

# SUNY Korea Faculty Senate

## BYLAWS

The Constitution of SUNY Korea's Faculty Senate referred to as 'The Senate' hereafter, covers the fundamental principles of the Senate. Bylaws outlined in this document prescribe specific procedures for operating the Senate. They also provide further definitions to some of the articles of the Constitution.

### 1. Senate Officers

The Officers of the Senate consist of a Chairperson, a Vice-Chairperson, and a Secretary.

- I. These Officers shall be elected from among the voting members of the Senate for two-year terms by a majority of the members of the newly constituted Senate present. The election shall be held as the last order of business at the last meeting of the Senate in the spring semester. Each Officer shall start her or his term in the following fall semester. Newly-elected Senate members shall be invited to this meeting to participate in the elections together with those members of the Senate whose terms of office do not expire at this final meeting. Each Officer shall serve in office until her or his successor has been elected.
- II. The Chair shall be responsible for calling, and presiding over the meetings, communicating with the administration in matters related to the Senate, requesting information from the administration on behalf of the Senate, and performing any other task required for the operations of the Senate.
- III. In the absence of the Chair, the Vice-Chair shall preside at the Senate, and act as the Chair.
- IV. The Secretary shall record the minutes of the Senate meetings, and at the completion of every academic year shall submit a written report of the Senate's activities to the faculty and administration.
- V. Senate Officers cannot serve for two consecutive terms.
- VI. The initial appointments of the Chair, Vice-Chair, and Secretary shall be for two years, one year, and one year respectively in order to phase into the regular terms of two years for each office.

### 2. Terms of Senators

The term of office for elected Senate members shall be two years, and run from the start of the first academic year to the end of the second academic year. In case a member vacates her or his term and an alternate is unavailable, a special election shall be held to select a member for the unexpired portion. A member cannot serve two consecutive terms. The initial election of half of the senators shall be for one year in order to stagger the election. The one year shall not be considered a term.

### **3. Membership:**

- I. Each department, as well as the Faculty of Science and Humanities (FSH), and the English Language Program at SUNY Korea represents one unit; and shall elect one representative and one alternate to the Senate.
- II. The elected alternate of the department of the Chair of the Senate, shall serve as a regular member of the Senate.
- III. Elections to the Faculty Senate shall be conducted in each of these units by the end of the eighth week of the Spring semester.
- IV. Election procedures, including announcements and nominations shall be decided by the faculty of each unit. The department election process should be reported to the Senate; secret ballots must be used for voting.
- V. Academic rank faculty members are eligible to vote in the department elections and to serve as Senators. At the discretion of each unit and with compelling reasons, Qualified Academic rank and adjunct faculty members with a long-term connection to the University (such as one-year prior service and a two-year contract) are also eligible to vote in the department elections and serve as Senators.
- VI. Department Chairs are eligible to vote in the department elections and serve as Senators.
- VII. The ex-officio non-voting members shall be the following campus administrators: President, Provost, and all Vice-Presidents and Deans.

### **4. General Procedures of the Faculty Senate**

- I. The Senate shall follow Robert's Rules of Order, Newly Revised, *12<sup>th</sup> edition-September 1, 2020*
- II. The Senate shall meet in plenary session at least once a month, and more frequently, if necessary, subject to the decision of the Chair. A simple majority of the total membership shall constitute a quorum.
- III. The Senate shall meet in executive session when the chair designates such a session in advance or when during a meeting a simple majority vote cast in secret ballot orders it.
- IV. All faculty may attend the plenary sessions of the Senate, but will not be permitted to vote. Only voting members of the Senate may be present when the Senate meets in the executive session. The Chair may invite others to attend if deemed necessary.
- V. The Secretary of the Senate shall distribute the agenda of the meetings a week in advance of the meeting to all faculty and administrators.

- VI. The Secretary of the Senate shall distribute the approved minutes of the Senate meetings to all faculty and administrators in a timely manner.
- VII. All faculty, through their Senators, may suggest additional agenda items.

## 5. Committees of the Faculty Senate

- I. Most of the work of the Faculty Senate is performed by standing and ad-hoc committees. Committees' functions and recommendations shall be consistent with the policies and procedures outlined in the SUNY Korea Faculty Handbook, when applicable.
- II. Each committee shall consist of at least three members.
- III. Members and the Chair for each committee shall be nominated and elected by the Senate majority vote at the beginning of each Academic Year.
- IV. Each committee shall organize itself and decide on times and procedures for their meetings.
- V. Recommendations of the committees shall be presented to the full Senate, debated, and be voted upon for approval or amendment.
- VI. Standing committees are:
  - a. Executive Committee

*The executive committee shall act on behalf of the Senate between regular Senate meetings. It is also responsible for setting the initial Senate meetings' agenda, reviewing reports and actions of the committees, and establishing ad hoc committees when necessary.*
  - b. Academic Personnel Policy

*This committee has the primary responsibility to review and recommend policies related to matters of faculty status, such as appointments, reappointments, promotions, and tenure, as well as sabbatical, leave of absence, and performance evaluation policies and procedures.*
  - c. Education Council

*This Council shall review and recommend policy to the Senate for approval and recommendation to Provost and other administrators, as appropriate, concerning all aspects of the University's undergraduate and graduate academic programs including but not limited to evaluation of proposed new programs and degrees, faculty instructional responsibilities, undergraduate and graduate program reviews, and policies concerning admission and scholarship.*
  - d. Campus Environment and Faculty Welfare

*The function of this committee is to make recommendations to the President on matters that affect the welfare and the support of the faculty, as well as the campus environment.*

*Such matters include but are not necessarily restricted to, leave and travel policies, safety, facilities planning, faculty housing, benefits, fee waivers, and general faculty support.*

e. Academic Planning and Educational Services

*This committee shall review and make recommendations to the administration on policies, procedures, and priorities, for educational support services, research and graduate student support, and information technologies support with the goal of enhancing the University's mission.*

VII. Ad hoc committees

The Senate executive committee, which consists of the Senate officers and two senators elected by the Senate to serve on this committee, may appoint ad hoc committees to address issues that are outside the responsibilities of the standing committees on an as-need basis.

**6. Amending the Bylaws**

These Bylaws can be amended only by an affirmative vote of two-thirds of the total membership of the Faculty Senate, at any duly scheduled meeting of the Senate.

The proposed amendment shall be submitted in writing to the members present and/or to the Secretary at the duly scheduled meeting of the Senate prior to the one at which the amendment will be considered and voted upon.

A minimum of one week shall elapse between the meeting at which the amendment is submitted in writing and the meeting at which the amendment is voted upon.