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B y l a w s
of the
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S. U. N. Y. P o t s d a m

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Preamble.

The bylaws of the School of Education and Professional Studies are intended to serve as a means for increasing the design and delivery of academically and professionally sound courses, programs, and other services for our students. To those ends, the bylaws seek to establish processes whereby members of the faculty and administration will be assured of governance structures that promote healthy working relationships among colleagues

**Article I:
Membership.**

The membership of the School consists of all full-time temporary, term, continuing, and permanent appointment employees of the college who hold academic or professional rank within the School. Part-time employees on term or continuing appointment also hold membership in the School. All members of the School on leave may vote, but may not serve on School or departmental committees.

**Article II:
Responsibilities.**

The School is responsible for forming recommendations concerning academic and personnel policies; for implementing approved policies; and for other matters that affect the common good.

**Article III:
School Meetings.**

There will be a meeting of the School within the first two weeks of the autumn semester. Other regular meetings will be at the call of the School moderator (or his or her designee).

An extraordinary meeting (*i.e.*, a meeting not called by the School moderator) will be held at the signed petitioning of at least one-fourth of the members of the School. The agenda of such a meeting will be limited to the item(s) stated in the petitioned call.

For all meetings, notice will be given at least one week in advance.

All meetings will be conducted in accordance with State University of New York Board of Trustees Policies, with the policies of SUNY Potsdam, and with an accepted standard and public body of rules (*e.g.*, Robert's).

A quorum for the conduct of business will be at least 50% of the School membership plus one.

Minutes of meetings will be prepared, circulated promptly to all members, and archived by the School moderator.

Attendance at School meetings will be open to any faculty or administrative member of the School and guests of members. Anyone may be accorded voice by the membership for that meeting.

Graduate assistants whose responsibilities lie within the School will have voice, but not vote, at all School meetings.

All members of the School are expected to attend School meetings.

Article IV: School Moderator.

The School moderator (or any interim or acting School moderator) will be elected by the School membership at a meeting late in the previous spring semester. The School moderator will serve typically for a one-year term.

The responsibilities of the School moderator will be to chair meetings of the School, to advance collegiality, to inform the dean, to act on behalf of the School faculty when instructed by the faculty, and to convene each year the first meeting of each standing committee of the School.

Article V: School Committees.

There will be two types of School committees: standing committees and *ad hoc* committees. (Administrative committees, which are appointed by, charged by, and report to college administrators, are outside of the purview of these bylaws).

The standing committees of the School will be the Academic Affairs Committee, the Personnel Committee, and the Scholarship and Awards Committee.

Members of standing committees will be members of the School. The Academic Affairs Committee also will include students.

An additional member (faculty or student) may be added by the dean to the Academic Affairs Committee or to *ad hoc* committees of the School in order to affect inclusivity.

The term of membership on any standing committee will be two years. Members will serve in classes so that there is some continuity of committee membership year-to-year.

Where possible as determined by departmental size, no person may serve on more than one standing School committee.

Ad hoc committees may be formed by the School membership. The charge(s), anticipated life, and membership of each *ad hoc* committee will be determined at its creation. Membership of *ad hoc* committees may include non-members of the School (for example, practicing elementary and secondary classroom teachers).

Each standing committee will elect its own chairperson, who will serve for one year and may be re-elected once. Each *ad hoc* committee will elect its own chairperson, who will serve for the designated life of the committee.

Attendance at meetings of any committee, except those of the Personnel Committee, will be open to any School member.

The members of any committee may consult with anyone. Committee membership may be changed only with departmental approval.

School members are expected to provide committee service as part of their professional obligations.

Article VI: Academic Affairs Committee.

The Academic Affairs Committee will consist of one member elected by each department in the School and two students. Of the two students, one will be an undergraduate student and one will be a graduate student. Both will be matriculated in programs of the School during the time of committee service. The students will be selected by their peers.

The Academic Affairs Committee may form standing or *ad hoc* sub-committees.

The Academic Affairs Committee is encouraged to consult appropriately (*e.g.*, with practicing classroom teachers).

The Academic Affairs Committee will:

- XIV. receive and review from one or more of the academic departments, programmatic proposals for changes requiring Faculty Senate and/or state-level action. It will consult as appropriate with other departments within the School. It will make its recommendations to the dean.

- XV. engage in analyzing and projecting long-range future academic needs or opportunities of the School.
- XVI. initiate and make recommendations to department(s) regarding academic matters.
- XVII. review, evaluate, and make recommendations to the School membership regarding School procedures for student appeals.

**Article VII:
Personnel Committee.**

The Personnel Committee will consist of one member elected by each department in the School. At least four of its members will have continuing or permanent appointment and at least one will be on term appointment. In the event that all members of the committee have continuing or permanent appointment, the committee will select one additional member of the School's faculty who is on term appointment to serve on the committee.

The Personnel Committee will:

- I. review, evaluate, and make recommendations to the School membership regarding School personnel policies.
- II. make recommendations to the dean regarding applications of School members for reappointment, continuing or permanent appointment, promotion, or leave.
- III. assure confidentiality during and after it makes recommendations regarding personnel requests.
- IV. implement other approved School personnel policies.

**Article VIII:
Scholarship and Awards Committee.**

The Scholarship and Awards Committee will consist of one member elected by each department in the School.

The Scholarship and Awards Committee will:

- A. review, evaluate, and make recommendations to the School membership regarding School scholarship and awards policies.
- B. work with the departmental chairpersons to develop and implement procedures to identify candidates for School scholarships and awards.
- C. select recipients for designated School scholarships and awards upon review of individual applications.

**Article IX:
School *Ad Hoc* Committees.**

Upon the creation of *ad hoc* committees, their charges, and life, by the School membership, the moderator of the School will appoint the committee members, after consulting with the departmental chairpersons and the dean.

**Article X:
Academic Departments and Departmental Membership.**

The academic departments (hereafter called “departments”) of the School are:

- Business Administration.
- Community Health.
- Early Childhood, Childhood, and General Professional Education.
- Information and Communication Technology.
- Literacy.
- Secondary Education.
- Special Education.

New or reconfigured departments may be created by the dean upon the recommendation of an existing department or the School membership.

For faculty members whose date of initial appointment to the college is prior to the date of adoption of these bylaws, membership in a specific department will be determined by the dean after consultation with individuals and after consideration of qualifications and experience. For faculty members who are appointed after the adoption of these bylaws, membership in a department will be specified by the terms of the search and the initial appointment to a department by the college president.

Each department will develop departmental bylaws and appropriate policies, which will include personnel policies and student appeals procedures.

A member of the faculty may request a secondary appointment in another department, which will consider the request. Such secondary appointments will be for three years, may be renewed, and in other matters will be governed by the college's Faculty Handbook. A secondary appointment brings voice and vote in the second department (and program, as appropriate). In personnel matters regarding reappointment, continuing appointment, promotion, and leaves, only the primary department will participate.

Graduate assistants whose responsibilities lie within the School will have voice, but not vote, at all meetings of the department(s) with whom they work.

**Article XI:
Other Components of the School.**

Other components of the School are governed by policies and/or procedures of the School and/or college.

**Article XII:
Amending Process.**

These bylaws may be amended by a two-thirds vote of the School membership. Any member of the School may propose an amendment. The proposed amendment(s) will be distributed by the proposer(s) to the School membership at least two weeks before the duly called meeting at which discussion and decision-making occur.

Before becoming effective, amendments accepted by the School membership will be recommended to the dean and will become effective upon approval by the college president.

**Article XIII:
Effective Date.**

These bylaws will take effect immediately upon being approved by two-thirds of the School membership and upon approval by the dean and the college president.