

HARPUR COLLEGE COUNCIL BYLAWS

HARPUR COLLEGE OF ARTS AND SCIENCES

STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

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PREAMBLE

These bylaws are established by the faculty, students, and administrators of Harpur College of Arts and Sciences, State University of New York at Binghamton, to define for the Harpur College Council its responsibilities, organization, and procedures. These Harpur College Council Bylaws are distinct from the Harpur College Bylaws that define the organization of the College, the responsibilities of the administration and faculty in the College and the procedures through which these responsibilities are executed.

ARTICLE I

DEFINITIONS

As used in these bylaws, the following definitions shall apply, unless otherwise specified:

1. Harpur College. The undergraduate College of Arts and Sciences, State University of New York at Binghamton.
2. Constituency. Any of the four major groupings within Harpur College: faculty members, undergraduate students, graduate students, college administrators.
3. Harpur College Faculty. Those members of the academic staff of Harpur College having academic rank, except such members of the academic staff who are emeriti or who are defined as administrators in Article I, 5 below.
4. Harpur College Students. All undergraduate students matriculated in Harpur College.
5. Harpur College Administration.
 - a. The dean, associate deans and assistant deans of Harpur College.
 - b. Those members of the administration of Harpur College and the State University of New York at Binghamton for whom a significant part of their duties is directly related to the academic program of Harpur College. This includes, but is not limited to, all professional administrative staff of Harpur College.

It shall be the responsibility of the dean of Harpur College to prepare each year prior to the annual election of representatives a list of such members of the administration, which shall, upon approval of the Committee on Procedures, constitute the administrative constituency of Harpur College in combination with those officers listed in 5a above.

6. Graduate Students. All graduate students currently registered in degree programs based in the Harpur College of Arts and Sciences.

7. Voting Members of Constituencies. Each member of each constituency as defined in articles 3, 4, 5 and 6 above is also a voting member of that constituency. For purposes of voting for representatives to the Council, on amendments to these bylaws, on issues submitted to the electorate, and any other requisite balloting, each member shall be entitled to one vote even if that member represents more than one department or program. Individuals with faculty and administrative assignments shall be considered faculty except in those cases where administrative responsibilities account for more than 50 percent of their assigned responsibilities.
8. Council. The Harpur College Council.
9. Member of the Council or Representative. A representative of a constituency in the Council, possessing a vote in the Council. Each member shall be entitled to one vote even if that member represents more than one department or program. Representatives must be present at meetings to vote; proxy votes are not permitted. Nonvoting members of the Council are defined in Article III, Section 3 below, and are always referred to as nonvoting members of the Council.
10. Delegation. All representatives of one constituency.
11. Division. The Division of Fine Arts and Humanities, the Division of Science and Mathematics, the Division of Social Sciences and such other organizational entities as may be designated by the Council as divisions for purposes of these bylaws.
12. The Dean. The Dean of Harpur College.
13. Ex Officio. Membership on a body by virtue of office rather than by election to that body. All ex officio members of a body are full members in every respect, including the possession of voting privileges.
14. Session. An academic year composed of a fall and spring semester.

ARTICLE II

THE HARPUR COLLEGE COUNCIL: POWERS AND RESPONSIBILITIES

1. Role. There shall be a Harpur College Council as the legislative body of Harpur College.

Nothing in these bylaws abrogates the right of any of the four constituencies or of other duly authorized Harpur College bodies to organize and meet.

2. Powers and Functions. The Harpur College Council shall be responsible for the establishment of the College's educational programs and policies. This includes review and approval of the College's academic regulations and requirements and approval of new permanent courses and programs. The Harpur College Council may consider all matters that significantly affect Harpur College, but acts only on those matters that pertain to educational policy, requirements and procedures.

ARTICLE III

THE HARPUR COLLEGE COUNCIL — MEMBERSHIP: ORGANIZATION AND PROCEDURES

1. Total Size of the Council. The Council shall have that number of members determined by applying to the number of faculty delegates as provided in Section 3a. of this article, the proportions prescribed in Section 2b. of this article.
2. Apportionment of Representatives among Constituencies.
 - a. The dean and one associate or assistant dean designated by the dean shall be members of the Council ex officio.
 - b. The remaining voting members shall be representatives of the faculty, undergraduate student, administrative and graduate student constituencies. Representation among the constituencies shall be 14 representatives from the faculty constituency, 8 representatives from the undergraduate student constituency, 2 representatives from the administrative constituency and 1 representative from the graduate student constituency.
3. Apportionment of Representatives within Constituencies.
 - a. Faculty.
 - (1) One master of the constituent Colleges, selected collectively by all masters, shall be a member of the Council.
 - (2) There shall be thirteen representatives of the faculty drawn proportionately from each of the three academic divisions on the basis of the number of Voting Full-Time Equivalent faculty members in each division. The selection process will be determined collectively by department chairs and program directors, in consultation with the dean.
 - b. Students. All undergraduate student members of the Council must be matriculated in Harpur College and making appropriate progress to Harpur degrees. The Student Association academic vice president shall be a member of the Council ex officio. If the Student Association vice president is not a registered Harpur College student making appropriate progress toward a Harpur degree, that officer shall designate a replacement according to the procedures of the Student Association. There shall also be at least one undergraduate student representatives from each of the three divisions of Harpur College, selected according to electoral procedures established and operated by the Student Association (SA).

- c. Graduate Students. There shall be one graduate student representative, selected according to the procedures of the Graduate Student Organization.
 - d. The names of all representatives to the Council for the following fall semester are to be communicated by each constituency to the Dean by the end of classes for the spring semester.
4. Nonvoting Members. The council may, at its discretion, designate nonvoting members. Nonvoting members serve for one session. They may not make or second a motion.
5. Qualifications of Representatives. Any voting member of a constituency shall be eligible to serve as a representative of that constituency. If a duly elected representative of any constituency changes status so as no longer to be a member of that constituency but becomes a member of another constituency, the representative will be replaced, but will continue in office until a replacement is elected. Members of Harpur College Council may be asked to serve on a Standing Committee.
6. Terms of Office of Representatives. All members of the Council shall serve for two sessions and are eligible to serve multiple sessions if appropriately selected.
7. Elections of Representatives.
 - a. If a representative is unable or unwilling to meet regularly with the Council or has more than three unexcused absences before the mid-point of the semester, that representative's delegation may declare the representative's seat vacant. The appointing officer may communicate the name of a replacement to the dean to fill the unexpired portion of the term or the session consistent with the policies of the constituency.
 - b. The Committee on Procedures of the Council shall act as a Credentials Committee in any instances in which the seating of a delegate is contested.
8. Officers.
 - a. The Council shall meet at least once each semester.
 - b. The dean shall serve as the presiding officer. If unable to perform this function, the dean may designate an associate dean or assistant dean to preside instead .
 - c. The vice chairperson shall be the academic vice president of the Student Association ex-officio. In the event that the academic vice president does not wish to or cannot serve, the vice chairperson shall be a member of the undergraduate student delegation elected by the undergraduate student delegation.
 - d. The secretary shall be a faculty member appointed by the dean. The duties of the secretary shall be:

(1) To keep the minutes and records of the Council.

(2) To perform such other duties as the Council may prescribe.

- e. The parliamentarian shall be appointed from the Council membership by the dean. The duties of the parliamentarian shall be to advise the Council on parliamentary procedures.

9. Committee on Procedures.

- a. There shall be a Committee on Procedures consisting of the vice chairperson of the Council (see III.8.c), a member of the faculty or graduate student delegation elected by Council at its first meeting, and a member appointed by the dean. The committee will elect a chair from among its members at the first committee meeting.
- b. This committee shall receive items for the agenda no later than four full instructional days before the Council's regularly scheduled meeting day, and shall organize and present the agenda for each Council meeting.
- c. In general, the Committee on Procedures shall act as a steering committee for the Council to expedite the completion of the Council's business.

10. Meetings.

- a. The Council shall hold regular meetings as needed and determined by the Procedures Committee except during June, July and August. Special meetings may be called by the dean or Procedures Committee or by petition of at least 40 percent of the voting members of Council.
- b. Copies of the agenda and proposals for action shall be distributed to members of the Council at least 48 hours in advance of the meeting. If a proposal for action has not been distributed 48 hours in advance, a waiver of this requirement may be passed by a two-thirds vote.
- c. A quorum shall consist of a majority of the voting members of the Council but requires a majority of the faculty.
- d. Procedures shall conform to the latest edition of Robert's Rules of Order, except that the provisions of these bylaws and such rules as the Council may adopt shall take precedence.
- e. Any agenda items that remain as unfinished business at the close of a session do not carry over to the new session.
- f. Nonmembers of Council may attend any meeting of the Council as observers, and may address the Council upon recognition by the chair following formal consent from the Council.

11. Minutes. Under the direction of the secretary, minutes of each Council meeting shall be prepared and distributed to the members, and to such other persons or offices as the Council shall prescribe. Permanent files shall be kept by the dean, the director of libraries and the Student Association academic vice president.
12. Procedures for Submitting Issues to the Electorate. Any action of the Harpur College Council may be rescinded by vote of the constituencies, provided that a motion for such a vote is passed in the Council by a two-thirds majority of those voting or that such a vote is requested by petition signed by a number of members of the respective constituencies equal to at least 20 percent of the eligible votes of each of two constituencies or at least 25 percent of the eligible votes of any one constituency. In the event of referral to the constituencies, a majority shall prevail.
13. Rules of the Council. The Council may establish permanent rules governing procedures, providing such rules are not in violation of these bylaws.

ARTICLE IV

HARPUR COLLEGE COMMITTEES

TITLE A. GENERAL FUNCTIONS

The functions of the committees of Harpur College Council are to investigate, advise and recommend to the Council and, when specified, act in those areas assigned and delineated below in such other matters as may be assigned by the Council.

TITLE B. ESTABLISHMENT AND PROCEDURES OF STANDING COMMITTEES

1. Eligibility. All voting members of all constituencies shall be eligible for membership.
2. Chairpersons.
 - a. The voting administrative member of all committees, with the exception of the Procedures Committee (see Article III, Section 9.) shall serve as chairperson pro tem until the committee members elect a chairperson at the first committee meeting.
 - b. The term of office for committee chairpersons shall be one session.
 - c. Committee chairpersons can vote only to make or break a tie.
3. Term of Office.
 - a. The term of office of faculty members on standing committees shall be two years. Insofar as possible, one-half of the faculty membership of each committee shall rotate each year.
 - b. The term of office of student and administrative members shall be one year. A member may be reappointed.
4. Committee Participation. Except where otherwise specified in these bylaws, no member of the faculty or student constituency may serve as a regular member of more than one standing committee of Harpur College.
5. Selection of Committee Members.
 - a. Faculty: Before the first day of class in the fall semester, the administrative member of the Procedures Committee shall request that each department chairperson submit a list of

names identifying 20 percent of the unit's faculty members eligible to serve on Harpur College Council committees. Chairs will provide this list by the fifth day of classes of the fall semester. From the lists of eligible faculty and from the faculty at large including faculty members serving on the Harpur College Council, the administrative member of the Procedures Committee shall recommend faculty to the standing committees of the Council, making every effort to take into account the disciplinary, gender and multi-cultural diversity found in the College at large.

- b. Administrative: The administrative member of the Procedures Committee shall recommend members of the administrative constituency to serve on standing committees.
- c. Undergraduate Students: The Student Association academic vice president shall recommend undergraduate students to serve on standing committees.
- d. Graduate Students: The president of the Graduate Student Organization shall recommend graduate students to serve on standing committees.

Approval: The complete slate of membership for all standing committees will be forwarded to Council for approval at the first meeting or as soon as the slate is complete.

Vacancies: If a committee member is unable or unwilling to serve or has more than three unexcused absences, the committee chair may request that a new member be appointed following the procedures outlined for that constituency. The name of the committee replacement will be forwarded to Council for approval.

6. Procedures of Standing Committees.

- a. Recommendations from standing committees shall be subject to approval by the Council. However, nothing herein shall prevent an administrative officer from seeking advice from any committee, and nothing shall prevent a committee from proffering advice if it so wishes.
- b. A written record of committee actions shall be kept by a secretary appointed by the administrative member of the Procedures Committee. One copy of such record will be provided to the Harpur College associate dean of academic affairs.
- c. To confer with appropriate committees and administrative officers of other schools of the State University of New York at Binghamton on matters of common concern.
- d. By August 15 of each year, all committees shall provide the Council with summaries of their activities for the past session.

7. Size of Standing Committees. The Council may, at its discretion, change the size of any standing committee, provided that the proportions specified in these bylaws for the committee are maintained as nearly as is possible, and also provided that each constituency shall have at least one representative on each committee.

8. Quorum. For the Committee on Procedures and the Elections Committee, a quorum shall consist of a majority of the members. For all other Standing Committees, a quorum shall consist of at least two faculty members plus the administrative member.

TITLE C. ESTABLISHMENT AND PROCEDURES OF AD HOC COMMITTEES

1. Establishment. The Harpur College Council may create ad hoc committees and shall prescribe the functions and compositions in the resolutions creating them. At the request of the Council, the Procedures Committee will forward a recommendation for an ad hoc committee consisting of the committee's charge, composition, chairperson and timeline for conducting and reporting its work. That recommendation will be reviewed and approved by Council.
2. Composition. The ad hoc committee must be composed of members from all four constituencies: faculty, administration, undergraduate students and graduate students.
3. Selection of Committee Members. Once the recommendation to establish an ad hoc committee is approved, the dean will appoint the faculty and administrative members, the Student Association academic vice president will appoint the undergraduate student members, and the president of the Graduate Student Organization will appoint the graduate student members.

TITLE D. COMPOSITION AND FUNCTIONS OF STANDING COMMITTEES

1. Academic Honesty Committee

a. Composition: Four faculty members selected when possible to represent all three Divisions of Harpur College, two undergraduate students, one administrator, one graduate student and one nonvoting administrative member to serve as secretary.

b. Functions:

- (1) The Academic Honesty Committee is not a legal or judicial body but an administrative one. The committee hears and deliberates on cases involving academic dishonesty but renders no binding verdicts, judgments or decisions. After evaluating a case, the committee sends to the associate dean of academic affairs of Harpur College, and may send to the professor involved, nonbinding recommendations as to the action each may choose to take. The final disposition of a case is not within the jurisdiction or power of this committee.
- (2) To carry out those functions specified in a document titled "Procedures and Policy for the Academic Honesty Committee," as approved and amended by the Harpur College Council.

- (3) To publicize by category the disposition of all cases referred to it during the preceding semester. This publication shall be carried out at least once a year in a form that the committee deems most appropriate to reach all members of the student body, faculty and administration associated with Harpur College.

2. Academic Standards Committee

a. Composition: Four faculty members selected when possible to represent all three Divisions of Harpur College, two undergraduate students, one administrator, one graduate student and one nonvoting administrative member to serve as secretary.

b. Functions:

(1) To ensure that the published academic standards of the College are being implemented appropriately, to make policy recommendations related to academic standards, and to entertain petitions for exceptions to these standards. Among the academic standards maintained by the committee are: graduation requirements (except for requirements in the major), satisfactory progress, graduation honors, transfer evaluation policies, overloads, the grading system, repeating courses, withdrawing courses and changes in grade option.

(2) To award Harpur College honors; to award individual prizes for excellence when the criteria are principally based on the academic record.

3. Awards Committee

a. Composition: Three faculty members selected when possible to represent all three Divisions of Harpur College , the associate dean of academic affairs, the dean of students, the associate director of campus activities and orientation, and two undergraduate students (one of which shall be the student association academic vice president) and a graduate student.

b. Functions: To select students for honors and awards, the criteria for which are curricular and extracurricular.

4. Committee on Procedures

a. Composition: Three members of the Council, as provided in Article III, Section 9, above.

b. Functions:

(1) To perform those functions prescribed in Article III, Section 9 and in Article V, Title B.

- (2) To perform such other procedural functions as the Council shall from time to time prescribe.

5. Curriculum Committee

- a. Composition: Four faculty members selected when possible to represent all three Divisions of Harpur College two undergraduate students, one administrator, and one nonvoting administrative member to serve as secretary.
- b. Functions:
 - (1) To evaluate proposals for new permanent courses.
 - (2) To review revisions to existing majors, minors, certificates, concentrations, and departmental honors programs and courses (titles, descriptions, change in credit hours and renumbering).
 - (3) To confer with appropriate committees and administrative officers of the other schools of the State University of New York at Binghamton on matters of common concern.

6. Educational Policy and Priorities Committee

- a. Composition: Four faculty members selected when possible to represent all three Divisions of Harpur College, two undergraduate students, one administrator, one graduate student and one nonvoting administrative member to serve as secretary.
- b. Functions: To concern itself with the educational policies of Harpur College.
 - (1) To develop and recommend to the Council new college-wide educational policies.
 - (2) To review proposals for new departments, programs, majors, minors, certificates, concentrations and honors programs, and make appropriate recommendations to the Council.
 - (3) To review proposals for the suspension, deactivation or elimination of departments, programs, majors, minors, certificates, concentrations and honors programs, and make appropriate recommendations to the Council.
 - (4) To review requirements for degrees and make appropriate recommendations to the Council.
 - (5) To review and recommend to the various departments procedures to ensure that in each department students are formally involved in departmental academic matters.

7. Elections Committee

- a. Composition: Four members, including the secretary of Council, the vice chairperson of Council, one administrative member appointed by the dean, and one graduate student appointed by the president of the Graduate Student Organization.
- b. Functions:
 - (1) To prescribe procedures for all regular and special elections of administrative representatives to the Council, and for such other elections as the Council may prescribe.
 - (2) To supervise such elections and certify the results.
 - (3) To conduct votes for issues submitted to the electorate for faculty, administrative members and graduate students. The Student Association is responsible for conducting such ballots for Harpur undergraduate students.

8. Individualized Major Program Committee

- a. Composition: Four faculty members selected when possible to represent all three Divisions of Harpur College; two undergraduate students, the associate dean for academic affairs, and the IMP adviser, who shall serve as secretary.
- b. Functions: To approve proposals by individual students for individualized major programs not listed in the University Bulletin.

9. Summer Committee

- a. Composition: Four faculty members, two undergraduate students, one administrator, one graduate student and one nonvoting administrative member to serve as secretary.
- b. Functions: To conduct, during the interim between the spring and fall semesters, business that would normally fall to the standing committees but cannot wait until the fall semester.

Each summer committee will be discharged at the first Council meeting in the fall.

ARTICLE V

AMENDMENTS. INTERPRETATIONS AND RECONSIDERATION

TITLE A. AMENDMENTS

1. A proposed amendment or general review of the bylaws may be initiated by any of the following methods:
 - a. A majority vote of the Harpur College Council.
 - b. A petition signed by a number of members equal to 20 percent of the eligible votes of each of two of the four constituencies.
 - c. A petition signed by a number of members equal to 25 percent of the eligible votes of any one of the four constituencies.
2. Approval of any proposed amendment requires:
 - a. That it be voted on by all four constituencies.
 - b. A vote in its favor by a majority of those voting in three of the four constituencies.

TITLE B. INTERPRETATIONS

The Committee on Procedures of the Council shall issue such advisory opinions regarding the interpretations of these bylaws as are necessary to the orderly and expeditious conduct of College business. Challenges to such opinions may be made in the Council, and shall be decided by a majority vote in the Council.

ARTICLE VI

RATIFICATION

These bylaws shall be submitted for ratification to each of the four constituencies, and shall be considered approved upon receiving a favorable vote by a majority of those voting in each of the four constituencies.