By - Laws
Eastern Campus Congress
Suffolk County Community College

Article I Name and Purpose

Section 1
The name of this body shall be the Eastern Campus Congress of Suffolk County Community College, hereinafter called the Congress.

Section 2
The Congress represents the campus community in exercising the community's academic voice and responsibilities. It shall make recommendations regarding campus/college policies and faculty and student welfare subject to the stipulations and actions of the Board of Trustees of the College, the County Legislature, and the State University of New York.

Section 3
The Congress shall serve the following purposes:

a. Provide a forum for the Eastern Campus faculty to act meaningfully in its advisory and consultative capacity to the chief executive officer and the President of the College.

b. Consider matters of mutual concern to members of the campus community.

c. Offer a means for the interchange of ideas among the members of the campus community.

Article II Membership

Section 1
All full-time professional employees of the Eastern Campus shall be voting members of the Congress.

Section 2
The following are ex-officio, non-voting members of the Congress:

President of the College and all appropriate Vice Presidents

Article III Officers

Section 1 President of the Congress
The President of the College shall serve ex-officio as President of the Congress.
Section 2 Chairperson of the Congress
The Chairperson of the Congress shall assume office for a two-year term after serving for one year as the chair-elect. The Chair-elect of the Congress shall be elected at the last Congress meeting of every other academic year and shall assume that office at the end of the session. At the conclusion of his or her term, the outgoing Chairperson shall serve for one year on the Executive Committee as the immediate past Chairperson. The Chairperson of the Congress shall:

a. Prepare the Congress meeting agenda with the Executive Committee
b. Preside at Congress and Executive Committee meetings.
c. Serve on the College Strategic Planning Council.
d. Serve as the official representative of Congress, at all required college and campus meetings.
e. Set the Congress and Executive Committee meeting calendar for the academic year and post to the governance website.

Section 3 Chair-elect of the Congress
The Chair-elect of the Congress shall:

a. Assume the role as apprentice to the Chairperson.
b. Assume minimal duties as assigned by the Chairperson.

Section 4 Secretary of the Congress
The Secretary shall be elected at the last scheduled Congress meeting of each academic year and shall serve for a one-year term commencing at the end of the election meeting. The Secretary shall:

a. Prepare minutes of all Congress and Executive Committee meetings, effect their publication and distribution (with the assistance of the Office of the Campus Dean).
b. Transmit to appropriate college officials and/or governing bodies any resolutions of the Congress which may have bearing on the policies of the College.

Section 5 Member-at-Large of the Congress
The Member-at-Large shall be elected at the last scheduled Congress meeting of each academic year and shall serve for a one-year term commencing at the end of the election meeting. The Member-at-Large shall:

a. Perform the duties of the Secretary in his/her absence.
b. Serve on various college committees as the Eastern Campus governance representative.
c. Clarify issues of parliamentary procedure as referenced in Robert’s Rules of Order.
d. Preside at Congress meetings in the absence of the Chairperson.
Article IV Meetings

Section 1
The Congress is operative and on call at all times during the academic year and will meet no less than twice each semester unless determined otherwise by the Executive Committee.

Section 2
In addition to Section 1, the Chairperson may call emergency meetings of the Congress.

Section 3
Emergency meetings of the Congress may be called by a petition of one-third (1/3) of the membership of the Congress after such petition has been submitted to the Chairperson or upon request of the Executive Committee.

Section 4
The quorum for Congress meetings shall consist of forty percent (40%) plus one (1) of the voting members of the Congress.

Section 5
Congress meetings are open to the College community at large.

Article V Committees

Section 1
Standing committees shall be created as needed by a majority vote of the membership of Congress. Ad hoc committees shall be created as needed by the Executive Committee. Duties for standing and ad hoc committees shall be determined at the time of inception.

Section 2 Executive Committee
The Executive Committee shall consist of the Chairperson, the Chair-elect, the Secretary of the Congress, the Chairperson of the Standing Committees, and the Member-at-Large. The out-going Chairperson of the Congress shall serve ex-officio as a member for one year following the election of a new chairperson. The Executive Committee shall convene no later than ten (10) days prior to a Congress meeting to formulate the agenda and to assure distribution of the agenda, resolutions and pertinent reports at least seven (7) days prior to the Congress meeting. The Committee shall address itself to the following tasks:

a. Oversee and coordinate the responsibilities of the standing committees.

b. Prioritize proposals, both internally and externally generated, for consideration by the standing committees.

c. Review and forward all proposals to the appropriate standing committee for their consideration, with acknowledgment to the proposer of the action taken.

d. Review all recommendations and resolutions made by the college and standing committees prior to scheduled Congress meetings.

e. Communicate with the appropriate organizations, departments, agencies or representative bodies external to the Congress regarding actions taken by the Congress or the Executive
Committee.

f. Create ad hoc committees as needed.

g. Establish the standing and ad hoc campus committees’ membership.

h. Designate Congress members to college-wide committees as needed.

i. Modify the "Procedural Guidelines for Committees" (Appendix), where appropriate.

Section 3 Standing Committees
One Chairperson and one Secretary shall be elected by their membership at the last scheduled meeting of each academic year. Each standing committee is required to meet on campus at least once per semester.

The Chairperson shall:

a. Serve as the representative to the Executive Committee.

b. Prepare the meeting dates for the academic year and post to the governance website.

c. Prepare the agenda for each meeting and post to the governance website.

d. Prepare all resolutions and present them at the Executive Committee meeting.

e. Notify committee members of pending proposals.

The Secretary shall:

a. Update the membership list and post to the governance website.

b. Record/correct the minutes for each meeting and post to the governance website.

c. Submit minutes/reports to the Chairperson for presentation to the Executive Committee.

d. Remind committee members of upcoming meetings.

e. Assume all necessary duties of the Chairperson in their absence.

1. The Academic Affairs Committee
This Committee shall concern itself with issues affecting the academic climate of the campus including curriculum, standards, and academic resources, specifically:

a) Review proposed curricula and curricular changes,

b) Review proposed courses and course changes.

c) Review and recommend campus and college policies pertaining to academic issues and standards.

d) Review the academic calendar.
d) Designate three representatives to the College Academic Standards Committee and two representatives to the College Curriculum Committee at the last scheduled committee meeting of each academic year.

2. **The Planning Committee**
This Committee shall concern itself with issues that affect the development of campus programs, specifically:

a) Assist in the planning of any new campus building or facility.

b) Solicit faculty/professional staff input regarding the allocation of new faculty lines and the use of the campus capital budget. Make recommendations to the chief executive officer concerning this input.

c) Designate one representative to the Strategic Planning Council at the last scheduled meeting of each academic year.

d) Assess program review and Middle States recommendations on an annual basis, refer to other campus committees as appropriate and issue a report to Congress on the status of their implementation.

e) Review and maintain/update the Congress By-Laws annually. Make any suggestions for revision to the Executive Committee.

3. **The Campus Environment Committee**
The Campus Environment Committee shall concern itself with issues that affect the welfare of faculty, staff and students while on campus, specifically:

a) Review and make recommendations on proposed curricula and student affairs programs in light of physical, fiscal and personnel resources.

b) Solicit faculty/professional staff input regarding the maintenance and safe use of campus facilities. Make recommendations to the Campus Dean concerning this input.

c) Initiate research to support the improvement of the Eastern Campus environment.

d) Coordinate fundraising activities for scholarships.

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**Article VI Amendments**

**Section 1**
By-Laws amendments may be initiated by a petition to the Chairperson.
Section 2
These By-Laws may be amended by a two-thirds (2/3) vote of those present at a Congress meeting at which a quorum is present. Copies of proposed amendments must be submitted in writing to all members of the Congress at least ten (10) days prior to the meeting at which they will appear on the agenda.

Article VII Procedures

Section 1
All meetings of the Congress and its committees shall be conducted by the rules of parliamentary procedure as set forth by the latest edition of Robert's Rules of Order.

Section 2
Appointment/Election as representative to Central or College-wide Committees elected by each of the three Eastern Campus standing committees. Elections to be conducted at the last meeting of the spring semester.

Section 3
The three Eastern Campus Representatives to the Tri-Campus Governance Committee shall be determined by title and by election. They shall include the current Chair (titular) and one member elected by Congress as a whole at its last meeting of the spring semester.

Section 4
The process for other elections or appointments to Tri-Campus or Central Committees will be determined by the Executive Committee of Congress.

Section 5
The Congress Chair may appoint faculty members temporarily to fill vacancies until an election is held.

Section 6 Ratification
These By-Laws shall be considered adopted and ratified upon two-thirds (2/3) vote of the Congress of the Eastern Campus.

Section 7 Removal from Office
Congress officers may be removed from office upon two-thirds (2/3) vote of the Congress of the Eastern Campus. All other officers may be removed upon two-thirds (2/3) vote of the committee membership.

Section 8 Removal from Committee
Members may be removed from a committee upon recommendation by the chair to the executive committee.

Revised 11/13/07