



BUFFALO STATE
The State University of New York

COLLEGE SENATE HANDBOOK

Containing
STANDING RULES & BY-LAWS

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TABLE OF CONTENTS

COLLEGE SENATE HANDBOOK

I.	History	p. 4
II.	Status	p. 4-5
III.	Organization and Structure	p. 5-7
IV.	Senate Meetings	p. 7-8
V.	The Role and Responsibilities of Senators	p. 8
VI.	Senate Office and Support	p. 8-9

STANDING RULES

Rule 1:	Order of Business	p. 10
Rule 2:	Committee	p. 10-11
Charge for the	Curriculum Committee	p. 12
I.	Curricular Charges	p. 12
II.	General Charges	p. 12
Charge for the	Committee on Instruction & Research	p. 13
Charge for the	Committee on Standards for Students	p. 13
Charge for the	Committee on Faculty/Staff Welfare	p. 13-14
Charge for the	Committee on Budget & Staff Allocations	p. 14
Charge for the	Committee on By-Laws & Elections	p. 14
Charge for the	Committee on Student Welfare	p. 14
Charge for the	Committee on Academic Plan	p. 14

COLLEGE SENATE BY-LAWS

Article I.	Preamble	p. 15
Article II.	College Faculty	p. 15-16
Article III.	College Senate	p. 16-20
Article IV.	College Senate Communications	p. 20
Article V.	Grievance Committee	p. 20
Article VI.	Appointment to, and Representation On, Key Faculty Groups	p. 21
Article VII.	Organization of Departments, Divisions, and Schools.	p. 21
Article VIII.	Amendments	p. 21-22
Article IX	Adoption of By-laws	p. 22
List of Amendments and Dates		p. 23-25

I. HISTORY

The College Senate, in its current form, came into being in 1971. It replaced what had been a tripartite system of governance that consisted of a Faculty Council, a Student Council and an Administrative Council. While these deliberated as separate bodies, each provided for specific representation from the other Councils so that there was communication among them and some interlocking via membership. However, this form of governance not only proved to be cumbersome, but also prone to foster divisiveness since it encouraged the practice of presenting issues and proposals most likely to be sympathetic on a given issue. In addition to the Faculty Council, the Student Council, and the Administrative Council, another group acted in an advisory capacity to the President of the College and was widely perceived as a "kitchen cabinet."

The original proposal for the present Senate included all the constituencies now represented except students and support staff. There was strong feeling in the college community both for and against the inclusion of students as voting members. The inclusion of students, and the number of student Senators (12), is the result of a series of compromises between those who had proposed and those who opposed seating students as Senators.

All-College Faculty meetings had been used as the vehicle to bring faculty and administration together to address issues; these had been convened (or not convened) at the pleasure of the President. They became unwieldy as the College grew in numbers and were, on occasion, by-passed. The option is provided in the present set of College By-Laws for the Chair of the Senate to convene All-College meetings.

In 1997, the College Senate Curriculum Committee established a web site to facilitate communication about curricular matters. In 1999, a separate web site for the full Senate was established. In 2001, the approved minutes of the College Senate began to be posted on the web site regularly. Maintenance of the College Senate web site and of the College Senate electronic elections (introduced in spring 2000, and formally approved as an option in fall 2000) has been informal, based on interest/talent of senators, members of standing committees of the Senate, and support of the Computing and Technology Services (CTS) Department.

II. STATUS

The College Senate is the principal deliberative and advisory body of the College, established in the By-Laws of the College as "...the official agency through which the faculty and students engage in the governance of the College." It is from the College By-Laws that the Senate derives its authority. The Senate itself has a set of standing rules to govern the conduct of operations.

The College Senate is intended to serve as:

- A. A *forum* in which representatives of faculty, staff, students and administration interact. The consultative and advisory functions performed by the Senate continue those functions which had been provided by each of the three separate Councils;

- B. The *agent* of the college community which holds the administration, through the office of the President, accountable for actions taken and decisions made;
- C. An *advocate* for that system of governance which has been agreed to by the various constituencies of the College and approved in the College By-Laws by the eligible voting faculty, the President, the College Council, the Chancellor and the SUNY Board of Trustees; and
- D. The *organizational structure* through which faculty, staff, students and administration will be involved in issues of concern to the College.

The College Senate has deliberately avoided intrusion into certain areas of governance. It has, for example, never attempted to impose standards for selection of representatives from the various constituencies (student, administration, professional staff, Schools). It has carefully avoided intruding upon the prerogatives of Schools and is, in fact, prohibited by law in New York State from intruding into the area of terms and conditions of employment which are properly the prerogative of the bargaining agent.

Campus units (such as schools and departments), United University Professions, the College Council, the Trustees and the Regents, the University Faculty Senate, and United Students Government all have relatively well defined spheres of influence/authority and particular ways of interacting with (or failing to interact with) the College Senate.

Actions taken at Senate meetings are advisory to the President of the College. The President of the College is responsible for setting policy for the College.

III. ORGANIZATION AND STRUCTURE

Membership. Membership in the Senate and the organizational structure of the Senate are specified in the College By-Laws. The President and three of the Vice Presidents are members of the Senate as well as two members of the administration appointed annually by the President. Each of the Schools elects six Senators according to the procedures outlined in their by-laws. Six Senators are elected from among the Professional Staff in elections conducted by the Professional Staff. One Senator is elected to represent the Support Staff of the college. Seven Senators¹ are elected to serve at-large in elections conducted by the By-Laws and Elections Committee of the College Senate. Elections for the two University Senators (who serve as members of the College Senate as well as members of the University Faculty Senate) and their alternates are also conducted by the By-Laws and Elections Committee of the College Senate. Twelve students are elected annually in balloting conducted by United Students Government.

With the exception of the twelve students and the two appointments made by the President, Senators are elected for a three-year term. Senators may serve on the Senate for a maximum of six (6)

¹ The reduction from nine At-Large Senators to seven will be phased in, such that during 2007-08 there will be eight At-Large Senators, and only three At-Large Senators will be elected for 2008-09, bringing the total number to seven.

consecutive years or for two (2) consecutive terms of three (3) years each. After two terms or six years (whichever comes first) a senator must remain off the Senate for one (1) year before returning. Any Senator who is on leave and/or for other reasons unable to fulfill his/her responsibilities should notify the Chair of the Senate and the Chair of the appropriate By-Laws and Election Committee in writing of his/her inability to continue. Senators elected at-large should notify the Chair of the Senate and the Chair of the Senate By-Laws and Election Committee.

Standing Committees. There are eight Standing Committees of the Senate in addition to the Agenda Committee. The Committees, as specified in the By-Laws are:

- Curriculum
- Instruction and Research
- Standards for Students
- Faculty/Staff Welfare
- By-Laws and Elections
- Budget and Staff Allocation
- Student Welfare
- Academic Plan

Their function and charges were developed by the Committees themselves and approved by the Senate; they are found in the Standing Rules of the Senate. The Chair of each Standing Committee must be a Senator (unless it is impossible to identify a senator to serve in this capacity, in which case a non-senator may serve). Each Committee must have at least one other Senator serving as a member of the committee.

The Agenda Committee is chaired by the Chair of the Senate and includes the Vice Chair, an elected student senator, the Senior University Senator and at least three other members of the Senate appointed by the Chair. The duties and obligations of the Agenda Committee are addressed in both the Standing Rules and the College By-Laws.

Annual reports are made by each of the committees and presented to the Senate at the end of the spring semester each year. These reports are posted on the College Senate Website and maintained for archival purposes.

Committee Chairs. Committee Chairs have the responsibility of developing a list of members for presentation to the Senate. Committee membership is limited to fifteen (15); the Senate has the right to strike, but not add, names which are proposed to it. Chairs are urged to exercise care and common sense in developing committee membership lists. Specifically, Chairs are urged to:

- A. be aware of the size limitation on committees;
- B. make every effort to see to it that all Schools and Professional Staff are represented in approximately equal proportions (e.g., approximately two professional staff members and two representatives from each of the Schools).

- C. consider librarians as either faculty or staff and, by tradition, and include on each committee;
- D. include at least one student representative (a student Senator should be considered);
- E. accept the appointment of a non-voting administrative liaison; and
- F. make sure that at least one other member of the committee is a Senator.

Members of standing committees are appointed to serve two year terms of office². Ideally, terms of committee members are staggered, so some continuity can be maintained. When a committee roster is presented to the Senate (by tradition, committee rosters are presented at the first meeting of the Senate, for approval), the following information should be included: name, unit the individual represents, office address and phone number, e-mail address, specific years of term of service on the committee.

IV. SENATE MEETINGS

The Senate is required to hold a meeting each month during the academic year. By tradition, no Senate meeting is held in January. The dates of Senate meetings are usually included in the Administrative Calendar; the date, time and place of the Senate meetings are announced in the College Bulletin preceding each Senate meeting. Special meetings may be called with appropriate notice as indicated in the By-Laws of the College. Information can also be obtained by email from the Senate secretary or the Senate web site address is collegesenate@buffalostate.

The ordinary order of business for regular meetings of the Senate is as follows:

- A. Approval of the agenda
- B. Approval of the minutes of the preceding meeting
- C. Announcements from the President of the College
- D. Announcements from the Chair of the Senate
- E. Reports from Standing Committees
- F. Reports from Special Committees
- G. Special Orders of Business
- H. Unfinished Business
- I. New Business (including questions from constituents)

Caucus Meeting: By convention, a caucus meeting of the Senate is held late in the spring semester of each year (often, immediately prior to the last meeting of the year) to discuss candidacies for the election of the Officers of the Senate and the Chairs of Standing Committees from among the Senators who will serve during the upcoming academic year. Following the caucus meeting, an election is conducted, following recommendations of the By-Laws and Elections Committee at the last senate meeting of the year for uncontested elections, and through electronic elections for contested elections. This is done so that committee membership lists may be developed and presented to the Senate for approval at the September meeting, thus ensuring that no time is lost in pursuing governance issues in

² A committee member is not prohibited from serving multiple consecutive terms as a member of a standing committee.

the fall.

In the event that student senators have not been elected by the time that the Senate election of officers takes place, a separate election of the student chair of the Student Welfare Committee and the (elected) student senator serving on the Agenda Committee will be conducted by the By-Laws and Elections Committee at the first or second meeting of the year. If other standing committee chairs have not been elected, those chairs will also be included in this separate election.

Senate meetings are conducted according to *Robert's Rules of Order*. The parliamentarian to the Senate is appointed by the Chair. Both the Parliamentarian and the Chair of the By-laws and Elections Committee should have copies of the same edition of *Robert's Rules*.

V. THE ROLE AND RESPONSIBILITIES OF SENATORS

Senators are expected to attend Senate meetings and participate in the deliberations of the Senate. They are encouraged to report Senate business to their respective constituents (Faculty meetings, USG meetings, PSC meetings, etc.) as well as to solicit the views and opinions of constituents on issues which are before the Senate. They should be prepared to raise any item of concern to one or more of their constituents on the floor of the Senate.

Senators are also expected to serve on standing committees.

From time to time, Senators are asked to attend open hearings which are scheduled by the Senate or one of its committees. At other times, Senators may be asked to serve on a committee as a representative of the Senate or to serve on an administrative committee to provide liaison between that committee and the Senate.

VI. SENATE OFFICE AND SUPPORT

The Senate Office is located in Grover Cleveland Hall (G.C. 211) and can be reached by calling 878-5139, or by email.

Files are maintained in the Senate Office *for five years* for all Senate materials as well as proposals for new programs, program revisions, new courses and course revisions which are forwarded to the Curriculum Committee. *After five years*, due to space constraints, files are sent to **Butler Library Archives** and copies may be obtained by contacting them directly via email or telephone.

The College Senate web site contains an electronic version of the handbook, as well as information about Senate committees at collegesenate@buffalostate. There is also an electronic discussion board that offers constituents the opportunity to post questions and review answers as well as participate in dialogues about Senate issues.

In addition to an office, telephone and secretarial services, the College has established an account for

the Senate to provide support for such items as:

- A. office supplies
- B. duplicating expenses
- C. travel (funds are used primarily for the University Senators to attend the three plenary sessions of the University Senate and have been used at times to fund travel by the Chair of Budget and Staff Allocations to attend budget presentations in Albany or to meetings for governance leaders held by the Chancellor).

The Chair of the Senate has his/her load reduced by one course or receives compensation for a one-course overload per semester. The College supplies funds for replacement for the course from which the Chair is released. The usual summer stipend for chairs is made available to the Chair of the Senate to ensure that Senate business and planning continue over the summer.

The Chair of the Curriculum Committee receives a one-course reduction (or receives compensation for a one-course overload) per year. This is traditionally done during the spring semester. Each fall, the Chair of the Senate will confer with the Chair of the Curriculum Committee to determine which the Curriculum Committee Chair will choose, and notify the Provost. The Provost will arrange to have the necessary paperwork completed for the spring semester.

BUFFALO STATE COLLEGE

COLLEGE SENATE STANDING RULES

The following *RULES* deal with the procedures of the Senate in conformity with the College By-Laws in that they set forth how the Senate conducts business and how its committees function. They provide a compendium which is readily available not only to Senators and committee members, but also to the college community in order to further the democratic objectives of the College By-Laws. They provide a set of rules which will enable the Senate as a continuing body to proceed with its work over the years without having to constantly devote itself to procedural concerns at the expense of other substantive matters before it. In a sense, these rules provide a frame of reference which the Senate can change as needed, in whole or in part, with a minimum of time and effort.

Rule 1. The ordinary Order of Business for regular meetings of the Senate shall be as outlined in the *College Senate Handbook*, Section IV. Nothing shall prevent the Senate from altering the Order of Business at a regular meeting by unanimous consent, or by a motion carried by simple majority.

1.2 *Agenda Committee.* The Vice Chair, an elected student senator, and the Senior University Senator shall be members of the Agenda Committee. Further details about the Agenda Committee are provided in The *College Senate Handbook*, Section III. The Agenda Committee shall advise the Chair of the College Senate on the dispatch of Senate Business to insure that matters submitted for Senate consideration shall be properly included under one or another of the headings in the Order of Business. The Agenda Committee shall make no determination as to the merits of matters received for consideration of the Senate.

1.3 *Committee Chairs.* By convention, the Chair of the College Senate convenes the chairs of the standing committees of the Senate (or their designees) each month, in advance of the meeting of the Agenda Committee. The Chair uses this meeting to receive updates on the work of the committees, as well as to discuss options for pursuit of Senate business. By convention, both the chair of Student Welfare (a student senator) and the vice-chair of Student Welfare (a non-student senator) attend.

Rule 2. *Committees.* The Committees of the College Senate are specified in the College By-Laws.

2.1.a *Membership.* Membership on Standing Committees shall be determined in accordance with the College By-Laws. The Chair of each Standing Committee shall submit for the consent of the Senate those names of voting members he/she has selected to serve on that committee, up to the number authorized by the College Senate Handbook.

Upon motion to consent to (approve) the committee as constituted, any member of the Senate can then move to strike out one or more names, but cannot insert new ones, which the Committee Chair must do, if such a motion to strike out is adopted. After any

changes in the original names have thus been made, the Senate shall vote to give its consent to the list nominated, by majority vote. Each Standing Committee shall have the right to add as many non-voting members to its group as it deems fit, consistent with its charge.

- 2.1.b Each committee shall be composed of not more than *fifteen members* as widely representative of the college community as is consistent with the committee purposes.
- 2.1.c *Terms of office* for each committee member shall be two years, and can be renewed.
- 2.2 *Quorum.* The quorum for all Senate Committees (Standing and Ad Hoc) shall be a majority of the voting members of the Committee.
- 2.3 *Structure.* All Standing Committees of the Senate shall have a method to record decisions of the committee, with the appropriate vote, for transmission to the Senate and to carry on other appropriate tasks as determined by the committee. Standing Committees may designate members to carry out specific tasks consistent with the committee charge and may form sub-committees, or otherwise so organize itself to facilitate its responsibilities. Committees are encouraged to regularly post their approved meeting minutes on the Senate web site.
- 2.4 *Meetings.* Meetings of Standing Committees shall be called by the committee requesting a meeting.
- 2.5 *Jurisdiction and Function (Charges).* The function and jurisdiction of Standing Committees shall be in accordance with the College By-Laws. The charges prepared by each committee shall be approved by the Senate and shall remain in effect until the Senate adopts appropriate changes in these charges, as it deems fit from time to time, consistent with the College By-Laws. Upon initial approval by the Senate of the charges of Standing Committees, these charges shall form and be part of this Rule.

Charge of Curriculum Committee
Charge of Instruction and Research Committee
Charge of Standards for Students Committee
Charge of Faculty/Staff Welfare Committee
Charge of By-Laws and Elections Committee
Charge of Budget and Staff Allocations Committee
Charge of Student Welfare Committee
Charge of Academic Plan Committee

CHARGE FOR THE CURRICULUM COMMITTEE

I. *Curricular Charges.* The College Senate Curriculum Committee shall:

- A. Review every curriculum program on a regular, periodic basis to ensure its visibility, educational need and adherence to college policy.
 - 1. Recommend to the faculty, or appropriate instructional unit concerned, the need for updating or major revision of a program.
 - 2. Recommend to the Senate the need for phase-out of any programs which are of questionable need or value to the overall goals of the college.
- B. Recommend to the College Senate each year the priorities for new programs. These priorities are to be consistent with the academic plan of the college as well as with budgetary restrictions placed upon new programs.
- C. Develop, with the College Senate approval, appropriate structures and procedures for curriculum development and review.
- D. Develop structures, guidelines and procedures whereby the faculty may recommend revision of existing programs or propose new programs in conformity with college policy.
- E. Receive and review all proposals for revisions of existing programs or creation of new programs; and make recommendations concerning these to the College Senate in a manner consistent with the college and College Senate policies and procedures.
- F. Review and recommend approval or non-approval of all courses offered by this college.

II. *General Charge.* The College Senate Curriculum Committee shall:

- A. Carry out all mandates directed to the Committee from the College Senate.
- B. Work cooperatively with any and all Standing Committees of the College Senate on matters which are the concern of this committee as well as that of another committee or other committees.
- C. Work cooperatively within the developing Western New York Regional SUNY structure in reviewing and recommending joint programs sponsored by this college and other campuses within the region.

CHARGE FOR THE COMMITTEE ON INSTRUCTION AND RESEARCH

The Committee on Instruction and Research shall concern itself with those aspects of policy that relate to:

- the improvement of instruction and the development of services and resources necessary to carry out or enhance this function;
- the use of time and resources (e.g., scheduling, registration, and the college calendar);
- evaluation of student progress and teaching effectiveness;
- grading, withdrawal from courses, experimental and special instructional methods, innovative practices and maintenance of quality education; and,
- the stimulation and support of research, scholarship, and creativity.

CHARGE FOR THE COMMITTEE ON STANDARDS FOR STUDENTS

In support of Buffalo State College's vision, mission, and core values, the Committee on Standards for Students shall review and recommend policies dealing with:

1. The admission and readmission of all students.
2. The retention of all students in regard to academic policies, student conduct, and institutional programs and initiatives.
3. The graduation of all students.

CHARGE FOR THE COMMITTEE ON FACULTY/STAFF WELFARE

The College Senate Committee on Faculty/Staff Welfare shall be responsible for all matters concerning faculty and professional welfare; it shall function in conformity with:

1. The current contract negotiated by the bargaining agent for the State University of New York;
2. The current policies of the Board of Trustees; and
3. The By-Laws of the College Senate of Buffalo State College.

CHARGE FOR THE COMMITTEE ON BUDGET AND STAFF ALLOCATIONS

The Budget and Staff Allocations Committee shall gather and analyze all data and policies needed to determine budget and staff allocations and recommend criteria for all phases of these allocations; transmit data to other appropriate Senate Committees; generate student and faculty input at all policy levels prior to decisions, and recommend to the Senate appropriate action on budget and staff allocations.

CHARGE FOR THE COMMITTEE ON BY-LAWS AND ELECTIONS

The By-Laws and Elections Committee has the responsibility for considering and recommending changes in the By-Laws designed to facilitate the democratic governance of the college, consistent with the policies of the Board of Trustees of the State University of New York and other binding legal agreements. In addition, the By-Laws and Elections Committee shall conduct the necessary elections provided for in the By-Laws. The rules for conducting these elections and other germane considerations related to elections shall be recommended to the College Senate by the By-Laws and Elections Committee.

CHARGE FOR THE COMMITTEE ON STUDENT WELFARE

The Student Welfare Committee will examine matters and recommend policy concerning student life. Such matters include all aspects of the college as a total learning and living environment as it may be affected by the students' intellectual/academic, cultural, social, psychological and physical well-being--including academic matters, college and student services, and faculty-student-administration relations.

CHARGE FOR THE COMMITTEE ON ACADEMIC PLAN

It shall be the charge of the Academic Plan Committee to assist in the intermediate and long-range planning of the overall academic functioning of the college. The Committee shall study the important matters affecting the academic development of the college and recommend changes and/or new proposals. The Committee shall seek the cooperation of faculty, students, administration, professional staff and off-campus consultants. Some of its relevant areas of concern include:

- A. Mission of the College
- B. Master Plan
- C. Regionalism
- D. Enrollment Projections
- E. Recommendations of accrediting agencies

COLLEGE SENATE BY-LAWS

Article I. Preamble

- A. Buffalo State College establishes these By-Laws in order to provide for the democratic government of the College and make recommendations to the President of the College in the execution of the President's responsibilities as Chief Administrative Officer.

Article II. College Faculty³

- A. The composition of the College Faculty has been fixed by the *Policies* of the State University of New York Board of Trustees, 1968, Article X, Section 1, and includes the Chancellor, the President, and other members of the voting faculty of the College, other members of the academic staff of the College, and such non-voting administrative officers and professional staff as may be designated by these laws.
- B. In accordance with the *Policies*, the Article X, Section 1, the college voting faculty is herewith defined as comprising:
1. The Chancellor of the University and the President of the College; and
 2. Members of the academic staff of the College, including those having temporary appointments; and
 3. Vice Presidents (including Associate Vice Presidents, Assistant Vice Presidents), Deans (including Associate Deans, Assistant Deans), Directors (including Associate Directors, Assistant Directors), Associate Directors; and
 4. All professional librarians of the College; and
 5. All other professionals as defined by the active voting list of the Public Employees Relations Board of the State of New York; and
 6. All college support staff.
- C. The College Senate, as defined below, will maintain a list of eligible voters and notify in writing those persons declared to be voters under Article II, Sections A and B above. An appeal of a Senate decision may be heard only by the voting Faculty. Any disenfranchisements of faculty members, professional staff and support staff are the responsibility of the relevant units. All faculty members and staff members should be

³ The College Faculty are defined in Article II of both the College Senate By-laws and the State University of New York *Policies of the Board of Trustees, 2006*.

eligible to run and vote in two elections – the general “At Large” Senate elections and one unit affiliation election (e.g., faculty schools, Professional Staff caucus, library, and support staff).

- D. At a meeting of the Faculty or a faculty unit or professional support staff, a quorum shall consist of 20% of the eligible voters, unless otherwise specified by a faculty unit.

Article III. College Senate

- A. The College Senate shall be the official agency through which the Faculty and students engage in the governance of the College. It shall concern itself particularly with the following:

1. curriculum;
2. instruction and research;
3. standards for students (admission, retention, and graduation of students);
4. faculty/staff welfare (appointment, termination, promotion of faculty and to define "consultation" in selecting department chairpersons and deans);
5. by-laws and elections;
6. budget and staff allocations;
7. student welfare;
8. academic plan.

- B. The actions of the Senate are advisory to the President.

- C. Faculty members shall be the majority membership of the College Senate. The College Senate shall only include the following groups: Faculty (consisting of the four schools and the library), professional staff members, support staff members, students, and administrators (non-voting), with specific members as follows:

1. The President of the College, ex-officio, non-voting; and
2. The Provost and Vice President for Academic Affairs ex-officio, non-voting, the Vice President for Student Affairs ex-officio, non-voting, and the Vice President Finance and Management ex-officio, non voting; and

3. Seven⁴ members of the College Faculty (Article II, Section A and B) elected at large by a majority vote of the College Faculty; and
 4. Six members elected at large by a majority vote of the professional staffs of the Instructional Resources, Student Affairs, and other professional groups not otherwise represented; and
 5. Six members elected from each of the approved Faculties (School of Arts and Humanities; School of Education; School of Natural and Social Sciences; School of the Professions) and other Faculties recommended by the Senate and approved by the President; and one member from the Butler Library Faculty. Each of these Faculties shall determine how its senators shall be elected; and
 6. Two University Faculty Senators elected by the College in accordance with the SUNY Faculty Senate bylaws.
 7. Twelve students elected by the student body whose terms of office and method of election shall be determined in accordance with the United Students' Government constitution; and
 8. One member of the college support staff elected as determined by the support staff.
 9. Two members ex-officio, non-voting appointed by the President.
- D. The term of office for an elected senator shall be three years for all senators who are not students. Student senators are elected by the United Students' Government in accord with its By-Laws. However, the elections and the by-laws committee of each unit, as well as the College Senate By-Laws and Elections committee shall arrange terms so that approximately one-third of the elected members shall be elected each year.
1. No elected member of the Senate shall be eligible to succeed himself after serving two consecutive terms.
 2. The total term of office for any student member of the Senate shall be no more than three years.
- E. All Senators elected to the Senate are subject to recall by the voting members of the unit which elected them. A petition signed by 25% of the voting members and presented to the presiding officer of the Senate shall make mandatory, within two weeks, an election to determine whether the Senator shall be recalled. A majority of the unit's eligible voters shall determine the status of the Senator(s).

⁴ The reduction from nine At-Large Senators to seven will be phased in, such that during 2007-08 there will be eight At-Large Senators, and only three At-Large Senators will be elected for 2008-09, bringing the total number to seven.

- F. There shall be a standing committee for each of the eight areas specified in Article III., Section A. above.
1. The Senate shall elect one of its members to be chairperson of each standing committee for a one-year term.
 2. The chairperson of each standing committee shall appoint the members of the committee, subject to the consent of the Senate.
 3. Committee or committees may be created by the Senate to represent it in consultation with community representatives and with the College Council.
 4. The Senate may create ad hoc committees as it deems necessary.
 5. Each committee, as specified in Article III, Section A, shall be constituted as follows:
 - a. Representatives from all campus constituencies shall be selected in approximately equal proportions to their representation on the Senate.
 - b. An appointed non-voting administrative liaison shall be selected in consultation with the appropriate administrative office.
 - c. At least two members of the committee, other than the committee chair, should be Senators.
 - d. The selection process should follow the stated guidelines in the College Senate Handbook, Section III, Organization and Structure, with the exception of two committees:
 - i. Faculty/Staff Welfare will have no student members (faculty or staff member are still eligible to serve even if enrolled in courses at Buffalo State.)
 - ii. Student Welfare will have a majority of student members, and be chaired by a Student Senator. The Senate shall elect a non-student senator as Associate Chair.
- G. Each committee of the Senate shall be charged with a mission. The charge shall serve to define the purpose of the committee and will provide a frame of reference within which it shall operate. The charge shall be prepared by the committee and upon approval by two-thirds of the Senate shall become the basis for the committee's action. Each charge and any changes shall be published and distributed to the electorate upon approval. Annual reports are made by each of the committees and presented to the Senate at the end of the spring semester each year. These reports are to be posted on the College Senate website, and maintained in the Senate Office for archival purposes.

- H. A Chairperson and Vice Chairperson of the College Senate shall be nominated and elected from the elected faculty membership of the College Senate by the College Senate each year.
- I. A student senator shall be nominated and elected from the membership of the Senate each year, to serve on the Agenda Committee. If the election of the student senator cannot occur concurrent with the election of the other officers of the Senate, then it shall occur prior to the first meeting of the Senate Agenda Committee, when possible, or as soon thereafter as feasible.
- J. The Chairperson of the College Senate shall preside at all meetings of the Senate and all general faculty meetings not called by the President of the College. He/she shall prepare and circulate to all faculty and the student Senators the agenda for all meetings over which he/she presides. The Chairperson of the College Senate may convene the College Faculty as needed with the consent of two-third of the Senate he/she may remove a chairperson of a committee of the Senate. He/she shall also represent the Faculty at appropriate College and community functions, as authorized by the Senate.
- K. The Chairperson shall receive agenda items from faculty members, students, or staff at least ten days prior to any meeting. She/He shall be assisted in preparing the agenda by the Vice Chairperson, and the members of the Agenda Committee to be made up of no fewer than three members of the Senate named by the Chairperson for a one-year term. One of the members of the Agenda Committee shall be a student senator elected by the Senate to be a member of the Agenda Committee. The agenda shall be circulated to all members of the Senate and published at least one week prior to meetings. The agenda shall provide for the presentation of new business at any stated meeting.
- L. The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson.
- M. *Numbers of Meetings, Quorum, and Procedure:* The College Senate shall meet at regularly scheduled times at least once a month during the academic year and at special meetings when called by the Chairperson, or upon a petition of 10% of the faculty, or upon the request of a two-thirds majority of a standing committee of the Senate, or by action of the Senate. A majority of its membership shall constitute a quorum. Business shall be conducted according to *Robert's Rules of Order*.
- N. A College Senate seat shall be deemed vacant if a member of the Senate resigns, or shall be granted a leave of absence, as defined by the *Policies of the Board of Trustees of the State University of New York* (such as sick leave, maternity leave, vacation leave, reassignment which precludes attendance, such as participation in the Siena program, etc.) and cannot attend Senate meetings because of the leave. The Senator should notify the Chair of the Senate of such circumstances. It shall be the responsibility of the presiding officer of the College Senate promptly to notify the Senate and the faculty unit of such vacancies.

In addition, if a senator will be on sabbatical leave, and decides not to attend the Senate during the period of the sabbatical, the senator shall give notice to the body which elected him/her that a vacancy will occur.

If the vacancy occurs in the representation of one of the designated Faculty units as defined in Article III, Section C, paragraph 6, that unit shall proceed to fill the vacancy within one month of notification by the presiding officer of the Senate, using procedures specified in its own governance documents. If the vacancy occurs in an at-large faculty seat, the presiding officer shall direct the Senate By-Laws and Elections Committee to fill the vacancy from the next highest vote-getter from the at-large list of nominees in the previous election. This person shall be an interim appointee. In the case of a vacancy due to any of the reasons described above (other than resignation), the remainder of the unexpired term, if any, shall be filled by the interim appointee until the absent Senator returns from leave, at which time the senator shall resume the senate seat until the elected term expires.

In the event of a vacancy due to resignation, the relevant unit may determine whether to fill the term for the remainder of the senator's term, or to elect an individual to begin a new term. If the resignation occurs within two months of a scheduled election, then the new senator(s) may be elected rather than appointed.

Article IV. College Senate Communications

- A. At the Senate meeting in May of each year, the Chairperson of each standing committee of the College Senate shall report to the Senate the actions of each committee during the academic year and the disposition of these matters.
- B. Elected representatives to the College Senate shall report the proceedings of the College Senate to their respective units at respective meetings at least once each academic year.
- C. The College Senate shall keep official minutes and shall publish summaries of its actions in the *College Bulletin*.
- D. Elected student representatives shall report the proceedings of the College Senate to the student body at least annually.

Article V. Grievance Committee

A Grievance Committee may investigate matters brought to its attention by any faculty member, or group of faculty members, who believe that some College practice has resulted in unfair or unjust treatment to them. In accordance with the *Policies of the Board of Trustees* and procedures of the Faculty Senate of State University of New

York, the Grievance Committee shall make recommendations to the President of the College on the matters that it considers.

Article VI. Appointment to, and Representation on, Key Faculty Groups

- A. In the course of college governance and business, key groups are established. When the charge of the group includes outcomes that influence or direct a cross-section of persons represented by the College Senate, the Chairperson of the Senate will seek Senate representation on such key groups. These groups may be (though are not limited to):
- Search for and appointment of college officers
 - Review of college officers who are not reviewed by their own units (e.g., Graduate Dean, Associate Vice President of Teacher Education)
 - Task forces
 - Blue Ribbon Panels
 - Planning Groups
- B. The role of the Senate representative is two-fold: a) to reflect possible concerns of the Senate to the group and b) to share with the Senate (in a manner befitting) progress reports as well as a summary report.

Article VII. Organization of Departments, Divisions and Schools

Subsequent levels of the College faculty organized as departments, divisions and schools shall determine and state in writing the By-Laws for each faculty group. These By-Laws will express the means of faculty participation in decision making with respect to pertinent areas noted in Article III, Section A. They shall be consistent with the By-Laws of the College. When promulgated, these statements should be filed with the Chairperson of the College Senate.

Article VIII. Amendments

- A. Amendments to these By-Laws may be originated in the following ways:
1. Any member or group of members, of the faculty or of the College Senate may propose an amendment to these By-Laws, in writing to the Elections and By-Laws Committee. The Committee may present the amendment, with or without its revisions, to the faculty.
 2. Any group of at least 10% of the faculty may petition the President of the College to present an amendment to the faculty.
- B. Proposed amendments, ready to be presented to the Faculty, shall be circulated to the Faculty in written form. No vote shall take place until seven calendar days have elapsed

after this distribution. A vote must take place within forty calendar days. A proposed amendment may be further modified by the Faculty at the time the amendment is being considered.

- C. These By-Laws may be amended by a written majority vote of the voting Faculty.
- D. The voting members of the Senate authorize the members of the College Senate By-laws and Elections Committee to make such terminology changes in the College Senate Bylaws as to include such things as gender-inclusive language and other technical changes that reflect the present organizational structure of the college. These changes must be reported to the Senate in the final report of the Committee to the Senate, and archived in the records of the Senate.

Article IX. Adoption of By-Laws

- A. These By-Laws and subsequent amendments shall become effective after they have been adopted by the faculty and when the President of the College declares them effective.

Summary of Amendments

Note: All amendments 1968-1977 are incorporated into the text of the document, and are not specified below.

Approved by the Faculty, December 1968.

Approved by the Faculty, February 19, 1971; approved by the Chancellor, March 24, 1971; declared in effect by the President, with concurrence of the College Council, March 26, 1971.

Approved by Faculty Action, June 22, 1973; approved by the College Council and declared in effect by the President, August 1, 1973.

Approved by the Faculty Action, September 9, 1977; approved by the College Council and declared in effect by the President, October 17, 1977.

Approved by the Faculty, April 1995:

1. College Senate By-Laws, Article I: Preamble added – “and makes recommendations to the President of the College in the execution of his responsibilities as Chief Administrative Officer”.
2. College Senate By-Laws, Article III: College Senate added – paragraph B. “The actions of the Senate are advisory to the President”.
3. College Senate By-Laws, Article III: new – C. a. President of the College, *ex officio*, non-voting. b. The Vice President for Academic Affairs, **add: *ex officio*, non-voting**, the Vice President for Student Affairs, **add: *ex officio*, non-voting**, the Vice President for Finance and Management, ***ex officio*, non-voting** and... h. Two members *ex officio*, non-voting appointed by the President.

Approved by the Faculty, May 1996:

1. Amendment to College Senate By-Laws, Article III College Senate; Section C.d. College Senate shall be composed of: “Six members elected at large by a majority vote of the professional staffs of the Instructional Resources, Student Affairs, and other professional groups not otherwise represented,...”
2. Added New Article X

In August 2000 a new Senate handbook was produced, with new pagination, and revised grammar and gender references.

Amended by the Senate, May 2001; approved by Faculty October 2003:

1. Article III, Section E, guidelines for composition of standing committees of the Senate were modified to be in accord with practice.

2. Article III, Section F, role of secretary was changed to conform to practice, with student senator being designated as a member of the Senate Agenda Committee.
3. Article III, Section N, addition of resignation of senator, and clarification of notification policies for leaves of absence from the Senate.
4. Public Service Activities Committee dissolved, and eliminated throughout document.

Amended by the Senate, April 2003; approved by Faculty October 2003:

1. Article III, Section G, add discussion of annual reports from page 4 deleting it from page 4.
2. Article III, Section J, change to sentence 3.
3. Article VI, was renamed: Appointment to, and representation on, Key Faculty Groups
4. Article VI, text was deleted in both A. and B. and new text inserted.
5. Article VIII, modified text of Article X was inserted as new Section D or Article VIII, since both Articles VIII, and X deal with the amendment process.
6. Article X was eliminated, since it was modified and inserted into Article VIII as Section D.

Amended by the Senate, May 2005; approved by the Faculty, April 2006:

1. Academic Services and International Education Committees dissolved and eliminated throughout the document.

Amended by the Senate, March 2006; approved by the Faculty, April 2006.

1. Article III, Section C, reworded to reflect reorganization of academic units.
2. College support staff were included as a represented group. Changes made throughout document.
3. Article II, Section C, additions to address any disenfranchisements regarding voting and ability to run for elections.
4. Article III, Section C, introductory section changed to clarify faculty majority and groups represented on the College Senate.
5. University Senators must have full time faculty status.

Amended by the Senate, March 2007; approved by the Faculty,

1. At-large reduction from nine senators to seven to achieve faculty majority.
2. Changes to charges for all standing committees except Curriculum and Budget and Staff Allocations.

Amended by the Senate, March 2009; approved by the Faculty,

1. Article III, Section C-6, deleted reference to Alternate SUNY Senator being appointed by Chair. The Alternate Senators will now be selected in accordance with the University

Faculty Senate Bylaws.

2. Article III, Section F-5, increased the aspirational number of Senators on each committee from two to three.
3. Article III, Section F-5, makes the Associate Chair of the Student Welfare Committee elected by the Senate, instead of being appointed by the Senate Chair.