

# SCHOOL OF \_\_\_\_ BYLAWS

## PREAMBLE

The School of \_\_\_\_ at Buffalo State University adopts these Bylaws to facilitate open discussion and the formulation of recommendations on policies and procedures relevant to the School. These Bylaws establish guidelines for conducting business in accordance with fundamental democratic principles and outline policies governing the School's operations.

## MISSION STATEMENT

The School of \_\_\_\_ is a diverse and inclusive community dedicated to inspiring students to cultivate a lifelong passion for learning. Offering a wide range of dynamic programs, the School prepares students for successful careers in applied science, education, and business. Comprised of dedicated faculty and staff with a wide variety of expertise, we provide innovative and engaged learning experiences that empower students to grow, excel, and lead in their chosen professions.

## ARTICLE I – MEMBERSHIP

### A. Membership and Voting Privileges

Faculty members of the School of \_\_\_\_ are those within the University community whose primary professional commitment is to the School of \_\_\_\_\_. Voting faculty members are determined in accordance with the College Bylaws as established by the Board of Trustees of the State University of New York. At the beginning of each academic year, the School's Agenda, Bylaws, and Elections Committee will compile and distribute a list of eligible faculty members along with their designated voting status.

### B. Limited Membership and Voting Privileges

Limited membership and specified voting privileges may be extended to other individuals engaged in School Faculty matters, excluding curriculum and personnel actions. Such an extension requires a majority vote of the faculty present at a regular meeting.

## ARTICLE II – ORGANIZATION

### A. Governance of Administrative Units

The School of \_\_\_\_ consists of those academic departments, programs, and centers designated by the University. Each administrative unit shall determine and state in writing its Bylaws, consistent with the School and College Bylaw

### B. Governance of Faculty Departments

Each academic department or administrative unit, as necessary, shall establish its own Bylaws in writing. These Bylaws must outline the processes for faculty participation in decision-making regarding relevant matters specified in Article III, Section A of the College Bylaws. They must also align with both the School's Bylaws and the University Bylaws. A copy of each department's or unit's Bylaws shall be filed with the Dean of the School of \_\_\_\_ and made accessible to the School's Agenda, Bylaws, and Elections Committee.

### C. Appointments of Deans, Department Chairpersons, and Directors

Procedures governing the appointment and reappointment of department chairpersons,

directors, and the Dean shall be in accordance with those stated in **the College Bylaws, Article VI.**

### **ARTICLE III - MEETINGS**

#### **A. Conduct of Meetings**

The Dean shall oversee and lead all regular and special meetings. The Dean's Administrative Assistant will be responsible for preparing and distributing meeting minutes, maintaining permanent records, and carrying out any additional duties as needed.

##### **1. Chairperson Pro Tempore**

An Associate Dean shall preside at meetings of the School in the absence of the Dean.

##### **2. Dean's Administrative Assistant**

a. The Dean's Administrative Assistant will take minutes during School meetings. The minutes will be reviewed by the Dean and Associate Dean for accuracy before being distributed to the faculty for approval.

b. The Dean's Administrative Assistant will also maintain permanent record files such as the most recent Bylaws, a list of eligible voting faculty, and names of representatives to School committees and other University committees and organizations (e.g., senators and TEC representatives).

##### **3. Parliamentarian**

a. The Parliamentarian shall be appointed by the Dean.

b. The Parliamentarian shall advise the presiding officer on questions of procedure in transacting the business of meetings of the School.

c. Business shall be conducted according to Robert's Rules of Order. Thirty percent (30%) of the School's voting members shall constitute a quorum.

#### **B. Regular and Special Meetings**

The Dean shall call a regular meeting at least once per semester. Written notice and agendas for all meetings must be sent to faculty at least ten calendar days prior. Special meetings may be called by the Dean or at the request of at least 15% of voting faculty. With the advice of the requesting group, the Dean shall formulate and distribute the meeting's agenda. Written notice of a special meeting and the agenda shall be sent to all members at least seven calendar days in advance of the scheduled meeting, exclusive of University recesses. Business conducted shall be limited to the published agenda. Student attendance at meetings shall be encouraged.

### **ARTICLE IV - UNIVERSITY SENATORS AND REPRESENTATIVES**

#### **A. Elections**

By February 1 each spring semester, the Dean, in collaboration with the Agenda, Bylaws, and Elections Committee, shall send an electronic notice to all School voting faculty indicating the number of School senate seats and the number of Teacher Education Council (TEC ) representative positions up for election for the forthcoming academic year (beginning in the following fall semester). Accompanying the aforementioned notice

will be an announcement to solicit names of faculty members who themselves or whose colleagues are interested in serving as School senators and/or TEC representatives. These names (nominations) are to be sent to the Agenda, Bylaws, and Election committee, which will place those names on an electronic slate/ballot as indicated in sections A.1 and A.2 below. Ballots shall be distributed electronically. In the event of a tie, a run-off election will be conducted.

1. **Buffalo State Senate.** For electing Senators from the School, the following protocol will be used:
  - a. A slate of candidates shall be placed in nomination electronically by the Agenda, Bylaws, and Elections Committee each year at least one month prior to the College Senate elections. Each School department may nominate candidates by sending colleagues' names to the Agenda, Bylaws, and Elections Committee (School senate candidates who are not elected to a School senate seat may self-nominate directly to the Buffalo State Senate for an at-large Senate seat by following the Senate's procedure for self-nomination).
  - b. Ballots shall be distributed electronically to all voting members of the School. Senators shall be elected by receiving the greatest number of votes cast. If there is a tie for a position, a run-off ballot will be distributed. If a nominee is unopposed, the School Agenda, Bylaws, and Elections Committee may make a motion at the next official School meeting that the unopposed nominee be elected by acclamation.
  - c. If a Senator elected by the School is unable to serve a complete term, the SOE shall elect another of its members to serve the unfinished term.
2. **Teacher Education Council (TEC).** For the election of representatives to the TEC, the following protocol will be used:
  - a. Each of the teacher education departments in the Teacher Education Unit (TEU) shall elect one department representative to the TEC by whatever means the department chooses. The name of the department representative shall be forwarded to the Dean and the Agenda, Bylaws, and Elections Committee.
  - b. All remaining representatives from the TEU to the TEC (at-large representatives) shall be elected through a nomination process. Each teacher education department in the TEU may nominate candidates by sending colleagues' names to the Agenda, Bylaws, and Elections Committee. A slate of candidates shall be placed in nomination electronically by the Agenda, Bylaws, and Elections Committee.
  - c. TEC at-large representatives shall be elected by receiving the greatest number of votes cast. If there is a tie for a position, a run-off ballot will be distributed. If a nominee is unopposed, the School Agenda, Bylaws, and Elections Committee may make a motion at the next official School meeting that the unopposed nominee be elected by acclamation.

- d. If a TEC representative elected by the School is unable to serve a complete term, the School shall elect another of its members to serve the unfinished term. A special election will be conducted as in sections A (2b) and (2c) above.

## **ARTICLE V – COMMITTEES**

### **A. Organization of Committees**

1. All standing committees shall consist of voting members of the School. Each department or administrative unit will be encouraged to nominate a representative for the department. Unless a different process is outlined below, members of standing committees shall be nominated by voice and elected by electronic ballot at the final faculty meeting of the spring term. Committee members shall serve for a 2-year term, effective the first day of professional obligation in the fall semester and terminating the final day of summer session in the final year of their term.
2. The terms shall be staggered so that approximately one-half of each committee membership is elected each year.
3. Each standing committee shall choose its own chairperson.
4. Each standing committee shall report its actions annually at the last meeting of the year and shall file a copy of its report with the Dean.
5. In addition to the specific responsibilities assigned to a standing committee, the School may assign from time to time, temporary or permanent additional responsibilities.
6. Standing committees may be established only by amendments to these Bylaws.
7. The quorum for all committee meetings shall be a majority of the voting members of the committee.

### **B. Standing Committees and Oversight Functions**

#### **1. *Agenda, Bylaws, and Elections Committee***

- a. The committee shall be open to members elected by academic department or academic unit as needed.
- b. This committee, jointly with the Dean, shall prepare and distribute a written agenda for each School general meeting.
- c. This committee shall consider any implementation or amendment of these Bylaws and make recommendations directly to the Faculty concerning proposals brought to the committee by Voting Members of the School.
- d. This committee shall nominate candidates for School elections when necessary.
- e. This committee shall supervise all elections (i.e., solicit nominations and present a slate of candidates) and other voting required for the School.
- f. This committee shall request that each department or academic unit elect a representative to serve on an ad hoc Dean's Review Committee at least every third year. This committee shall convene the first meeting of the Dean's Review Committee which will elect its own chair.

## ***2. Instruction and Curriculum Oversight***

- a. Each academic department or administrative unit within the School shall oversee all curriculum matters, including new proposals and revisions, in accordance with (1) its own Bylaws and (2) the guidelines set by the College Senate Curriculum Committee. All curriculum proposals shall be developed in consultation with the Associate Dean before proceeding further.
- b. Whereas each School elect's representatives to the CSCC who are charged to review all curriculum proposals and to make recommendations to the College Senate and thus to the President regarding curriculum and program revisions and proposed new programs and courses, the function of curriculum and program review is guided by the Bylaws and Handbook of the CSCC. Members of the CSCC are well-versed in the process of course and program review. Therefore, the elected members of the School who serve on the CSCC will also serve in a consultative role to the Chairs and the Dean of the School. In this consultative role, the School CSCC representatives may be asked to review submissions of curricula and related items from the School departments or academic units and make recommendations for further processing to the appropriate representative of the department or administrative unit.
- c. The Chairs and/or appropriate representatives (e.g., department or administrative unit curriculum chairperson) will review the recommendations and coordinate revisions as appropriate and resubmit revised curriculum proposals to the Associate Dean and the CSCC for approval.

## ***3. Budget and Staff Allocations Oversight***

- a. Whereas the primary responsibility for compliance with the rules and regulations governing the construction and distribution of school and departmental budgets lies with the Chairs and the Dean, at least once each semester, a School meeting of the Chairs will be designated for review of budget allocations and the distribution of funds under the oversight of Chairs and the Dean.
- b. At these bi-annual meetings, the Chairs will review with the Dean actual allocations to date and requests for allocations of Dean's level budgets. Chairs will make recommendations to the Dean regarding priorities to support the mission, vision, and goals of the School including support of faculty and staff development (i.e., to advance teaching, scholarship, and service within the School at-large).
- c. The minutes of these dedicated budget and staff allocations Chairs' meetings will be made available to all faculty on the School shared drive.

### ***C. Ad hoc Committees***

1. An ad hoc committee may be established at any general meeting or through appointment by the Dean of the School.

2. Ad hoc committees shall report annually to the School at a general meeting.

## **ARTICLE VI – REVIEW OF THE DEAN**

An ad hoc committee (Dean's Review Committee) shall be elected to review the Dean's performance in office at least every third year with the process beginning in the 5th semester of a 3-year appointment. The Committee shall consist of one member of the School who is elected by each academic department in the School; Endowed Chairs in the School can self-elect to serve as additional members and/or serve as elected representatives of individual academic departments. Elected members are anticipated to be full-time, voting members of the School throughout the duration of the review. The committee shall be charged with reviewing the performance of the Dean during the past 3 years of the Dean's term in office. Minimally, the Committee will use the Dean's School annual reports as one measure of the review process as well as faculty feedback related to the Dean's performance. The Committee shall discuss its review findings with the Dean and shall make recommendations to the School faculty, the Dean, and the Provost/Vice President for Academic Affairs based on its findings.

## **ARTICLE VII – AMENDMENTS**

### **A. Amendments to these Bylaws may be initiated through any of the following procedures:**

1. Any department or administrative unit within the School may submit a petition to the Dean, who shall present the proposed amendment to all School Faculty members.
2. A petition signed by at least 15% of the School's membership may be submitted to the Dean, who shall present the proposed amendment to all School members.
3. Any individual member or group of members of the School may propose an amendment in writing to the Agenda, Bylaws, and Elections Committee. If the committee approves the proposal by a majority vote with a quorum present, it shall petition the Dean to present the proposed amendment to the School Faculty members.
4. The Dean may request the Agenda, Bylaws, and Elections Committee to review and present amendments to the Faculty.

**B.** Proposed amendments shall be circulated to the members electronically at least 10 days prior to a special or regular meeting of the School at which they are to be considered. A special meeting shall be called within one month following the petition to consider the proposed amendment unless a regular meeting is scheduled within 30 calendar days, exclusive of official University recesses.

**C.** Amendments shall take effect upon approval by a two-thirds majority of all voting members. The School's Agenda, Bylaws, and Elections Committee shall conduct the voting process, either through a closed ballot during a School meeting or via electronic voting within a designated timeframe.