

STATE UNIVERSITY OF NEW YORK AT STONY BROOK
UNIVERSITY SENATE BY-LAWS
Revised December 2003

I. Scope

1. Purposes

These by-laws shall govern the operations of the University Senate as constituted and mandated by the *policies of the Board of Trustees* and by the Constitution and all its amendments.

2. Approval

These by-laws shall be in effect as soon as approved by the University Senate and the Chief Administrative Officer, in accordance with the *Policies of the Board of Trustees*, Article X, Section 5(b).

II. Definitions

As used in these by-laws, unless otherwise specified, the following terms shall mean:

1. **Constituency:** The following groups in the University community are constituencies represented in the University Senate and on University Senate committees: faculty (sub-divided into major governance units and libraries); professional employees; undergraduate students; and graduate students.
2. **Constitution:** The University Senate Constitution and all its amendments.
3. **Electoral divisions of Arts and Sciences:** Humanities and Fine Arts, Social and Behavioral Sciences, and Natural Sciences.
4. **Faculty:** All full-time members of the staff in positions that carry designation of academic rank including library staff.
5. **Graduate students:** All full-time students enrolled in masters programs, doctoral programs, and post-baccalaureate professional programs.
6. ***Policies of the Board of Trustees:*** The current edition of the rules governing the State University of New York and the institutions therein as mandated by law.
7. **Professional employees:** All members of the professional staff of the University in positions that carry no designation of academic rank. The following categories are excluded from the professional employee constituency: *ex-officio* members of the Senate, interns, residents, post-doctoral fellows, and students.
8. **Quorum:** The presence of one quarter (25%) of the filled Senator positions shall constitute a quorum at Senate meetings.
9. **SUNY Faculty Senate:** The governance body of the State University of New York representing its Faculty and Professional Employees, as authorized by the *Policies of the Board of Trustees*.

10. Undergraduate students: All full-time matriculated students enrolled in baccalaureate programs of any of the academic units.

III. Apportionment of Senate Representation

The procedure for apportioning Senate representation shall be as follows. Before each spring semester the Secretary of the Senate shall request the Provost and the Vice President for Health Sciences to provide lists of departments and programs that meet the requirements of Section II.1.a.i of the Constitution. After review is completed by the Senate Executive Committee, the Secretary shall notify the officials of each constituency of its number of senators as specified in Sections II.1.a,b,c of the Constitution. In the event that fractional numbers for senators arise from these formulae the numbers shall be rounded to the nearest integer.

IV. Selection Procedures for Senators, Senate Committee Members, and Representatives of the Senate

1. Procedures for selection of departmental senators, senators-at-large, and senate committee members representing each constituency shall be determined by the duly constituted organization for that constituency. These procedures, as defined in the organization's governance documents (Constitution I.4), shall be publicized to its constituents, and should conform to the following principles:

- a. Candidates shall be members of the constituency
- b. Nominations shall be public and open
- c. Elections, if held, shall be open to all members of the constituency and decided by majority vote.

2. Election Administration

The solicitation of nominations for and the elections of senators-at-large and senate committee representatives of the faculty and the professional employees shall be the responsibility of the organizations representing those constituencies. In the event that the office of the University Senate administers the nomination or election procedures for a constituency, the University Senate vice president representing that organization shall be responsible for ensuring compliance with by-law IV.1. Nominations shall be complete by April 1st and elections by April 30th.

3. Senator Unable to Complete Term

When a senator is unable to serve or complete his or her term, the constituency represented by that senator shall be so informed by the Secretary of the Senate and shall by methods of its own choosing select an alternate or replacement. A senator who is unable to fulfill his or her responsibilities may request a leave of absence from the University Senate for a specified period of time from the governing body of his or her constituency. The appropriate constituency will then fill the vacancy for the period of the leave.

4. Stony Brook Representatives in the SUNY Faculty Senate

The Secretary of the Senate shall solicit nominations from all faculty and professional employees, as defined in the governance documents of the SUNY Faculty Senate, and the office of the University Senate shall administer the election. The results of this election shall be communicated to the President of the SUNY Faculty Senate by April 1st.

5. Senate Representatives on Administrative Committees

When the University administration and the University Senate form joint committees, the Executive Committee, in consultation with the responsible administrator, shall appoint the Senate representatives

to those committees.

V. Committee Membership

Faculty and professional employee members of Senate committees shall serve terms of three years, with the exception of one member of the Library Personnel Policy Committee. Members may not serve more than two consecutive terms. Terms shall be staggered so that no more than one half of the seats on a committee shall be open in any election. Terms shall begin on the first day of the following fall semester. Committees shall have voting membership as follows.

1. The following committees shall include a base membership of:

- two faculty members from each of the electoral divisions of Arts and Sciences
- two faculty members from Engineering and Applied Sciences
- two faculty members from Health Sciences
- one library faculty member
- one professional employee

Additional members and further specifications are listed below:

- a. Administrative Review Committee. one professional employee; one undergraduate student; one graduate student
- b. Committee on Academic Planning and Resource Allocation (CAPRA). one professional employee; one undergraduate student; and one graduate student
- c. Computing and Communications Committee. one undergraduate student; one graduate student; and one faculty representative from Health Sciences.
- d. Graduate Council. two graduate students. *Note* one of the two Health Sciences representatives must be from Basic Health Sciences
- e. Library (Services) Committee. one representative from the library; one undergraduate student; and one graduate student
- f. Research Committee. one faculty representative from Health Sciences; one undergraduate student; and one graduate student.
- g. School of Professional Development (SPD) Council. two SPD Students.
- h. Undergraduate Council. one professional employee; two undergraduate students; and one graduate student.
- i. University Affairs: one undergraduate student; one graduate student.

2. Membership of the following committees shall be as described below:

j. The Campus Environment Committee shall consist of:

- two faculty member from each of the electoral divisions of Arts and Sciences;
- two faculty member from Engineering and Applied Sciences;
- two faculty members from Health Sciences ;
- one library faculty member;
- one professional employee each from west campus and east campus;
- two undergraduate students;
- one graduate student;
- the Director of Environmental Health & Safety (*ex officio*, non-voting).

k. The Student Life Committee shall consist of:

- five undergraduate students, to include at least two resident students and two commuter students, and at least one undergraduate Health Sciences Student;
- three graduate students;
- one faculty member from each of the electoral divisions of Arts and Sciences
- one faculty member from Engineering and Applied Sciences;
- one faculty member from Health Sciences;
- one library faculty member;
- one professional employee;
- the Executive Director of the Faculty-Student Association (*ex officio*, non-voting).

1. The Library Personnel Policy Committee shall consist of:

- three tenured faculty members from Arts and Sciences;
- one tenured faculty member from Engineering and Applied Sciences;
- two tenured faculty members from Health Sciences;
- two tenured library faculty members from main campus libraries;
- one tenured library faculty member from the Health Sciences Center Library
- one untenured library faculty member, serving a one-year term. This seat shall be held by west campus librarians for two consecutive years, followed by a Health Sciences Center librarian for one year.

All of the tenured committee members must have rank equivalent to associate professor or higher.

m. The Council on Faculty Rights and Responsibilities: The Provost or Vice President of Health Sciences, as appropriate, shall appoint the members from a list of nominees proposed by the respective faculty constituencies. Each constituency will determine its method of selection. The council shall consist of a chair, who will be a respected senior scholar, and seven tenured faculty, at least four of whom shall be full professors. Membership shall be apportioned as follows:

- one faculty member from each of the electoral divisions of Arts and Sciences;
- two faculty members from Health Sciences;
- two faculty members from Engineering and Applied Science

VI. Senate Officers

1. Selection and Terms of Office

Only Senate members are eligible to serve as officers of the Senate. The Vice Presidents shall be selected by the organizations representing their constituencies (Constitution VII.1). The Senate shall elect the President and Secretary, as follows. The Executive Committee shall present a slate of nominees for President and Secretary to the Senate no later than the March Senate meeting. There shall be a ten-day waiting period during which additional nominations of officers may be submitted to the Executive Committee for inclusion on the ballot. Each nomination must include the signatures of ten Senate members in support of that nominee. Within a week following the election of Senators (By-law IV.2) ballots will be sent to the full incoming Senate membership for election of the President and Secretary. The results of the election will be announced before July 1. The President-elect shall serve on the Executive Committee. All officers shall take office at the first meeting of the Senate in the Fall semester and shall serve two years beginning at that meeting. The immediate past President shall serve on the Executive Committee until a new President is elected. If the immediate past President cannot

serve the Executive Committee will identify another past-President to serve for this period. Terms of office for Senate officers shall be staggered so that no more than three positions shall become vacant at any one time.

2. Vacancies

Should the President or Secretary of the Senate be unable to serve or be removed from office, a replacement to serve until the end of the academic year shall be elected at the next regular Senate meeting by a majority of the Senators present and voting, provided that a notice to this effect is put on the agenda and distributed at least one week in advance of the meetings.

VII. Duties of Senators and Committee Members

1. Senate

A Senator is expected to attend all meetings of the Senate. Should a Senator be absent from four meetings in one academic year, the Senate shall consider that Senator to have resigned. The Secretary of the Senate shall notify the relevant constituency, or its duly constituted representative governance organization or official, to appoint a replacement to serve the remainder of the year, or until new elections are held, whichever is sooner. In the event that any position in the Senate is not filled in this manner within one month after notification, the position will not count toward a quorum until such time as it is filled.

The following rule shall determine the total number of members of the Senate for the purpose of deciding whether a proposed constitutional amendment has received a sufficient majority of that membership for passage. The seat of any Senator who has been recorded absent without an excuse for two or more regular Senate meetings in a semester in which constitutional amendments are proposed and voted on shall not be counted as part of the total membership.

2. Committees

Senate Committee members who do not attend at least half of the meetings of a committee in a semester may be replaced. The Committee Chair or the Secretary of the Senate may request the constituency or appropriate authority to recommend a new committee member, who shall complete the term of the member replaced.

VIII. Amendments of the By-laws

These By-laws may be amended by a vote of two-thirds of the Senators present and voting at a regular Senate meeting, provided that the proposed amendment is published in full in the agenda and distributed to Senators at least one week in advance of the meeting.

Revised December 2003

Approved by University Senate January 26, 2004

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Campus Environment Committee Membership Revision

Approved by University Senate on December 4, 2005

Quorum added and approved by University Senate on March 6, 2006