Genesee Community College

Batavia, New York

Academic Senate

Bylaws

Revised May 18, 2010
1. **ARTICLE I. OBJECTIVES**

2. All functions delegated to the "Academic Assembly" referred to in Board of

3. Trustees policy 1010 shall be conducted by the Academic Senate.

4. The object of this organization, consistent with policy 1010, is to provide a

5. forum to ensure maximum participation in the development of instructional policies

6. and procedures, and to make recommendations on policies and procedures relating

7. to matters dealing with academic standards, curriculum, instructional research and

8. development, business affairs, student affairs, and recruitment and retention.

9. **ARTICLE II. MEMBERSHIP OF THE SENATE**

10. **SECTION 1:** Eligibility.

11. a. All non-student senators shall be full-time employees of the college,

12. excluding intern or exchange personnel.

13. b. Any Senator absent from more than half of the Senate meetings in a

14. given academic year shall be ineligible to be a Senator during the

15. following academic year. Any member absent from more than half of a

16. standing committee’s meetings in a given academic year shall be

17. ineligible to serve on any standing committee during the following

18. academic year. Such people will be notified by the end of May that they

19. should decline membership to avoid being rejected.

20. **SECTION 2.**
The Senate shall be composed of:

a. 45 faculty (classroom faculty, librarians, counselors with faculty rank and others whose regular responsibilities include teaching at least 10 credits per year).
b. 8 professional staff of non-faculty rank. (Technical Assistants, Technical Specialists, Directors (teaching less than 10 hours, etc.).
c. 4 classified personnel.
d. 1 seat to be assigned by the Senate President to the professional staff group or the classified personnel group.
e. 4 students.
f. The Executive Vice President for Academic Affairs shall be an ex-officio member of the Senate. The Academic Deans shall be ex-officio members of the Senate and of the Curriculum Committee.

SECTION 3.

The current officers of the Senate and the Faculty Council representative are to be included in the number from their group or area. The remainder are to be chosen for a term of one year, beginning on the second Tuesday of September, as follows:

(Committees active in June through August may need to operate with reduced membership if people leave the College in May).

a. Faculty senators: Prior to the first area meetings of the fall semester (usually held during professional activity days), the Vice President of the Senate shall determine the number of senators from each faculty area, in proportion to each area’s fraction of the total full-time faculty
(see appendix). Senators shall then be elected at the first fall area meetings and shall be assigned to committees. An area may recall a Senator by a simple majority vote of the area. When a vacancy occurs, the area shall elect another Senator to represent it.

b. Staff shall elect their senators at a meeting of all professional staff during the fall professional activity days. Staff may recall a Senator by a simple majority vote. When a vacancy occurs, staff shall elect another Senator to represent them.

c. Student members of the Senate shall be chosen and assigned to committees, subject to recall and replacement, according to the established procedure of the Student Government Association.

d. Classified personnel representatives to the Senate shall be selected and assigned to committees, subject to recall and replacement, according to procedures established by the College’s educational support personnel.

SECTION 4.

The officers of the Senate shall meet in early September, assigning nine to fourteen non-student senators to each standing committee. (The assignments of student senators shall be made by the SGA at a time of their choosing).

ARTICLE III. OFFICERS OF THE SENATE

SECTION 1.
The officers of the Academic Senate shall be a President, Vice President, and a Secretary.

SECTION 2.

The officers shall be elected each year as follows:

a. At its March meeting, the Senate shall appoint an ad hoc committee to conduct the election.

b. At the April Senate meeting, the Committee shall present a slate of candidates. At the time of the presentation, additional nominations from the floor, if any, will be added to the slate. Candidates shall be included for the Senate’s officers and also for Faculty Council Representative, Faculty Council Alternate, and GCCA Representatives if terms for those positions are expiring. (GCCA is an independent body from the Senate. Combining the elections is a convenience.)

c. If there is only a single candidate nominated for each of the offices, the secretary will cast a single ballot.

d. Otherwise, the Committee shall then prepare a secret ballot and distribute it to all full-time employees of the College. Ballots shall be returned to the Committee within five (5) working days, whereupon they shall be tabulated by the Committee and the results publicized. Election requires a majority of the votes cast. If no candidate for a particular office receives a majority, a run-off election shall be held between the two candidates receiving the most votes.

e. Officers serve for one year, beginning the day after graduation.

SECTION 3.
When a vacancy occurs, the President shall appoint a candidate to serve out the remainder of the term. The full Senate may confirm the nominee or conduct an election following the procedures in Article III, Section 2 above.

ARTICLE IV. DUTIES OF OFFICERS

SECTION 1.

The President of the Senate shall:

a. Preside at all meetings of the Senate, and all meetings of the Senate Executive Committee.

b. With the assistance of the Senate Executive Committee, prepare agenda for meetings.

c. Appoint members to necessary Ad Hoc Committees, other than the Nominating Committee.

d. Represent the Senate at appropriate College functions.

e. Serve as a liaison with the Board of Trustees, subject to the Bylaws of the Board.

SECTION 2.

The Vice President shall:

a. Assume the duties of the President if the office becomes temporarily or permanently vacant.

b. Assume responsibility for any duties delegated or assigned to him/her by the President.
c. Serve as the representative of the Senate to appropriate staff committees or councils.

d. Coordinate the election of senators.

SECTION 3.

The Secretary shall:

a. Take attendance at Senate meetings.

b. Be responsible for taking the minutes of all meetings of the Senate and the Executive Committee.

c. Publish and distribute all agenda and minutes.

d. Number, record, and file all formal proposals and resolutions acted upon in the Senate and its Standing Committees.

e. Distribute information as required by the Senate.

SECTION 4.

These elected officers shall not serve as chairperson or as members of the standing committees of the Senate.

ARTICLE V.

THE ACADEMIC SENATE EXECUTIVE COMMITTEE...(A.S.E.C.)

SECTION 1.

The Executive Committee shall consist of the President,

Vice President and the Secretary of the Senate, and the Chairpersons of the
131. Senate's standing committees.

132. SECTION 2.

133. The Executive Committee shall perform the following functions:

134. a. Prepare agenda for all meetings of the Academic Senate.

135. b. Oversee routing and format of all proposals intended for action by the Academic Senate.

136. c. Provide a forum for communication and coordination among committees.

139. SECTION 3.

140. In cases of necessity, the Executive Committee and the standing committees of the Senate have the authority to meet during the months of June, July, and August, and shall recommend any necessary policy. Any policy so recommended by a standing committee and/or approved by the Executive Committee shall become the official position of the Senate unless specifically disapproved at a later meeting of the Senate.

146. ARTICLE VI. STANDING COMMITTEES OF THE SENATE

147. SECTION 1.

148. The Senate shall have the following standing committees:

149. Academic Standards Committee,

150. Curriculum Committee,
151. Academic Innovation Committee and
152. Student Success Committee.

153. SECTION 2.

154. The Academic Standards Committee shall:

155. a. Review the total academic standards of the College and make
156. recommendations for needed policies and procedures, including
157. recommendations on such matters as grading policies, admission
158. to curricula, academic status, and evaluation of transfer credits
159. of incoming students;
160. b. Designate at least seven of its members to act as the Board of Review
161. for petitions from students or faculty concerning graduation
162. requirements, academic status, or final course grades.

163. SECTION 3.

164. The Curriculum Committee shall:

165. a. Recommend the adoption of revisions, rejections, formulations,
166. and implementations of current and future curricula, courses, and
167. programs based on their academic merit. Excluded are the non-credit
168. courses which are solely the responsibility of the Dean of Workforce and
169. Community Education. Included are all credit courses and any non-credit
170. courses related to certificate and degree programs including the
171. developmental and remedial programs.

172. SECTION 4.

173. The Academic Innovation Committee shall:

174. a. Receive, evaluate, and make recommendations on proposals
submitted by members of the college community. These proposals shall relate to original instruction research, experimentation, improvement, or development. Such proposals should reflect originality and applicability to the college environment. Where appropriate, proposals shall include recommendations for funding, including the possibility of a stipend paid to the proponent(s), or other means of implementation. Proposals that include scholarly research are encouraged, but the committee shall not consider proposals that solely request travel or training subsidies.

SECTION 5.

The Student Success Committee shall:

a. Review recruitment programs and make recommendations to appropriate college staff of possible ways to enhance communication and interest in Genesee Community College*;

b. Membership in this committee is not limited to Academic Senate members, and all members of the committee will have a vote on the committee. (Non-Senators may only vote in the committee, not in the Senate.)
198. c. The Chairperson(s) of this committee shall be elected from and by
199. the committee, at least one of which must be a senate member.
200. d. Any member of the college community can volunteer to serve by
201. contacting any senate officer prior to the first meeting of the committee
202. or a Chairperson of the committee after the first meeting.
203. e. *Although review of institutional programs is inherent in the
204. process of performing some of these functions, it is neither
205. intended nor implied that evaluation of a person or group of
206. persons will be the prerogative of this body or any subdivision
207. thereof.

208. SECTION 6.
209. The Chairperson of each committee shall be elected from and by members
210. of the committee. The President of the Academic Senate may appoint temporary
211. acting committee chairpersons until such time as this election takes place.

212. SECTION 7.
213. Each standing committee of the Senate is empowered to convene and
214. dissolve subcommittees as it deems necessary.

215. SECTION 8.
216. Standing committees may submit budgetary requests through the
217. Academic Senate Executive Committee to the Executive Vice President for
218. Academic Affairs when deemed necessary.

219. SECTION 9.
220. Ad Hoc and Special Committees:
221. a. Membership: Any member of the College Community is
eligible to serve on ad hoc and special committees.

b. Functions: The purposes of these committees shall be to supplement standing committees in the accomplishment of specific tasks or fulfill special continuing functions which are beyond the manpower of the standing committees; for example, matters pertaining to student affairs and business affairs.

SECTION 10.

a. Any committee, group, or individual within the College may review, initiate, and/or recommend proposals. The recommendation or proposal shall be forwarded with a cover letter to the President of the Senate for appropriate action.

b. The official Routing Sheet and Checklist shall be used with all proposals to provide: (1) directions for progress; (2) means of ascertaining degree of progress; (3) record of all actions taken.

c. If after 30 days, a proposal passed by the Senate has not been implemented or otherwise responded to, the President of the Senate is to determine its status from the President of the College, then report back to the Senate at its next meeting.

d. In the event that a proposal passed by the Senate should be disapproved by the College President or the President’s designated appointee, the proposal will be returned to the President of the Senate with a written explanation of the reasons for disapproving the proposal. Unless it is a matter
where the Board has delegated final decision making power
to the President, the Senate may send a disapproved
proposal directly to the Board of Trustees but must include the
comments of the President of the College, or the designated
appointee, along with a written defense of the proposal.

e. A subcommittee, ad hoc committee, or special committee
reports directly to the committee from which it originates.

f. Minutes of the meetings of the Senate, and the A.S.E.C. will
be made available to all members of the respective bodies.
The minutes of all Senate meetings will also be forwarded to the
Executive Vice President for Academic Affairs and President
of the College.

ARTICLE VII. PERSONNEL POLICIES

All matters covered by collective bargaining agreements shall not be
dressed by the Senate.

ARTICLE VIII. MEETINGS

SECTION 1.

Regular meetings of the A.S.E.C. and the standing committees shall be scheduled
monthly or at their leadership’s discretion during the academic year. September is
SECTION 2.

Regular meetings of the Senate shall be scheduled by the President of the Senate at least once each month during the academic year, when there is business to transact.

SECTION 3.

Special meetings of the Senate shall be held when called by the President of the College, when called by the President of the Senate, or when petitioned by fifteen percent of the Senate.

SECTION 4.

Agendas must be received by members at least two working days prior to any meeting of the Senate. All proposals properly approved by a standing or ad hoc committee must be placed on the agenda. (Unless the proposal does not require Senate action for approval).

SECTION 5.

Meetings of the Senate, the A.S.E.C., and the standing committees of the Senate shall be open unless declared executive sessions by the majority vote of the representative bodies. No official action shall be taken in executive sessions.

SECTION 6.

The Senate President may declare that a virtual Senate meeting will be held if a quorum has not been reached by fifteen minutes after the announced meeting time. The President shall immediately notify all Senators of the virtual meeting by e-mail. For a proposal to be approved by the virtual meeting, the
President must receive aye votes from a majority of the Senate membership within 72 hours of the time of this e-mail. The President may receive these votes in person from members who appeared for the meeting, or via e-mail. However, the list of graduates shall be considered approved unless nay votes from at least half the membership are received within 72 hours. The President may postpone agenda items until the next regular meeting, to facilitate discussion of these items. The vote on any proposal for which an amendment is offered and seconded must be postponed until the next meeting, as must any vote with a secret ballot.

ARTICLE IX. QUORUM

For each body governed by these bylaws, a quorum shall be a simple majority of that body's membership.

ARTICLE X. CONDUCT OF BUSINESS

SECTION 1.

All conduct of business in the Senate, not otherwise provided for in the Bylaws, shall be in accordance with the current revision of the Robert’s Rules of Order.

SECTION 2.

The President of the Senate shall appoint a qualified member of the Senate
to act as Parliamentarian.

SECTION 3.

All voting for election or removal of officers shall be by secret ballot. If no candidate for a particular office receives a majority of the votes cast, a run-off election shall be held between the two candidates receiving the most votes. If there is a single candidate nominated for each of the offices, the secretary will cast a single ballot.

SECTION 4.

No senator shall be bound by his/her constituency to vote aye, nay, or to abstain in any vote held within the Senate or a committee thereof.

SECTION 5.

The Senate shall pass its normal business by a majority vote. A majority vote means a majority of votes cast, not of those present.

ARTICLE XI. REMOVAL

The elected senators and officers of the Senate can be removed by secret ballot by a two-thirds vote of the Senate, after specific charges in writing and an opportunity for defense have been given.

ARTICLE XII. AMENDMENTS

Proposals for amendments to the Bylaws may be made at any time by an
ad hoc or other committee appointed by the Senate for the purpose of amending the Bylaws. Such proposed amendments shall be voted on by the Senate at the next regular meeting after being presented to the Senate by the committee.

Enactments of amendments to the bylaws shall require a majority of the membership of the Senate.

SECTION 2.

Proposals for amendments may also be submitted by any individual, group, or committee within the College Community. Proposals shall be submitted to the President of the Senate in writing and supported by petitions of fifteen percent of the total Senate membership. The President of the Senate shall read the proposal at the next regular meeting of the Senate. The proposal shall then be placed on the agenda of the next regularly scheduled Senate meeting.

SECTION 3.

Amendments affecting powers delegated to the Senate by the Board of Trustees do not become effective until approved by the Board. Other amendments become effective immediately upon approval by the Senate.

APPENDIX

Calculation of the number of senators from each faculty area.

1. Obtain the number of faculty in each area. As an example, consider a year in which the faculty is organized into three major groups (such as CVE, HCB and Counselors and
Librarians). Area 1 has 43 faculty, Area 2 has 41 and Area 3 has 10 for a total of 94.

2. Multiply each area's fraction of the faculty by the number of faculty senators. In the example, this would be 45 x (43/94) = 20.585, 45 x (41/94) = 19.628 and 45 x (10/94) = 4.787.

3. Truncate to obtain whole numbers. (20, 19 and 4)

4. Assign any remaining seats to the groups whose fractions of a seat are largest. 20 + 19 + 4 = 43, so two more seats must be assigned. .787 and .628 are larger than .585, so these seats go to areas 2 and 3. The final result is 20 senators for Area 1, 20 for Area 2, and 5 for Area 3.