

**Constitution
Eastern Campus Congress
Suffolk County Community College
Last Updated April 2013**

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Article I Name

Section 1

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

Article II Purpose

Section 1

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 2

The Congress shall serve the following purposes:

- a. To provide a forum for its members to act meaningfully in its advisory and consultative capacity to the chief executive officer and the President of the College.
- b. To consider matters of mutual concern to members of the campus community.
- c. To offer a means for the interchange of ideas among the members of the campus community.
- d. To ratify, reject, or amend proposals from central committees and to recommend action to the College Governance Council for presentation to the President of the College and the Board of Trustees.

Article III Membership

Section 1

All full-time professional employees defined as the Faculty and Guild personnel 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
Campus Executive Dean

Article IV Officers

Section 1 Chairperson of the Congress

The Chairperson of the Congress shall assume office for a two-year term after serving for one year as the Chairperson-elect. The Chairperson-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 election meeting. At the conclusion of his or her term at the last meeting of the academic year, 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, the College Governance Council, the Chancellor's Award Preparation and Selection Committees, the Professor Emeritus Selection Committee, the campus Administrative Council, and attend Board of Trustees meetings.
- d. Serve as the official representative of Congress at all required college and campus meetings, or facilitate the appointment of a Congress representative in his or her place.
- e. Set the Congress and Executive Committee meeting calendar for the academic year and submit it for posting to the governance website at the beginning of each academic year.
- f. Present the Governance Award for Academic Excellence and Service to the campus award recipient at the annual awards ceremony.
- g. Prepare and maintain a current, complete and accurate listing of Congress representation on campus and college wide committees.

- h. Be willing to serve on newly forming administrative or governance committees or perform other governance related duties and tasks as necessary.

Section 2 Chairperson-elect of the Congress

The Chairperson-elect of the Congress shall:

- a. Assume the role as apprentice to the Chairperson for a period of one year prior to assuming a two-year term as Chairperson.
- b. Assume minimal duties as assigned by the Chairperson.
- c. Serve on the Congress Executive Committee.

Section 3 Immediate-past Chairperson of the Congress

The Immediate-past Chairperson of the Congress shall:

- a. Serve as a mentor to the Chairperson for a period of one year following his or her term as Chairperson
- b. Assume minimal duties as assigned by the Chairperson.
- c. Serve on the Congress Executive Committee.

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 Executive Committee meetings and effect their distribution to Executive Committee members in advance of the next scheduled Executive Committee meeting.
- b. Assist the Office of the Campus Dean in the preparation, distribution and publication of minutes for all Congress meetings.
- c. Assist the Office of the Campus Dean in accurate recordkeeping of Congress member attendance at all Congress meetings.
- d. Submit the agendas, approved minutes, and resolutions from Congress meetings for posting to the governance website in a timely fashion following Congress meetings.
- e. Transmit to appropriate college officials and/or governing bodies any resolutions of the Congress which may have bearing on the policies of the College. In particular, the

Congress vote results for Curriculum proposals must be forwarded to the Chairperson of the College Curriculum Committee, the College Associate Dean for Curriculum Development, the College Associate Dean for Curriculum and Assessment, the Vice President for Academic and Student Affairs, and the Governance Webmaster for posting immediately following the Congress meeting at which the resolution was presented.

- f. Update as necessary and submit for posting to the governance website an accurate and complete list of the Congress Executive Committee members with contact information for each member.
- g. Serve on the Congress Executive Committee.

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 when necessary.
- 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.
- e. Assume minimal duties as assigned by the Chairperson.
- f. Serve on the Congress Executive Committee.

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 and must be documented in an updated version of the Congress Bylaws.

Article VI 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 one-third (1/3) of the voting members of the Congress.

Section 5

Congress meetings are open to the College community at large.

Article VII Elections

Section 1

Election of the Congress Secretary and Member-at-Large will be conducted at the last Congress meeting of the academic year by a simple majority vote of Congress members in attendance, and they shall serve for one-year terms commencing at the end of the election meeting. Election of the Congress Chairperson-elect will be conducted every other year by a simple majority vote of Congress members in attendance at the last Congress meeting of the academic year. The term of service will be four years: one year as Chairperson-elect, two years as Chairperson, and one year as Immediate-past chairperson commencing at the close of the meeting at which he/she was elected.

Section 2

Election of one Chairperson and one Secretary for each of the standing committees or subcommittees will be conducted at the last meeting of the committee for the academic year by a simple majority of the committee members in attendance. The elected individuals shall serve for a one-year term commencing at the end of the election meeting.

Section 3

Election of representatives to college-wide governance committees for Curriculum (two representatives) and Academic Standards (four representatives), and the Strategic Planning Council (three representatives) will be performed by the appropriate Congress standing committee membership. Elections are to be conducted at the last meeting of the spring semester. The elected representative shall serve for a two-year term commencing at the end of academic year in which the election took place.

Section 4

The two Eastern Campus Representatives to the College Governance Council shall be determined by title and by election. They shall include the current Congress Chairperson (titular) and one member elected by Congress as a whole at its last meeting of the spring semester. The elected representative shall serve for a two-year term commencing at the end of the election meeting.

Section 5

Membership to Congress standing committees will be self-selected by Congress members at the end of each academic year. Congress members will indicate a willingness to serve on a Congress standing committee to the Chairperson of the Congress, who will then assign the member to the requested committee for the term of the following academic year.

Section 6

The process for other elections or appointments to Campus or College-wide Committees will be determined by the Executive Committee of the Congress. The elected or appointed representative shall serve for a two academic-year term commencing at the time of the notification of the appointment.

Article VIII Amendments

Section 1

Constitution amendments may be initiated by any Congress member through a petition to the Chairperson.

Section 2

The Constitution 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 seven (7) days prior to the meeting at which they will appear on the agenda.

Bylaws
Eastern Campus Congress
Suffolk County Community College

Section 1 General Provisions:

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 Chairperson-elect or Immediate-past Chairperson, the Secretary of the Congress, the Chairpersons of the Standing Committees / Subcommittees, and the Member-at-Large. 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. Review the Constitution and Bylaws annually and draft alterations to be presented to Congress for acceptance as necessary.

Section 3 Standing Committees:

For the Academic Affairs Committee, one Chairperson for each subcommittee shall be elected by their membership at the last scheduled meeting of every other year. One Secretary for each subcommittee shall be elected by their membership at the last scheduled meeting of each academic year. For the Campus Affairs Committee, one Chairperson and one Secretary for each subcommittee 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.

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The Chairperson shall:

- a. Serve as the representative to the Executive Committee.
- b. Prepare the meeting dates for the academic year and submit for posting to the governance website.
- c. Prepare the agenda for each meeting and submit for posting to the governance website.
- d. Prepare all resolutions and present them at the Executive Committee meeting.
- e. Notify committee members of pending proposals.
- f. Gather summary reports from appropriate college-wide committee representatives and present these summaries along with any college-wide resolutions at the Executive Committee meeting. (For example, the chairperson of Campus Academic Standards is expected to report on College Academic Standards Committee resolutions and activities, Campus Curriculum on College Curriculum Committee, and Planning and Quality of Life on Strategic Planning Council.)
- g. The Chairperson of the Campus Academic Standards Subcommittee and the Campus Curriculum Subcommittee will be a representative of the respective college-wide committee.

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The Secretary shall:

- a. Update the membership list and submit for posting to the governance website.
- b. Record/correct the minutes for each meeting and submit for posting 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

The Academic Affairs Committee shall concern itself with issues affecting the academic climate of the campus including curriculum, standards, and academic resources. The whole committee shall meet a minimum of once per semester under co-leadership of the chairpersons of the subcommittees. Membership will include the Campus Executive Dean, the Associate Dean of Academic Affairs, the Assistant Dean of Student Services, the Academic Department Chairpersons, and volunteers from Congress. Membership to the Academic Affairs Committee shall be subdivided into the Campus Academic Standards Subcommittee and the Campus Curriculum Subcommittee:

a. **The Campus Academic Standards Subcommittee** shall concern itself with issues, concerns and policies that impact the academic standards of the Campus and the College. Following discussions, research, and data collection, the subcommittee shall make recommendations to the appropriate administrative offices or present resolutions to Congress as appropriate. Specific charges shall include:

- i. To meet with the Associate Dean of Academic Affairs as appropriate.
- ii. To review and propose campus and college policies pertaining to academics issues and standards.
- iii. To designate three representatives with two-year terms to the College Academic Standards Committee. The Chairperson will be included as a fourth representative.

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b. **The Campus Curriculum Subcommittee** shall concern itself with issues that impact the curricular and course offerings of the campus and the college. Following discussions, research, and data collection the subcommittee shall make recommendations to the appropriate administrative offices or present resolutions to Congress as appropriate. Specific charges shall include:

- i. To review proposed campus curricular and course changes and or additions and draft appropriate resolutions.
- ii. To designate one representative, with a two-year term, to the College Curriculum Committee. The Chairperson will be included as a second representative.

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2. The Campus Affairs Committee

The Campus Affairs Committee shall concern itself with issues, concerns, and policies that impact the campus environment in general. The whole committee shall meet a minimum of once per semester under co-leadership of the

chairpersons of the subcommittees. Membership will include the Campus Executive Dean, the Associate Dean of Student Services, the Director of Plant Operations, the Director of Business Services, and volunteers from Congress. Membership to the Campus Affairs Committee shall be subdivided into the Planning Subcommittee and the Quality of Life Subcommittee:

- b. **The Planning Subcommittee** shall concern itself with issues that affect the development, renovation, creation or improvement of campus programs and facilities. Following discussions, research, and data collection, the subcommittee shall make recommendations to the appropriate administrative offices or present resolutions to Congress as appropriate. Specific charges shall include:
 - i. To meet with the Director of Plant Operations as appropriate.
 - ii. Assist in the planning of any new construction, renovation, remodeling or repurposing of campus buildings, facilities or spaces.
 - iii. To meet with the Campus Executive Dean as appropriate.
 - iv. Advocate for positions associated with the creation or renovation of facilities by working with departments to identify needs.
 - v. To designate two representatives with two-year terms to the Strategic Planning Council.

- b. **The Quality of Life Subcommittee** shall concern itself with issues that affect the welfare of the faculty, staff and students while on campus. Following discussions, research, and data collection the subcommittee shall make recommendations to the appropriate administrative offices or present resolutions to Congress as appropriate. Specific charges shall include:
 - i. To meet with the Associate Dean of Student Services as appropriate.
 - ii. To review proposed student affairs programs and policies.
 - iii. To solicit faculty/ professional staff input regarding the maintenance and safe use of campus facilities.
 - iv. To initiate research to support the improvement of the Eastern Campus environment, particularly with regard to proposals of green initiatives.
 - v. To designate one representative with a two-year term to the Strategic Planning Council.

- vi. To annually constitute an ad-hoc committee consisting of four members serving under the Quality of Life Chairperson for the purpose of reviewing nominations and selecting the recipient of the Governance Award for Academic Excellence and Service.

Section 4 Representation on College and Campus Committees

Congress members who are selected or elected to represent the Congress at campus-based or college-wide committees are charged with serving as the spokesperson for the Congress. By agreeing to serve as a Governance representative on a committee, the representative is agreeing to be the eyes, ears, and voice of the Congress. As a professional, the individual and disciplinary perspectives are to be valued, but as the Congress representative, the primary role is to advance the broader interests of the Congress. The representative is expected to attend all meetings of the committee and to report back to Congress the important decisions and actions taken by the committee. The representative is also responsible for soliciting feedback from the Congress regarding the ongoing work of the committee, and to share that feedback at the committee meetings.

Section 5 Procedure

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 6 Appointments

The Congress Chairperson may appoint faculty members temporarily to fill any vacancies until an election is held or an appointment is made by the Executive Committee.

Section 7 Removal from Office

Congress officers may be removed from office upon two-thirds (2/3) vote of those present at a Congress meeting at which a quorum is present. 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 committee Chairperson to the Congress Executive Committee. A Congress member serving on a college-wide committee who fails to present committee reports to Congress may be removed and replaced by the Congress Executive Committee.

Section 9 Amendments

Bylaws amendments may be initiated by any Congress member through a petition to the Chairperson. These Bylaws 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 seven (7) days prior to the meeting at which they will appear on the agenda.