ARTICLE I - Name and Purpose

Section 1 The name of this body shall be the Academic Assembly of Suffolk County Community College, Grant Campus, hereinafter called the Assembly.

Section 2 The Assembly is representative of the Campus community. It is the agency of the faculty in the exercise of that group's academic voice and responsibilities. The Assembly shall make recommendations regarding academic 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 Assembly serves the following purposes:
a. To provide a forum for the campus faculty to act in its advisory and consultative capacity to the Campus Executive Dean and the President of the College.

b. To allow for the consideration of matters of mutual interest and concern to members of the Campus community.

c. To ratify, reject, or amend proposals from central committees and recommend action to the President and the Board of Trustees.

**ARTICLE II - Membership**

**Section 1** All full-time professional employees (defined as the faculty, guild and exempt personnel) of the Grant Campus shall be members of this Assembly.

**Section 2** The following are non-voting ex officio members of the Assembly:

- President of the College
- Vice Presidents of the College

**ARTICLE III - Officers**

**Section 1** President of the Assembly

The President of the College shall serve, ex officio, as President of the Assembly.

**Section 2** Chairperson of the Assembly

The Chairperson of the Assembly shall assume office for a two-year term after serving for one year as the Chairperson-elect. The Chairperson-elect of the Assembly shall be elected at the last Assembly session 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 on the Executive Committee as the immediate past Chairperson. The Chairperson shall be tenured.

**Duties:**

The Chairperson of the Assembly shall:

a. Prepare the agenda in consultation with the Executive Committee.

b. Preside at all Assembly and Executive Committee sessions.
c. Serve as the official representative of the Assembly, subject to the orders and actions of the Assembly, unless otherwise ordered by the Assembly.

d. Prepare Executive Committee agenda and distribute to members at least one week prior to the meeting.

e. Transmit to appropriate College officials and/or governing bodies resolutions of the Assembly.

f. Arrange for the posting of Assembly agendas, minutes, updates and resolutions in the appropriate area of the College Governance website.

g. Serve as liaison between the Executive Committee and the other Committees, notifying the Executive Committee and committee membership of Executive Committee meetings and agendas at least one week in advance.

Section 3 Chairperson-elect/Past-Chairperson

For a period of one year prior to assuming office, an Assembly member elected to the position of Chairperson shall serve as Chairperson-elect of the Assembly.

When a new Chairperson of the Assembly assumes office, the outgoing Chairperson shall serve as Past-chairperson of the Assembly.

Duties

The Chairperson-elect/Past Chairperson shall:

a. Preside at Assembly sessions and Executive Committee meetings in the absence of the Chairperson;

b. In consultation with the Chairperson, perform other duties deemed appropriate for the smooth functioning of the Assembly and the Executive Committee.

Section 4 Secretary of the Assembly

The Secretary of the Assembly shall serve a two-year term. The Secretary of Assembly shall be elected at the final Assembly session of every other academic year. S/he shall assume office at the end of the session.

Duties:

The Secretary of the Assembly shall:
a. Prepare minutes of all Assembly sessions and arrange for their posting in the appropriate area of the College's website.

b. Tabulate and record the votes taken on resolutions and for elections.

Section 5  Terms of Office

The Chairperson of the Assembly may not serve for more than two consecutive terms in the same office.

The Past-chairperson of the Assembly shall serve until the election of a new Chairperson-elect.

ARTICLE IV - Executive Committee

Section 1  The Executive Committee shall consist of the Chairperson, the Secretary, the chairpersons of the Academic Standards, Curriculum, and Computing standing committees, four at-large members, and the immediate past Chairperson to alternate with the Chairperson-elect. The at-large members shall be elected at the last Assembly session of each academic year for a term of two years and shall assume office at the end of the session.

Section 2  The Executive Committee shall have general supervision of the affairs of the Assembly between its sessions, fix the hour and place of sessions, appoint advisory committees, make recommendations to the Assembly, and shall perform other such duties as are specified in this Constitution. The Executive Committee shall be subject to the orders of the Assembly, and none of its acts shall conflict with action taken by the Assembly.

Section 3  Duties

The Executive Committee shall:

a. Convene no later than ten (10) days prior to each Assembly meeting to formulate the agenda and to assure the distribution of the agenda, of committee or other resolutions, and of any pertinent reports at least seven (7) days prior to the Assembly meetings.

b. Be authorized to call meetings of the Assembly upon request of any four (4) of its members.

c. See that each Assembly standing committee elects a chairperson at the last meeting of every other academic year to serve for two years.
d. Assist the chairs of the standing committees in developing their committee charges and securing adequate committee membership.

e. Review all standing committees at the expiration of the academic year and recommend to the Assembly the abolition of any standing committees or the creation of any new standing or ad hoc committees as need arises.

f. Be authorized to make appointments to college-wide committees when Assembly representatives are urgently needed. In making these appointments, the Executive Committee shall do its best to identify interested Assembly members. Such appointments shall be brought to the next Assembly meeting for confirmation.

g. Appoint members to supervise a Sunshine Fund to convey the Assembly’s sentiments to members suffering personal difficulties or bereavement. Members so appointed should keep a record of income and expenses and submit an aggregate summary at the end of the academic year showing the current balance in the Fund.

ARTICLE V - Sessions

Section 1 The Assembly is operative and on call at all times during the academic year but must meet no less than twice each semester.

Section 2 Regular sessions of the Assembly shall be called by the Executive Committee.

Section 3 Meetings of the Assembly may be called by a petition of one-third of the membership of the Assembly delivered to the Chairperson or upon request of any four (4) members of the Executive Committee.

Section 4 A quorum for Assembly sessions shall consist of thirty percent (30%) plus one (1) of the voting members of the Assembly.

Section 5 Assembly sessions are open to the College community at large.

Section 6 Members must be present to vote in Assembly elections and to vote for Assembly resolutions. Proxy, absentee or email votes will not be accepted as valid and will not be counted.

ARTICLE VI - Committees

Section 1 Standing and ad hoc committees of the Assembly shall be created, as needed, by vote of its members. Membership, duties and tenure of committees shall be determined at the time of their creation.
ARTICLE VII - Amendments

Section 1  Amendments to this Constitution and By-Laws may be initiated by one of the following:

a. Two-thirds (2/3) vote of members present at an Assembly session.

b. Petition signed by at least twenty-five percent (25%) of Assembly members and presented to the Chairperson of the Assembly.

c. Recommendation of the Executive Committee.

Section 2  Amendments must be ratified by three-fourths (3/4) vote of those present and voting at an Assembly session at which a quorum is present. Copies of proposed amendments must be submitted in writing to all members of the Assembly at least ten (10) days prior to the session at which they appear on the agenda.

ARTICLE VIII - Parliamentary Authority

Section 1  All sessions of the Assembly and its committees shall be conducted, as needed, according to simplified rules of parliamentary procedure as approved and adopted by the Executive Committee and contained in Appendix A.

COMMITTEE BY- LAWS

In accordance with Article VI of the Constitution, the Committees named below have been approved by the Academic Assembly.

Section 1  General Provisions:

a. All Assembly members may attend any committee meeting and have privileges of the floor whether or not they are assigned to the committee in question.

b. Member assignments to the elected standing committees are for a two-year term, whereas member assignments to the volunteer standing committees are for a one-year term.

c. The Chair/Co-Chair of each elected standing committee shall serve a two-year term. The Chair/Co-Chair shall be selected by the committee prior to the end of the spring semester that precedes the start of the two-year term.
The Chair/Co-Chair of each volunteer standing committee shall serve a one-year term. The Chair/Co-Chair shall be selected by the committee prior to the end of the spring semester that precedes the start of the one-year term.

The Secretary of each standing committee shall serve a one-year term. The Secretary shall be selected at the first committee meeting during the fall of each year.

d. A quorum for conduct of business at all committee meetings shall be forty percent (40%) of the voting membership.

e. All committee agendas, minutes and reports shall be delivered to the webmaster in a form ready for posting in the appropriate area of the College Governance website.

f. All formal resolutions from committees to the Assembly shall be submitted to the Executive Committee no later than fourteen (14) days prior to the Assembly meeting at which the resolutions are to be considered.

g. Prior to the end of each spring semester, each academic area shall hold an election to replace any area representative to the elected standing committees whose two-year term is coming to an end. Should any area fail to elect a representative, the Executive Committee shall, after contacting the department and requesting an elected representative, fill the position as equitably as possible.

h. For all other committees, volunteers and area representatives shall comprise the committee membership as outlined in Section 4 below. At the first Assembly meeting of each academic year, new members for the volunteer committees will be solicited. Thereafter, as per Article IV, Section 3.d of the Constitution, the Executive Committee shall work to assist the committees in maintaining adequate membership.

i. Committee members designated as “Administration” below shall be defined as Guild members (Deans, Chairs and Assistant Chairs) and shall be appointed to the committee by the Campus Executive Dean.

j. Committee members designated as “Academic area representatives” below shall be elected by the faculty in each of the following discipline areas:

- Arts
- Business/Technology
- Communications/Language Arts
- English and Humanities
- Health, Wellness & Physical Education
In order to encourage broad participation in faculty governance, in the election of area representatives preference should be given to non-administrative faculty. Academic chairs and assistant chairs may only be elected in the event that there are no teaching faculty available to serve.

k. “Student Affairs” is defined as representation from a department under the jurisdiction of the Campus Associate Dean of Student Services.

l. If a member of one of the campus elected committees or a committee with a specific representation requirement does not wish to remain on the committee, then the representative area should elect a new representative to finish out the remainder of the term.

m. If a chair/co-chair from one of the standing committees resigns from that position, then the committee elects a new chair/co-chair to finish out the remainder of the term.

n. Members must be present to vote in committee elections and to vote for committee resolutions. Proxy, absentee or email votes will not be accepted as valid and will not be counted.

Section 2  Duties of Chairs, Secretaries and Members

a. Committee chairs are responsible for scheduling meetings, preparing agendas, and seeing that meeting notices, agendas, minutes, reports, and resolutions are properly distributed to the appropriate people and offices, posted on the appropriate areas of the College website, and reported to the Academic Assembly through regular reports in the Assembly Update.

b. Committee secretaries shall keep minutes of all meetings, which shall include the names of those, present.

c. At the first committee meeting of the fall semester, the committee shall discuss and agree on the establishment of guidelines including what constitutes satisfactory performance on the committee in order to be considered in good standing.

d. Committee chairs shall prepare an end-of-the-year report for the Assembly Executive Committee which shall include an account of the committee’s
work for that year, recommendations for future tasks and goals, and the list of committee members for the following year.

e. Members should make every effort to send an alternate from their representative area when they cannot attend a particular meeting. The alternate has privileges of the floor but is a non-voting representative.

Section 3 College-wide Committees

a. The chairs of the Assembly Academic Standards, Curriculum and Computing committees shall be members of their corresponding college-wide Academic Standards, Curriculum and Computing committees. Selected voting members of these Assembly committees shall provide the remaining Grant Campus representation on their corresponding college-wide committees.

b. The chairs of the Assembly Academic Standards, Curriculum and Computing committees are required to report information from and the actions and activities of their respective college-wide committees both to the Assembly and to their respective campus committees.

c. Assembly members elected or appointed to other college-wide committees, no matter by whom, are required to report information from and the actions and activities of those committees to the appropriate campus committees and to the Assembly in a timely manner through notices in the Assembly Update.

d. The Chairperson of the Academic Assembly shall serve as a representative of the Grant Campus on the SCCC Governance Council and on the Strategic Planning Council. The Chairperson-elect or the immediate past Chairperson, whichever is in office, shall serve as the second representative of the Grant Campus on the SCCC Governance Council and on the Strategic Planning Council.

e. The chairs of the Assembly Academic Standards, Curriculum and Computing committees are responsible for sending an alternate from their respective committees when they cannot attend a particular meeting.

Section 4 Standing Committees

The following are referred to as Grant Campus elected standing committees of the Assembly:

a. Academic Standards Committee

Members:
b. Curriculum Committee

Members:

- Campus Dean or designee (ex officio, non-voting)
- Administration (2)
- Academic Area Representatives (1 from each area)
- Student Affairs (1)
- Students (2, non-voting)

Charge:

To review proposals to revise or add to the curriculum. The committee will assess proposals for completeness and soundness, and recommend their adoption to the Assembly. The Campus Curriculum Committee will review only those proposals that affect the Grant Campus exclusively; all multicampus proposals are reviewed by the College Curriculum Committee.

c. Computing Committee

Members:

- Administration (2): representatives to be selected from the Office of Instruction and the Business Office
- Educational Technology Unit (2 representatives)
- Academic Area Representatives (1 from each area)
- Representative from the Centers for Academic Excellence (1)
- Student Affairs (1)
- Students (2, non-voting)

**Charge:**

To assess and describe the computing needs of the Grant Campus, including hardware, software, and staff, and then to report to the Academic Assembly for the committee's recommendations to the Campus Dean for meeting those needs.

The following are referred to as Grant Campus volunteer standing committees of the Assembly:

d. **Committee for Serving the Needs of Persons with Disabilities**

**Members:**

- Faculty volunteers (no fixed number)
- Director of Plant Operations (1)
- Student Affairs (2) one of whom must have expertise in serving persons with disabilities
- Students (2, non-voting)

**Charge:**

To assess and make recommendations concerning the ability of the Grant Campus to serve the needs of persons with disabilities.

e. **Community Relations Committee**

**Members:**

- Faculty volunteers (no fixed number)
- Student Affairs (1)
- Students (2, non-voting)

**Charge:**

To act as liaison with community and County institutions and organizations for the purpose of promoting public relations for the Grant Campus.

f. **Physical Development Committee**

**Members:**
- Two representatives from each building or area of the campus, as deemed appropriate by the committee
- Students (2, non-voting)

**Charge:**

To make recommendations concerning the physical development of the Grant Campus.

g. **Scholarship Committee**

**Members:**

- Administration (1)
- Director of Business Affairs (ex officio)
- Faculty volunteers (no fixed number)
- Student Affairs (1)
- Students (2, non-voting)

**Charge:**

To review candidates for scholarships and make recommendations to the President of the College; to seek out new sources of scholarship aid for students from the community.

h. **Campus Life Committee**

**Members:**

- Faculty volunteers (no fixed number)
- Library/Center of Academic Excellence (1)
- Student Affairs (1)
- Students (5 - 8)

**Charge:**

To advocate and assist in the implementation of ways of improving life on the Grant Campus.

i. **The Nature Preserve Committee**

**Members:**

Faculty, staff, administration, students, interested members of the community (no fixed number of representatives)
**Charge:**

To determine policies for the development and management of the nature preserve on the Michael J. Grant Campus.

**j. The FOCUS Committee**

**Members:**

Unlimited membership of faculty, students and administrators.

**Charge:**

To provide for the academic discussion of controversial topics and for the exchange of diverse social, political, cultural, and intellectual perspectives; to provide educational opportunities for such discussions by such means as, but not limited to, panel discussions, films and guest lecturers.

**k. Honors Advisory Committee**

**Members:**

- Administration (1)
- Campus Honors Program Coordinator
- Assembly Representative to the College Honors Advisory Committee
- Elected Assembly Representatives (2)
- Faculty Advisor (s) to the Grant Campus Honors Club
- Faculty Advisor (s) to the Grant Chapter of PTK
- Students (2, non-voting, elected by the Honors Club)

**Charge:**

To provide a forum for the identification, review, and recommendation of possible action on all matters related to the Grant Campus Honors Program and to communicate these matters to the Grant Campus Assembly and the College Honors Advisory Committee as needed.
Appendix A: Simplified Rules of Order

Guiding Principles:

- Everyone has the right to know what is going on at all times.
- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Only urgent matters may interrupt a speaker.
- The members discuss only one thing (motion) at a time.

A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the presiding officer, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

1. You want to bring up a new idea before the group.

   After recognition by the chair, present your motion. A second is required for the motion to go to the floor for debate, or consideration.

2. You want a motion just introduced by another person to be killed.

   Without recognition from the chair simply state, "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote to pass.

3. You want to postpone discussion of a motion.

   Move to table the motion. A majority is required to table a motion without killing it. The motion will be considered at the next meeting.

4. You want to change some of the wording in a motion under debate.

   After recognition by the chair, move to amend by 1) adding words; 2) striking words; or 3) striking and inserting words.

5. You like the idea of a motion under debate, but you want to make more substantial changes.

   Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.
6. You want more study and/or investigation given to the idea under debate.

   Move to refer to a committee. Try to be specific as to the charge to the committee.

7. You have heard enough debate.

   Move to call the question. Requires a 2/3 vote. This cuts off debate and brings the pending question to a vote.

8. You want to end the meeting.

   Move to adjourn.

9. You are unsure that the chair has announced the results of a vote correctly.

   Without being recognized, call for a “division of the house.” At this point a standing vote will be taken.

10. You are confused about a procedure being used and want clarification.

    Without recognition, call for "Point of Information." The chair will ask you to state your question and will attempt to clarify the situation.

11. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

    Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

12. You want to change an action voted on at an earlier meeting.

    Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3 vote is required.

**Summary:**

You may INTERRUPT a speaker for these reasons only:

- **point of information** - to get information about business or rules
- **point of order** - if you see a breach of the rules
- **appeal** - if you disagree with the chair's ruling

To influence WHAT the members discuss:

- **make a motion** if you would like to discuss something
- **amend a motion** if you would like to change a motion under discussion
To influence HOW and WHEN the members discuss a motion:

- **refer a motion** if you want a committee to evaluate the topic and report back
- **table a motion** if you want to discuss the topic at another time
- **call the question** if you think people are ready to vote

### Quick Reference

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<th>Can be Amended</th>
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