monthly during full months of the academic year. The Executive Committee shall determine the calendar for the academic year at its first meeting in the fall and shall distribute the calendar in print or electronic form to all faculty prior to the first scheduled meeting of the Faculty Senate.

Subsection 2. Regular meetings of the Faculty Senate shall be called by the Chair or, in the Chair's absence from the College, by the Vice-Chair or, in the absence of both, by any member of the Executive Committee. A special meeting shall be called within one week of receipt of a petition signed by at least five delegates of the Faculty Senate.

Subsection 3. All meetings of the Faculty Senate shall be open to the College community. Non-delegates may address the Faculty Senate when requested by the Chair.

Subsection 4. A quorum shall be required to conduct business requiring a vote; said quorum shall consist of a majority of the Faculty Senate.

#### Section 5. Committees

The officers of the Faculty Senate, Senate Delegates, and any other members of the Faculty may be called upon at various times to serve on Committees of the Faculty Senate.

##### Subsection 1. The Executive Committee

a. Membership: The Executive Committee shall include the officers of the Faculty Senate, the Chairs of each of the Faculty Senate Standing Committees, the University Faculty Senator (ex-officio), and an additional member from each school of the College not otherwise represented in the aforementioned categories of members. A representative of the collective bargaining agent will be invited to attend as a non-voting member. The Director of General Education will be invited to attend as a

resource to the Executive Committee. A quorum of this committee shall consist of a majority of its voting membership and is required for the conduct of business.

b. Duties: The Executive Committee shall:

1. Develop an annual calendar and annual agenda and assign agenda items and other business of the Faculty Senate to the Standing Committees;
2. Appoint ad-hoc committees composed of voting faculty to consider matters not appropriate to any Standing Committee;
3. Fill vacancies which occur in the office of Secretary by appointment; such appointee shall serve until the next election of officers by the voting faculty;
4. Fill committee vacancies by appointment for the duration of the unexpired term;
5. Receive reports of Standing Committee activities and conduct a continuing review of Standing Committee work;
6. Grant or deny the written request of any individual faculty member who wishes to appear before or appeal directly to the Faculty Senate. When such a petition is accompanied by signatures of a least ten members of the voting faculty the Committee's compliance with the request shall be mandatory;
7. Create an agenda of business in cooperation with the Chair of the Faculty Senate to be considered by the Faculty Senate at each monthly meeting. Said agenda shall include items proposed by five members of the voting faculty or by any three members of the Faculty Senate. The agenda shall be distributed in print or electronic form to all members of the Faculty prior to the meeting. In case of an emergency meeting, the members of the Faculty Senate shall be informed as to the nature of the emergency as soon as possible so that maximal time is allowed for the thoughtful consideration of the business;
8. Confirm or deny the eligibility of all persons proposed for inclusion as "voting faculty" according to the definition of the same under Article II of these bylaws;
- 8a. Confirm or deny the eligibility of all voting faculty to serve as officers of the Senate according to the criteria set forth in Article VI, Section 3, Subsection 2.
9. Maintain primary responsibility for the conduct of elections of the Faculty or Faculty Senate not otherwise provided for in these bylaws. The Executive Committee shall set the time, place, and mode of the nominations and elections and shall distribute this information to the Faculty in print or electronic form one week prior to such nominations or elections. Balloting shall be at meetings or by referendum.

or

10. Act on behalf of the Faculty or Faculty Senate in appropriate matters, subject to the review of the Faculty or Faculty Senate, as appropriate.

Subsection 2. The Standing Committees: Definition and Membership

a. The Standing Committees of the Faculty Senate shall be:

1. The Nominating Committee
2. The Academic Programs and Curriculum Committee
3. The Admissions Committee
4. The Academic Policies, Standards, and Advising Committee
5. The Graduate Affairs Committee
6. The Business Affairs Committee
7. The Student Affairs Committee
8. The Goals and Planning Committee

b. Membership in the Standing Committees: Each committee, with the exceptions noted in (d) below, shall be composed of the following, all of whom have a vote:

1. Seven members of the Faculty elected by and from the Faculty of the College;
2. No more than two students, appointed by the Student Government Association (SGA), to serve as voting members on each standing committee with the exception of the Admissions Committee and the Nominating Committee, with the provision that such students serving on the Graduate Affairs Committee shall be graduate students; if SGA does not appoint student representatives by October 1 of the academic year, each standing committee in consultation with the Chair of the Faculty Senate may appoint student representatives of their choice.
3. Additional members of the Faculty as required in order that each Committee shall include at least one member from each school of the College
4. Additional members as deemed necessary by the Committee to facilitate the conduct of business.

c. Non-voting Membership in the Standing Committees: Each standing committee shall have non-voting members, appointed by reason of their office(s) as follows:

- Nominating Committee — Secretary of the Faculty Senate  
Academic Programs and Curriculum Committee — College Registrar, Provost & Vice President for Academic Affairs, Director of Transfer Services (or their designee)  
Admissions Committee — Director of Admissions (or designee) and one representative from each special admissions program

Academic Policies, Standards, and Advising Committee — College Registrar,  
Provost & Vice President for Academic Affairs (or their designee)  
Graduate Affairs Committee — Dean responsible for Graduate Studies (or designee)  
Business Affairs Committee — Vice President for Business Affairs (or designee)  
Student Affairs Committee — Dean of Students (or designee)  
Goals and Planning Committee — Provost & Vice President for Academic Affairs (or  
designee) and Chair of Faculty Senate

d. Special Membership Provisions:

1. Incumbents of positions named in Subsection 2c above shall not be eligible for election to any committee on which they serve as non-voting members by reason of their office.

2. Faculty membership on the Admissions Committee shall include at least four teaching faculty and shall not include as voting members representation from the Admissions Office.

3. Membership on the Graduate Affairs Committee shall be comprised of two Faculty members from the School of Arts and Sciences, two from the School of Music, and three from the School of Education.

4. The seven faculty members elected to the Goals & Planning Committee, by and from the Faculty of the college, shall include one member from each school of the College, and at least one faculty member who is not teaching faculty.

e. Membership on all Standing Committees shall be for two years for elected members. Members may be re-elected for two consecutive terms.

f. Membership for appointed Faculty members (both voting and non-voting) and for student members shall be for one academic year with appointments renewable as deemed appropriate by the appointing body. Appointments shall be made by the Chair of the Faculty Senate in consultation with the Chair of the relevant Standing Committee.

g. Each committee shall be permitted to invite other members of the campus community by reason of their office, to take part in committee deliberations from time to time. These incited members shall have voice but no vote.

h. Each Standing Committee, except the Nominating Committee, shall meet at least once a month during the period from September 1 to May 31.

i. Items may be placed on the agenda of a Faculty Senate Standing Committee meeting by any member of the particular committee. The agenda for each meeting and the minutes of the previous meeting shall be distributed in print or electronic form to all committee members. The utilization of an agenda shall not preclude the introduction of new business during the meeting.

j. In order to have an Executive Committee in place before June 1, the Chair of Faculty Senate shall call together all newly constituted standing committees except the Nominating Committee following the election for committee membership, but prior to the end of Spring semester for the purpose of electing committee chairs for the following academic year.

k. At the initial meeting of each Standing Committee its members shall determine the manner in which the minutes shall be recorded.

### Subsection 3. The Standing Committees: Election

a. The Faculty of the College shall elect from among its members to each standing committee three members in even-numbered years and four members in odd-numbered years.

b. Election of members of Standing Committees (except the Nominating Committee) shall be from a slate of nominees prepared by the Nominating Committee with at least a two-week period provided for submission of nominations by the Faculty; the elections may be held by campus ballot or at a meeting of the Faculty which includes elections as part of its agenda; for elections held at a meeting, there shall be provision for nominations from the floor. This election shall be held in the spring of each year.

c. The Chair of the Nominating Committee shall, in cooperation with the Secretary, prepare for the election ballots containing the names of all nominees and the department or subdivision in which they serve.

d. All Committee members shall commence their term of service June 1 or immediately following their appointment in the case of appointed members.

e. Members of the Nominating Committee shall be elected from among the candidates proposed from the floor at a meeting of the Faculty Senate, said election(s) to be held in September of each year.

f. Members of the Nominating Committee shall commence their term of service immediately following their election and shall immediately elect a chair.

### SubSection 4. The Standing Committees: Duties

The Standing Committees of the Faculty Senate are advisory groups which make policy recommendations to the Faculty Senate through the Executive Committee. All Standing Committees shall have a majority as their quorum and shall require a quorum for the conduct of business.

a. The Nominating Committee  
The Nominating Committee shall:

1. Develop the slate of nominees for election to each Standing Committee, except itself in accord with Article VI, Section 5, Subsection 2b.
2. Maintain election records to ensure candidates are selected in accord with Article VI, Section 5, Subsection 2.
3. Distribute and collect petitions for the election of officers and develop the slate of nominees for officers in accord with Article VI, Section 3, Subsection 4.
4. Oversee other elections as directed by the Chair of the Faculty Senate or the Executive Committee.

b. The Academic Programs and Curriculum Committee

The Academic Programs and Curriculum Committee shall:

1. Recommend policy to the Faculty Senate concerning undergraduate academic matters; requirements for graduation; the organization, conduct and evaluation of programs of instruction; and inter-college cooperation and programs.
2. Review proposals for addition, deletion, or revision of undergraduate programs and present recommendations to the Faculty Senate regarding these programs.
3. Notify the School and the Subdivision concerned regarding the time for review of a program proposal. The School or Subdivision will be given an opportunity to consult with the Committee to present its views on such program proposals before the Committee recommends action to the Faculty Senate.
4. Seek impact statements from the other divisions/subdivisions of the college likely to be affected by a program proposal including but not limited to deans of other schools, College Libraries, General Education Committee, and Transfer Services.

c. The Admissions Committee

The Admissions Committee shall:

1. Recommend policy to the Faculty Senate concerning undergraduate admissions policies.
2. Review proposals for changes in admissions policies, advise the administration on admissions criteria, make proposals on the size and composition of the entering class, and offer suggestions on modes of recruitment.
3. Keep the Faculty Senate current with respect to size and quality of the entering class.
4. Review and approve applications for specially admitted students.

d. The Academic Policies, Standards, and Advising Committee

The Academic Policies, Standards, and Advising Committee shall:

1. Recommend academic policy to the Faculty Senate concerning undergraduate matters including academic advising policies and standards, scholarships, the grading system, academic performance standards, academic grievances and appeals, academic honesty, registration, and class attendance.
2. Review and evaluate current academic policies and confirm their appropriate implementation.

e. The Graduate Affairs Committee

The Graduate Affairs Committee shall:

1. Recommend policy to the Faculty Senate concerning graduate academic matters; degree requirements; the organization, conduct and evaluation of graduate programs of instruction; and inter-college cooperation related to graduate programs.
2. Review proposals for addition, deletion, or revision of graduate programs and present recommendations to the Faculty Senate regarding these programs.
3. Notify the School(s) and the Subdivision(s) concerned regarding the time for review of a program proposal. The School or Subdivision will be given an opportunity to consult with the Committee to present its views on such program proposals before the Committee recommends action to the Faculty Senate.
4. Seek impact statements from the other divisions/subdivisions of the college likely to be affected by a graduate program proposal including but not limited to deans of other schools and College Libraries.

f. The Business Affairs Committee

The Business Affairs Committee shall:

1. Recommend policy to the Faculty Senate in all matters pertaining to the business affairs of the College.
2. Review and report to the Faculty Senate on the financial impact of proposed programs and policy changes.

g. The Student Affairs Committee

The Student Affairs Committee shall:

1. Recommend to the Faculty Senate policy dealing with extra-academic matters pertaining to student life including, but not limited to, student conduct, student rights and responsibilities, student housing, and student services.

2. Review and evaluate current student affairs policies and confirm their appropriate implementation.

h. The Goals and Planning Committee

The Goals and Planning Committee shall:

1. Facilitate the Faculty Senate's participation in academic planning.
2. Review college-wide long range planning documents and recommend endorsement or amendment(s) to the Faculty Senate.
3. Monitor achievement of college goals and report on such monitoring to the Faculty Senate.

Subsection 3. Ad Hoc Committees

- a. Each Standing Committee Chair shall be empowered to appoint ad hoc sub-committees whose duties and responsibilities shall be described by the individual committee.
- b. The Chair of the Faculty Senate may appoint additional ad hoc committees to report to the Faculty Senate on special matters. The appointment of these additional committees shall be subject to the approval of the Faculty Senate.

Section 6. Right of Subdivision to Dissent

Whenever a Subdivision of the College believes the action of a Faculty Senate Standing Committee is prejudicial to the best interests of the College, the Faculty Senate shall offer an opportunity to a Subdivision to present its point of view to the Faculty Senate before the Senate renders its decision.

Section 7. Minority Report

Should a minority of a committee wish to submit a minority report in writing, such a report will be in order and shall receive the same distribution as the majority report.

Article VII: Consultation

Section 1. Definition

- a. Consistent with the requirements of the Policies of the Board of Trustees of the State University of New York, Article IX and Article X , consultation is here defined as a face-to-face meeting or, if that is not possible, written communication, wherein the participants involved formally declare that consultation is taking place; are notified of the issue, problem, or matter to be considered; and are given an opportunity to express their views regarding the matter at hand. At the request of any party to the consultation, the

meeting shall become a matter of written record, said record noting the date, the substance of the consultation, the parties thereto, and the nature of the results.

b. In matters regarding designation of appropriate parties for purposes of consultation, the Executive Committee of the Faculty Senate shall recommend such designations to the President and shall inform the Faculty Senate of such recommendations.

## Section 2. Subdivision Procedures

In order to insure a participation by the Faculty, each Subdivision shall establish, by majority vote, procedures to be followed in the consideration of recommendations regarding:

- a. Curriculum initiation, development, and implementation;
- b. Personnel matters, e.g., appointments, promotions and compensation;
- c. Such other matters as are appropriate to the subdivision.

## Section 3. Student Participation

Subdivisions are encouraged to involve students, as appropriate, in procedures mandated in Section 2.

## Section 4. Search Committee Procedures

- a. In matters regarding the selection of a new President, faculty representation on the Campus Search Committee shall be constituted by the Faculty Senate in accordance with "SUNY Guidelines for the Selection of a President When a Vacancy Occurs at a State-Operated Campus of the State University of New York" Faculty membership on the search committee, while elected at large, shall consist of at least one member from each of the three schools.
- b. In matters regarding the selection of a new Vice-President(s) or equivalent position(s), faculty representation on the Campus Search Committee shall be constituted by the Faculty Senate in accordance with the Campus Hiring Procedures Document. Faculty membership on this committee, while elected at large, shall consist of at least one member from each of the three schools, one member elected at large, and the remaining faculty members of this committee elected from the subdivision subject to the jurisdiction of that office.
- c. In matters regarding the creation of a new administrative office (e.g. vice president, associate or assistant vice president, dean, director, etc.) the President shall consult with the voting Faculty prior to the creation of said office.

d. Search committees for the selection of Deans of Schools or equivalent positions shall be elected by members of the voting faculty who are also members of the subdivision subject to the jurisdiction of the office to be filled.

#### Section 5. Procedures for Appointment of Chair

In matters regarding the appointment or reappointment of a departmental chair or equivalent position, the President shall consult with the department concerned as a group and with the other groups as appropriate, and is encouraged to consult with appropriate students.

### Article VIII: Amendments

#### Section 1.

Amendments to these bylaws may be proposed in writing by any ten members of the Faculty. Proposed amendments shall be presented to the Secretary of the Faculty Senate and shall bear the signatures of the ten faculty members making the proposal.

#### Section 2.

Within fourteen days after receipt of the proposed amendment(s), the Secretary of the Faculty Senate shall cause the proposed amendment(s) to be distributed to the members of the Faculty.

#### Section 3.

The Chair of the Faculty Senate shall call a special meeting of the Faculty to consider the proposed amendment within thirty days after its distribution to the Faculty, but not earlier than fourteen days after such distribution. Should a regular meeting occur within these time limitations, a special meeting shall not be required, but the consideration of the proposed amendment shall be the first item on the agenda of said meeting after the reading of the Minutes. Failure to obtain a quorum at such a special meeting shall either:

- a. Cause consideration of the proposed amendment to be the first order of business following the reading of the minutes at the next regular meeting of the Faculty; or,
- b. Cause the Executive Committee to conduct a referendum vote of the Faculty, such referendum to be limited to an affirmative or negative vote on any proposed amendment, provided, however, that any modifications adopted during the conduct of business at the special or regular meeting while a quorum was still present shall be included in the amendment text, and further provided, that any proposal for modification that was pending at the time a quorum was no longer present shall be included in the referendum ballot but with provision for a separate vote on such proposed modification. The Executive Committee shall announce, within ten calendar days of the date of a meeting adjourned for lack of a quorum, whether the amendment will be acted on at the next regular meeting of the Faculty or in a referendum vote of the Faculty; such referendum shall be conducted as expeditiously as possible.

#### Section 4.

The adoption of amendments to these bylaws shall require the affirmative vote of a majority of those members of the Faculty participating in a referendum vote on the proposed amendment or

two-thirds of those members of the Faculty present and voting at the meeting at which the proposed amendment is considered.

#### Section 5.

In additions to the provisions of Article VI, Section 3, Subsection 3c, the Secretary of the Faculty Senate shall be authorized to propose such editorial changes as may be necessitated by adoption of any amendment to these bylaws or by changes in titles or structures effected by the president of the college, provided, however, that any such changes shall be reported to the Faculty Senate Executive Committee for its review prior to any dissemination of the revised bylaws text.

#### Section 6.

Where any portion of these bylaws is not consistent with the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the professional bargaining agent established pursuant to Article 14 of the Civil Service Law, the provisions of the latter documents shall prevail pending formal revision of these bylaws.

### Article IX: Conduct of Business

#### Section 1. Parliamentary Authority

The business of the Faculty, the Faculty Senate, and the various committees shall be conducted in accord with the latest edition of Robert's Rules of Order, except in instances where other procedures are provided for in these bylaws or in procedural rules adopted by the Faculty or Faculty Senate.

#### Section 2. Secret Ballot

Any vote in meetings of the Faculty or Faculty Senate shall be by secret ballot if so requested by three members present when the vote is to be taken, or by direction of the presiding officer.

### Article X: Recall

Any elected officer of the Faculty Senate may be recalled from office by a two-thirds vote of the Faculty present and voting at a special meeting called for that purpose. Such a meeting shall be called in accord with Article IV.

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rev. 9/87 rev. 2/95 rev. 9/98, rev. 5/01, rev. 5/03 - Last Modified: 5/14/03 by a Referendum Vote of the Faculty  
Concerns or questions regarding this information should be directed to: the Executive Committee of the Faculty Senate