**SUNY BUFFALO STATE**

**SCHOOL OF THE PROFESSIONS**

**BY-LAWS**

**PREAMBLE**

The School of the Professions at Buffalo State College establishes these By-Laws in order to provide for the open discussion and recommendations of policies and procedures of concern to the School and the conduct of business in keeping with basic democratic principles. Provisions of these By-Laws are statements of policies governing the conduct of affairs of the School of the Professions.

**ARTICLE I**

**MEMBERSHIP**

1. Members of the College Faculty, as defined by Article II.A of the College By-Laws, whose professional obligation is to the School of the Professions, are its members.
2. The voting faculty of the School of the Professions are those voting faculty of the College, as defined in Article II.B of the College By-Laws, whose professional obligation is to the School of the Professions.
3. Temporary voting privileges may be granted to other members by a majority of the voting faculty present at a regular meeting of the School.

**ARTICLE II**

**ORGANIZATION**

1. Administrative Units. The School of the Professions consists of those academic departments and programs and centers so designated by the College.
2. Governance of Administrative Units. Each administrative unit shall determine and state in writing its By-Laws as described in Article VII of the College By-Laws. These statements shall be consistent with the School of the Professions and College By-Laws and shall be filed with the Dean of the School of the Professions and the Chairman of the College Senate.
3. 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 By-Laws, Article VI.

**ARTICLE III**

**Meetings of the School of the Professions**

1. Conduct of Meetings. The Dean shall preside at all regular and special meetings of the School, and shall establish meeting times and places. The Dean shall be responsible for the preparation and circulation of the agenda for each meeting and for the School’s permanent record file. The following shall assist in the conduct of the meetings:
2. Chairperson Pro Tem. One of the Associate Deans, as selected by the Dean shall preside at meetings of the School in the absence of the Dean.
3. Secretary.
4. The Secretary shall be a faculty member of the School elected by a majority vote of the faculty present at the regularly scheduled spring meeting; to assume office for the following academic year.
5. The Secretary shall prepare and circulate minutes of the meetings and shall be responsible for the School’s permanent record files. The Secretary shall perform such other duties as are prescribed in these By-Laws.
6. Parliamentarian.
7. The Parliamentarian shall be appointed by the Dean.
8. The Parliamentarian shall advise the presiding officer on questions of procedure in transacting the business of meetings of the School.
9. Business shall be conducted according to Robert’s Rules of Order. One-fifth of the School’s voting members shall constitute a quorum.
10. Regular Meetings. The Dean shall call a regular meeting of the School at least once during each semester of the academic year and be responsible for preparing and circulating at the beginning of the academic year, a schedule of the year’s regular meetings. The Dean shall formulate and distribute the agenda for regular meetings in consultation with the Agenda, By-Laws and Elections Committee. Written notice of a meeting and agenda shall be sent to all voting faculty at least ten calendar days in advance of the scheduled meeting, exclusive of College recesses.
11. Special Meetings. Special meetings for specific purposes may be called by the Dean or at the request of at least fifteen percent of the 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 college recesses. Business conducted shall be limited to published agenda.
12. Student Participation. Student participation in School of the Professions meetings shall be encouraged.

**ARTICLE IV**

**College Senators**

1. Elections. For the purpose of electing College Senators representing the School of the Professions, a slate of candidates shall be placed in nomination by the Agenda, By-Laws and Elections Committee each year at the last regular meeting of the School.
2. Each administrative unit may nominate candidates.
3. Nominations may also be made from the floor.
4. Ballots shall be distributed to all voting members of the School of the Professions. Senators shall be elected by a majority of votes cast. In the event that the required number of candidates needed to fill the positions fails to receive a majority on the first ballot, names of the two candidates receiving the greatest number of votes for each seat available shall be presented on successive ballots until the available positions are filled.
5. If a Senator elected by the School of the Professions shall be elected Senator-at-Large by the College faculty, or if for other appropriate reasons the Senator is unable to serve, the School of the Professions shall elect another of its members to serve the unfinished term.
6. Responsibilities. In addition to their other College Senate responsibilities, the Senators shall report the proceedings of the College Senate at regular meetings of the School at least once each academic year.

**ARTICLE V**

**Committees**

1. Organization of Committees.
2. Each standing committee shall consist of voting members of the School elected for a one-year term; effective September 1 and terminating on the following August 31.
3. Each standing committee shall choose its own chairperson.
4. Each standing committee shall report annually at the last meeting of the year and shall file a copy of all its actions with the Dean.
5. In addition to the responsibilities assigned to the standing committees below, the School may assign from time to time additional responsibilities to one or more of the standing committees and may alter or remove such additional responsibilities.
6. Standing committees may be established only by amendments to these By-Laws.
7. The quorum for all committee meetings shall be a majority of the voting members of the committee.
8. If a committee member is unable to complete a term, the chair of the administrative unit can designate a replacement to service for the remainder of that term.
9. Standing Committees.
10. *Agenda, By-Laws and Elections Committee*
11. The committee shall consist of one member elected by each administrative unit.
12. This committee, jointly with the Dean, shall prepare and distribute a written agenda for each general meeting.
13. This committee shall consider any implementation or amendment of these By-Laws, and make recommendations directly to the School concerning proposals brought to the committee by voting members of the School.
14. This committee shall nominate candidates for School elections when appropriate.
15. This committee shall supervise all elections or voting that are required for the School of The Professions.
16. This committee shall request that each unit elect a representative to serve on the Dean’s review committee at least every third year. This committee shall convene the first meeting of the Dean’s Review Committee.
17. Curriculum Committee.
18. The committee shall consist of one member elected by each administrative unit.
19. This committee shall have the responsibility for advising the Dean relative to the initiation of new courses, revision of existing courses, approval of new programs, and review of the existing programs.
20. Ad hoc Committees.
21. An ad hoc committee may be established at any general meeting or through appointment by the Dean of the School.
22. An ad hoc committee shall report to the School at a general meeting.
23. External Committees. All representatives of the School of the Professions to external committees shall be appointed by the Dean of the School.

**ARTICLE VI**

**Review of the Dean**

A committee shall be elected to review the Dean’s performance in office at least every third year. The committee shall consist of one member elected by each administrative unit. The committee shall be charged with reviewing the performance of the Dean during the past three years of the Dean’s term in office; it shall discuss its review with the Dean; it shall make recommendations to the School, the Dean, and the Vice President for Academic Affairs based on its findings.

**ARTICLE VII**

**Amendments**

1. Amendments to these By-Laws may be originated in any of the following ways:
2. Any administrative unit of the School may petition the Dean who will present the amendment to the School.
3. Any group of at least fifteen percent of the School’s voting faculty may petition the Dean who will present the amendment to the School.
4. Any member or group of members of the School may propose an amendment to these By-Laws, in writing, to the Agenda, By-Laws and Elections Committee. The committee, upon majority approval, shall petition the Dean to present the proposed amendment to the School.
5. Proposed amendments shall be circulated to the members in written form at least ten 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 present the proposed amendment unless a regular meeting is scheduled within thirty calendar days, exclusive of official College recesses.
6. Amendments shall become effective, if approved by a two-thirds majority of the voting faculty. Voting shall be by mail ballot to be conducted forthwith by the Secretary of the School.

Adopted 5/11/05.