Resolution #32
1979-1980

TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
RE: [Attachment]

SUBJECT:

Constitution & Bylaws of the Faculty of the State University College at Brockport
Revised 1979

(See attached)

Signed Robert G. Remmerling, President, Faculty Senate

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN
RE: I. DECISION AND ACTION TAKEN ON RESOLUTION
   a. Accepted. Effective Date
   b. Referred for discussion with the Faculty Senate on
   c. Unacceptable for the reasons contained in the attached explanation

II. III. a. Received and acknowledged
         b. Comment: Kelly to review

DISTRIBUTION: Vice Presidents: Kelly
               Others as identified:

Distribution Date: 5/32/10

Signed (President of the College)

Date Received by the Senate:
Constitution and Bylaws of the Faculty of the State University College at Brockport

ARTICLE ONE - PURPOSE AND DEFINITIONS

Section A: This organization shall be called the Faculty of the State University College at Brockport, hereinafter referred to as The Faculty.

Section B: The Faculty shall have primary responsibility over curricular development, scholarship standards, and, in general, the academic sphere of college operations.

Section C: The Faculty shall consist of a general assembly called The Faculty-at-Large and a deliberative body called the Senate.

The Faculty-at-Large shall consist of all those who have official Voting Faculty status in the college.

The Senate shall be composed of elected members of the Faculty who are eligible by the provisions of this Constitution and such ex officio members as hereinafter may be specified.

Section D:
1. Voting Faculty of the State University College at Brockport shall include administrative officers, professional employees, librarians, and academic faculty. For the sole purpose of determining who may vote for Senators representing Academic Departments or other Administrative Units hereinafter named, Departmental or Unit Voting Faculty shall be defined as Voting Faculty who are appointed to a single department or unit as indicated by the current personnel roster, with the following special provisos:

   (a) Voting Faculty members who hold appointments to two or more departments or units with more than a half-time appointment in one department or unit shall vote in the department or unit of their primary responsibility.

   (b) Voting Faculty members who hold appointments to two or more departments or units with no more than a half-time appointment in any one department or unit may vote in any of the departments or units to which they hold appointments, as determined by the faculty member by registering the particular choice with the chairperson or head of that department or unit and the Chairperson of the Faculty Senate Committee on Nominations, Elections and Committees once each academic year.

2. Academic Departments shall be those designated in the current faculty roster and/or College organization chart. Administrative Units shall include the following: Library, Student Affairs, Educational Communications Center, Educational Opportunity Center, Urban-Suburban Center for Innovation in Education,
Center for Student Academic Services, Administrative Services (consisting of the Office of the Vice President for Administrative Services and its professional staff not otherwise designated), Academic Affairs (consisting of the Offices of the President and the Provost and their professional staffs not otherwise designated) and Public Services (consisting of the Office of the Dean of Public Service and Continuing Education and its professional staff not otherwise designated). Other units may be determined upon approval of the Faculty Senate, after review and recommendation by the Senate Committee on Nominations, Elections and Committees. The identities and membership of Academic Departments and Administrative Units shall be determined according to the current personnel roster.

3. For the sole purpose of determining representation from other Academic Departments or Administrative Units not previously specified, the following procedure shall be used. Each Academic Department or Administrative Unit not otherwise identified above and desiring to be recognized as a unit of representation shall petition the Faculty Senate through the Senate Committee on Nominations, Elections and Committees. The following guidelines shall apply:

(a) No administrative unit of fewer than five (5) members who are full-time employees of the College shall be recognized as a unit of representation; smaller units may combine with appropriate other units to achieve a size equal to or greater than this minimum, but no member of the Voting Faculty shall be included in more than one unit of representation.

(b) Petitions shall be addressed annually to the Committee on Nominations, Elections and Committees, which Committee shall recommend to the Senate its determination of units of representation for the succeeding year.

(c) Petitions must reach the Committee on Nominations, Elections and Committees by February 5 each year and be based on the personnel roster of the immediately preceding October.

(d) The Committee on Nominations, Elections and Committees shall annually publish to the Voting Faculty by February 20 the Committee's recommendations on units of representation together with names of the groups from which all other petitions have been received. Units disagreeing with the Committee's recommendations shall have a period of two weeks within which to file comment with the Committee.

(e) At the Faculty Senate meeting next following midsemester each Spring, the Senate shall vote on the units of representation recommended by the Committee on Nominations, Elections and Committees. The result of this vote shall determine the units of representation to be added to those previously designated for the succeeding year.

ARTICLE TWO - THE FACULTY-AT-LARGE

Section A: The Faculty-at-Large shall elect the President-Elect of the Senate, the
Faculty representatives to the Faculty Senate of the State University, and the members of the Committee on Professional Ethics.

The Faculty-at-Large shall approve amendments to this Constitution and Bylaws and shall vote on all referenda and recall actions.

Section B: The Faculty-at-Large shall meet at least once each semester during the academic year prior to the end of the regular course schedule. The Faculty-at-Large shall also meet when convened by the Chief Administrative Officer of the College, the President of the Senate, or upon petition of ten percent of the Voting Faculty.

ARTICLE THREE - THE SENATE

Section A: The Senate shall make faculty policy in the academic and professional spheres and shall be the voice of the Faculty in its recommendations to the Chief Administrative Officer of the College, to other administrative officers and to other faculties and groups. It shall be empowered to act on and establish policy relating to faculty affairs, budget, non-contractual grievances and any other matter of general faculty concern, to discuss and express its views on any matter to be of general College or University interest; to make recommendations on any such matter to the Chief Administrative Officer of the College, the College Council, the Chancellor, the Board of Trustees, University Senate, or to any other appropriate individual or body; to organize itself with officers elected every year chosen from the Voting Faculty.

The Senate shall, through its President, inform the Chief Administrative Officer of the College of its recommendations. In making its recommendations to the College Council, the Chancellor and/or the Board of Trustees, the Senate shall act through the Chief Administrative Officer of the College.

The Senate shall provide two of its members, ordinarily the President and the President-Elect of the Senate, for appointment to the Administrative Council, Academic Council, and any other College advisory bodies on which faculty representation is warranted.

The Senate shall meet at least once per month during the academic year and shall consider an agenda prepared by the Senate Executive Committee in accordance with this Constitution and Bylaws. The Senate shall also meet on call of its President or ten percent of its membership. One more than one-half of the Senate membership shall constitute a quorum. Unless otherwise specified by this Constitution and Bylaws, all Senate votes or actions shall be based upon a quorum present.

Section B: Procedures of Senate Meetings

1. Recording of Senate Committee meetings and Plenary Sessions
Proceedings of the Faculty Senate and of its Standing and other committees may be recorded verbatim or electronically transmitted only under the following conditions:

(a) Proceedings of the Faculty Senate in session or as a committee-of-the-whole only upon affirmative vote of at least two-thirds of all Senators present and voting.

(b) Committee proceedings only with the unanimous affirmative vote by all committee members present and voting.

(c) An announcement is conspicuously posted throughout the recording or transmitting session.

Verbatim recordings, if any, must remain exclusively in the custody of the Senate and may not be released without expressed consent, in writing, of any Senator who is recorded thereon.

2. Presentation of Action Items to the Senate

In order to allow adequate consideration of matters to be presented to the Faculty Senate nothing shall be presented to the Faculty Senate for action unless it has first been presented to the Executive Committee at least seven days prior to placement on the Senate agenda.

Should extraordinary circumstances require, the matter in question may be presented to the Senate directly and without notice. In order for action to be taken before one full seven-day period has elapsed, a two-thirds vote of those present and voting shall be required.

Section C: Emergency Procedures

If urgent business shall come before the Faculty Senate during times other than the College’s regular fall or spring semesters, the Executive Committee shall be authorized to act for the Faculty Senate with the following provisions:

(a) The Executive Committee shall be solely responsible to decide whether the business at hand requires immediate action or may be deferred until the College is in regular session.

(b) All actions taken by the Executive Committee shall be advisory only and presented to the Faculty Senate for ratification at its next regular meeting.

(c) The Executive Committee, in writing, shall inform all concerned parties of the advisory nature of its actions.
Section D: Membership

1. The membership of the Senate shall consist of the following:

   (a) One Senator from each unit of representation as determined according to Article One, Section D above, for every fifteen (15) members or fraction thereof. Representation shall be determined by the number of full-time equivalent professional staff according to the current personal roster or identified in approved petitions for unit of representation.

   (b) The President and the President-Elect who shall be voting members of the Senate.

   (c) The immediate Past-President of the Senate who shall be an ex officio and voting member of the Senate for a one year term.

   (d) The Chief Administrative Officer of the College who shall be a non-voting ex officio member of the Senate.

   (e) The University Faculty Senators who shall be non-voting ex officio members of the Senate, unless also elected as Senators representing units.

2. Each unit of representation shall elect its own Senators.

3. Each unit shall elect an alternate for each Senator. An alternate is entitled to vote and to be counted for quorum only when a Senator from his/her unit is absent.

4. Any Senator whose seat is lost due to reapportionment under Section D of this article shall serve until the convening of the first fall meeting of the Faculty Senate in the next academic year or the rest of his/her term, whichever is shorter.

5. Eligibility for election to, or service in, the Senate shall be limited to Voting Faculty.

Section E: Term of Office

1. The term of office for all elected members of the Senate shall normally be two years except as noted below. The general principle shall be that:

   (a) Approximately half of the Senate shall be elected each year, and

   (b) In units entitled to two or more Senators, approximately half of the Senators shall be elected each year.

2. If a unit either gains or loses a Senate seat by reapportionment, the unit shall conduct its elections for Senator according to the above general principles.
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Reapportionment shall be conducted annually according to the procedures of Article One, Section D, and is to be effective with the immediately forthcoming spring election.

3. The beginning and ending dates of terms of office for all elected members of the Senate shall coincide with the convening of the first meeting of the Senate in the fall semester, unless otherwise specified herein.

4. When the President of the Senate has received written notice that a Senator will be on leave or otherwise separated from the College for a length of time exceeding one academic semester, or if an elected Senator subsequently becomes President-Elect of the Senate, or if a seat becomes vacant for any other reason, the President through the Standing Committee on Nominations, Elections, and Committees shall notify the appropriate unit of representation to conduct a special election in accordance with provisions of this Constitution and Bylaws. The newly elected Senator shall assume office upon notice from the President and shall serve until the return of the original Senator. Senators serving in seats lost due to reapportionment shall not be replaced.

5. The President and the Executive Committee shall serve from their installation at the first Faculty Senate meeting in the fall semester until the first Faculty Senate meeting in the next fall semester when new officers shall be installed. The agenda for the first Senate meeting of the fall semester shall be prepared jointly by the outgoing Executive Committee and the incoming Executive Committee-designate. This first fall meeting of the Senate shall be convened by the outgoing President and shall pass to the new President immediately upon installation. Installation of the President, ratification of the Executive Committee-designate, and elections of other Senate officers shall be the first items of the Executive Committee agenda at this first fall meeting of the Senate.

ARTICLE FOUR - OFFICERS OF THE SENATE

Section A: Officers of the Senate shall be the President, the President-Elect, the Vice-President, and the Secretary.

Eligibility to serve as President, President-Elect or Vice-President shall be limited to Voting Faculty other than those holding management-confidential appointments.

The President of the Senate shall serve a term of one year and shall not succeed him/herself in that office.

The President-Elect shall be elected by the Faculty-at-Large, shall serve a term of one year and shall succeed to the Presidency the following year.

The Secretary shall be elected by the Senate from its ranks at the first meeting of the academic year for a term of one year.
Section B: The duties of the Officers of the Senate shall be as follows:

The President of the Senate shall convene and preside over all meetings of the Senate, of the Executive Committee of the Senate, and of the Faculty-at-Large as provided for in this Constitution and Bylaws. The President may, upon due notice to the members, call a meeting of the Faculty-at-Large, of the Senate, or of the Executive Committee.

The President shall be the Chairperson of the Executive Committee of the Senate.

The President and President Elect shall be ex officio members of all Standing Committees of the Senate but shall not serve as Chairpersons of these Standing Committees.

The President shall, on petition of ten percent of the Voting Faculty, convene a meeting of the Faculty-at-Large or on petition of ten percent of the Senate, convene a meeting of the Senate.

The President shall preside over all meetings of the Faculty-at-Large except those convened by the Chief Administrative Officer of the College.

The President may appoint, with the approval of the Senate, a non-voting Recording Secretary, who need not be a member of the Voting Faculty.

The President-Elect shall, in the absence of the President, preside over meetings of the Senate, the Executive Committee of the Senate, and of the Faculty-at-Large as provided for in this Constitution and Bylaws. When the President chooses to enter debate, the President-Elect shall assume the chair.

The President and President-Elect shall be available for appointment to the College Administrative Council, Academic Council, and any other bodies on which faculty participation is warranted.

The Vice-President shall assume the duties of the President during a period when neither the President nor the President-Elect is available. The Vice-President shall assume the chair when both the President and the President-Elect choose to enter debate.

The Secretary shall, at the direction of the President, prepare and distribute notices and minutes of meetings of the Senate to all Senators and unit heads, and of meetings of the Faculty-at-Large to all members of the Faculty, and shall sit on the Executive Committee of the Senate as a voting member. Minutes of Senate meetings shall contain a record of Senators present.

The Secretary shall, at the direction of the President, transmit to the Faculty and to other appropriate parties those recommendations, resolutions and other statements drafted by the Faculty-at-Large, the Senate, or its Executive Committee.

The Secretary shall act as Recording Secretary in the absence of a Recording Secretary.
Section C: Vacancies

The Office of President or of President-Elect becomes vacant upon the resignation, incapacitation, or ineligibility of that officer.

If a vacancy in the office of the President occurs, the President-Elect shall serve as Acting-President as long as that vacancy shall exist, without vacating the office of President-Elect.

A vacancy in the office of President-Elect shall be filled by a special election. Special elections may be held only during the fall and spring semesters.

If the office of President falls vacant and the President-Elect is not available, the duties of the President shall devolve upon the Vice-President.

ARTICLE FIVE - THE EXECUTIVE COMMITTEE OF THE SENATE

Section A: The Executive Committee of the Senate shall consist of: the President, the President-Elect, the Immediate Past-President, the Vice-President, the Secretary, and the Chairpersons of the Senate Standing Committees.

Section B: The Executive Committee of the Senate, through the President, shall be charged with making the opinion of the Senate known to the Chief Administrative Officer of the College and to the Faculty and shall be the official liaison representative of the Senate.

The Executive Committee will prepare an agenda for each meeting of the Senate and the Faculty-at-Large, in accordance with this Constitution and Bylaws.

The Executive Committee will submit to the Senate all recommendations made by the Senate Standing Committees and the Faculty Senate Ad Hoc Committees.

The Executive Committee will conduct a periodic review of the actions of the Senate and their subsequent implementation, and shall report to the Senate accordingly.

Section C: The members of the Executive Committee shall serve from the time of their election (or appointment) until the first Senate meeting of the following academic year.

ARTICLE SIX - STANDING COMMITTEES OF THE SENATE

Section A: General Rules:

1. Meetings: Committees or any of their sub-committees shall meet:

   (a) on call of their chairpersons:
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(b) when two-thirds of the committee members so petition their chairperson;

or

(c) upon request of the Senate or its Executive Committee, as determined by a majority vote of either body.

2. Term of Office: Senators will be appointed to committees for a period of two years or the balance of their term of office.

Non-senators, when appropriate, may be assigned to Standing Committees for a term of up to one (1) year.

Members of Standing Committees may be reappointed through appropriate Senate procedures.

3. Chairpersons: Unless otherwise specified by this Constitution and Bylaws, Committee Chairpersons, after appropriate consultation, shall be appointed by the President-Elect and confirmed by the Senate at the first regular meeting of the academic year. After Senate confirmation, Chairpersons will serve at the pleasure of the President of the Faculty Senate.

4. Committee meetings: Committees shall establish and publicize in the minutes of the Faculty Senate a regular schedule of their meetings. With the exception of investigative hearings, such meetings will be open to any Faculty member who wishes to attend. Committees shall keep records of their proceedings and their operations submitting same in the form of their annual reports to the Senate.

5. Duties: Committees shall conduct continuing studies in the areas of their responsibilities, and shall make recommendations and annual reports based upon these studies to the Senate through the Executive Committee. Further, they will, upon request of the Senate or Executive Committee, conduct special investigations in those areas which are properly within their jurisdiction. Annual reports shall be submitted in writing to the President no later than the end of the Spring Semester.

6. Service on Committees: All Senators except the President-Elect and the Secretary shall serve on the Standing Committees of the Senate through appointment by the Committee on Nominations, Elections and Committees with the approval of the Senate. Senators shall serve on only one Standing Committee of the Senate, unless otherwise specified. Student members, chosen from a list submitted by the Brookport Student Government shall be invited to participate, as deemed appropriate by the committee.

In soliciting and selecting members for all Standing Committees and Ad Hoc committees, including replacements, the Committee shall give due consideration to Faculty Senators' expressed preferences and shall spread representation among Faculty Senate units of representation as widely as possible, consistent with the effective conduct of Faculty Senate business.

Unless otherwise specified, each committee shall include at least five Senators. The chairperson of each committee shall be a Faculty Senator.
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7. Vacancies: If a member of one of these committees becomes unable or inelig-
ible to serve for any reason, the chairperson of the committee shall be
empowered to appoint, until such time as the member's inability or ineligibility
ceases, or his term expires, whichever comes first, a temporary member of the
committee. The temporary member shall be chosen from a list of interested and
qualified Faculty compiled by the Committee on Nominations, Elections and
Committees. If the chair becomes vacant, the President of the Senate, after
consultation with the remaining members of the committee, shall appoint a new
chairperson from the Senators among them. The appointment shall be submitted
to the Senate for ratification at the next regular meeting of the Senate.

8. Enlargement of Standing Committees of the Senate:
A standing committee may be temporarily enlarged if, in the opinion of the Senate,
the duties of the committee warrant an increase in its size.

The Committee on Nominations, Elections and Committees, acting upon the request of
the Senate, shall appoint additional members to the committee, making its selection
from a list of interested and qualified Faculty members. Such appointments,
together with length of term, shall be submitted to the Faculty Senate for
ratification.

The list of names of interested and qualified faculty members who are willing to
serve on a Standing Committee of the Senate, in the event that the committee
needs to be enlarged or a vacancy needs to be filled, shall be compiled by the
Faculty Senate Standing Committee on Nominations, Elections and Committees.

9. Long-Term Subcommittees: Long-term or permanent subcommittees may be establish-
by Standing Committees upon approval of the Senate. The membership and functions
of such long-term or permanent subcommittees shall be submitted to the Senate
for approval as part of the establishment process. The Chairpersons of such
subcommittees shall be members of the parent Standing Committee and may be in
excess of the maximum membership specified for the Standing Committees.

Section B: Committee on Appointments, Promotions and Tenure

1. Membership: The Committee shall consist of eight (8) to twelve (12)
members, who are not Department Chairpersons, selected by the Committee on
Nominations, Elections and Committees with approval of the Senate. Membership
shall include at least one non-teaching professional.

2. Functions: The Committee on Appointments, Promotions and Tenure shall be
an advisory resource to the Faculty for appointments, promotions and tenure and
shall ensure that appointments, promotions and tenure policies and procedures
are observed, including the principles of full and equal employment opportunity.
The Committee shall study the suggested criteria for appointments, promotions and
tenure, as set forth by the Trustees of SUNY, and shall make recommendations
concerning their implementation. The Committee shall serve as the faculty body
for consultation on administrative appointments as required by the Policies of
the Board of Trustees.
Section C: Committee on Faculty Environment

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, selected by the Committee on Nominations, Elections and Committees with the approval of the Senate.

2. Function: The Senate Standing Committee on Faculty Environment shall act for the Senate in the continuing study and review of all those aspects of the college environment which affect the ability of the Faculty to operate efficiently. This Committee shall have a particular concern for the physical and professional welfare of the Faculty and shall take a general responsibility for the improvement of all campus facilities, schedules and events.

The Committee shall recommend to the Senate general policies in the areas of Faculty environment, welfare and responsibilities, including but not limited to the following: buildings and grounds, campus parking, college communications and publications, educational resources, emeritus faculty, faculty courtesies and amenities, patents, copyrights, sabbatical leaves and leaves of absence, safety, social activities, work space, equipment and working conditions, workloads and work schedules.

Section D: Committee on Graduate Policies

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, selected by the Committee on Nominations, Elections and Committees with the approval of the Senate.

2. Function: This Committee shall act for the Senate in the continuing study and review of all phases of the graduate curriculum, admissions and academic standards. It shall make recommendations concerning the approval, revision and removal of courses and programs, and shall recommend criteria for granting of graduate degrees. It shall act for the Senate in the continuing study and review of graduate student policies.

Section E: Committee on Long-Range Planning

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members selected by the Committee on Nominations, Elections and Committees with the approval of the Senate.

2. Function: The Committee will act to recommend and participate in all long-range planning. It shall initiate planning as well as act as a major coordinating body of planning initiated from all offices of the university, including but not limited to the following: academic calendar, academic organization, goals and priorities, budget, continuing education and special-degree programs, off-campus programs, preparation of Master Plans, size and composition of student body.

Section F: Committee on Nominations, Elections and Committees

1. Membership: The Committee shall consist of a minimum of three (3) and a
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maximum of six (6) Senator members selected by the President-Elect, after
appropriate consultation and with the approval of the Senate. Members of the
committee shall be eligible to serve on other Standing Committees.

2. Functions:

(a) The Committee shall conduct elections of the Faculty in accordance with
this Constitution and Bylaws. In special instances the President of the
Senate or the Chief Administrative Officer of the College may avail
himself/herself of the Committee, providing that the Committee is
given at least two weeks notice before balloting commences.

(b) Each year the Committee shall determine if changes in Senate represent-
tation are warranted. The Committee shall annually receive petitions from
units desiring to be recognized as units of representation and shall
make recommendations thereupon to the Senate. The Committee's
recommendations shall also include the number of Senators appropriate
to each unit.

(c) The Committee shall solicit and recommend to the President-Elect (i.e.,
the incoming President) the members of all Standing Committees, except
as otherwise specified in this Constitution and Bylaws, for submission
to the Senate for approval at the first Senate meeting of the fall
semester each year. The Committee shall similarly solicit and
recommend replacements for vacancies or additional members of Committees
as the need may arise.

(d) The Committee shall solicit and recommend to the President members of
such other committees, boards, panels, etc., as the President shall
require.

Section 6: Committee on Professional Ethics

1. Membership: The Committee shall consist of seven (7) members nominated by the
Senate and elected by the Faculty-at-Large. The Chairperson shall be elected by
the committee members. Each member shall normally serve two years. Approximately
one-half of the Committee shall be elected each year.

2. Functions:

(a) The Committee shall investigate charges of unethical practices by
members of the SUCB Faculty-at-Large.

(b) It shall serve in an ombudsman capacity to help solve problems of
peer conduct without the necessity of formal grievance procedures.

(c) It shall conduct hearings on formal charges of unethical practices
when deemed necessary.

(d) It shall forward to the Faculty Senate recommendations for resolutions
of charges or for censure of individuals or groups.
Section II: Committee on Research Policies and Procedures

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, at least three (3) of which shall be Faculty Senators, selected by the Committee on Nominations, Elections and Committees. One basic qualification for membership shall be the individual's demonstrated commitment to the desirability of publishable research as one institutional goal and/or experience in attracting and/or administering sponsored research funds.

2. Functions:

   (a) The Committee shall investigate, on a continuing basis, research policies and procedures, including possible impediments and disincentives to research, to procurement of outside sponsored research funds and generally shall strive to contribute to development of a favorable research climate at Brockport.

   (b) It shall provide assistance and advice to faculty soliciting such assistance from the Committee.

   (c) It shall make recommendations, through the Senate, to the Chief Administrative Officer of the College on research policies and procedures, including research-related budgetary and other financial questions.

   (d) Together with other appropriate committees, it shall be the committee considering all research-related questions coming before the Senate.

Section I: Committee on Undergraduate Curriculum

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, selected by the Committee on Nominations, Elections and Committees with the approval of the Senate.

2. Functions: This Committee shall act for the Senate in the continuing study and review of all phases of the undergraduate curriculum. It shall establish procedures for the approval, revision and removal of undergraduate courses and programs, recommend guidelines for staffing undergraduate programs and shall recommend criteria for granting baccalaureate degrees.

Section I: Committee on Undergraduate Student Policies

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, selected by the Committee on Nominations, Elections and Committees with the approval of the Senate.

2. Functions: This Committee shall act for the Senate in the continuing study and review of College policy in the areas of admissions, academic standards,
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undergraduate student housing, placement, financial aid, extra-curricular activities and all other matters which might affect faculty responsibility for undergraduate students.

Article Seven - Ad Hoc Committees

Ad hoc committees of the Faculty Senate may be established by the Faculty Senate to perform specific tasks not under the purview of any standing committee. Such ad hoc committees shall be appointed by the President of the Faculty Senate with the approval of the Executive Committee and the Faculty Senate. Members of Senate ad hoc committees shall select their own chairpersons. Ad hoc sub committees may also be appointed by Standing Committees of the Faculty Senate to perform specific tasks within their function.

Ad hoc committees of the College may be appointed by the Chief Administrative Officer of the College to perform specific tasks not under the purview of the Faculty Senate. Such ad hoc committees shall be appointed by the Chief Administrative Officer of the College in consultation with the President of the Faculty Senate.

Article Eight - Agendas

Section A: Agenda for meetings of Faculty Senate

1. The Executive Committee shall prepare an agenda for each meeting of the Faculty Senate and shall make it conveniently available to all faculty and circulate it by mail to all Senators at least three (3) days in advance of regular meetings.

2. The agenda shall include at least the following, in the order given below:

   (a) Approval of minutes
   (b) Approval of Agenda
   (c) Announcements
       This section shall be restricted to informational items not requiring action.
   (d) Old Business
       This section shall be restricted to unfinished business and to previous agenda items not acted upon.
   (e) Report of the Executive Committee
       This section shall include all actions taken by the Executive Committee
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and all items recommended by the Executive Committee for action by the Senate.

(f) Reports of Standing and ad hoc Committees.

(g) New Business

This section shall be restricted to items from the floor to be referred to the Executive Committee on motion and carried by majority vote.

Section 3: Agenda for Meetings of Faculty-at-Large

All items to be considered at the meeting shall be placed on the agenda which shall be distributed to the faculty at least two (2) weeks prior to the meeting.

ARTICLE NINE - ELECTION PROCEDURES

Section A: The Committee on Nominations, Elections and Committees shall be responsible for the preparation of slates and the administration of elections to those positions decided by the Faculty-at-Large.

Each February the Committee shall publicly solicit petitions for candidacy for the positions of President-Elect, University Faculty Senator, and Alternate University Faculty Senator. Only candidates whose petitions contain twenty-five (25) signatures of Voting Faculty are eligible to have their names appear on the election ballots; at least two (2) candidates must appear on the ballot for University Faculty Senate for each position vacant. Three weeks from the initial call for petitions shall be allowed for the submission of petitions to the Committee on Nominations, Elections and Committees. If insufficient candidates qualify, the Senate, by majority vote, shall nominate candidates. The Committee must have the consent of the nominee before his/her name may be included on an election ballot.

At a regular spring semester meeting of the Faculty-at-Large, the Committee on Nominations, Elections and Committees shall present to the Faculty the slate of qualified candidates for each office specified above. At this meeting, the candidates for these offices shall have the opportunity to address the Faculty.

Separate ballots shall be presented as follows:

(a) President-Elect of the Senate. Elections shall be by a majority of the votes cast, providing that votes are cast by at least one-fourth of the Voting Faculty.

(b) The Representative(s) and Alternate Representative to State University of New York Faculty Senate. Elections to these offices shall take place in the years in which the terms of office expire. Election shall be by a majority of the votes cast.
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If any candidate receives less than a majority of the votes cast, a run-off election shall be held within two (2) weeks of the regular election between those two candidates receiving the highest number of votes cast. Elections shall be by a majority of the votes cast.

If only one person qualifies as a candidate for President-Elect, ballots shall be marked "Endorse" or "Do not endorse." The candidate must receive a majority endorsement in a qualified election. In the event the candidate does not receive a majority endorsement, a new election will be held consistent with the Constitution and Bylaws.

Section B: Voting for all candidates from the Faculty-at-Large shall be conducted by secret ballot.

Ballots, in signed envelopes, shall be returned to the Committee on Nominations, Elections and Committees which shall allow at least five (5) full working days from the date of original distribution for return of ballots. The Committee shall announce election results to the Senate at its next regular meeting.

Voting for Senators from various units of representation shall be held within four (4) weeks after the foregoing elections have been decided and their results announced. Each unit shall conduct its own elections democratically among qualified candidates. The names of elected Senators and alternates shall be forwarded to the Committee on Elections, Nominations and Committees as quickly as possible.

Section C: The final composition of the Senate and the names of the elected representative(s) to the State University Senate and the Alternate Representative shall be announced to the Faculty by the Committee on Nominations, Elections and Committees before the end of the academic year. New terms of office become effective at the first fall meeting of the Faculty Senate, except as otherwise specified.

ARTICLE XIX – RECALL

Section A: Any office holder elected by the Faculty-at-Large shall, upon petition signed by ten (10) percent of the Voting Faculty, be subject to procedures for recall for unsatisfactory service.

Section B: Upon receipt of the said petition, the President of the Faculty Senate shall submit the recall proposal to each member of the Faculty two (2) weeks before a special meeting of the Faculty-at-Large called to discuss the proposal. Voting on the recall proposal shall take place within one week by secret mail ballot and a two-thirds majority of those responding shall be necessary to effect recall of the named office holder(s).

Section C: Faculty Senators shall be subject to procedures for recall for unsatisfactory service by members of their electing unit of representation according to procedures determined by that unit.
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Section D: A recalled Senator or office holder shall immediately vacate his/her elective position, but shall be eligible for election at the next regular election.

Section H: If an elective position is vacated by recall, the Committee on Nominations, Elections and Committees or the appropriate unit of representation shall hold a special election within thirty (30) days during the fall or spring academic semesters, to fill the vacated position, except where procedures are provided elsewhere in this Constitution and Bylaws.

ARTICLE ELEVEN - REVIEW OF THE RECOMMENDATIONS OF THE SENATE

Faculty Senate recommendations which do not gain the approval of the Chief Administrative Officer of the College or which receive no action within thirty (30) days of their receipt by him/her, may be reconsidered by the Senate and reaffirmed. Reaffirmation implies that the original recommendation be unchanged, and requires a two-thirds affirmative Senate vote.

The recommendation shall then be referred to an ad hoc Review Board, consisting of three members appointed by the Chief Administrative Officer of the College and three members elected by the Faculty Senate. Within thirty (30) days of the convening of the Review Board, the Board shall report its findings to the Chief Administrative Officer of the College and the Faculty Senate.

In the event that the Review Board cannot reach a decision, or if the Chief Administrative Officer of the College or the Faculty Senate does not concur with the findings of the Review Board, the issue shall be brought before a special meeting of the Faculty-at-Large. The Faculty-at-Large shall, by majority vote of those present and voting, instruct the Senate as to what further steps, if any, should be taken in the disposition of the case.

In the event that the Chief Administrative Officer of the College rescinds or substantially alters a College policy recommended by the Senate, such policy shall come before the Executive Committee for review.

ARTICLE TWELVE - REFERENDUM AND INITIATIVE

Section A: Referendum. Any recommendation or action of the Faculty Senate may be subject to ratification by the Faculty-at-Large by referendum.

A referendum shall be initiated by a petition signed by ten (10) percent of the Voting Faculty and submitted to the President of the Faculty Senate.

Copies of the proposed referendum shall be submitted to each member of the Voting Faculty at least two (2) weeks prior to a Faculty-at-Large meeting called for discussion of the referendum.
Voting on the proposed referendum shall take place by mailed secret ballot of the Voting Faculty. A majority vote of those voting shall determine the action to be taken by the Faculty Senate.

Section B: Initiative. Any member of the Faculty-at-Large may submit any proposal to the Faculty Senate through his Senator.

A proposal signed by five (5) percent of the Voting Faculty and submitted to the Executive Committee of the Faculty Senate shall be placed on the agenda for the next regular Senate meeting.

ARTICLE THIRTEEN - RULES OF ORDER

Section A: Rules. Except as otherwise provided in this Constitution and Bylaws, conduct of meetings shall be governed by the provisions of the most current revision of Robert's Rules of Order.

Section B: Parliamentarian. The President of the Faculty Senate shall appoint, by the first Senate meeting of each year, a Faculty Parliamentarian who will not be a Senator, and who will meet with the Senate and Executive Committee to advise the President, the Executive Committee and/or the Senate as requested. The President in consultation with the Parliamentarian shall appoint an alternate who shall serve when the Parliamentarian is absent. If a non-Senator cannot be appointed, the Senate will elect a Senator as Faculty Parliamentarian by majority vote. In the event that no Senator can be elected or there is no Parliamentarian present, the Senate shall act as a body or parliamentary questions in accordance with Robert's Rules of Order.

ARTICLE FOURTEEN - INTERPRETATION OF THE CONSTITUTION AND BYLAWS

The President of the Senate shall rule on interpretations of the Constitution and Bylaws subject to procedures for appeal as specified in Robert's Rules of Order.

In certain extraordinary circumstances, provisions of this Constitution and Bylaws may be varied from on recommendation of the Executive Committee and two-thirds vote of the Senate. Such variance shall not set precedent and shall be limited to the specific exigency.

ARTICLE FIFTEEN - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section A: A proposal for an amendment to this Constitution and Bylaws may be made as follows:

1. By any member of the Faculty. Proposed amendments shall be submitted in written form to the President of the Senate. The proposal must be accompanied by a petition containing the signatures of at least ten (10) percent of the
Voting Faculty. The President shall then submit the proposed amendment to the
Executive Committee no later than its next regularly scheduled meeting for
initiation of the ratification procedure. Proposed amendments must be editorially
consistent with the format of this Constitution and Bylaws.

2. By approval of the Faculty Senate upon recommendation of the Executive
   Committee, a Standing Committee or a duly appointed ad hoc committee of the
   Senate for review and revision of the Constitution. A two-thirds affirmative
   vote of the Senate shall be necessary for submission of the proposed amendment
   for initiation of the ratification procedure.

3. By the Constitution and Bylaws Revision Committee. At three-year intervals
   the Senate, acting through the Executive Committee, shall appoint by the third
   regular Senate meeting, an ad hoc committee of the Senate for review and revision
   of the Constitution and Bylaws. This committee shall make proposals for revision
   and/or amendment of the Constitution and Bylaws after a thorough study of the
document. These proposals shall be submitted through the Executive Committee to
the Senate. A two-thirds affirmative vote of the Senate shall be necessary for
initiation of the ratification procedure.

Section B: Ratification Procedures for Amendments to the Constitution and Bylaws

The Executive Committee shall distribute copies of the officially proposed amend-
ment(s) to each member of the Voting Faculty at least two weeks prior to a Faculty
at-Large meeting called for discussion of the amendment(s). Ratification
procedure shall be initiated and completed only during regular fall and spring
semesters.

Voting on the proposed amendment(s) shall take place by secret ballot of the
Voting Faculty under the same procedures governing election of the President-
Elect. A two-thirds affirmative vote of those voting on the amendment(s) shall
be necessary for ratification. The Committee on Nominations, Elections and
Committees shall count and report its findings to the Faculty.

Each amendment shall specify the date it is to become operative, assuming
ratification by the Faculty.

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