

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 Faculty¹

- 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 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).

¹ 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*.

- 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. Seven² 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

² 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.

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).
- 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.