

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.

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

34. SECTION 3.

35. The current officers of the Senate and the Faculty Council representative are to be

36. included in the number from their group or area. The remainder are to be chosen for a

37. term of one year, beginning on the second Tuesday of September, as follows:

38. (Committees active in June through August may need to operate with reduced

39. membership if people leave the College in May).

40. a. Faculty senators: Prior to the first area meetings of the fall semester
41. (usually held during professional activity days), the Vice President of
42. the Senate shall determine the number of senators from each faculty
43. area, in proportion to each area's fraction of the total full-time faculty

44. (see appendix). Senators shall then be elected at the first fall area
45. meetings and shall be assigned to committees. An area may recall a
46. Senator by a simple majority vote of the area. When a vacancy
47. occurs, the area shall elect another Senator to represent it.
48. b. Staff shall elect their senators at a meeting of all professional staff
49. during the fall professional activity days. Staff may recall a Senator by
50. a simple majority vote. When a vacancy occurs, staff shall elect
51. another Senator to represent them.
52. c. Student members of the Senate shall be chosen and assigned to
53. committees, subject to recall and replacement, according to the
54. established procedure of the Student Government Association.
55. d. Classified personnel representatives to the Senate shall be
56. selected and assigned to committees, subject to recall and
57. replacement, according to procedures established by the College's
58. educational support personnel.

59. SECTION 4.

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

63. **ARTICLE III. OFFICERS OF THE SENATE**

64. SECTION 1.

65. The officers of the Academic Senate shall be a President,
66. Vice President, and a Secretary.

67. SECTION 2.

68. The officers shall be elected each year as follows:

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

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

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

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

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

88. SECTION 3.

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

92. **ARTICLE IV. DUTIES OF OFFICERS**

93. SECTION 1.

94. The President of the Senate shall:

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

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

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

101. d. Represent the Senate at appropriate College functions.

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

104. SECTION 2.

105. The Vice President shall:

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

108. b. Assume responsibility for any duties delegated or assigned to
109. him/her by the President.

110. c. Serve as the representative of the Senate to appropriate staff
111. committees or councils.
112. d. Coordinate the election of senators.

113. SECTION 3.

114. The Secretary shall:

115. a. Take attendance at Senate meetings.
116. b. Be responsible for taking the minutes of all meetings of the
117. Senate and the Executive Committee.
118. c. Publish and distribute all agenda and minutes.
119. d. Number, record, and file all formal proposals and
120. resolutions acted upon in the Senate and its Standing
121. Committees.
122. e. Distribute information as required by the Senate.

123. SECTION 4.

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

126. **ARTICLE V.**

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

128. SECTION 1.

129. The Executive Committee shall consist of the President,
130. 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

136. by the Academic Senate.

137. c. Provide a forum for communication and coordination among

138. committees.

139. SECTION 3.

140. In cases of necessity, the Executive Committee and the standing

141. committees of the Senate have the authority to meet during the months of

142. June, July, and August, and shall recommend any necessary policy. Any

143. policy so recommended by a standing committee and/or approved by the

144. Executive Committee shall become the official position of the Senate unless

145. 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

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

185. SECTION 5.

186. The Student Success Committee shall:

187. a. Review recruitment programs and make recommendations to
188. appropriate college staff of possible ways to enhance
189. communication and interest in Genesee Community College*;
190. assess and support the college-wide retention plan, develop
191. policies and procedures where appropriate, and make
192. recommendations to the appropriate college staff of possible
193. ways to aid in retention.
194. b. Membership in this committee is not limited to Academic Senate
195. members, and all members of the committee will have a vote on the
196. committee. (Non-Senators may only vote in the committee, not in
197. 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

222. eligible to serve on ad hoc and special committees.

223. b. Functions: The purposes of these committees shall be to

224. supplement standing committees in the accomplishment of

225. specific tasks or fulfill special continuing functions which are

226. beyond the manpower of the standing committees; for example,

227. matters pertaining to student affairs and business affairs.

228. SECTION 10.

229. a. Any committee, group, or individual within the College may

230. review, initiate, and/or recommend proposals. The

231. recommendation or proposal shall be forwarded with a cover

232. letter to the President of the Senate for appropriate action.

233. b. The official Routing Sheet and Checklist shall be used with all

234. proposals to provide: (1) directions for progress; (2) means of

235. ascertaining degree of progress; (3) record of all actions taken.

236. c. If after 30 days, a proposal passed by the Senate has not been

237. implemented or otherwise responded to, the President of the

238. Senate is to determine its status from the President of the

239. College, then report back to the Senate at its next meeting.

240. d. In the event that a proposal passed by the Senate should be

241. disapproved by the College President or the President's

242. designated appointee, the proposal will be returned to the

243. President of the Senate with a written explanation of the

244. reasons for disapproving the proposal. Unless it is a matter

245. where the Board has delegated final decision making power
246. power to the President, the Senate may send a disapproved
247. proposal directly to the Board of Trustees but must include the
248. comments of the President of the College, or the designated
249. appointee, along with a written defense of the proposal.

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

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

257. **ARTICLE VII. PERSONNEL POLICIES**

258. All matters covered by collective bargaining agreements shall not be
259. addressed by the Senate.

260. **ARTICLE VIII. MEETINGS**

261. SECTION 1.

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

264. optional.

265. SECTION 2.

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

269. SECTION 3.

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

273. SECTION 4.

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

278. SECTION 5.

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

282. SECTION 6.

283. The Senate President may declare that a virtual Senate meeting will be
284. held if a quorum has not been reached by fifteen minutes after the announced
285. meeting time. The President shall immediately notify all Senators of the virtual
286. meeting by e-mail. For a proposal to be approved by the virtual meeting, the

287. President must receive aye votes from a majority of the Senate membership
288. within 72 hours of the time of this e-mail. The President may receive these votes
289. in person from members who appeared for the meeting, or via e-mail. However,
290. the list of graduates shall be considered approved unless nay votes from at least
291. half the membership are received within 72 hours. The President may postpone
292. agenda items until the next regular meeting, to facilitate discussion of these
293. items. The vote on any proposal for which an amendment is offered and
294. seconded must be postponed until the next meeting, as must any vote with a
295. secret ballot.

296. **ARTICLE IX. QUORUM**

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

299. **ARTICLE X. CONDUCT OF BUSINESS**

300. SECTION 1.

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

304. SECTION 2.

305. The President of the Senate shall appoint a qualified member of the Senate

306. to act as Parliamentarian.

307. SECTION 3.

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

313. SECTION 4.

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

316. SECTION 5.

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

319. **ARTICLE XI. REMOVAL**

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

323. **ARTICLE XII. AMENDMENTS**

324. SECTION 1.

325. Proposals for amendments to the Bylaws may be made at any time by an

326. ad hoc or other committee appointed by the Senate for the purpose of amending
327. the Bylaws. Such proposed amendments shall be voted on by the Senate at the
328. next regular meeting after being presented to the Senate by the committee.

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

331. SECTION 2.

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

338. SECTION 3.

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

342. APPENDIX

343. Calculation of the number of senators from each faculty area.

344. 1. Obtain the number of faculty in each area. As an example,
345. consider a year in which the faculty is organized into three
346. major groups (such as CVE, HCB and Counselors and

347. Librarians). Area 1 has 43 faculty, Area 2 has 41 and
348. Area 3 has 10 for a total of 94.
349. 2. Multiply each area's fraction of the faculty by the number
350. of faculty senators. In the example, this would be $45 \times$
351. $(43/94) = 20.585$, $45 \times (41/94) = 19.628$ and $45 \times (10/94) =$
352. 4.787 .
353. 3. Truncate to obtain whole numbers. (20, 19 and 4)
354. 4. Assign any remaining seats to the groups whose fractions of
355. a seat are largest. $20 + 19 + 4 = 43$, so two more seats
356. must be assigned. $.787$ and $.628$ are larger than $.585$, so
357. these seats go to areas 2 and 3. The final result is 20
358. senators for Area 1, 20 for Area 2, and 5 for Area 3.