

College Senate Bylaws

I. Membership:

The College Senate membership includes all faculty, professional staff, and support staff.

II. Purpose:

The purpose of this organization shall be to provide a forum in which members may freely discuss issues of concern to the College community. The Senate shall review and consider the endorsement of proposals relating to the academic programs and the campus life of the College. It shall function as the highest deliberative body of the faculty, administration, professional and support staff of the College.

III. Responsibilities:

- A. It shall be the responsibility of this organization to consider and to recommend policies to the President of the College, and, where necessary, to the Board of Trustees concerning
1. The academic policies and programs of the College.
 2. Issues of academic freedom and intellectual integrity at the College.
 3. The social and cultural aspects of College life.

Policy recommendations passed by the Senate will be forwarded in writing by the Senate Recorder to the College President. It is the responsibility of the College President to respond in writing to the Senate by the next Senate meeting regarding the course of action he or she is taking.

- B. It shall be the responsibility of this organization to elect its officers and appoint its members to its committees (see Section VII).
- C. It shall be the duty of this organization to carry out the responsibilities delegated to it by the Board of Trustees.

IV. Officers of the Senate:

- A. The Officers of the Senate shall be
- President
 - Vice President
 - Recorder

Additionally, Senate Appointments shall include

- Parliamentarian
- Historian

Additionally, Senate Elections shall include:

- Faculty Council Representative
- Faculty Council Representative (Alternate)

- B. The duties of each shall be as follows:

1. President (elected biannually)
The President shall be elected on a biannual basis by the Senate and shall attend each meeting of the Senate and the Senate Executive Committee. The President convenes Senate meetings and conducts meetings according to Robert's Rules of Order. The President chairs the Senate Executive Committee and coordinates the Senate meeting agenda with the executive committee. He or she represents the Senate on designated committees, at College ceremonies and in special forums. The President represents the College to the SUNY governance process. The President assumes responsibility, as Campus governance leader, for overseeing the Chancellor Award selection process. He or she facilitates communication about and understanding of Campus-wide issues. The President assures Senate committees are elected and compiles an annual report for the Senate.
2. Vice President (elected annually)
The Vice President shall be elected on an annual basis by the Senate and shall attend each meeting of the Senate and the Senate Executive Committee. The Vice President presides over the Senate in the absence of the President. He or she acts as an advisor and consultant to the Senate President. The Vice President assumes the Office of the President in the event that the President cannot complete his/her term, and appoints a new Vice-President should this occur.
3. Recorder (elected annually)

The Recorder shall be elected on an annual basis by the Senate and shall attend each meeting of the Senate and the Senate Executive Committee. The Recorder shall distribute minutes of the previous Committee meeting, and shall distribute committee minutes and the agenda to the membership no less than five (5) days prior to the scheduled Senate meeting. The recorder shall call the roll and register each vote in a roll call vote, and perform any other duties assigned by the President of the Senate. The Recorder is responsible for establishing that a quorum is present at each meeting.

4. Parliamentarian (appointed annually)
The Parliamentarian shall be appointed from the Senate by the Senate President. The Parliamentarian shall educate senate members annually in parliamentary procedure. The Parliamentarian will advise the President of the Senate on matters of procedure during meetings of the Senate and may be consulted by other members of the Senate at other times. The Parliamentarian will carry the latest edition of Robert's Rules of Order to each Senate meeting.
5. Historian (appointed annually)
The Historian shall be appointed from the Senate by the President of the Senate. The Historian will summarize all approved recommendations and resolutions of the Senate. This record shall be stored in the office of the Vice President for Academic Affairs and shall be brought to every meeting of the Senate. The Historian will be responsible for maintaining a copy of the current By-laws and presenting an updated copy to the members of the Senate at the beginning of each academic year.

V. Senate Executive Committee:

A. Membership:

Vice President for Academic Affairs
Vice President for Students
President of the Senate
Immediate Past President of the Senate
Vice-President of the Senate
Recorder of the Senate
Chair of the Academic Affairs Committee
Chair of Campus Life Committee
Chair of the Awards and Recognition Committee
Representative to the SUNY Faculty Council
One At-Large Member to be elected from the Senate Body

- B. Purpose:
The Senate Executive Committee shall meet regularly and receive recommendations from the standing committees and ad hoc committees of the Senate. It shall review minutes of the previous Senate meeting and establish the agenda for each Senate meeting. It shall appoint ad hoc committees for studying special problems and projects which arise and are outside the province of other committees. At its first meeting of the academic year, it will develop a work plan and prioritize activities for the Senate in the upcoming academic year. The Committee shall also serve as an advisory and consultative body to the College President. Chair of the Senate Executive Committee will be the President of the Senate.

VI. Meetings:

- A. The Senate shall meet at the call of the Senate Executive Committee. The President of the Senate shall preside. In cases of the President's absence, the Vice-President will preside.
- B. The recorder shall be responsible for taking minutes of each meeting.
- C. The agenda for every meeting shall include reports from regularly standing committees and the College President.
- D. The parliamentary authority shall be Robert's Rules of Order, rev. ed., except where otherwise specified by these Bylaws.
- E. A quorum shall be sixty-five (65) members of the Senate. No official action may be taken if a quorum is not present.
- F. Notice of each meeting shall be communicated to each member of the Senate no less than five (5) days prior to the meeting day and shall include the agenda for that meeting.
- G. Special meetings may be called by action of the President of the Senate, any regularly reporting standing committee, or upon written petition to the President of the Senate by five (5) members of the Senate. The object of this special meeting shall be stated in the call.

VII. Committees:

The committees of the Senate will be standing committees, sub-committees, and ad hoc committees. Ad hoc committees are appointed by action of the Senate Executive Committee.

- A. Standing Committees

Chairs will be elected for the next academic year between the annual election of committee members and Commencement. Academic Affairs Committee and Campus Life Committee shall meet monthly during the academic year. Minutes of these meetings shall be submitted to the Recorder of the Senate at an appropriate time so they may be distributed with the agenda of the Senate meeting and to the library and each division for continuing files. Members of the committees shall report all proceedings to their respective divisions or department. Nonmembers of the committees shall be invited to meetings when it is appropriate.

1. The Academic Affairs Committee shall recommend policy pertaining to College-wide academic issues and planning. It shall also evaluate and recommend policy and procedures pertaining to the College's curricula and academic standards.

Membership shall consist of

- three (3) faculty members from each academic division
- one (1) College Librarian;
- the Director of Instructional Technology or designee;
- the Director of Admissions or designee;
- the Vice President for Academic Affairs or designee;
- the Dean for Continuing Education and Community Outreach or designee;
- the Dean for Instructional Support, Assessment, and Accreditation and Instruction;
- one (1) of the Academic Vice Presidents rotated annually;
- the Director of the Advising Center or designee, as a non-voting member,
- the Registrar or designee as a non-voting member,
- one (1) at-large member elected from the College Senate and
- one (1) student.

The Honors Committee reports to Academic Affairs as a subcommittee.

2. The Retirement and Recognition Committee shall plan and implement events which will recognize employees within the College Community who are retiring or who have received awards or promotions in a given academic year. It shall also recommend a format and calendar of recognition activities which could be followed from year to year.

Membership shall consist of

- the Vice President for Academic Affairs or designee;
 - the Vice President for Administration and Finance or designee;
 - the Senate President or designee;
 - the Faculty Association President or designee;
 - one (1) member of the Professional Staff;
 - one (1) member of the Facilities Support Staff;
 - one (1) member of the Support Staff;
 - one (1) faculty representative from each academic division;
 - one (1) College Trustee; and
 - one (1) representative from the Faculty Student Association.
3. The Campus Life Committee shall identify issues and concerns regarding student life and recommend new policies to the Senate. The Committee shall maintain communication with the Student Government Association (SGA) on matters of mutual concern regarding campus life. The Committee reviews the annual budgets of the SGA, SCC, ABC and New Student Services.

Membership shall consist of

- the Vice President for Students or designee;
- Director of Student Activities;
- Faculty Advisors to Student Government
- Director of Athletics;
- one (1) faculty representative from each academic division
- one (1) elected member of the Senate at large;
- two (2) elected members of the Senate at large to serve two-year terms;
- the Director of Safety and Security;
- the SGA President or designee; and
- one (1) student appointed by SGA.

The subcommittees of Campus Life are as follows: Athletic Board of Control, Social Cultural Committee and New Student Services Committee. Chairs of the subcommittees will report periodically to the Campus Life committee.

4. The Nominating Committee shall provide a list of Senate Committee and officer vacancies to the Senate membership. The Nominating Committee shall solicit nominations and manage the Senate election process.

The Nominating Committee shall consist of:

- one (1) faculty representative from each academic division
- one (1) elected member of the professional staff
- one (1) elected member of the support staff
- one (1) elected member of the Senate at Large

5. The Student Petitions Committee shall review petitions from students and make recommendations to the Vice President for Academic Affairs.

Membership shall consist of

- the Vice President for Academic Affairs (non-voting);
- the Assistant Registrar or designee;
- two (2) faculty representatives from each academic division
- one (1) professional staff member elected from the College Senate

B. Sub-committees:

Such committees shall meet when the need arises. They shall submit minutes to the standing committee to which they report.

1. The Athletic Board of Control shall recommend policy and budget to the Campus Life Committee for intercollegiate, intramural, and club athletics. It shall approve and supervise the expenditure of funds for the athletic program.

Membership shall consist of

- three (3) elected members of the Senate at large,
- the Director of Athletics,
- Admissions representative,
- Student Development representative,
- Affirmative Action representative and
- four (4) students.

2. The Social Cultural Committee (SCC) is comprised of students, faculty, and staff whose purpose is to promote education through social and cultural programs that fulfill the College's personal and social growth goals. In addition to recommending policy to the Campus Life Committee, it shall financially support events that fulfill the college's personal and social growth goals as outlined in the college catalog; develop and approve yearly SCC budget; appoint and advise the Jefferson Community College Art Gallery Director, and oversee the Art Gallery.

Membership shall consist of

- four (4) College Senate members elected at large;
- three (3) students appointed by the Student Government;
- and
- the Assistant Director of Student Activities or designee.

Terms of appointment shall be a minimum of one year for each student member, and two years for all others. Terms shall be staggered for the four members elected from the College Senate.

3. The Honors Committee shall be responsible to Academic Affairs Committee for the Honors Program at Jefferson Community College. The Honors Committee shall promote the Honors Program through an annual review of its offerings, the recruitment of honors students, the encouragement of faculty, departments, and divisions to develop honors sections, options, and inter-disciplinary courses, and through activities which foster academic achievement.

Membership shall consist of

- the Vice President for Academic Affairs or designee;
- the Honors Program Coordinator;
- one (1) faculty representative from each academic division;
- one (1) representative to be elected at-large by the Senate;
- one (1) non-voting representative from the Admissions office;
- and
- two (2) student representatives currently enrolled in the Honors Program.

Terms of appointment shall be a minimum of one year for each student, and two years for all others.

4. The New Student Services Advisory Committee shall be responsible to the Campus Life Committee for new student services at Jefferson Community College. The New Student Services Advisory Committee shall review new student services programs and services, provide ideas and advisement regarding new student services, develop and approve a yearly new student services budget and develop and approve policies for the new student services office.

Membership shall consist of

- one faculty representative from each academic division;
- one (1) member of the Professional Staff,
- one (1) member of the Support Staff,
- one (1) representative from the Admissions Office,
- one (1) member of the student body,
- one (1) representative from the Advising Center
- one (1) representative from Continuing Education,

- the Retention Specialist

VIII. General Procedures:

A. Nomination and Election Procedures:

1. At the February meeting of the Senate, the Senate President will notify the membership that the election process for the next year will begin.
2. At the March meeting of the Senate, the Nominating Committee will inform the membership that nomination forms are being distributed.
3. At the April meeting of the Senate, the Nominating Committee will present the slate and accept nominations from the floor.
4. Balloting will be conducted during the month of April by the Nominating Committee.
5. Results will be announced by the Nominating Committee Chair at the May meeting of the Senate. The Senate President will then direct the Committees to convene to elect a chair for the next academic year.
6. A vacancy on a Senate-elected committee occurring at a time other than annual election will be filled by the annual election candidate with the next highest number of votes. If no such candidate is available, appointment will be made by the President of the Senate.

B. Voting on Motions:

1. Regular Voting: Approval of a motion requires a simple majority.
2. Other voting Procedures:

Balloting shall be mandatory for election of committees, and may be other wise ordered by a majority vote of the Senate. The President of the Senate shall appoint tellers at the time of the vote.

IX Amendments:

1. An amendment to these Bylaws may be submitted by any member of the Senate. It shall be presented in writing to the President of the Senate and included in the agenda of the next regular meeting of the Senate.
2. A proposed amendment shall be voted on at the meeting succeeding its first presentation to the Senate.
3. An amendment shall become a part of these Bylaws when it is approved by a simple majority.
4. Absentee ballots shall be allowed on amendments, but may not be counted toward a quorum. Such ballots shall be submitted to the President of the Senate.
5. Ratification of the Bylaws of the Senate will take effect upon a favorable vote by a simple majority of the voting membership of the Senate.

X Glossary:

- Ad hoc committee - a special committee established to accomplish a specific purpose; it ceases to exist once that purpose has been served.
- Faculty - Any full or part-time teaching professional.
- Professional Service Staff - any individual eligible for membership in the JCC Faculty Association whose primary responsibilities are not teaching.
- Professional Staff - any individual eligible for membership in the JCC Faculty Association whose primary responsibilities are not teaching, any member of the Management/ Confidential staff, any member of the professional staff serving the College under a grant or special arrangement.
- Support Staff - any individual eligible for membership in the Educational Support Personnel of Jefferson Community College.

Revised April 2014