

# Part One: University and College Governance



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### CHAPTER 110: State University of New York

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#### 110.01 STATE LAWS AND POLICIES

Laws enacted by the New York State Legislature and administrative regulations applicable to State University of New York may be found in *McKinney's Consolidated Laws of New York*. The **SUNY Board of Trustees** (<http://www.suny.edu/about/leadership/board-of-trustees/>) website contains *Policies of the Board of Trustees* (<http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY-BOT-Policies-June2014.pdf>). The code of ethics for state employees is outlined in **Public Officers Law § 74. Code of ethics.** (<http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/BOT-Public-Officers-Law-74.pdf>)

#### 110.02 BOARD OF TRUSTEES

The State University of New York and SUNY Cortland, as one of the colleges of the university, are governed by a board of trustees of 15 members appointed by the governor. All local campus governance policies and procedures must fall within the framework of the policies of the board of trustees.

### **110.03 ADMINISTRATION OF THE UNIVERSITY**

Chief Executive Officer. The chancellor shall be the chief executive officer of the university. The chancellor shall execute and enforce these policies and shall perform such other duties as may be assigned by the board of trustees.

(Policies: Article IV, Title A, Section 2)

### **110.04 FACULTY OF THE UNIVERSITY**

The university faculty shall be comprised of the chancellor, who shall be the presiding officer, the executive and administrative officers of the university, and all members of the faculty of each college of the university. The university faculty shall be responsible for the conduct of the university's instruction, research and service programs.

(Policies: Article VI, Sections 1 and 3)

The Faculty Senate shall be the official agency through which the university faculty engages in the governance of the university. The Senate shall be concerned with effective educational policies and other professional matters within the university.

(Policies: Article VII, Title A, Section 2)

SUNY Cortland is represented in the State University Senate by one senator and an alternate elected by the College faculty for a three-year term.

(Policies: Article VII, Title B, Sections 1 and 2)

### **110.05 COLLECTIVE BARGAINING**

Under the Taylor Law collective bargaining is assured for all full-time employees of the state of New York. Copies of the collective bargaining agreement between the bargaining agents and State University of New York are supplied to all employees in the bargaining units.

The provisions of these regulations, insofar as they apply to employees in the negotiating units established pursuant to Article 14 of the Civil Service Law, shall be continued, provided, however, that during periods of time when there is in effect an agreement between the state and an employee organization reached pursuant to the provisions of said Article 14, the provisions of such agreement and the provisions of these regulations shall both be applicable. In the event the provisions of the agreement are different from the provisions of these regulations, the provisions of the agreement shall be controlling.

(Policies: Article XIX)

## CHAPTER 130: SUNY Cortland

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### 130.01 COLLEGE COUNCIL

The College Council consists of nine members appointed by the governor, serving staggered seven-year terms, and one student elected yearly by the student body. It has certain supervisory responsibilities, including the following: to recommend candidates for appointment as president of the College, to review major plans for operation of the College properties, to review proposed budget requests, to foster the development of advisory citizens' committees, to name buildings and grounds, and to make or approve regulations governing the conduct and behavior of students.

### BYLAWS

#### ARTICLE I. Name

The name of the organization is the College Council of the State University of New York College at Cortland.

#### ARTICLE II. Purposes

1. The purposes for which the Council is formed are those set forth in the Education Law s356(b), as from time to time may be amended, and generally, to promote the welfare of SUNY Cortland, and its students.
2. The purposes of the Council are promoted through public meetings and attendance at College-related functions directed toward students, faculty and the community; are developed through conferences, committees, projects and programs; and are governed and qualified by the basic policies set forth in the Education Law s350, as amended.

#### ARTICLE III. Basic Policies

1. The Council shall be noncommercial, nonsectarian and nonpartisan.
2. The name of the Council or the names of any members in their official capacities shall not be used in any

connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the Council.

3. The Council shall cooperate with the Cortland College administration to support the improvement of education in ways that will assist and enhance the administration of the College.
4. The Council may cooperate with other organizations and agencies concerned with public higher education. Persons representing the Council in such matters shall represent only those policies on which the Council has taken a position of record, and shall bring to Council for action any proposals for policies or courses of action.

#### ARTICLE IV. Membership

Only members in good standing of the Council shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. To be in good standing, a member shall make every effort to be present at each meeting of the College Council. Excused absences of College Council members shall be noted in the minutes of the meetings of said Council.

#### ARTICLE V. Officers and their Election

##### 1. Officers

(a) The officers of the Council shall consist of a chair, a vice chair and a secretary. The chair shall be appointed by the governor of the state of New York pursuant to the provisions of the Education Law.

(b) The vice chair and secretary shall be elected by ballot annually in the month of September.

(c) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

(d) Elected officers shall assume their official duties following the close of the annual meeting in the month of September and shall serve for a term of one year and until the election and qualification of their successors.

(e) Elected officers shall serve no more than two (2) consecutive terms in the same office.

2. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Council, notice of such election having been given.

#### ARTICLE VI. Duties of Officers

1. The chair shall preside at meetings of the Council (at which he or she is present), appoint standing and special committees and their chairs, and shall perform such other duties as may be prescribed in these bylaws or assigned to him or her by the Education Law or by the rules and regulations established by the Trustees of the State University of New York.
2. The vice chair shall act as aide to the chair and shall perform the duties of the chair in the event of the absence or the inability of that officer to act.
3. The secretary shall ensure that the minutes of all meetings of the Council are recorded and shall perform such other duties as may be delegated to him or her.
4. All officers shall:
  - (a) Perform the duties prescribed in the parliamentary authority in addition to those outlined by these bylaws and those assigned from time to time.

(b) Deliver to their successors all official material not later than thirty (30) days following the election of their successors.

## ARTICLE VII. College Council Members

1. The duties of the College Council members shall be
  - (a) to transact necessary business at all meetings and in the intervals between meetings of the Council and such other business as deemed necessary by the Council and consistent with the Education Law;
  - (b) to create standing and special committees;
  - (c) to approve the plans of work of the standing committees;
  - (d) to meet all obligations established by the Education Law s356 as amended.
2. Regular meetings of the Council shall be held at least four times annually, the times to be fixed by the Council at its first meeting of the year. A majority of the Council shall constitute a quorum. Special meetings of the Council may be called by the chair or by a majority of the members of the Council.

## ARTICLE VIII. Standing and Special Committees

1. The Council may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the Council.
2. The chair of each standing committee shall present a plan of work to the Council for approval. Committees shall recommend action or policies to the Council and shall have no independent authority to act except as specifically authorized by the Council.
3. The chair shall be a member ex-officio of all committees.

## ARTICLE IX. Roberts Rules

Roberts Rules of Order, latest edition, shall be the authority on all questions of parliamentary procedure in which they are applicable and in which they are not inconsistent with New York state law or these bylaws.

## ARTICLE X. Amendments

These bylaws may be amended, repealed or altered in whole or in part by a majority vote at any regular or special meeting of the Council.

### **130.02 ADMINISTRATIVE ORGANIZATION**

The College is administered by the president, the president's staff and the faculty. The president, as chief administrative officer of the College, is responsible to the chancellor and the board of trustees. The president's responsibilities are set forth in the **Policies of the Board of Trustees**

([http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)), Article IX, Title A, Section 2.

### **130.03 COLLEGE FACULTY**

SUNY Cortland faculty shall participate in the development of the educational program of the College and shall be responsible for the conduct of the College's instruction, research and service programs.

### **130.04 COLLEGE ADMINISTRATIVE CONFERENCE**

The College Administrative Conference is comprised of the chancellor of the university, the president of the College, the vice presidents, deans and such other persons as may be designated by the president of the College. It serves as an advisory and consultative body to the president of the College.

(Policies: Article IX, Title E, Section 1)

### **130.05 AUXILIARY SERVICES CORPORATION**

The **Auxiliary Services Corporation** (<http://www.cortlandasc.com/>) was established in 1952 under the name Faculty-Student Association with the chartered purposes "to promote and cultivate educational and social relations among the students and faculty of the College in every way possible in their study, work, living and extracurricular activities." Primarily it has operated food services and the College Store and provided accounting services to student organizations and other groups. The Auxiliary Services Corporation executive office is located in Winchell Hall and customer service is on the first floor of Neubig Hall.

### **130.06 CORTLAND COLLEGE FOUNDATION**

The **Cortland College Foundation** (<http://cortland.edu/foundation/>) is incorporated as a nonprofit organization designed to receive and manage gifts in support of SUNY Cortland. A full description of the foundation and its activities is found in 775.06 (</offices/publications/handbook/part-seven/index.dot>).

### **130.07 SUNY CORTLAND ALUMNI ASSOCIATION**

The **SUNY Cortland Alumni Association, Inc** (<http://cortland.edu/alumni/default.asp>), is designed to foster a continuing relationship between the College and its more than 60,000 graduates through programs of mutual interest and benefit. An elected board of directors is responsible for managing the organization's business and activities. Alumni programming is founded on the basis of a College-alumni partnership working on behalf of individual graduates and the advancement of the institution. The Alumni Affairs Office is the center for the maintenance of alumni records and provides administrative support for alumni operations. Among the many activities supported by the Alumni Association are student scholarship and award programs, class and regional reunions, the Student Alumni Association, Alumni Reunion Weekend, a newspaper, career networking with alumni for undergraduate students, and communications with alumni. Alumni also assist the College with the recruitment of new students.

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### **130.08 STANDING COMMITTEES ADVISORY TO THE PRESIDENT**

# I. Affirmative Action Committee

## A. Function

1. To advise and support the affirmative action officer.
2. To review the Affirmative Action Program and its implementation and determine if there are areas of concern requiring appropriate follow up and action.
3. Recommend major policies to the president in the operation of the Affirmative Action Program in accordance with requirements of federal and state laws.
4. Serve as anti-discrimination advocates, and when violations are brought to the attention of committee members seek the advice and assistance of the affirmative action officer.
5. Work collaboratively with other committees and offices on campus such as the Multicultural Life and Diversity Office, Center for Gender and Intercultural Studies (CGIS), Committee on the Status of Women in Education (CSEW), Multicultural Council, and Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Committee to enhance the climate for protected classes covered under affirmative action and anti-discrimination laws.
  - a. Mutual collaboration and communication will be achieved, in part, through active participation and involvement with the other committees and offices. Committee members may be asked to serve on one of the aforementioned committees to represent affirmative action concerns. When the Affirmative Action Committee is not represented on a particular committee, committee membership will seek alternative means of communication to provide and get updates.
  - b. Work on issues of campus climate that affect recruitment and retention.
    - i. Sponsor and/or promote faculty and staff training and programs related to multiculturalism and diversity in cooperation with the Multicultural Life and Diversity Office and/or other groups on campus.
    - ii. Work proactively to identify opportunities to improve recruitment of underrepresented populations on campus.
      1. Coordinate with the affirmative action officer to identify ideas, evaluate their feasibility and, when appropriate, present the ideas to the president.
      - iii. Review exit interview and campus climate survey summary data to determine if there are any negative trends requiring attention. When negative trends are identified, work with appropriate groups on campus to address the problems.
6. Promote and foster support of underrepresented groups covered under affirmative action.
  - a. Attend at least one diversity or affirmative action event, sponsored or co-sponsored by the Affirmative Action Committee, each academic year.
  - b. Coordinate with the affirmative action officer to provide support, financial and otherwise, to sponsor affirmative action and/or diversity grants and programs. Grants may be related to programming, infusing diversity into the curriculum, and staff development. Programs may be a part of Black History Month, Women's History Month, Latino History Month, etc.
7. Vote on waiver of search requests. Notify the president of employees whose waivers extend beyond one year. Address violations of the waiver of search procedure with the president.
8. When asked by the affirmative action officer, serve on search committees where positions have been identified as underrepresented and placement goals are in effect.

(Approved by President's Cabinet June 29, 2009)

## **II. The Calendar Advisory Committee**

### A. Function

1. To develop a calendar for the years requested by the president
2. To use all campus resources such as open hearings, questionnaires, etc., to determine the acceptability of a College calendar format
3. To consider other factors as may be brought to the committee's attention by the president for inclusion in future calendars

## **III. College Assessment Committee**

A. Charge/Function: To provide support for assessment activities on campus. Support areas in the past have included providing financial support (through various incentive and travel grants) and by acting as a resource (to provide support, ideas, assistance and feedback) in the development of and in the review of assessment plans.

(Approved by President's Cabinet, Fall 2006)

### B. Membership

1. Faculty representative from the School of Professional Studies
2. Faculty representative from the School of Education
3. Faculty representative from the School of Arts and Sciences
4. Faculty representative from General Education Committee
5. Faculty representative at-large
6. Professional representative from Student Affairs
7. Professional representative from Institutional Advancement
8. Professional representative from Finance and Management
9. Professional representative from Academic Affairs
10. Professional representative at-large
11. Provost (ex officio)
12. Dean of Education (ex officio)
13. Dean of Arts and Sciences (ex officio)
14. Dean of Professional Studies (ex officio)
15. Director of Institutional Research and Analysis (ex officio)
16. Executive Assistant to the President (ex officio)

Terms are for three years, except for ex officio members.

## **IV. Committee on the Status and Education of Women**

### A. Function

1. To review and assess issues affecting the campus climate for women and to plan programs and activities to improve that climate
2. To make recommendations to the president on policies that affect the status and education of women



3. To conduct periodic reviews of compliance with Title IX
4. To monitor gender climate on campus through the administration and analysis of periodic gender climate surveys and reports

## **V. Cortland Intercollegiate Athletics Board**

A. Function: The board shall conduct appropriate reviews and engage in such other activities as will enable it to advise the campus president on intercollegiate athletics program matters such as:

1. Planning for intercollegiate athletics participation on campus and in conference
2. Funding for intercollegiate athletics through the following steps:
  - a. The board shall formulate the annual intercollegiate athletics budget and recommend it to the campus president for approval.
  - b. The annual budget shall include all available and expected funds for intercollegiate athletics from any and all sources and shall set forth total expected expenditures for intercollegiate athletics.
  - c. The annual budget shall be based upon the preceding year's final budget, with increases or decreases dependent upon changes in enrollment, fee increases, inflation and changes in the intercollegiate athletics program.
  - d. In the event that actual allocations and receipts from any and all budget sources fall short of or exceed such budgeted amounts, the board shall revise its budget accordingly and recommend the revised budget to the campus president for approval.
3. Standards and policies for student participation in intercollegiate athletics
4. Other matters appropriate to its purview referred to it by the campus president

## B. Membership

1. The president will appoint four faculty to three-year staggered terms: one professional, one from the Physical Education Department, one from the School of Education and one from the School of Arts and Sciences. (Approved April 6, 1998, updated April, 18, 2007.)
2. Three students: treasurer of SUNY Cortland's Student Government Association (SGA) (ex officio), and two appointed by the president to one-year terms from nominations by SGA from varsity team members of previous year in good academic standing (one male and one female).
3. Three administrators appointed by the president to three-year staggered terms: dean of professional studies (ex officio), chair of physical education (ex officio), and athletic director (ex officio)
4. Chair, appointed by president from faculty or administration members
5. All members, including ex officio members, are voting members

## **VI. Environmental Health and Safety Committee**

(The president has delegated responsibility for this committee to the vice president for finance and management.)

## A. Function

1. To solicit and receive from individual members of the committee, college faculty, staff and students, concerns regarding matters of health and safety on the college campus that have not been resolved

through normal administrative channels. Such concerns shall be communicated by the committee to the vice president for finance and management who will reply to the committee within 10 working days.

Safety concerns include, but are not limited to the following: employee safety, life safety, toxic/hazardous material handling, storage and disposal, and fire safety.

2. To review existing campus health and safety documents and to recommend modifications and/or additions to such documents
3. To advise and assist the environmental health and safety officer (EHSO) in the design and implementation of programs intended to inform and educate the college community in matters of workplace health and safety
4. To establish subcommittees as desired for the purpose of addressing or investigating specific concerns of the committee

## B. Membership

1. Three members appointed by the UUP
2. Three members appointed by CSEA
3. Six members appointed by the president
4. One member each from other campus bargaining units
5. One member from ASC

Those groups having more than one member on the committee shall appoint them for staggered terms. The chair of the committee shall be elected by the membership of the committee.

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### **VII. Facilities and Master Plan Oversight Committee (FMPOC)**

The Facilities and Master Plan Oversight Committee (FMPOC) will oversee space allocation and recommend future space needs as defined by the master plan.

#### A. Function:

The Facilities and Master Plan Oversight Committee makes nonbinding recommendations to the president on issues and proposals involving campus facilities. The committee is charged with the following responsibilities:

1. To review requests that involve significant physical change, change of function, reassignment of space to another department or organization, long-term allocation of College space (building and grounds) and/or alternatives to space usage. and make recommendations to the president. Normally, the president, vice presidents or affiliated organizations request committee review of proposals.
2. To review priorities for capital construction, rehabilitation and space alteration projects and make recommendations to the president.
3. To review designs and concerns regarding campus grounds plantings, signage, roads, etc. weighing all new proposals in light of their contribution to campus aesthetics and physical harmony.
4. To regularly assess the progress of the master plan; to continually monitor and review proposals for

changes to the master plan ensuring consistency with the mission of the College; and to serve as ombudsperson in resolving future space conflicts that the plan's execution may generate.

5. To periodically hold an open campus meeting and report on the progress of the master plan update. Once a year a written report on the progress of the master plan shall be submitted to the president and to the chair of the Faculty Senate.

The FMPOC has the authority to form subcommittees and designate members from the campus community to oversee a specific part of the master plan, e.g., space utilization, etc.

(Revisions approved by President's Cabinet July 7, 2006)

B. Membership: The committee includes representatives of specific campus administrators, academic faculty, the Faculty Senate, the Call for Alteration Committee (CFA), and the Master Plan Steering Committee.

The composition of the membership is as follows:

1. administrative representatives: associate vice president for facilities management, associate provost for information resources, registrar, associate provost for enrollment management or designee, athletic director or designee, one representative from student affairs
2. the dean of the School of Arts and Sciences, the dean of the School of Education, the dean of the School of Professional Studies
3. the chairperson of the Long Range Planning Committee (LRP) or designee
4. one faculty representative selected by the Faculty Senate
5. ex officio: the director of facilities planning, design and construction, the vice president for finance and management
6. chair: the chair is appointed annually by the president. The position may be rotated annually. (Revised by President Bitterbaum, May 12, 2008)

(Approved by President's Cabinet July 7, 2006)

### **VIII. Information Resources Advisory Committee**

A. Function: To make recommendations to the president, through the associate provost for information resources, on matters of equipment acquisition, location, future planning, budget priorities, and related issues in the areas of information resources.

B. Membership

1. Associate provost for information resources
2. Coordinator of Computer Applications Program
3. One representative from student affairs
4. One representative from finance and management
5. Two faculty from professional studies
6. Two faculty from arts and sciences
7. Two faculty from education

8. One student

## **IX. University Police Advisory Board**

### **A. Function**

1. To advise the president and chief of university police on matters of campus security, public safety, including signage and parking, and personal safety
2. To review and suggest improvement in safety education programs
3. To assess availability of counseling services for crime victims
4. To review victim referral and campus response procedures for sexual assault situations
5. To conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs
6. To conform to the 1990 Amendment to Section 6450 of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties, and related security procedures. Annual reports must be filed with the commissioner of education.

### **B. Membership**

1. The president will appoint three members of his/her choosing
2. The president will appoint three members from a list of six nominees submitted by the Faculty Senate
3. The president will appoint three members from a list of six students submitted by the SGA
4. The president will appoint one member of the College Council
5. The chief of university police will serve on the committee ex officio, with vote
6. At least half the members of the committee will be female

## **130.09 INTERDISCIPLINARY CENTERS**

### **Section A. Definition**

Academic departments and schools are the primary units of academic organization of the College. Due to the interdisciplinary nature of some programs, the president may see fit to establish an interdisciplinary center, a unit of the College which sponsors interdisciplinary, cross-departmental curricula (including degree programs), related research and teaching, and other activities as charged by the president. Centers are governed by regular College procedures.

### **Section B. Center Bylaws**

A center must have a set of bylaws governing its operation. The bylaws will include a statement of the purpose of the center, set forth the criteria for inclusion of members in the center, and establish rules by which center members elect the Center Council and the Center Council chair. When the bylaws are approved by the Center Council, the appropriate dean, the provost and vice president for academic affairs, other vice presidents as appropriate, and the president, the center will be considered operational.

### **Section C. Center Governance**

Center policy is established by a Center Council composed of faculty, professional staff, administrators,

students, and (as appropriate) members of the community. Center Councils are appointed by the provost after soliciting applications from the College community. The deans of arts and sciences, education and professional studies are ex officio members of Center Councils.

#### **Section D. Center Administration**

The provost, in consultation with the Deans' Councils, shall assign administrative responsibility for each center to a school dean. The chair of each center shall be recommended by the respective Center Council (according to its own bylaws) and appointed by the provost, in consultation with the school dean within whose responsibility the center falls. The Council chair shall be assigned responsibilities, in consultation with the dean, for certain aspects of a center's work and administration. The center chair shall submit an annual report evaluating the center's work to the Center Council and to the designated dean, and to the provost.

#### **Section E. Faculty Affiliation with a Center**

Faculty working with centers have their appointment and tenure in a department. A faculty member's affiliation with a center shall be established either through work on the Center Council or on one of its committees. As appropriate (and in consultation with the home department and dean) this affiliation may be stipulated in a side letter to an appointment contract. Release time for work with a center is subject to the availability of resources and/or negotiations with the home department and dean. As requested by either the faculty member, the respective department, the department chair, or the dean, the center chair shall provide written evaluations assessing work with a center for purpose of reappointment, promotion, merit and/or tenure decisions. When such evaluations are requested and provided, they must be considered by all relevant personnel committees and administrators.

(Approved by the Faculty Senate, Nov. 7, 1989 and by President Clark, Dec. 6, 1989; revised August 2003 to reflect the new School of Education)

### **130.10 Statement on Diversity**

Respect for diversity is an essential component of academic excellence that prepares our graduates to be citizens of the greater global community. SUNY Cortland aspires to create a common vision or our commitment to diversity, equity and inclusion as critical core values of academic excellence. To that end, the campus community upholds the following principles.

SUNY Cortland is dedicated to the premise that every individual is important in a unique way and contributes to the overall quality of the institution. We define diversity broadly to include all aspects of human difference. The College is committed to inclusion, equity, and access and thus committed to creating and sustaining a climate that is equitable, respectful and free from prejudice for students, faculty and staff.

We value diversity in the learning environment and know that it enhances our ability to inspire students to learn, lead and serve in a changing world. We are committed to promoting a diverse and inclusive campus through the recruitment and retention of faculty, staff and students. As a community, we hold important the democracy of ideas, tempered by a commitment to free speech and the standards of inquiry and debate. To this end, we are dedicated to developing and sustaining a learning environment where it is safe to explore our differences and celebrate the richness inherent in our pluralistic society.

(Approved by President Bitterbaum June 10, 2013)

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## **CHAPTER 150: Cortland Faculty Governance**

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- 150.04 Bylaws of the SUNY Cortland Graduate Faculty

### **150.01 COLLEGE FACULTY DEFINED**

The faculty of each college shall be comprised of the chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the academic staff of the college, and such nonvoting administrative officers and professional staff as may be designated by the faculty bylaws of the college.

(Policies: Article X, Section 1)

### **150.02 CHAIR AND PRESIDING OFFICER OF THE FACULTY**

The president of the College is the chair of the faculty. The faculty elects a presiding officer as specified by the constitution and bylaws of the faculty. (Policies: Article X, Section 2)

### **150.03 SUNY CORTLAND FACULTY BYLAWS**

These bylaws define the role of the faculty in the governance of the College, in accordance with the legal requirements of the State University of New York, the **Policies of the Board of Trustees of the State University of New York** ([http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)), and the local College Council. They identify faculty responsibilities and obligations within the administrative and academic structures of the College, and provide a plan within which the ideals of academic freedom, intellectual honesty, and social justice may be pursued.

## **ARTICLE I: NAME**

The name of this organization shall be: The SUNY Cortland Faculty.

## **ARTICLE II: RESPONSIBILITY**

### Section A.

The SUNY Cortland Faculty shall assume the major responsibility for the development of the educational program of the College, and shall be responsible for the conduct of the College's instruction, research and service program.

### Section B.

The faculty shall carry out its responsibility through significant involvement at the departmental, school and College levels. The bylaws outline the extent and manner of faculty participation at the College level. In order to ensure adequate faculty involvement at the departmental and school levels, the following specifications shall in all cases be met:

#### 1. Departmental Organization

Each department shall elect a personnel committee to deal with appointments, promotions, merit increments, sabbatical leaves, leaves of absence, and continuing appointments and a committee to deal with curriculum development. Chairs of departments may be elected to these committees as the individual departments see fit. The personnel committee shall be operative by Oct. 1 of each year and shall elect one of its members to serve as chair. These committees shall transmit their recommendations to the appropriate people, school or College committee, with informational copies to the school dean. If the department chair is not a member of these committees, s/he shall also receive copies of the recommendations.

#### 2. School Organization

The members of each of the three academic schools and the professional staff of the College shall elect school or divisional committees to deal with personnel matters. In the academic schools, a school curriculum committee shall also be elected. Committees to deal with any other matters of concern to the school as a whole shall be selected through procedures approved by the members of the respective area and shall report to the school faculty. School committees shall receive and act upon recommendations from departments and shall transmit such recommendations to the people and administrators concerned.

## **ARTICLE III: MEMBERSHIP: THE COMPOSITION OF THE SUNY CORTLAND FACULTY**

### Section A.

1. In an attempt to be consistent with the Agreement between the State of New York and the Bargaining Agent and the Policies of the Board of Trustees of the State University of New York ([http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)), the faculty of SUNY Cortland shall be defined as the chancellor, the president of the College, those administrative officers designated as management by the Public Employee Relations Board, persons having academic rank and term or

continuing appointment, professional staff having term or permanent appointment, and persons with qualified academic rank.

2. Those with qualified academic rank and academic and professional members of the college staff not included in the above categories shall constitute the part-time faculty and are excluded from the College Faculty for purposes of faculty governance except as provided in Article VI, Section A, Paragraph 10 and Article VI, Section B, Paragraph 5g. ["Qualified academic rank" is defined by the Policies of the Board of Trustees (Article II, (k)), as "Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations 'clinical' or 'visiting' or other similar designations."]

#### Section B.

The voting faculty of the College shall be defined as the individuals listed in paragraph 1 above, excluding those with qualified academic rank.

For purposes of voting within areas, each staff member shall be identified with the area in which the individual's primary assignment of responsibility lies. Each member of the voting faculty shall have one vote.

#### **ARTICLE IV: DEFINITIONS**

The phrase "consult with the faculty," as used herein, shall be interpreted as follows:

To meet with the faculty as a whole, or with that portion of the faculty directly concerned with the matter under consideration, for the purpose of determining what the will of the faculty may be. With the approval of the Senate, the opinions of the faculty may be solicited by means other than by a meeting. Meetings for consultation shall be held only after proper notice of time, place, and agenda has been given to all persons concerned. Votes may be taken by secret ballot.

#### **ARTICLE V: OFFICERS**

##### Section A.

The president of the College is the executive officer and chair of the SUNY Cortland Faculty. The elected officers of the faculty shall be the chair of the Senate who is also the presiding officer of the faculty, the vice chair who is also the chair-designate, the secretary and the treasurer.

##### Section B.

The duties of the officers of the SUNY Cortland Faculty are:

The president of the College shall carry out those duties as prescribed by the **Policies of the Board of Trustees of the State University of New York** ([http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)).

1. The chair of the Senate shall:
  - a. Preside at any meetings of the SUNY Cortland Faculty, the Faculty Senate and the Steering Committee.
  - b. Propose agenda for Senate meetings and refer matters to faculty committees. The chair shall report to



- the Senate at its next meeting all matters referred to committees.
- c. Appoint, with the advice and consent of the Senate, committee members not otherwise provided for in these bylaws.
  - d. Carry out the directives of the faculty and Senate regarding time of meetings, programs, activities and business of the faculty.
  - e. Be responsible for the proper conduct of elections and voting on proposed amendments to these bylaws.
  - f. Confer with the president of the College or his delegated representative as s/he sees fit, or as s/he is directed by the Senate or by the faculty.
2. The vice chair of the Senate shall:
    - a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.
    - b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.
    - c. Assume the office of chair of the Senate for the academic year following term of service as vice chair. These duties shall be assumed at the close of the spring semester.
  3. The secretary of the Senate shall:
    - a. Record and publish the minutes of all meetings of the faculty and Senate.
    - b. Publicize the meetings of the faculty and Senate, including the agenda of such meetings.
    - c. Keep a file of all minutes, correspondence, reports and other documents so as to comprise a total record of the activities of the faculty. A copy of the file will be placed in the library archives.
  4. The treasurer of the Senate shall:
    - a. Receive, and disburse with the written acknowledgment of the chair of the Senate, all funds of the faculty.
    - b. Prepare and submit a faculty budget.
    - c. Submit, at the end of the academic year, a financial statement of all funds under control.

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## **ARTICLE VI: FACULTY SENATE**

Section A.

The **Faculty Senate** (<http://www.cortland.edu/senate/>) of the SUNY Cortland faculty shall be composed of:

1. The four officers of the faculty.
2. Seven elected representatives from the School of Arts and Sciences, elected by the voting members in each area:
  - a. One elected representative from the mathematics and science division (departments of mathematics, biological sciences, chemistry, geology, and physics),
  - b. One elected representative from the social and behavioral sciences division (departments of

economics, geography, history, political science, psychology, and sociology/anthropology),

c. One elected representative from the fine arts and humanities division (departments of art and art history, communication studies, English, international communications and culture, performing arts, and philosophy),

d. Four elected at-large representatives from the School of Arts and Sciences, whose terms shall be staggered with those of the three division representatives.

3. Four elected at-large representatives from the School of Professional Studies, elected by and from the departments of communication disorders and sciences, health, kinesiology, physical education, recreation, parks and leisure studies and sport management.
4. Three elected at-large representatives from the School of Education, elected by and from the departments of childhood/early childhood education, educational leadership, foundations and social advocacy, and literacy.

(Approved by President Bitterbaum, January 2004)

5. Two elected representatives for full-time lecturers: one to be elected at large from full-time lecturers in the School of Arts and Sciences, and one to be elected at large from full-time lecturers in the schools of Professional Studies and Education combined.

(Approved by President Bitterbaum, June 2009)

6. Four elected at-large representatives from the professional staff, elected by and from the voting members in this area.
7. One elected representative from the library, elected by and from the voting members in this area.
8. One elected representative from the management/confidential area, elected by and from the voting members in this area.
9. The elected faculty representative to the State University Senate.
10. Three members of the student body, elected under procedures determined by the Student Senate.
11. The elected representative of the classified staff, elected under procedures determined by members of the classified staff.
12. The elected representative of the graduate faculty, elected under procedures determined by members of the graduate faculty.
13. The elected representative of the part-time faculty, elected under procedures determined by members of the part-time faculty.
14. Each chair of a policy committee, or a designated representative.
15. The provost and vice president for academic affairs, ex officio without vote unless this person is the elected representative of management/confidential.
16. The vice president for student affairs, ex officio without vote unless this person is the elected representative of management/confidential.
17. The vice president for finance and management, ex officio without vote unless this person is the elected representative of management/confidential.
18. The vice president for institutional advancement, ex officio without vote unless this person is the elected representative of management/confidential.
19. The president of the College, ex officio without vote.
20. The parliamentarian of the faculty, ex officio without vote.

(Approved by President Bitterbaum, May 2004.)

## Section B. Duties and Powers of the Senate

1. To serve as deliberative body for organizing and carrying out the business of the faculty.
2. To determine those issues which should be taken to the entire faculty and to forward these to the faculty.
3. To conduct a referendum on a question not contrary to local, state or federal law, or to provisions of these bylaws, at the formal request of at least 25 percent of the voting faculty.
4. To carry out those directives of the faculty which are within the jurisdiction of the Senate and not otherwise delegated in these bylaws.
5. To assume responsibility for:
  - a. The formulations of the programs of the business and special meetings of the faculty.
  - b. The initiation of studies and investigations relative to the achievement of the purpose of this organization.
  - c. The advisement and support of the chair of the Senate in such of the latter's responsibilities as are specified in this constitution.
  - d. The determination of procedures of secret balloting in the elections of the faculty.
  - e. The publishing of the annual reports of faculty committees.
  - f. The approval and periodic review of the organizational structure and operating procedures of the graduate faculty.
  - g. The approval and periodic review of the organizational structure and operating procedures of the part-time faculty.
  - h. The changing of a provision of any policy or statement passed by the faculty which is discovered to be null and void because of a conflict with a University policy or statement which must take precedence (e.g., The Board of Trustees Policies or the Bargaining Agreement). The Senate shall have the power to change the provision to make it conform to all necessary University policies or statements.

## Section C. Attendance

Any faculty member has the right to attend meetings of the Faculty Senate and participate in the discussion when the floor has been yielded by a senator.

## Section D. Quorum

A quorum of the Senate necessary for the conduct of business shall be a majority of its voting membership.

## Section E. Open Meeting Standards

1. The Faculty Senate and its committees shall operate according to New York State's open meeting standards, and these standards shall apply as well to any activity in which the Senate or its designees decide to involve themselves. Any meeting of any committee or entity of the Senate for which a quorum is required in order to conduct business, and which consists of two or more members, shall be open to any employee of the College. Such attendance does not extend to the right of non-committee members to speak during such meetings or activities.
2. Committees or entities in question may elect to not apply the open meeting principle when information is being discussed that would imperil public safety, would disclose the identity of a law enforcement agent or informer, might impede law enforcement efforts, relates to litigation, involves confidential records

specific to an individual, or involves matters that must be confidential under federal or state law.

3. Any disputes concerning the applicability of this resolution shall be resolved by the Faculty Senate.

(Approved by President Taylor, July 19, 2002)

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## **ARTICLE VII: COMMITTEES**

### Section A. Duties of Committees

The general duties of every committee of the faculty, and especially of each committee chair, shall be:

- a. To apportion its work efficiently and fairly among its regular members, functioning as a whole or in subcommittees as seems appropriate.
- b. To enlist the participation or advice of the teaching faculty, administrative and professional staff and students to improve the committee's judgment or expedite its recommendations.
- c. To keep minutes or other records of proceedings that will be adequate for use of the chair's successor.
- d. To explore such issues as the Faculty Senate may delegate to it.
- e. To report to the Faculty Senate according to the schedule that is established at the first regular meeting of the Faculty Senate at the beginning of the academic year.
- f. To submit a written annual report to the faculty Senate at the end of the academic year.

### Section B. Committee on Committees

1. Membership: One member from each of the areas below shall be elected by the voting members in each area.

- a. mathematics and sciences
- b. social and behavioral sciences
- c. fine arts and humanities
- d. professional studies
- e. education
- f. professional staff
- g. library
- h. management/confidential
- i. one student for a one-year term to be named through SGA procedures.

The members shall be elected for two-year terms with either three or four members to be elected each year as required to maintain the distribution described above. The chair of this committee shall be elected by the members of this committee for a one-year term.

## 2. Duties:

In preparing slates for elections and appointment to committees, the Committee on Committees should strive to ensure opportunities for all eligible members of the College faculty to participate, with special efforts to involve participation by minorities, women and new staff. The Committee on Committees shall:

- a. Prepare and submit a slate of candidates for elected Faculty Senate committees (other than senators) to the Faculty Senate not later than six weeks before the end of the spring semester.
- b. Present recommendations to the Faculty Senate for all appointed Faculty Senate committees not later than six weeks before the last day of classes of the spring semester.
- c. Publicize the above elective slate not later than one week in advance of the Faculty meeting at which further nominations will be received from the floor.
- d. Conduct the above elections not later than four weeks before the end of the spring semester each year.
- e. Submit names to the Senate to fill the unexpired term for any elected or appointed office during the academic year except for those representatives to the Senate elected by and from their area.
- f. Seek nominees for and conduct special elections.
- g. Report to the Faculty Senate concerning appointments and elections.

## Section C. Policy Committees

There shall be five standing Policy Committees:

### a. The Educational Policy Committee

Membership shall be as follows:

two members representing arts and sciences

two members representing education

two members representing professional studies

one member representing library

one member representing professionals

one at large member from the academic faculty

two student members

provost, ex officio

registrar, ex officio

one member from the graduate faculty executive committee, ex officio

### b. The Academic Faculty Affairs Committee

Membership shall be as follows:

one member representing mathematics/sciences

one member representing social/behavioral sciences

one member representing fine arts/humanities

one member representing professional studies

one member representing education

one member representing library

(the chair should be tenured wherever possible)

c. The Student Affairs Committee

Membership shall be as follows:

- one member representing mathematics/sciences
- one member representing social/behavioral sciences
- one member representing fine arts/humanities
- one member representing professional studies
- one member representing education
- one member representing library
- one member representing professionals
- two student members

d. The Planning Committee

Membership shall be as follows:

- one member representing the School of Arts and Sciences
- one member representing the School of Education
- one member representing the School of Professional Studies
- one member representing library
- one member representing the professional faculty
- one student member

e. The Professional Affairs Committee

Membership shall be as follows:

- one representative from institutional advancement and the President's Office
- one representative from finance and management
- two representatives from student affairs and the vice president for student affairs office
- two representatives from academic affairs
- one representative from information resources
- one representative from enrollment management
- two representatives at-large from the professionals
- one ex-officio non-voting UUP vice president for professionals or his/her designee

Membership: Members shall be appointed to these committees by action of the Senate. The Committee on Committees shall prepare the nominees for Senate action. The members on each committee shall be appointed for staggered two-year terms, except for the Long-Range Planning Committee, whose members shall have a

staggered three-year term. The members of each committee will elect a chair of the committee for a one-year term. When determining the slate of nominees, the Committee on Committees shall give due consideration to representation by areas and divisions as well as the major responsibility of the committee.

The Student Senate shall be entitled to select voting members of the Faculty Senate committees as follows: one member of the Educational Policy, Long-Range Planning and Student Affairs Committees. The provost and vice president for academic affairs shall serve on the Educational Policy Committee with a vote. The president may appoint consultants as non-voting members of the Academic Faculty Affairs and Long-Range Planning Committees. These members are in addition to student members.

### 3. Duties:

#### a. Educational Policy Committee:

1. To consider and make recommendations to the Senate on matters related to educational policy, major curricular changes, and other areas designated to it by the Senate.
2. To determine the procedures governing change of academic programs and curricula. The committee shall report to the Senate any procedural changes proposed. If no objection is raised by a member of the Senate within one Senate meeting of the committee's report on the changes, the changes shall be sent to the provost and vice president for academic affairs for approval. If objection is raised, then the Senate will vote on the reported procedural changes.

#### b. Academic Faculty Affairs Committee:

1. To regularly review the policies and procedures of academic departments and of the library that affect faculty with academic rank for renewal of term appointment, for granting of continuing appointment, and for promotion as fully described in Section 220.06 and Chapter 230 of the College Handbook.
2. To conduct a review of Section 220.06 and Chapter 230 of the College handbook at least once every three years, and upon completing any such review to recommend needed changes to the Faculty Senate (or to certify that no changes are currently recommended to the Faculty Senate).
3. To provide assistance to any individual faculty member with academic rank having unresolved problems regarding the departmental, school or sub-school personnel review process or problems deriving from it. (See paragraph 220.06, B.3.e of the College Handbook.
4. To conduct an investigation of the review process used during a personnel action of an individual faculty member if formally requested by that individual.
  - a. The faculty member requesting the review should submit all pertinent materials related to the review to the chair of the Academic Faculty Affairs Committee. The individual need not submit his or her portfolio of supporting documents to the Academic Faculty Affairs Committee, since this material typically would not be reviewed, unless there appeared to have been violations directly involving the evaluation of these materials. It is important to note that disagreements between the candidate and reviewers regarding the weighting of materials do not in and of themselves represent procedural violations. The Academic Faculty Affairs Committee should avoid making judgments regarding subjective evaluations by the reviewers.

b. The Academic Faculty Affairs Committee may request additional materials from the individual requesting assistance. If appropriate, the Academic Faculty Affairs Committee also may interview members of personnel committees involved in the process, as well as the department chair and dean, or for librarians, the supervisor, director of libraries and the associate provost for information resources. However, cooperation by these individuals is strictly voluntary.

c. The investigation may be conducted by the Academic Faculty Affairs Committee as a whole, or by a review sub-committee consisting of at least three members of the Academic Faculty Affairs Committee appointed by the chair of the Academic Faculty Affairs Committee. If a sub-committee is appointed, the chair of the Academic Faculty Affairs Committee should serve on the sub-committee, and all members of the sub-committee should have tenure whenever possible.

d. A letter reporting the committee's conclusions will be issued to the individual and to the assistant vice president for human resources. This letter should include a description of the process used during the investigation and detailed descriptions of any violations of policies described in the Departmental Personnel Policies, the *College Handbook*, the SUNY Board of Trustees policies, or the UUP agreement that may have occurred.

5. Except for the four duties specified above, all other faculty matters to be considered by the committee will be designated to it in writing by the Faculty Senate Steering Committee. This includes recommendations by departmental, school or sub-school personnel committees, administrators or individuals.

c. Student Affairs Committee:

1. To consider and recommend to the Senate matters related to student policies and procedures, academic services, and other such matters designated to it by the Senate.
2. To determine the procedure whereby student concerns are considered by faculty and administration. This procedure is subject to approval of the Senate, and to mandatory review every two years.
3. To provide a representative each year from the committee to the Student Senate. This representative will attend all meetings of the Student Senate and serve as a liaison to the Faculty Senate regarding issues of mutual concern.

d. Planning Committee:

1. To consider and recommend to the Senate matters related to current academic plans, planning and other such matters designated to it by the Senate, the Steering Committee of the Senate or the chair of the Senate on behalf of the faculty.
2. To determine the procedure whereby faculty and student input is obtained regarding the review and assessment of strategic plans and indicators of institutional effectiveness. The procedure developed shall be subject to approval by the Senate and to mandatory review every three years
3. To provide the Senate with a summary of input from faculty and students regarding strategic plans.
4. To assist with the alignment of program, department, school and unit plans with the college strategic plan.
5. To serve as an advocate for planning across campus.
6. To serve as a liaison between the administration and the Senate concerning all planning that may affect the campus community.



#### e. Professional Affairs Committee

1. To consider and recommend to the Senate matters related to professional employees, their welfare, and other related subjects designated to it by the Senate. The committee also will review requests from professional employees regarding issues that are not addressed and/or resolved by existing formal processes and will consider such matters as the committee deems appropriate.
2. To conduct periodic review of procedures and policies related to the employment of professionals, including mechanisms for advancement, rank, permanent appointment, et al, as outlined in the College Handbook and contained in the current Agreement between the State of New York and United University Professions, including pertinent Memoranda of Understanding. To propose any changes in language or policy related to the above, as agreed upon by the committee, to the appropriate organization through the appropriate liaison or committee.

#### Section D. College Research Committee

Membership: Membership shall be appointed to this committee by action of the Faculty Senate. The Committee on Committees shall prepare the nominations for Senate action. When determining the slate of nominees the Committee on Committees shall give due consideration to the major responsibilities of the nominees for reviewing proposals and recommending College policy regarding research. Those nominated should either have been successful at obtaining funding for their own research, or have had experience in reviewing proposals for an agency outside of the College.

In addition, where possible the Committee on Committees should attempt to provide for equal representation by areas of the College. The appointed members of the committee shall serve three-year staggered terms and shall elect a chair for a one-year term. The administrative officers of the College who are primarily responsible for the research function shall serve as ex officio members of the committee without vote.

#### Duties:

- a. To collaborate with the College's director of sponsored programs to provide interested faculty with information about, and assistance with, obtaining support for their research.
- b. To make recommendations to the Faculty Senate regarding the development of policies and to implement policies which may affect the research function of the faculty.
- c. To be responsible for the Faculty Research Program.
- d. To consult with the appropriate officers and organizations in making recommendations for matters of College policy regarding research.
- e. To make periodic reports and file a written annual report at the end of the academic year.
- f. To actively pursue sources of external funding appropriately matched to specific faculty research interests.

#### Section E. Steering Committee of the Senate

Membership: The four elected officers of the Senate, the five committee chairs of the Educational Policy, Faculty Affairs, Student Affairs, and Long-Range Planning and Professional Affairs committees, and the parliamentarian ex officio shall comprise the membership of the Steering Committee.

Duties:

- a. To receive and prepare agenda items for the Senate and Faculty meetings.
- b. To act on matters referred to it by the Senate.
- c. To identify and initiate proposals for Senate action.
- d. To act for the Faculty Senate during periods when the College is not in session and it is not possible to call a Senate meeting, with such action to be reported to the Senate at the earliest opportunity.

## Section F. College Curriculum Review Committee

Membership

- a. A committee of fourteen members shall be nominated by the Committee on Committees and appointed by action of the Faculty Senate.
- b. Membership shall be as follows:
  - one member representing mathematics/science
  - one member representing social/behavioral sciences
  - one member representing fine arts/humanities
  - two members representing education
  - two members representing professional studies
  - one member representing professionals from academic affairs
  - one member representing the library
  - two student members
  - dean of arts and sciences or designee (ex officio, non-voting)
  - dean of education or designee (ex officio, non-voting)
  - dean of professional studies or designee (ex officio, non-voting)
  - registrar (ex officio, non-voting)
  - associate provost for academic affairs (ex officio, non-voting)
- c. Terms of office shall be two years and shall be staggered. Faculty and student representatives shall be restricted to a maximum of two consecutive terms of office and shall not also serve on a school curriculum committee.

Duties

- a. To consider curriculum changes that affect the three schools of the College and make recommendations to the provost in a timely and efficient manner.
- b. To make recommendations to the Educational Policy Committee on policy changes that may be necessary.

## Section G. General Education Committee

## Membership

- a. A committee of thirteen members shall be nominated by the Committee on Committees and appointed by action of the Faculty Senate.
- b. Membership shall be as follows:
  - one member representing mathematics/science
  - one member representing social/behavioral sciences
  - one member representing fine arts/humanities
  - one member representing education
  - one member representing professional studies
  - one member representing the library
  - two at-large members from the academic faculty
  - one member representing the professional staff
  - one student member
  - dean of arts and sciences or designee, ex officio, non-voting
  - director of Institutional Research and Assessment Office or designee, ex officio, nonvoting
  - provost or designee, ex officio, non-voting
- c. Terms of office shall be two years and shall be staggered.

## Duties

- a. To be responsible for coordinating all aspects of the General Education Program. This includes, but is not limited to:
  1. Faculty advisement in general education course development.
  2. Development of tools and methodologies for assessment of the program.
- b. To make recommendations to the provost regarding approval of general education courses.
- c. To make recommendations to the Faculty Senate regarding changes in the structure and content of the General Education Program.
- d. To make recommendations to the Educational Policy Committee regarding changes in general education policies.

(Approved by President Bitterbaum May 22, 2006)

## Section H: Committee on Teaching Effectiveness

### Membership

- a. A committee of seven members shall be nominated by the Committee on Committees and appointed by action of the Faculty Senate.
- b. Membership shall be as follows:
  - One member representing the School of Arts and Sciences
  - One member representing the School of Education
  - One member representing the School of Professional Studies
  - One member representing the Library

Two at-large members from the academic faculty

One student member with at least a junior standing, 60 or more credit hours, and at least one year of full-time attendance at SUNY Cortland

- c. Terms of office shall be three years and shall be staggered, except for student terms, which shall be one year.

## Duties

- a. To be responsible for the development and review of a standard CTE form to be utilized by faculty for the evaluation of their teaching.
- b. To approve individual department procedures for the collection of CTE data and to assure departmental compliance with the procedures outlined in Chapter 260.02 of the *SUNY Cortland College Handbook*.
- c. To approve alternative time schedules for the evaluation of teaching utilized by departments, due to exceptional circumstances, in keeping with the principle of regular, systematic, longitudinal evaluation of faculty.
- d. To make recommendations to the Faculty Senate regarding changes in the procedures and instrument utilized in the evaluation of teaching.
- e. In collaboration with the Faculty Development Center, to promote excellence in teaching through on-campus programming and seminars, which focus on issues, related to teaching.
- f. To make recommendations to the administration regarding resources that can be used by the faculty to improve teaching.

(Approved by President Bitterbaum Dec. 7, 2010)

## Section I. Ad Hoc Committees

1. The Senate, in consultation with the Committee on Committees, may appoint such other temporary committees as are needed to facilitate the business of the faculty.
2. A written report of the work of the committee shall be submitted to the Senate.

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## **ARTICLE VIII: GRADUATE FACULTY**

1. There shall be a graduate faculty for the purpose of accepting responsibility for graduate curricula and associated graduate academic affairs of the College. The graduate faculty shall provide a direct advisory mission to the administrative officers designated for graduate studies and related affairs.
2. The organizational structure and operating procedures of the graduate faculty shall be subject to ongoing review and approval by the Faculty Senate. A representative of the graduate faculty shall represent it on the Faculty Senate.
3. The graduate faculty shall provide the Senate with a written annual report at the end of the academic year.

## **ARTICLE IX: MEETINGS OF THE FACULTY**

### Section A. Calling Meetings

1. Meetings of the SUNY Cortland faculty shall be called and presided over by the chair of the Senate.
2. Meetings of the faculty may also be called as provided in the Policies of the Board of Trustees of the State University of New York.
3. Upon formal request of at least 15 percent of the faculty, a meeting of the faculty shall be called and presided over by the chair of the Senate. Such formal request shall include a statement of the business to be considered at the meeting.
4. There shall be one plenary session of the faculty each academic year to be held during the afternoon of the president's opening address at the beginning of the fall semester or at another time designated by the chair of Senate that will accommodate the largest possible group of faculty. The purpose of this plenary of the faculty shall be to communicate concerns, issues or other business to the steering committee of the Senate to consider for the upcoming academic year.

### Section B. Agenda

1. The agenda for each meeting shall be published one week in advance, except that in emergencies less notice may be given.
2. Proposed items for the agenda may be submitted to the Senate at any time.
3. New business not on the agenda may be taken up on a motion passed by two-thirds of those present providing the quorum requirement is met.

### Section C. Minutes

1. Minutes of each meeting shall be recorded and published.

### Section D. Quorum

1. Quorum of the faculty necessary for the conduct of business shall be 15 percent of the faculty eligible to vote.

## **ARTICLE X: ELECTIONS**

1. Offices of the faculty to be filled by election by the voting faculty:
  - a. Vice chair of the Senate and chair designate.
  - b. Secretary
  - c. Treasurer
  - d. Three or four members each year of the Committee on Committees.
  - e. Representative and alternate representative to the State University Senate.
  - f. Two faculty representatives to the Student Senate.
  - g. Elected representatives of the faculty to other organizations.

2. Offices to be filled by election by the professional staff:

Members of the College Review Panel and the Committee on Professional Evaluation will be chosen in elections conducted by the professionals, not in conflict with the bargaining contract.

3. Offices of the faculty to be filled by election within areas:

- a. School committees, as provided in Article II, Section B.2.
- b. Representatives to the Faculty Senate, as provided in Article VI, Section A.

4. Terms of Office:

- a. At the regular election each year, a candidate shall be elected to the office of vice-chair. The candidate shall serve as vice-chair for one year and as chair for the following year. The terms of office of the secretary and of the treasurer shall be for one year.
- b. The Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.
- c. The terms of office for the three elected representatives of the Schools of Arts and Sciences, Professional Studies and Education, the professional staff, library, and management/confidential shall be two years.
- d. At each regular election, one or two Senators shall be elected from each of these areas as needed to ensure a full representation for each area. The term of office for representatives to the Student Senate shall be one year.

5. Eligibility for Election: Every member of the voting faculty is eligible for any position, except that:

- a. No member shall be elected until s/he has accepted the nomination.
- b. No member may be elected to more than two successive terms in one elective office of the Senate.
- c. Members elected to the offices of vice chair, secretary, treasurer, or elected as chair of any policy committee, or serving as representative to the State University Faculty Senate, shall be ineligible to hold, concurrently, any other elective office of the Senate.
- d. Members elected from a particular area of the College must be members of that area and shall be ineligible to continue in office in the event they cease to be a member of that area.

6. Elective Procedures:

- a. The Committee on Committees shall conduct all elections, regular or special, for officers and members of the Senate. Voting shall be by secret ballot, using written or electronic means. Persons receiving a plurality of the votes cast shall be considered to be elected.
- b. A regular election shall take place on or before April 15 each year. The Senate shall establish the time of any special elections that may be required.
- c. The Committee on Committees shall prepare a slate of nominees for presentation to the faculty at a time designated by the chair of the Faculty Senate in consultation with the Senate. The slate shall be publicized at least one week in advance of the Faculty Senate meeting at which further nominations will be received from the floor.
- d. The chair of the Senate shall ask for the report of the Committee on Committees at a Faculty Senate

meeting, after which s/he shall ask for nominations from the floor. Any candidate so nominated must consent to run for the office before his or her name is proposed. When the number of candidates is equal to the number of openings for a given position, the Senate may immediately direct the secretary to cast a single ballot on behalf of the faculty to elect those candidates. When the number of candidates exceeds the number of openings for a given position, the final slate shall be posted at least one week in advance of the balloting.

#### 7. Installation of Officers:

Newly elected officers and representatives of the SUNY Cortland Faculty shall be installed at a faculty meeting called by the retiring chair of the Senate in consultation with the Senate, prior to the last day of classes of the spring semester. They shall assume their duties at the end of the spring semester as outlined in Article X, Paragraph 4.b.

#### 8. Vacancies:

- a. A vacancy in an elective position shall exist when a person completes the term of office, resigns from the position, takes leave for one semester or longer and is not available to serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by a two-thirds vote of the Senate.
- b. Any vacancy occurring among the elected officers or members of the Senate shall be filled, for the remainder of the vacated term, by a special election conducted among the appropriate voting constituency, within one month from the date that the vacancy occurs.

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### **ARTICLE XI: CONDUCT OF BUSINESS**

Business of the faculty, at the discretion of the chair of the Senate and with the consent of the Senate, may be conducted by distribution of information and ballots through the mail or electronically, providing that all other requirements of this constitution are met.

Business shall be conducted by *Robert's Rules of Order, Newly Revised*, except where otherwise specified in these bylaws.

### **ARTICLE XII: FACULTY FEES**

No fees for voting membership in the SUNY Cortland Faculty may be assessed.

The SUNY Cortland Faculty may establish fees for the maintenance of its program of activities.

The Senate shall have authority to approve a budget for the faculty, and to assess fees, subject to the following limitations:

- a. The Senate may approve budgetary items only for faculty recognition upon retirement, for distinguished service, and for the operational expenses of the Senate and faculty.
- b. Fees may be assessed by the Senate not to exceed \$10 for a given academic year. All other budgetary items and fees in excess of the stated amount must be approved by a majority vote of a quorum of the faculty necessary for the conduct of business as provided in Article VI, Section D.

The fiscal year shall be from June 1 to May 31 inclusive.

### **ARTICLE XIII: REVIEW OF GOVERNANCE STRUCTURE**

#### Section A

There shall be a mandatory review of the entire governance structure at least every five years after the adoption of these bylaws. (The last such review took place during the 2007-08 academic year.)

#### Section B

A committee shall be elected by the Faculty Senate from nominees prepared by the Committee on Committees. This committee shall conduct the review and present recommendations to the Faculty Senate. Included in the review shall be the specific recommendations of the policy committee chairs with regard to procedures affecting their specific area.

### **ARTICLE XIV: AMENDMENTS**

This constitution or its bylaws may be amended as follows:

1. Proposals for changes or amendments to these bylaws shall be made in writing to the chair of the Senate who, with the advice and consent of the Senate, shall submit them to the faculty for a vote.
2. Notice of the time and place of voting on proposed amendments to these bylaws must be announced to, and the text of the proposed amendments must be circulated among, the membership at least one week prior to the voting.
3. Voting on amendments to this constitution or its bylaws shall be by mail or electronic ballot and shall be approved by a two-thirds vote.
4. Each proposed amendment shall state the time at which it is proposed to take effect.
5. With the approval of the president of the College this constitution, with any amendments thereto, shall be in effect.

(Amended by the Faculty Senate, April 29, 1996 and approved by President Taylor, June 20, 1996)

### **150.04 BYLAWS OF THE SUNY CORTLAND GRADUATE FACULTY**

- A. These bylaws define the role of the graduate faculty in the governance of the College, in accordance with the legal requirements of the State University of New York, the Policies of the Board of Trustees of the State University of New York ([http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf)), and the local College Council. They identify faculty responsibilities and obligations within the administrative and



academic structures of the College and provide a plan within which the objectives of graduate study may be pursued.

- B. The purpose of graduate study is directed towards the fulfillment of the following objectives:
1. The expansion, deepening, and strengthening of professional knowledge as a scholarly and creative activity;
  2. The improvement of techniques for the dissemination and application of existing knowledge and the generation of new knowledge;
  3. The development of a greater understanding of the theories and findings underlying individual disciplines; and
  4. The fostering of a critical ability to deal analytically and insightfully with the problems, methods, and instruments of research in a given area of study.

#### **ARTICLE I: NAME**

The name of this organization shall be the Graduate Faculty of the State University of New York College at Cortland, herein designated as the graduate faculty.

#### **ARTICLE II: OBJECT**

A. General Responsibility

The graduate faculty has major responsibility for all aspects of graduate study and post-baccalaureate education of the College and shall be responsible for instructional programs, research activities, and service functions at the graduate level. It shall administer its own affairs with its bylaws subject to review by the Senate of the SUNY Cortland Faculty, or its elected successor.

B. Specific Responsibilities

The objectives of graduate study require the graduate faculty to assume the following specific responsibilities:

1. To introduce students to levels of existing advanced scholarship beyond those characterizing undergraduate work and to encourage a spirit of scholarly inquiry;
2. To guide students in achieving an understanding of, and proficiency in, productive scholarship and research;
3. To provide advanced training and educational opportunities leading to professional skill and knowledge of high quality;
4. To define and maintain academic standards and requirements for advanced degrees and post-baccalaureate education at a high level of quality, consistent with the objectives of graduate study.

#### **ARTICLE III: MEMBERS**

A. The qualifications for membership require that the nominee meet the following criteria:

1. Experience

The minimum experience requirement is three years of instruction at the graduate level at any institution of higher education, or three years of library service involving graduate programs.

2. Education

An earned doctorate in the field of specialization, or the highest terminal degree in the field of specialization, or special training and experience which are acceptable as judged by the particular faculty member's field.

### 3. Demonstrated Scholarly Ability

Evidence of interest in the scholarly nature of his/her field as demonstrated by research or publication or the judgment of his/her colleagues in the department concerned.

### 4. Rank

Holds the rank of professor, or associate professor, or librarian, or associate librarian, or administrative position of school dean or above.

### 5. Involvement in Graduate Programs

Has, in the opinion of his/her department, an ongoing involvement in, and commitment to, graduate studies at Cortland.

- B. All applications for membership shall be reviewed and acted upon by the executive committee. An application shall consist of a letter of interest describing how the applicant meets the criteria outlined in Article III. A. and a copy of the applicant's vita.
- C. A member may resign by submitting a written letter of resignation to the presiding officer. The presiding officer shall report all resignations to the executive committee.
- D. Should the need arise, as determined by a two-thirds majority vote of the executive committee, membership fees may be levied. The proposed fee schedule must be submitted to the general membership of the graduate faculty for approval by a two-thirds majority.

## **ARTICLE IV: EXECUTIVE COMMITTEE**

The graduate faculty shall be represented by and function chiefly through a thirteen-member executive committee that includes eight voting members of the graduate faculty elected by the graduate faculty. Important matters of policy shall be taken to the entire graduate faculty through meetings and ballot votes as hereinafter provided.

### A. Composition of the Executive Committee

The executive committee shall be composed of 13 members, as follows:

- 1. One member of the graduate faculty elected by and from the departments of biological sciences, chemistry, geology, mathematics and physics.
- 2. One member of the graduate faculty elected by and from the departments of English, history and modern languages.
- 3. One member of the graduate faculty elected by and from the departments of childhood/early childhood education and foundations and social advocacy.
- 4. One member of the graduate faculty elected by and from the departments of literacy and educational leadership.
- 5. One member of the graduate faculty elected by and from the departments of communication disorders and sciences, health, and recreation, parks and leisure studies.
- 6. One member of the graduate faculty elected by and from the departments of kinesiology, physical education and sport management.
- 7. One member of the graduate faculty elected at large from the library and departments having no graduate programs.
- 8. One member of the graduate faculty at large.

9. One graduate student appointed by the Student Government Association.
10. One administrator appointed by the provost, ex officio, without vote.
11. One representative of the Registrar's Office, ex officio, without vote.
12. One representative of the Educational Policy Committee, ex officio, without vote.
13. One representative of the Admissions Office, ex officio, without vote.

## B. Elections and Term of Office

1. Elections for membership on the executive committee shall be run by the executive committee (or by the Faculty Senate Committee on Committees as directed by the executive committee) each year during the period April 1 through May 1. Prior to elections, nominations shall be solicited from the entire Graduate Faculty.
2. Only members of the Graduate Faculty shall be eligible to vote for executive committee positions.
3. The term of office for members of the executive committee shall be staggered two-year terms, commencing at the close of the spring semester.
4. No person may serve more than two consecutive terms on the executive committee, except for position #7 (Article IV.A.).

## C. Duties of the Executive Committee

The executive committee shall perform the following duties:

1. Elect a chair of the executive committee, and such other committee officers as may be necessary. The chair of the executive committee shall also be the presiding officer of the graduate faculty.
2. Elect a member of the executive committee to serve as the representative of the graduate faculty on the Faculty Senate.
3. Call for applications for graduate faculty status throughout the academic year while reviewing and acting on these applications as part of the regular business of the executive committee.
4. Keep an updated list of membership of the graduate faculty.
5. Call meetings of the graduate faculty, as necessary.
6. Refer matters, as appropriate, to a vote of the graduate faculty.
7. Review, on behalf of the graduate faculty, all new graduate courses, programs, and degrees, and submit recommendations to the provost and vice president for academic affairs.
8. Consider matters of general policy and practice affecting graduate affairs and programs, formulate recommendations, and forward such recommendations to the appropriate academic departments and/or member of the College administration.
9. Conduct a referendum vote of the graduate faculty on any matter that has been petitioned by 25 percent of the members of the graduate faculty.
10. Conduct nominations and mail or electronic ballot elections for membership on the executive committee, as specified in Article IV.B.
11. Conduct mail or electronic ballot votes on amendments to these bylaws as specified in Article V.
12. In the event of a resignation from the executive committee, appoint a replacement from the appropriate constituency for the remainder of the unexpired term.
13. Carry out such other duties as may be assigned by the graduate faculty.

## D. Quorums

1. A quorum for the executive committee shall be any five of the nine voting members listed in Article IV.A.
2. A quorum for meetings of the graduate faculty shall be 25 percent of the members of the graduate faculty.

## E. Vacancies

1. A vacancy in an elective position shall exist when a person completes the term of office, resigns from the position, takes leave for one semester or longer and is not available to serve, or is no longer a member of the faculty. A vacancy may also be declared to exist by a two-thirds vote of the executive committee in response to excessive absences by an elected member.
2. Any vacancy occurring among the elected members of the executive committee shall be filled
  - for the remainder of the vacated term
  - by a special election conducted among the appropriate voting constituency
  - within one month from the date that the vacancy occurs.

## **ARTICLE V: AMENDMENT OF THE BYLAWS**

- A. The executive committee (or the Faculty Senate Committee on Committees as directed by the executive committee) shall submit a mail or electronic ballot to the graduate faculty of any proposed amendment put forth by the executive committee or petitioned in writing by at least ten members of the graduate faculty.
- B. (1) Amendments to these bylaws must be approved by at least two-thirds of the votes cast.  
(2) Proposed amendments shall be mailed or emailed to all members of the graduate faculty at least one week prior to the ballot.
- C. Each proposed amendment shall state the time at which the proposed amendment shall take place.

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# **CHAPTER 180: Cortland Student Governance**

## **Constitution of the State University of New York at Cortland Student Government Association**

### **Preamble**

With this constitution the students of the State University of New York and SUNY Cortland, do hereby establish an organization of self government to represent and be responsive to the students of this college community, to promote their welfare; to insure academic and social freedom; and to provide a forum for the exchange of ideas between students, faculty, and the surrounding community.

### **Article I Name**

This association shall be called the SUNY Cortland Student Government Association, hereafter abbreviated as SGA.

## **Article II Members**

### **Section 1: Membership**

The membership of the SGA shall consist of all full-time and part-time Mandatory Activity Fee paying students of SUNY Cortland, hereafter referred to as the student-body.

### **Section 2: Voting Membership**

The voting membership shall consist of all full-time and part-time activity fee paying students, who vote on referendums and SGA elections.

## **Article III Legislative Branch**

**Section 1:** All legislative power of this Association shall be vested in the Student Senate.

**Section 2:** All decisions of the Student Senate shall be binding on all members of the student-body unless otherwise stated by this constitution.

**Section 3:** By a three-fourth vote of its membership, the Student Senate may override a veto by the Executive Board.

### **Section 4: Student Senate Makeup**

A. Eligibility requirements for Senators and Club Representatives.

1. All candidates for Senator must be members of student-body.
2. All candidates for Senator must attend two meetings of the Senate prior to being eligible for approval.
3. At the third SGA Senate meeting, the potential senator will either be approved or denied by three-fourths of the Senate in attendance.

B. A majority of the voting members of the Student Senate shall constitute a quorum. Majority plus one.

C. All meetings of the Student Senate and the SGA shall be governed by the latest edition of *Robert's Rules of Order*, except when *Robert's Rules of Order* conflicts with this constitution or bylaws.

D. Terms of Office: A senator will serve until the end of the academic year in which they were approved unless stated otherwise in Article 10.

### **Section 5: Membership**

A. Membership in the Student Senate shall consist of the following, each of whom shall have one vote:

1. Two senators elected by and from the faculty/staff of SUNY Cortland's Faculty Senate.
2. Senators who submit a petition of 100 signatures from the SUNY Cortland student body.
3. One representative will be chosen from each SGA recognized club to become a member of the Student

Senate. The SGA representative will be an Executive Board position. These representatives will be referred to as Club Representatives.

- i. The representative must remain the same throughout the semester.
4. All Executive Board members will be non-voting ex-officio members of the Student Senate except as noted in Article IV, Sec 6B2 of the SGA Constitution.
5. Sanctions for club representative attendance will be found in the financial handbook.
6. Excused absences by club representatives need approved by the vice treasurer prior to the meeting.

## **Section 6: Duties**

### A. Duties of Senators

1. To uphold the Constitution of the SGA.
2. To keep students informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
3. To bring to the Student Senate any specific proposals adopted and/or requested by the student body. When appropriate, such proposals should be presented to the Executive Board in advance.
4. A senator is allowed 1 unexcused absence per semester. The Executive Board may dismiss a Senator after 2 unexcused absences.
5. Senators are required to serve on a minimum of 2 committees appointed by the SGA Senate Chair.
6. To approve all Executive appointments by majority vote.
7. By majority vote, at the student senate, a Senator may be granted a leave of absence for extenuating circumstances.
8. Senators shall be subject to any further duties and expectations outlined by the SGA Senate Chair.
9. Senators are responsible for approval of club constitution.

#### Duties

- i. The vice president, as chair (non-voting except to make or break a tie).
- ii. The parliamentarian (non-voting).
- iii. Three members of the Student Senate (voting).

### B. Duties of the Club Representatives

1. To uphold the Constitution of the SGA.
2. To keep constituents informed of Student Senate activities and considerations by making available the minutes and other relevant documents.
3. To bring to the Student Senate any specific proposals adopted and/or requested by constituents. When appropriate, such proposals should be presented to the Executive Board in advance.
4. To attend all Student Senate meetings unless excused by the vice treasurer. A club representative shall be allowed one unexcused absence per semester.
5. To approve all Executive appointments by majority vote of the Student Senate.
6. To serve as liaison between their club and the SGA. Responsible for all communications, changes and updates occurring in the Student Senate.

7. The club representative must have been a member of their club for at least one semester and have attended at least two-thirds of their club meetings.

### C. Voting Procedures

1. All motions will be cast under one (1) vote by the entire Student Senate.

## **Article IV-Executive Branch**

**Section 1:** The executive powers of the SGA shall be vested in the Executive Board of the SGA, which shall be chaired by the president of the SGA.

**Section 2:** The Executive Board of SGA will consist of the following positions each having one vote:

President (non-voting; except to make or break a tie)

Vice President

Treasurer

Executive Assistant to the President

Executive Assistant to the Vice President

Vice Treasurer

Public Relations

Secretary

Parliamentarian (may not vote)

**Section 3:** Elected officers of SGA

A. The president, vice president and treasurer shall be elected by plurality vote of the student-body who cast ballots.

1. Nomination for president requires a petition of 300 valid signatures of members of the student-body.
2. Nominations for the vice president and treasurer of SGA require a petition signed by 250 members of the student-body.
3. No member of the SGA may sign more than one petition for each office.
4. All elections shall be plurality vote of the student-body.
5. All SGA elections shall be supervised by the Board of Elections and Referenda.
6. All election procedures shall be approved by the Student Senate.

B. Eligibility requirements to serve as elected officers of the SGA.

1. Have been a member of an SGA club or organization and attended at least one semester of Senate meetings.
2. Be registered in classes on campus for a minimum of six credit hours a semester at the SUNY Cortland for the entire academic year of his/her office.

3. Have a minimum cumulative GPA of 2.5 established at SUNY Cortland and not be on academic or disciplinary probation during elections and term of office.
4. May not have another job aside from the duties attributed to the position with the exceptions of approved work-study by the financial aid department and/or extenuating circumstances approved by the Student Senate.

#### C. Term of Office

1. The officers of SGA shall be elected no later than May 1, and shall serve from July 1 to June 30 of each calendar year.
2. All appointed officers serve under the officer who is responsible for appointing them.
3. In the event of a vacancy in the position of president, vice president or treasurer, the person who assumes the position will serve the unexpired term.

#### D. Write-In-Candidates

1. In order to be elected to office, write-in candidates shall be subject to the same eligibility requirements as any other candidates. They are not eligible to receive election funds from SGA.

### **Section 4:**

#### A. Appointed officers of SGA:

1. The **Executive Assistant to the President** shall be nominated by the president with the approval of the Student Senate.
2. The **Executive Assistant to the Vice President** shall be nominated by the vice president with the approval of the president and the Student Senate.
3. The **Vice Treasurer** shall be nominated by the treasurer with the approval of the president and the Student Senate.
4. The **Public Relations** shall be nominated by the president, with the approval of the Student Senate.
5. The **Secretary** shall be nominated by the president, with the approval of the Student Senate.
6. The **Parliamentarian** shall be nominated by the vice president with the approval of the president and Student Senate.
7. Members of the SGA Executive Board shall not hold an executive position in any other SGA club and/or organization.

#### B. Eligibility requirements for nomination/appointment to serve as officers of the SGA.

1. Executive assistant to the president, executive assistant to the vice president, vice treasurer, public relations, secretary and parliamentarian.
  - a. Be registered in classes on campus for a minimum of six credit hours a semester at SUNY Cortland.
  - b. Must maintain a cumulative GPA of 2.5 established at SUNY Cortland and cannot be on academic probation.



- c. All non-elected Executive Board positions must not be on disciplinary probation unless exempted by the SGA president.
- d. Prior to approval by the Student Senate, all appointed applicants will be reviewed by the vice president of student affairs.

### **Section 5:** Duties of the Executive Board

- A. To act as a forum for developing proposals of concern to the Student Senate and the entire student body.
- B. To enforce and carry out all decisions of the Student Senate
- C. By unanimous vote may veto an action of the Student Senate
- D. During college recesses (or when the Student Senate is not in session and/or a quorum cannot be attained by the Executive Board), the president, executive vice president and the treasurer may act for the Executive Board and/or the Student Senate, with such actions to be reported to the Student Senate at the earliest opportunity.
- E. To attend all Student Senate meetings unless excused by the Senate chair. An Executive Board member shall be dismissed from the Student Senate for two consecutive unexcused or three overall unexcused absences during an academic year.
- F. Choose an Executive Board member(s) to serve as a spokesperson for the SGA during all summer orientation programs. The member needs to be nominated by the Executive Board and approved by the Student Senate. If an Executive Board member is unable to fulfill the duties, the Executive Board will accept nominations from Student Senate.
- G. Must create and/or revise a handbook by the last day of classes of the spring semester, describing the duties of their position.

### **Section 6:** Duties of the Executive Board Members

#### A. Duties of the President

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest as the official leader of SGA.
2. To serve as an ex-officio, non-voting member of the Student Senate.
3. To preside at regular and special sessions of the Executive Board and to call special sessions of the board.
4. To establish any committees necessary to carry out the executive functions of SGA.

5. To make all appointments, with the confirmation of the Student Senate, unless otherwise stated in the constitution and bylaws.
6. To approve the appointments of all student representatives to faculty, administrative, and policy committees and to dismiss appointees if there is sufficient cause.
7. To present as exploration at the next Student Senate meeting upon dismissing an appointee.
8. To appoint a temporary treasurer, with the consent of the Student Senate, in the absence of the treasurer and vice treasurer.
9. To appoint, with the approval of the Student Senate, the membership to ASC when necessary.
10. To recommend appropriate action to the Executive Board and the Student Senate and to require reports of a general or specific nature of any officer, board member, or committee chair.
11. To report weekly at Student Senate meetings on the state of SGA in accordance with the Senate calendar.
12. To serve as a non-voting member of all boards or committees unless otherwise stated in the constitution and bylaws.
13. To be a student representative of ASC Board of Directions, and sub-committees as needed.
14. To serve as the student representative on the College Council.
15. To be present at all regular and special sessions of the Student Senate.
16. To call special session of the Student Senate.
17. To have a working knowledge of the latest edition of *Robert's Rules of Order*.
18. To be responsible for the administration of the SGA office budget and to have final approval.
19. Serve as the voting delegate on the SUNY Student Assembly.
20. When an Executive Board vacancy occurs because of graduation, leave of office, withdrawal, etc. the President shall as soon as practicable appoint an interim replacement until a permanent replacement is found.
21. To run the Student Senate meetings in the absence of the vice president.
22. Must serve 10 office hours per week in the SGA office during operational hours.
23. Any other duties usually attributed to this office.

## B. Duties of the Vice President

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To serve as the chair of the Student Senate in an ex-officio, non-voting capacity, provided, however, that the chair may vote in order to create or break a tie.
3. To assume the duties of the president in his/her absence.
4. To accept any responsibilities handed down by the president.
5. To appoint all standing and ad hoc committee chair in the Student Senate.
6. To serve as a non-voting member on all SGA boards and committees unless otherwise stated in this constitution and bylaws.
7. To appoint, with the consent of the president and Student Senate, all student representatives to faculty, administrative and policy committees.
8. To act as an advisor to all faculty and policy committee student representatives.
9. To call, when necessary, meetings with any faculty and policy committee student representatives.
10. To be a student representative on the ASC Board of Directors, and sub-committee as needed.
11. To chair a committee for the education of the SGA Government and its workings when seen appropriate.

12. To serve as a voting delegate to the SUNY Student Assembly, if no conflicts arise.
13. To preside at all regular and special sessions of the Student Senate and to determine the agenda of the Student Senate, with consultation of Executive Board.
14. To have a thorough knowledge of the latest edition of *Robert's Rules of Order*.
15. To serve as a voting member of Executive Board.
16. Must serve 10 hours per week in the SGA office during operational hours.
17. All other duties usually attributed to this office.

#### C. Duties of the Treasurer

1. To serve in the best interest of the SGA upholding the Constitution and to act in SGA's best interest.
2. To serve as an ex-officio, non-voting member of the Student Senate.
3. To be the guardian of all SGA funds.
4. To scrutinize the expenditures of all SGA funded organizations.
5. If a problem arises, the treasurer shall have right to suspend, temporarily, the use of spending activity fees by any club or organization. The treasurer, at the earliest possible time, will present the situation to the financial board.
6. To provide all funded organizations with a uniform set of books and instructions for their use.
7. To be an advisor to all organization treasurers.
8. To be a student representative on the ASC Board of Directors, and sub-committee as needed.
9. To accept those additional responsibilities delegated by the president.
10. To work with the SGA president in planning and appropriating the office budget of SGA.
11. To serve as the non-voting chairman of the SGA financial board.
12. After review with the insurance agent, the treasurer is the sole signature to be placed on any and all contracts that legally and financially obligate the association.
13. To serve as a voting member of the Executive Board.
14. Must serve 10 hours per week in the SGA office during operational hours (two hours per day).
15. All other duties usually attributed to this office.

#### D. Duties of the Executive Assistant to the President

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To serve as an ex-officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To accept responsibilities and duties handed down from the president.
5. To act on behalf of the president, when requested.
6. To develop at least one campus wide program per semester.
7. To take minutes at Executive Board in absence of the secretary.
8. Must serve seven office hours per week in the SGA office during operational hours.
9. All other duties usually attributed to this office.

#### E. Duties of the Executive Assistant to the Vice President

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To serve as an ex-officio, non-voting member of the Student Senate.

3. To serve as a voting member of the Executive Board.
4. To accept responsibilities and duties handed down from the vice president.
5. To act on behalf of the vice president, when requested.
6. Responsible in writing at least one article in the SUNY Cortland student newspaper each week, about what is going on in SGA.
7. To take minutes at Student Senate in absence of secretary.
8. Must serve seven office hours per week in the SGA office during operational hours.
9. All other duties usually attributed to this office.

#### F. Duties of the Vice Treasurer

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To carry out those duties assigned by the treasurer and to attend all Financial Board meetings.
3. To assume the responsibilities of the treasurer in the absence of the treasurer.
4. In the absence of the treasurer, appoint, with Senate approval, an acting vice treasurer.
5. To accept any duties delegated by the treasurer.
6. To serve as an ex-officio, non-voting member of the Student Senate.
7. To work closely with the treasurer in the financial operation of SGA and to assist and advise the treasurer.
8. To serve as a voting member of the Executive Board.
9. Work with the SGA president and treasurer in planning the SGA office budget.
10. Assist in the annual SGA club inventories.
11. Must serve seven hours per week in the SGA office during operational hours (at least one hour per day).
12. All other duties usually attributed to this office.

#### G. Duties of the Public Relations Officer

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To serve as an ex-officio, non-voting member of the Student Senate.
3. To serve as a voting member of the Executive Board.
4. To administer and coordinate all student government public relations efforts.
5. To act as advisor to all SGA organizations in their social programming efforts and assist in the scheduling of campus activities between SGA clubs and the college.
6. To encourage representation and inform students of SGA and campus events.
7. To serve as a liaison between media organizations and SGA.
8. To make the adequate publications to keep the student body aware of SGA's events.
9. To organize and coordinate winter formal and Children's Festival.
  - a. Henceforth, the event known as Children's Festival will be dedicated in the loving memory of Mary J. Sherlach, Class of 1978. In hopes that her bravery and courage on December 14, 2012, will never be forgotten.
10. Must serve five office hours per week in the SGA office during operational hours.
11. Responsible for recognizing clubs' successes at the Student Senate and Executive Board meetings.
12. Responsible for promoting and assisting SGA recognized clubs with their events.
13. To help coordinate and plan Executive Board programming.
14. All other duties usually attributed to this office.

## H. Duties of the Secretary

1. To serve in the best interest of the SGA upholding the constitution and to act in SGA's best interest.
2. To take minutes of all Student Senate and Executive Board meetings.
3. To distribute the minutes at each meeting and record attendance, listing names of those present and absent.
4. To be a voting member of the Executive Board.
5. Must serve three office hours per week in the SGA office during operational hours.
6. All other duties usually attributed to this office.

## I. Duties of the Parliamentarian

1. To serve in the best interest of the SGA, upholding the constitution and to act in SGA's best interest.
2. To educate the Student Senate on parliamentary procedure.
3. To be a non-voting member of the Executive Board.
4. To have thorough knowledge of the latest edition of *Robert's Rules of Order*.
5. To use the knowledge of parliamentarian procedure and ensure its implementation at Executive Board and Student Senate.
6. To serve as an ex-officio, non-voting member of the Student Senate.
7. Must serve two office hours per week in the SGA office during operational hours.
8. All other duties usually attributed to this office.

## Article V Judicial Body

**Section 1:** The judicial responsibility of the SGA is vested in the SUNY Cortland Student Conduct Office.

Decisions of the College Hearing Panel shall be binding on all members of the SGA except when overturned by appropriate appeals board as in accordance to the Student Code of Conduct.

## Article VI SGA Boards

### Section 1: Financial Board

#### A. Duties

1. To recommend to the SGA Student Senate policies and procedures for the administration of student funds. Any changes to the *Financial Handbook* must be passed by a majority vote of the Student Senate.
2. To make recommendations for the increases and/or decreases of the Mandatory Activity Fee (MAF) and other such student fees as may be desired.
3. To annually prepare the budgets of the SGA clubs for the regular academic year and the summer sessions. These budgets must be completed by the first of April. If Spring Recess starts and ends in March, then the budget must be completed by the second week of April. These proposed budgets are then submitted to the Student Senate for approval.
4. To grant allocations from the SGA Contingency Fund and other funds according to the *Financial Handbook*.
5. To aid and encourage cooperation of organizations in programming.

6. All actions of the Financial Board must be reported to the Executive Board and Student Senate to insure that there is not a violation of SGA Financial Policy or SUNY Board of Trustees Guidelines for the allocation of the MAF. If there is a violation of any of the above policies, the Student Senate shall void the action.

B. Membership shall be as follows:

1. SGA Treasurer - Shall serve as chair. (Non-voting; except to make or break a tie).
2. SGA Vice Treasurer - Shall serve as vice chair.
3. Six members of SGA at large nominated by SGA treasurer and vice treasurer, elected by Senate.
4. The vice president for student affairs, after consultation with the SGA treasurer, will appoint a non-voting advisor to the Financial Board.

C. The Financial Board Chair

1. Shall be the treasurer of SGA.
2. Will be available to assist SGA clubs and organizations in budget preparation.
3. Present to the Student Senate any Financial Board recommendations concerning changes and/or modifications of SGA Financial Board.
4. Set the agenda for all Financial Board meetings.
5. To recommend to the Student Senate removal of a Financial Board member who misses three meetings during a semester.
6. Maintain a regular relationship with the appointed advisor of Financial Board.
7. To recommend to the Student Senate the removal of a Financial Board member for reasons other than absences, with consent of Financial Board.

**Section 2:** Board of Elections and Referenda

A. Duties

1. Developing and presenting to the Student Senate procedures to be used in the conduct of elections and referenda.
2. Conduct elections following approved procedures.
3. To advise candidates and respond to questions regarding elections and referenda.
4. To serve in the best interest of SGA.

B. Membership shall be as follows:

1. Seven members of student body shall be appointed by the chair of the Board of Elections with approval of the Student Senate.
2. A chair (non-voting; except to break a tie) shall be appointed by the SGA president with the approval of the Senate.
  - i. The SGA president may serve as the chair as long as he/she is not running for re-election.
3. No candidate for an elective office may serve on the Elections Board.

**Section 3:** Club Constitutions Committee

## A. Duties

1. To review and make recommendations to the Student Senate on new and old club constitutions.
2. To determine the status of clubs as either active or inactive after inactivity for one academic year.
3. To recommend to the Student Senate why SGA should discontinue recognition of a club or organization.
4. The SGA Club Constitution Committee must submit its policies and procedures to the Student Senate for approval.

## **Article VI Meetings**

A. The Executive Board and all boards shall meet weekly unless the chairman or the president decides there is not sufficient business to justify a meeting.

B. Student Senate shall meet biweekly unless the SGA Senate chair or the SGA Senate president decides there is not sufficient business to justify a meeting. The chair or president may also call additional meetings to order if he/she feels there is sufficient business to justify a meeting.

C. Special meetings may be called whenever deemed appropriate by the chair and/or the president.

D. For each body, (Student Senate, Executive Board and all other boards) a quorum shall be a majority of its members.

## **Article VIII Impeachment**

A. Officers of all organizations, club representatives and senators of SGA are subjected to impeachment by a three-fourths vote of the Student Senate. The College Hearing Panel shall hear the case with a majority vote needed for impeachment. The College Hearing Panel will impose sanctions as appropriate.

B. The Senate must vote by secret ballot.

## **Article IX Removal of Officers**

**Section 1:** The president, vice president and treasurer of the SGA are subject to recall by a petition bearing the signatures of 1200 students of the student body.

**Section 2:** After signatures have been received, impeachment procedure will be followed to remove the officer from his/her position.

## **Article X Removal of Senators**

**Section 1:** All senators of SGA are subject to removal by a unanimous vote of the SGA Executive board.

**Section 2:** After a unanimous vote of the Executive Board, the impeachment procedure will be followed to remove the senator.

**Section 3:** For instances where a senator misses two meetings and is unanimously voted out of office, see Article III Section 6, A 4.

## **Article XI Amendment**

**Section 1:** The SGA constitution will be reviewed by the SGA Executive board at least every two years.

**Section 2:** An amended SGA constitution must be approved by the Student Senate by two-thirds vote.

## **Article XII Ratification**

**Section 1:** An amended SGA Constitution must be ratified upon approval of two-thirds of the Senate membership and majority vote of the student body by referenda, after following the procedures stated in Article XI.

**Section 2:** Amendments to the SGA Constitution approved by Senate are not effective until ratification by the student-body.

## **Article XIII Commendation**

Commendation may be given to those students or non-students who have made exceptional contributions to the SGA. Commendations shall offer no responsibilities or authority. Commendation may be proposed to the Senate by a two-thirds vote of a recognized student organization.

## **Article XIV Vacancy of Office**

**Section 1:** In the event that an executive vacancy occurs, replacement procedures will be as follows:

A. President - The vice president will assume the position of the president.

B. Vice President - Nominations will be open on the floor of Senate for one week after the vacancy occurs with election by a plurality vote.

C. Treasurer-If a vacancy in the office of treasurer occurs, the vice treasurer will assume the position of treasurer.

D. If a vacancy in any other position occurs, it will be filled by a re-appointment following appointment procedures outlined in this constitution.

**Section 2:** SGA Referenda Policies and Procedures

A. Referenda requests must be submitted by a recognized SGA club or organization.

1. Petitions for referendum must be filed with the Financial Board with the expectation of amended SGA constitutes that require ratification. The Financial Board will review the petitions and make a



recommendation to the SGA Senate for approval.

2. If approved by the Senate, the petition is sent to the Board of Elections and Referenda. The wording for referendum, including revised SGA constitutions, will be written by the Board of Elections and Referenda. The petition is then sent to the Executive Board.
3. The Executive Board must approve the wording of all referenda by majority vote before submitting them to the entire student body.
4. A referendum is then voted by the whole student body, by a straw vote, it is effective when passed by a majority vote of the student body who voted.
5. Any allocations need for referenda will then be voted on by the Financial Board, a majority vote is needed before the allocations can be sent out.

B. A valid petition signed by thirty-five percent of the student-body requires an SGA policy be put to a popular vote of the membership of the student-body.

C. A valid petition is one which clearly and precisely explains the action to be taken and contains the full names and ID numbers of the signee.

D. SGA policy may be over-ridden by a petition containing at least 51 percent of the student-body.

### **Section 3:** SGA Clubs and Organizations

A. A proposed constitution of a new club/organization must be announced in the Senate at least one week prior to the vote on its ratification.

B. Implicit in the preamble of all constitutions must be in the ideals incorporated in the SGA Constitution.

C. SGA will fund a maximum of 85 clubs or organizations.

D. Any amendments in club constitutions must be recommended by the senators and given to the perspective club for ratification.

### **Section 4:** Budgetary Bylaws

1. The president, treasurer, and vice treasurer will prepare and present an SGA office budget to the Financial Board no later than the third week in April. The office budget must be approved by Senate.

2. The Financial Board will hold budget Hearings for all the SGA clubs and organizations. This should be completed no later than the first week of April. If the spring recess starts and ends in March, then the budget must be completed by the second week of April.

3. After release of the recommended budget, each club and organization has five days to make an appeal to the Financial Board.

4. After the appeal process (5 days) the budget is presented to the SGA president for consideration.

5. After review, and any necessary consultation, the SGA president will present the proposed SGA budget to Senate. The Senate may ratify the budget by majority vote. If the budget is not ratified, it will be sent back to the Financial Board with appropriate recommendations.

6. The Senate has two weeks to make a decision on the budget. If a decision is not made by two weeks, the

budget becomes final and goes to the SUNY Cortland president as the official budget.

## **NON-DISCRIMINATORY STATEMENT OF POLICY XVIII OF THE SGA**

It is the policy of the SUNY Cortland Student Government Association to provide any student access to all student organizations based on merit and without discrimination because of race, color, religion, sexual preferences, sex, age, or national origin, or physical abilities pursuant to the Federal Executive Orders #11246 and #11375, State Executive Order #40 and the Board of Trustee Policy Statement. This non-discriminatory policy applies to everyone and every policy must be implemented throughout all student organizations and is the responsibility of all members of student government.

Pursuant to University policy, SUNY Cortland is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the University community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

SUNY Cortland's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Dr. Virginia B. Levine, Title IX Coordinator, 607-753-2201, or [virginia.levine@cortland.edu](mailto:virginia.levine@cortland.edu) (<mailto:virginia.levine@cortland.edu>).

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) (<mailto:OCR.NewYork@ed.gov>).

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