

**SUFFOLK COUNTY COMMUNITY COLLEGE
AMMERMAN CAMPUS
FACULTY SENATE CONSTITUTION**

**ARTICLE I
NAME**

The name of this governance assembly shall be the Faculty Senate of the Ammerman Campus of Suffolk County Community College (hereinafter called the Senate).

**ARTICLE II
PURPOSE**

The Senate, in accordance with the regulations of the State University of New York and the Board of Trustees of the College, will deliberate and recommend policies and procedures concerning academic policies and standards, curriculum, planning, institutional research, faculty quality of life, and aspects of student life that relate to the educational process.

The Senate is the voice of the Ammerman Campus faculty unless otherwise restricted by law and the provisions of the Collective Bargaining Agreement.

**ARTICLE III
FACULTY MEMBERSHIP**

Definition: The Faculty of the Ammerman Campus of Suffolk County Community College shall consist of all persons holding full-time appointments of Professor, Associate Professor, Assistant Professor, Instructor, Professional Assistant (P1, P2 and Specialists), Chair, and Assistant Chair on the Ammerman Campus.

**ARTICLE IV
SENATE MEMBERSHIP**

Section 1. Senatorial Areas: The total number of Senators elected is based on the number of Areas that exist as of February 1 of the year of the election.

Section 2. Term of Office: The term of office of a Senator is two years and a Representative is one year. Any vacancy of an unexpired term will require a special Area election to complete the unexpired term.

Section 3. Eligibility Criteria for Senate Office: Faculty who have completed two semesters as full-time faculty on the Ammerman Campus of Suffolk County Community College shall be eligible for nomination and election to the Senate from their Senatorial Area.

Section 4. Representation Formula:

1. Each Area shall be eligible to have at least one Senator.
2. Areas with more than 12 faculty (full-time faculty and Professional Assistants) shall be eligible to have one additional Senator for each additional 12 faculty or part thereof.
3. When changes occur in representation allotments within an Area, the Executive Committee of the Senate shall determine the commencement term of office for new Senate seats in the affected Area in accordance with the formula prescribed above.

Section 5. Ex-officio (non-voting) Membership: The following are the ex-officio members of the Senate:

- College President
- Chief Academic Officer of the Campus
- Dean of Student Services
- Campus Head Librarian/Associate Dean of Libraries
- Immediate Past Senate President
- Nine (9) students assigned to the Senate Student Liaison Committee

**ARTICLE V
OFFICERS**

Section 1. The officers of the Senate shall be the President and Secretary.

Section 2. President of the Senate: Nominees for this office must have completed one academic year of service on the Senate prior to assuming office and must be voting members of the Senate at the time of their nomination.

Section 2. Secretary of the Senate: Nominees for this office must be voting members of the Senate at the time of their nomination.

**ARTICLE VI
MEETINGS**

Section 1. The Faculty Senate shall meet at least three times per semester at a time and place designated by the President of the Senate.

Section 2. Special meetings may be called by the President of the Senate, upon the request of at least 20 percent of the members of the Faculty Senate, or upon written petition by at least 20 percent of the faculty membership, as defined in Article III.

Section 3. A quorum is necessary to conduct business. A majority of the members of the Senate shall constitute a quorum.

Section 4. Senate meetings are open to the public except for executive sessions.

Section 5. *Robert's Rules of Order, Newly Revised*, shall govern in all cases in which they are applicable and not in conflict with the Constitution or By-Laws.

ARTICLE VII AMENDMENTS

Section 1. Amendments to the Constitution may be initiated in the following manner:

1. By two-thirds (2/3) vote of Senators present at a Senate meeting.
2. By petition signed by at least twenty percent (20%) of the Ammerman faculty and presented to the President of the Senate. The petition must consist of physical signatures on a document.

Section 2. This Constitution of the Senate may be amended only upon two-thirds (2/3) vote of those present and voting at an Ammerman General Faculty Meeting.

Copies of proposed amendment(s) must be submitted to the Ammerman faculty in writing a minimum of ten (10) days prior to a General Faculty Meeting. This can be accomplished via email to the Ammerman Faculty combined with a posting of the proposed amendment to the governance website.

FACULTY SENATE BY-LAWS

(Adopted Spring 2008)

Article I OFFICERS

Section 1. Officers and Duties

1. All officers of the Senate must be voting members of the Senate or its Executive Committee at the time of their nomination.
2. The President and Vice President of the Senate must have completed one academic year of service on the Senate prior to assuming office.
3. The President of the Senate will serve as liaison between the Senate and the Board of Trustees of the College; preside at all Senate meetings; chair the Senate Executive Committee; serve or, in conjunction with the Executive Committee, appoint someone to serve, on the Strategic Planning Committee, the President's Council, or other committees as circumstances warrant; call organizational meetings of the standing committees at the beginning of each academic year; notify faculty and the administrator of each department/division of annual departmental/divisional elections to the Senate and the date by which said elections must be held; provide the Executive Committee with the names of newly elected/re-elected Senators by the last Executive Committee meeting, to assure senatorial placement on Senate Standing Committees.
4. The Vice President of the Senate shall preside at Senate meetings in the absence of the President, serve on the Executive Committee, ensure that non-senatorial seats in the Senate Standing Committees are filled by means of academic area divisional elections, and perform other duties as determined by the Executive Committee of the Senate.
5. The Secretary of the Senate shall see to it that the minutes of all Senate meetings are recorded and published on the Governance website, serve as Secretary on the Executive Committee, act as Treasurer of the Senate, and perform other duties as determined by the Executive Committee of the Senate.

Section 2. Elections

1. Elections shall be called for and conducted by the Ways and Means Committee.
2. Nominations for the officers of the Senate should be made in writing, either by letter or email, at least one week prior to the date of the election.
3. Results of the election should be determined on or by the final meeting of the Spring semester.

Section 3. Terms for officers

1. The term of office for the President, Vice President, and Secretary shall be two years.
2. The term shall begin at the conclusion of the last Senate meeting of the spring semester in which he/she is elected and shall end two years later at the last Senate meeting of the spring semester.
3. There are no term limits for officers.
4. The President shall become Immediate Past Senate President when a new president assumes office and shall hold this position for one year.
5. In the event that an officer vacates his/her seat before the term of two years has expired, a new election shall be called for by the Ways and Means Committee and the Senate shall elect, from within its membership, a replacement for that office to serve the remainder of the term.
6. The Senate may, by a two-thirds vote of its entire membership, remove from office any officer of the Senate, provided that written notice of such proposed action shall have been given to the officer and to all other members of the Senate at least one week prior to the meeting at which the removal is to be proposed.

ARTICLE II SENATORS AND REPRESENTATIVES

Section 1. Senators

A Senator is a representative to the Senate elected by the Department/Division. It is the responsibility of every Senator to address the views of the Department/Division in the Senate. Faculty who have completed two semesters as full-time faculty on the Ammerman Campus of Suffolk County Community College shall be eligible for nomination and election to the Senate from the Senatorial Area.

Section 2. Responsibilities of Senators

1. Once elected a Senator will serve for a term of two (2) years, unless elected as a replacement. Replacement Senators will serve out the remainder of the term of the original Senator.
2. Every Senator, except those serving on the Executive Committee of the Senate, shall serve as a voting member on one and only one standing committee of the Senate, the College Academic Standards Committee, or the College Curriculum Committee.
3. It is the responsibility of a Senator to attend every Senate meeting held during the term of office. In the event of an absence it is the responsibility of the Senator to arrange for a Department/Division representative to attend the meeting. This Department/Division representative will have no voting powers. If, during an academic year, a Senator fails to attend two Faculty Senate meetings or any elected standing committee member fails to attend two standing committee meetings, the Secretary of the Senate or the committee chairperson shall report the absences to the Executive Committee, which shall be empowered to declare the seat vacant after holding a prompt review to determine if any extenuating circumstances exist.

Section 3. Representatives

A Representative is a person chosen by a Department/Division or Executive Committee to serve on any Senate committee. Full-time faculty on the Ammerman Campus of Suffolk County Community College shall be eligible for appointment to any Senate committee.

Section 4. Responsibilities of Representatives

1. Once chosen by the Department/Division a Representative or Executive Committee will serve on the committee for a term of one (1) year. The representative is eligible for reappointment at the end of the one-year term.
2. It is the responsibility of a Representative to attend every meeting held by the committee during the term of office and actively contribute to meeting the committee's charges. If a Representative fails to attend two (2) meetings of the assigned committee in an academic year, the committee chairperson shall report the absences to the Executive Committee, which shall be empowered to declare the seat vacant after holding a prompt review to determine if any extenuating circumstances exist.

Article III GENERAL FACULTY AND SENATE MEETINGS

All meetings of the faculty, Faculty Senate, standing and ad hoc committees, will observe the rules of parliamentary procedure as set forth in the most current *Robert's Rules of Order*.

Section 1. General Faculty Meetings

1. The Chief Academic Officer of the Campus shall convene Ammerman General Faculty Meetings, giving written notification to the faculty of the meeting and votes to be taken at least ten (10) calendar days prior to the meeting.
2. The faculty may reverse items passed by the Senate upon two-thirds (2/3) vote of those present and voting at a General Faculty Meeting.
3. Faculty reversal of Senate items can be initiated only by petition signed by at least twenty (20%) of the general faculty and presented to the President of the Senate.

Section 2. Senate Meetings

1. The Senate is operative and on call at all times, but must meet no fewer than twice each semester.
2. In addition to scheduled meetings, emergency meetings of the Senate may be called by the Executive Committee upon request of any five (5) of the Committee's members.
3. Quorum: A quorum for Senate meetings shall consist of fifty percent (50%) plus one of the elected voting members of the Senate.
4. Voting on agenda items must be done by 5 p.m.
5. All Senate meetings, except executive session, are open to the entire college community.

Section 3. Standing Committee Meetings

1. Quorum: A quorum for meetings shall consist of fifty percent (50%) plus one (1) of the elected voting faculty members of the committee. Committee meetings are open to the entire college community.
2. Committees shall submit the following to the Governance webmaster:
 - a. Calendar of meeting dates, which shall be submitted after the first meeting of the new academic year;
 - b. Agenda for meetings, which shall be submitted prior to meeting;
 - c. Minutes of committee meetings and attachments that were submitted to the Senate, which shall be submitted prior to the next committee meeting.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1. Composition and Officers

1. The officers of the Senate, Members-at-Large, and the Chairs of the Standing Committees shall constitute the voting members of Executive Committee. The Chief Academic Officer of the Campus and the Immediate Past President of the Senate shall constitute the ex officio members of the Executive Committee. The President of the Senate may also invite other members of the Senate to serve on the Executive Committee.
2. The President of the Senate shall be Chair of the Executive Committee.
3. The Vice President of the Senate shall serve in the absence of the President as chair of the Executive Committee.
4. The Secretary of the Senate shall be Secretary of the Executive Committee.

Section 2. Duties and Powers

1. The Executive Committee shall have general supervision of the affairs of the Senate between its business meetings, establish the hour and place of meetings, make recommendations to the Senate, and perform such other duties as specified in these by-laws. The Executive Committee shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken by the Senate.

2. The Executive Committee shall be authorized to call emergency meetings of the Senate upon request of any five (5) of its members.
3. The Executive Committee shall formulate the agenda and assure the distribution of pertinent committee reports prior to Senate meetings.
4. The Executive Committee shall determine the commencement term for new Senate seats, examine preferences of Senators-elect for committee assignments prior to the first Senate meeting of an academic year, and make final determination of Senatorial appointments to or removals from committees.
5. The Executive Committee shall be authorized to add or delete non-voting membership on any Senate committee except such membership as provided for by this Constitution.
6. The Executive Committee shall be authorized to appoint senators or representatives to campus and college committees that require governance representation.
7. The Executive Committee shall review annually departmental/divisional representation on the Senate and Senate committees and notify the administrator for each department/division of the number of Senate seats vacant for the coming year in his or her department/division and the number of Senate committee seats open in the coming year for department/division election. This review and notification shall be made prior to the time of department/divisional senatorial and committee election meetings.
8. The Executive Committee shall receive reports and recommendations from Senate Committees.
9. The Executive Committee shall assign to standing committees such work as is within the charge of each committee. Committees shall receive requests from and make reports to the Administration only through the Executive Committee of the Senate.
10. The Executive Committee shall take action on behalf of the Senate when time does not permit the Senate to act. Such actions shall be reported to the Senate on a Senate agenda as soon as possible after the Executive Committee has acted.
11. The Executive Committee shall create ad hoc committees as necessary.
12. The Executive Committee shall recommend faculty for appointment to institutional task forces, advisory committees, and auxiliary organizations.

Section 3. Meetings

1. Meetings of the Executive Committee shall be convened by the President of the Senate. The committee must convene at least one week prior to each Senate meeting.
2. Executive Committee meetings are open to the entire college community unless called into Executive Session.

Article V COMMITTEES

Committee:

Collection of individuals gathered together with commonality of purpose who submit reports to the Senate

Campus Standing Committees:

Committees with campus representation for long term efforts

College-Wide Committees:

Committees with representation from each of the three campuses

Ad Hoc Committees:

Committees formed to meet and address a particular need or resolve a specific issue at which time the committee is dissolved

Governance Committee:

Senate standing committees that report back to the governance body

Section 1: Campus Standing Committees and Other Committees Staffed by Senators

Membership in committees other than the Senate Standing Committees, the College Academic Standards Committee, and the College Curriculum Committee shall not replace the obligation to the Senate as outlined in the Faculty Senate Constitution.

1. The Senate Student Liaison Committee's responsibilities are:
 - a. To encourage student representation to the Senate.
 - b. To meet during the academic year for exchange of information about items affecting both faculty and students.
 - c. To recommend policies relevant to both the Senate and the student governance organization.
 - d. To maintain sole responsibility for coordination and selection of the Daniel DePonte Student of the Year award.
2. The Campus Curriculum Committee's responsibilities are:
 - a. To study and make recommendations concerning suggested new curricula and courses for the Ammerman Campus.
 - b. To evaluate existing curricula and course offerings at the Ammerman Campus, reviewing whether they are meeting current educational needs and are consistent with the philosophy and policies established by the State University of New York and the College Board of Trustees.
 - c. To check and prevent overlapping and duplication in the programs of the several academic department/divisions and campuses.
3. The Ways and Means Committee's responsibilities are:
 - a. To review annually this Constitution and By-Laws of the Senate.
 - b. To accept Senate agenda items normally not covered by any standing committee.
 - c. To review for recommended change any College policies and practices pertinent to the faculty as a whole (subject to stipulations of the Board of Trustees of the College, the County Legislature and the State University of New York).
4. The Quality of Life Committee's responsibilities are:
 - a. To solicit questions from the faculty about issues which affect the quality of life of the campus community.
 - b. To notify and collaborate with the appropriate offices to resolve the questions brought forth by the campus community.
5. The Campus Relations Committee's responsibilities are:
 - a. To promote campus events at the college as well as in the community.
 - b. To bolster campus morale through recognitions and special awards for faculty and students.
 - c. To build and maintain a working relationship with the Suffolk Community College Foundation.
6. The Campus Academic Affairs Committee's responsibilities are:
 - a. To provide a forum to discuss/evaluate issues of academic concern with regards to current academic policies, proposed policies, and SUNY/Faculty Council of Community College issues.
 - b. To disseminate key information regarding said issues to faculty for the purposes of assessment.
 - c. To provide for uniformity, equitability and standardization in campus/college wide policies and procedures.

Section 2: Standing Committee Chairpersons

1. The Chairperson shall prepare a summary report at the end of each year to be presented to the President of the Senate.
2. During the last meeting of the committee each year, the Chairperson shall present a summary report of the committee's work and conduct the election of a chairperson and secretary for the following year.
3. The committee Chairperson will see that minutes of committee meetings, attachments submitted to the Senate, summary reports, and any other important committee material are placed in a permanent file. The permanent files for the committees shall be kept by the committee chairperson and digitally archived.
4. Should a committee have co-chairpersons only Senators will be eligible to vote.

Section 3: Committee Reports

1. Committee reports must be submitted to the Executive Committee.
2. Committee reports should reflect actual debate in committee and be presented in the form of majority and minority reports, if the minority wishes to enter a separate report.
3. Committee reports should show totals of those present and voting at committee sessions where action was determined by committee. Reports of committee action adopted by two-thirds (2/3) or more votes of those committee members present and voting at a meeting shall require a majority vote of the Senate to be open for questioning. If no Senate majority vote is received, said reports shall be accepted and received automatically. If less than two-thirds (2/3) committee vote is received, the report shall be open to floor debate, upon request by a Senator. Reports from Senate Committees are subject to a five (5) minute question and answer period.

Section 4: Responses

1. When the Senate instructs a standing committee to report to the Senate on a given matter, that committee must respond at the next scheduled meeting of the Senate.
2. The Executive Dean has forty-five (45) days to respond, in writing, to the Senate on items which require an administrative response.

Section 5: Election Procedures

1. Nominations and elections of members of the Senate and of the Senate standing committees must be conducted in a manner which meets the following criteria:
 - a. Written notice of the election and a call for nominations must be provided at least three (3) weeks in advance of the election.
 - b. The names of all nominees should be published to the faculty at least five (5) class days prior to the election; however, additional nominations may be submitted on the floor of a department/division meeting.
 - c. Provision must be made for absentee ballots and/or written proxy.
 - d. Elections must be conducted by secret ballot.
 - e. Election results will be determined by a plurality of votes.
 - f. The above stated procedures must be completed for Senators by April 1, and for members of standing committees by May 10. In the event that extenuating circumstances (such as, but not limited to early Spring Break) make this deadline unreasonable, the Executive Committee shall extend the deadline as necessary.
 - g. Contested elections shall be resolved at the department level.
 - h. The following people are responsible for initiating and carrying out the nomination and election procedures:
 - i. Chairs of department/divisions.
 - ii. The Campus Head Librarian for the Department of Library.

- iii. The Dean of Students for the Division of Student Services.
- iv. The Executive Committee shall coordinate the election of representatives to standing committees of the Senate.

Section 6: Reorganization Procedures

1. In the event that a re-organization affects representation to the Senate, Senate committees, and/or the committees with Senator representation, the following shall take place:
 - a. Representation will remain in place through the academic year in which the reorganization takes place.
 - b. If representation is decreased and no Senatorial terms are expiring, all Senatorial seats within the departments/areas affected will expire at the end of the academic year in which the reorganization takes place.
 - c. If all Senatorial seats expire, a new election shall take place in the timeframe set forth in the Constitution.
 - d. If more than one seat is to be filled, the terms will be staggered, e.g. one (1) Senator may be elected for one (1) year and another for two (2) years.
2. Elections for the next academic year will take place at the last Senate meeting.

Section 7: Vacancies

To fill a vacancy on the Senate or Standing Committee, the affected department/division is responsible for calling an election to be completed in twenty (20) school days according to the procedures outlined in Section 5 above. A vacancy may be due to:

- a. Resignation of an individual.
- b. A senator becoming President of the Senate.
- c. An individual on leave of absence or sabbatical leave (the vacancy is only for the term of the leave).
- d. Failure to discharge responsibilities as provided by Article II, Section 2.3.

The term of membership on a committee, joined via this procedure, shall not exceed the existing term of the individual being replaced.

Article VI AMENDMENT OF BY-LAWS

Section 1:

The by-laws to the Faculty Senate Constitution may only be amended by any member(s) of the Faculty Senate.

Section 2:

The procedure(s) for amendment of the by-laws are as follows:

1. Any member(s) of the Faculty Senate may present an amendment in writing at any Faculty Senate meeting. The wording of the amendment presented must be specific and exact.
2. By the next Faculty Senate meeting, a vote of two-thirds (2/3) of the Faculty Senate must be achieved in order to ratify the amendment. Those who are not able to be present for the vote may cast their vote via email to the President of the Senate by 5:00 p. m. of the day before the date of the meeting in which the vote takes place.

Section 3:

The above procedures are also to be followed for any changes in the wording of any by-law, even if those changes affect only a few words.