

## BY-LAWS

School of Natural and Social Sciences

Buffalo State College

### PREAMBLE

- A. The School of Natural and Social Sciences establishes these By-Laws for its self-governance, relative to the academic and professional aspects of its programs.
- B. Other documents that take precedence over these By-Laws in the event of conflict are: laws of the State of New York; Policies of the Board of Trustees of SUNY; Contract of the bargaining Agent; and SUCB College By-Laws.

### ARTICLE I: MEMBERSHIP

#### A. School Units

The School of Natural and Social Sciences shall consist of those units so designated in the College Reorganization Proposal of April 30, 1976.

#### B. Voting Members

- 1. The Voting Members shall be those faculty and administrators [1971 College By-Laws, Article II, Sec. B(b), and (c)] assigned full time to one or more of the above units.
- 2. Each Voting Member shall have one vote.

### ARTICLE II: OFFICERS AND SENATORS

#### A. Election and Installation of Officers and College Senators

- 1. General Officers and College Senators of the School of Natural and Social Sciences shall be elected:
  - a. From nomination at a regular meeting no later than April 15th;
  - b. By a ballot with adequate safeguards to insure secrecy;
  - c. Prior to the end of the Spring semester;
  - d. By a majority of the votes cast.
- 2. If an Officer or Senator is not elected on the first ballot, a second ballot shall be conducted. This second ballot shall be restricted to the two nominees with the highest number votes on the first ballot.
- 3. General Officers and Senators shall take office the first day of September following their election, and shall leave office August 31 in the final year of their term.
- 4. If an Officer, Senator or member of a Standing Committee shall leave office prior to the end of his or her term, then the remainder of the term shall be filled in a special election, conducted as in Sections A (1) and (2), except that the nominations may be made at any General Meeting or by mail.

- B. College Senators, as required by College By-Laws:
  - 1. Shall represent the School at the College Senate;
  - 2. Shall report to the School annually at a Regular Meeting.
- C. A Chairperson of the School shall be elected annually from among the Voting Faculty Members.
  - 1. The Chairperson shall call and chair all Regular Meetings.
  - 2. The Chairperson may designate, when necessary, a substitute to fulfill the above responsibilities.
  - 3. The Chairperson shall be an ex officio member, without vote, of all standing committees.
  - 4. The Chairperson shall also have the responsibility of convening all standing committees of the School within the first two weeks of the beginning of the Fall semester, for the purpose of electing committee chairpersons.
- D. A Secretary shall be elected annually from among the Voting Members.
  - 1. The Secretary shall record and distribute the minutes of each Regular and Special Meeting.
  - 2. The Secretary shall maintain a permanent file of all minutes and committee reports.

### ARTICLE III: GENERAL MEETINGS

- A. Four Regular Meetings shall be held annually;
  - 1. The first no later than the end of October;
  - 2. The second no later than December 15;
  - 3. The third during the second semester prior to spring recess;
  - 4. The fourth after the spring recess.
- B. Special Meetings must be called within one month of a request by any of the following:
  - 1. The President or the appointed designee;
  - 2. The Dean of Natural and Social Sciences;
  - 3. The Chairperson of the School;
  - 4. The Agenda, By-Laws and Elections Committee;
  - 5. Twenty of the Voting Members in a petition to the Chairperson.
- C. For each Regular or Special Meeting:
  - 1. The agenda, with pertinent documents, shall be prepared by the Chairperson in cooperation with the Agenda, By-laws and Elections Committee;
  - 2. Written copies of the agenda, with pertinent documents, shall be distributed to all Voting Members at least one week in advance of the meeting.
- D. Minutes of each Regular or Special Meeting shall be recorded, and a copy shall be sent to each member of the School within three weeks.

## ARTICLE IV: COMMITTEES

### A. Standing Committees

#### 1. Organization

- a. Each standing committee shall consist of Voting Members of the School elected for a two-year term, effective September 1 and terminating on August 31 in the final year of their term.
- b. The terms shall be staggered so that approximately one half of each committee membership is elected for each year. (The terms for the initial election shall be determined by lottery.)
- c. Each standing committee shall choose its own chairperson.
- d. Each standing committee shall report annually to a General Meeting prior to the last Regular Meeting of the year and shall file a copy of all its actions with the Chairperson of the School.
- e. 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.
- f. Standing committees may be established only by amendments to these By-Laws.
- g. Nominations for a position on the standing committee and for Senator shall be made no later than April 15<sup>th</sup>. A ballot shall be distributed within one week of the nominations, and elections shall be by a majority of the votes cast for each committee position. If a position is not filled on the first ballot, a second ballot shall be restricted to the two nominees for each position receiving the highest number votes on the first ballot.
- h. A member of a standing committee may not serve more than two consecutive terms on the same standing committee.

#### 2. Agenda, By-Laws and Elections Committee

- a. The committee shall consists of five members of the Voting Faculty, elected by the voting faculty, so that two are from the Natural Sciences, two are from the Social Sciences, and one is from the School-at-Large.
- b. This committee, jointly with the Chairperson of the School, shall prepare and distribute a written agenda for each General Meeting.
- c. 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.
- d. This committee shall supervise all elections or voting that are required for the School of Natural and Social Sciences.
- e. This committee shall not nominate candidates for School elections.

#### 3. Personnel Committee

- a. The committee shall consist of five members of the Voting Faculty, elected by the voting faculty, so that two are from the Natural Sciences, two are from the Social Sciences, and one is from the School-at-Large.
- b. This committee shall be charged with recommending policies consistent with College policy specified by College By-Laws, relating to the professional welfare of the faculty,

including academic freedom, tenure, conditions of service, appointment, termination, promotion and retention of faculty.

4. Budget and Staff Allocations Committee

- a. The committee shall consist of five members of the Voting Faculty, elected by the voting faculty, so that two are from the Natural Sciences, two are from the Social Sciences, and one is from the School-at-Large.
- b. This committee shall be charged with making recommendations to the Dean regarding budget preparation and allocations, space and staff allocations and the relation of these to instruction and research.
- c. The committee shall report to the School an annual summary of the data on budget and allocations as actually put into effect by the Dean, and how these comply with the recommendations approved by the School.

B. The chairpersons of all standing committees shall serve as an Advisory Committee to the Chairperson of the School. The School Chairperson, upon recommendation of the Advisory Committee, shall make temporary appointments to fill committee vacancies until elections can be held.

C. Ad Hoc Committees

1. An Ad Hoc committee may be established at any General Meeting or through appointment by the Chairperson of the School.
2. An Ad Hoc committee shall report to the School at a General Meeting.

D. External Committees

1. The Chair of the SNSS in consultation with faculty, shall make a determination of whether an External Committee will be placed in (a) or (b) below.
  - a. College-wide Committees with SNSS Elected Representatives  
If a committee is determined to be served with elected representatives and has more than one representative, then both the Natural Sciences and Social Sciences should be represented.
  - b. Other External Committees  
All representatives of the Natural and Social Sciences School shall be appointed by the Dean of the School in consultation with the Chairperson of the School.

ARTICLE V: REVIEW OF THE DEAN

The committee shall be elected at the beginning of the last year of the Dean's tenure in office, but at least every third year. The Committee shall consist of five members of the Voting Faculty, elected by the voting faculty, so that two are from the Natural Sciences, two are from the Social Sciences, and one is from the Faculty-at-Large.

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 President of the College for the retention or removal of the Dean, and it shall report these recommendations to the School at a General Meeting.

ARTICLE VI: PROCEDURE

Unless otherwise specified in these By-Laws:

- A. All business shall be conducted in accordance with Robert's Rules of Order (latest edition);
- B. An election shall be by secret ballot, if even a single Voting Member so requests;
- C.
  - 1. The quorum for all Regular and Special Meetings shall be twenty-five percent of the eligible voters;
  - 2. The quorum for all committee meetings shall be a majority of the voting members of the committee.

ARTICLE VII: AMENDMENTS

- A. Amendments may be proposed by any of the Voting Members, or by the Agenda, By-Laws and Elections Committee. Any proposed changes must be considered by the Agenda, By-Laws and Elections Committee as specified in Article IV, Section A (2)(c) of these By-Laws.
- B. Notice of a proposal to amend they By-Laws, accompanied by the text of the proposed amendment, shall be distributed in writing to the Voting Members not less than one week before the meeting at which the amendment is moved and discussed. At this meeting, the Agenda By-Laws and Elections Committee will make a report to the School and a vote will be taken to determine whether the proposed change(s) will go to a secret ballot distributed to their faculty.
- C. An amendment to the By-Laws shall require approval by a majority of the Voting Members in a secret ballot.

ARTICLE VIII: ADOPTION

These By-Laws shall take effect after the affirmation by a majority of the Voting Members in a mail secret ballot.

- ADOPTED: October 22, 1976
- AMENDED: February 13, 1985
- AMENDED: May 2, 1985
- AMENDED: May 19, 1995
- AMENDED: December, 1999
- AMENDED: February, 2001
- AMENDED: November, 2001
- AMENDED: May 14, 2003
- AMENDED: April 22, 2005