

THE CRANE FACULTY ASSOCIATION
of
THE CRANE SCHOOL OF MUSIC, SUNY at POTSDAM

CONSTITUTION AND BY-LAWS

PREAMBLE

Actively seeking to promote good morale among its colleagues, sensitive to a common accord to foster an environment in which effective learning can prosper, aware that maximum faculty participation through the democratic process can effect both the programs and the personnel of the School, and eager to encourage student participation in matters of mutual concern, we, the faculty of The Crane School of Music, do establish this constitution.

ARTICLE I: NAME

The name of this association shall be The Faculty Association of The Crane School of Music of the State University of New York at Potsdam.

ARTICLE II: OBJECT

The object of this association shall be to engender among its members the awareness of the operation and action of the School from the conception of policy through its adoption and implementation. The Faculty Association shall have the obligation to participate significantly in the initiation, development and implementation of the educational program.

ARTICLE III: POWERS

The Faculty Association of The Crane School of Music is the representative governing body of its faculty. It is empowered to recommend faculty policy relating to academic affairs, student affairs, personnel, facilities and any other matters of general faculty concern; to act upon college policy relating to such matters; to organize itself with officers elected from its voting membership; to receive and act upon reports from its committees, and to recommend to and communicate with the Dean of The Crane School of Music, the President of the College, the University Senate or any other appropriate individual or body.

All proposals for new or revised Crane policies/procedures/curricula that have been approved by the Crane Faculty Association in accordance with CFA Bylaws will be submitted in writing by the CFA President (or President's designee) to the Dean of The Crane School of Music within 30 days of the Crane Faculty Association meeting in which the action took place. The Dean will then have 30 days to notify the CFA President in writing whether or not the recommendation has

been approved. Upon written notification to the CFA President within the initial 30-day period, the Dean may have an additional 30 days to respond. If the Dean fails to respond in writing within 30 days—or 60 days in the case of an extension—the recommendation shall be considered to have been approved by the Dean. In the event of prolonged absence of the Dean, the interim Dean will receive and respond to CFA recommendations.

ARTICLE IV: MEMBERSHIP

- A. The membership shall be limited to voting faculty. Voting faculty shall consist of individuals having contractual appointments assigned to The Crane School of Music, including:
 - a. Management Confidential Personnel.
 - b. All personnel represented by the United University Professions bargaining unit.
 - c. Librarians represented by the UUP bargaining unit who are assigned to the Crane Library.

ARTICLE V: OFFICERS AND DUTIES

The officers of the Association shall be the President, the Vice President, and the Secretary. Elections shall be conducted in April of the academic year. Terms of office become effective with the beginning of the Fall semester. The officers of the Association shall not be Management/Confidential employees.

- A. The President shall be elected for a term of two years. He shall preside at all meetings of the Association and serve as its representative whenever requested.
- B. The Vice President shall be elected for a term of one year. He shall, in the absence of the President, preside at meetings of the Association and may represent him whenever requested.
- C. The Secretary shall be elected for a term of one year and shall record and maintain the minutes of the meetings of the Association. These shall be made available to the Faculty Association of The Crane School of Music.
- D. Officers of the Faculty Association may succeed themselves for only one additional term.

ARTICLE VI: MEETINGS, REGULAR AND SPECIAL

- A. Regular meetings of the Faculty Association of The Crane School of Music shall be held

during the academic year and shall be called by the President. There shall be at least one meeting of the Faculty Association during each month that regular classes are in session. Those meetings shall be called by the President of the Association.

- B. Notices of meeting shall be published 2 weeks prior to meetings.
- C. Special meetings may be called by the President at his discretion or by petition to the President of seven (7) members of the Faculty Association for specific subject consideration only. Such meetings shall require two (2) days' notice. No other business shall be introduced from the floor.
- D. For meetings of The Faculty Association of The Crane School of Music, a quorum shall be defined as a majority of the number of full-time, on-campus members of The Association.
- E. All CFA minutes and other correspondence shall be permanently stored in the Office of the Dean of The Crane School of Music.

ARTICLE VII: STANDING COMMITTEES

- A. Standing Committees of the Faculty Association of The Crane School of Music are advisory groups whose function is to make policy recommendations to the Faculty Association.
- B. If the Faculty Association approves those recommendations by a majority vote, those recommendations are presented to the Dean for action.
- C. Standing Committee nominees receiving the highest number of votes shall be considered elected. If a vacancy on any standing committee occurs between regular Crane Faculty Association elections, a special election from a new slate of nominees shall be held to fill the vacancy. Such committees shall have a majority as their quorum.
- D. Standing committee members shall be elected to two (2) year terms. To insure the smooth transition of business from one academic year to another, those terms shall overlap in such a manner that the majority of a committee shall be elected one year, and a minority the next. The terms of a five-person committee shall overlap as follows:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4
MEMBER 1	2 YRS -----		2 YRS -----	
MEMBER 2	2 YRS -----		2 YRS -----	
MEMBER 3	2 YRS -----		2 YRS -----	

MEMBER 4 ----- **2 YRS**----- **2 YRS**-----

MEMBER 5 ----- **2 YRS**----- **2 YRS**-----

The overlapping terms of a seven-person committee shall be divided four and three, etc.

E. Each committee shall (1) maintain records and minutes of all meetings and (2) submit to the President of the Association and the members of the Association at the end of the academic year a written report of its activities.

F. The names of the Standing Committees shall be:

- a. The Nominating Committee
- b. The Scholarship and Professional Development Committee
- c. The Undergraduate Program Committee
- d. The Graduate Program Committee
- e. The Personnel Committee
- f. The Student Affairs Committee
- g. The Library Committee
- h. Admissions Committee

G. Ad Hoc Committees: The Association President may appoint ad hoc committees to report to the Faculty Association of The Crane School of Music on special matters. The procedures of the ad hoc committees will be prescribed by the individual committees.

H. With the exception of the Nominating Committee and the Personnel Committee, any Standing or Ad Hoc Committee of the Association may add to its membership up to five (5) additional non-voting members, either faculty or student, to facilitate its business.

I. Membership and Duties:

a. Nominating Committee

1. The Nominating Committee shall be composed of five (5) members of the Faculty Association.

2. The Nominating Committee will propose a slate of nominees willing to stand for election for each office and for each standing committee, except itself, by April 1st of the school year.

3. The membership of the Nominating Committee shall be selected from nominees proposed from the floor for election at the first meeting of the Faculty Association beginning the school year.

b. Scholarship and Professional Development Committee

1. The Scholarship and Professional Development Committee shall be composed of seven (7) members of the Faculty Association.
 2. The Scholarship and Professional Development Committee shall: (a) recommend allocation of State and other funds for specific functions within The Crane School of Music and (b) recommend to the dean recipients for specific student prizes, awards, and scholarships subject to their pertinent conditions.
- c. Undergraduate Program Committee
1. The Undergraduate Program Committee shall be composed of seven (7) members of the Faculty Association.
 2. The Undergraduate Program Committee shall make recommendations pertaining to all undergraduate curricula for approval by the Faculty Association.
- d. Graduate Program Committee
1. The Graduate Program Committee shall be composed of five (5) members including one representative with primary appointment in music performance, one representative with primary appointment in music theory/history/composition, two representatives with primary appointment in music education, and one faculty-at-large. [n.b. “and will deal with matters pertaining to graduate curriculum, graduate admission, and graduate examination/evaluation.” lost in amendment process?]
 2. Matters pertaining to graduate student affairs will be handled by the Student Affairs Committee of the Crane Faculty Association.
- e. Personnel Committee
1. The Personnel Committee shall be composed of five (5) members elected from the Academic Faculty.
 2. The Personnel Committee shall: (a) recommend to the Dean academic employees to be considered for reappointment or continuing appointment, promotion in academic rank, faculty awards, and sabbaticals and other leaves of absence and, (b) determine standards whereby policies under (a) above shall be implemented.
- f. Student Affairs Committee
1. The student Affairs Committee shall be composed of five (5) members of the Faculty Association.

2. It shall hear and act upon matters arising out of interpretation and implementation of established policies.

3. It shall mediate differences of opinion between students and faculty, whenever assistance is requested.

4. It shall act to promote good morale and facilitate student liaison with members of the Faculty Association of The Crane School of Music.

g. Library Committee

1. The Library Committee shall be composed of five (5) Faculty Association members, plus the Crane Library Professional Staff. The Library Professional Staff shall serve as non-voting members.

2. It shall assist in the selection of materials for The Crane School of Music Library.

3. It shall maintain standards of acquisition practice consistent with firm support of the academic programs offered.

4. It shall advise and assist the Librarian in the operation of the Library.

h. Student Membership

1. Up to two (2) students, chosen from The Crane School of Music student body, may serve as representatives on Standing Committees which share matters of mutual concern.

2. These committees are the Undergraduate Program, Library, and Graduate Program.

3. The students who serve on the Graduate Program Committee shall be regularly enrolled graduate students of The Crane School of Music.

i. The election of a Chairman and a Recorder shall be the first item of business of the first meeting of each Standing Committee.

ARTICLE VIII: CONSULTATION AND IMPLEMENTATION

A. In order to insure facility in the transition of the administration of committee affairs between academic years, each committee will be responsible for the recording of procedures to be followed within each committee subdivision, particularly regarding:

a. Curriculum, both graduate and undergraduate.

- b. Personnel matters, e.g., promotions, additional compensations, and appointments.
- c. Such other matters individual and appropriate to the specific group.

ARTICLE IX: AMENDMENTS

- A. Amendments to this Constitution must be proposed in writing to the Secretary of the Faculty Association of The Crane School of Music by any ten (10) members and shall bear their signatures.
- B. Within seven (7) days after receipt of the proposed amendment, the Secretary of the Faculty Association of The Crane School of Music shall arrange for its distribution to the faculty.
- C. The President of the Faculty Association of The Crane School of Music shall call a special meeting of the Association to consider the proposed amendment within fourteen (14) working days but not earlier than seven (7) working days after its distribution. In accordance with Article VI (C) the proposed amendment shall be the only item of business to be considered.
- D. Adoption of amendments to this Constitution shall require the affirmative vote of two-thirds (2/3) of those voting faculty present.
- E. Where any portion of this Constitution is inconsistent with the *Policies of the Board of Trustees of the State University of New York*, the agreement between the designated bargaining unit and the State of New York, and/or the Constitution of the Faculty of the State University of New York at Potsdam, the provisions of the latter documents shall prevail pending formal revisions of this Constitution.
- F. Any further amendments must be approved by the President of the College.

ARTICLE X: CONDUCT OF BUSINESS

- A. The business of the Faculty Association of The Crane School of Music and its various committees shall be conducted in accord with Robert's Rules of Order, Revised, except where other procedures are provided in this Constitution.
- B. Any vote in meetings of the Faculty Association shall be by secret ballot, if requested by two (2) members present when the vote is to be taken, or at the direction of the presiding officer.
- C. All committee recommendations must be signed by the committee chairperson, and the total vote recorded.

ARTICLE XI: RECALL

Any elected officer of the Faculty Association of The Crane School of Music may be recalled from office by a two-thirds (2/3) vote of the membership at a special meeting called for that purpose.