

Approved by the School of Education Faculty
April 4, 2006

BUFFALO STATE COLLEGE

SCHOOL OF EDUCATION

BYLAWS

PREAMBLE

The Faculty of the School of Education at Buffalo State College establishes these Bylaws in order to provide for the open discussion and recommendations of policies and procedures of concern to the Faculty and the conduct of business in keeping with basic democratic principles. Provisions of these Bylaws are statements of policies governing the conduct of affairs of the School of Education.

ARTICLE I

Membership

- A. Members of the Faculty are those members of the College community who have primary professional commitment to the School of Education. Voting members of the Faculty shall be defined according to the College Bylaws as stated by the Board of Trustees. A list of eligible faculty members and their designated voting status shall be prepared and circulated by the Agenda, Bylaws and Elections Committee at the beginning of each academic year.
- B. Limited membership and specified voting privileges may be extended to other individuals engaged in Faculty matters other than curriculum and/or personnel actions; such an extension shall require approval of a majority of the voting faculty present at a regular meeting.

ARTICLE II

Organization

- A. **Administrative Units**. The following units are the administrative units of the School of Education: Elementary Education and Reading, Educational Foundations, Exceptional Education, Center for Excellence in Urban and Rural Education; Teacher Certification, Woods/Beals Endowed Chair.
- B. **Governance of Faculty Units**. Each academic department shall determine and state in writing the bylaws for its group. These bylaws will express the means of faculty participation in decision-making with respect to pertinent areas noted in the Buffalo State College Bylaws, Article III, Section A. These statements shall be consistent with the Bylaws of the School of Education and the College Bylaws and shall be filed with the Dean

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of the School of Education and accessible to the Agenda, Bylaws and Elections Committee.

- C. **Appointments of Deans, Department Chairpersons and Directors.** Procedures governing the appointment and reappointment of department chairpersons, directors and the Dean shall be in accordance with those stated in the College Bylaws, Article VI.

The appropriate faculty group shall recommend to the President of the College its nominee or nominees (as it may choose) for appointment and reappointment as chairpersons of departments and for initial appointment of academic officers such as Academic Deans and others with similar responsibilities. The President shall consult with the appropriate faculty group before making such appointments or before recommending such appointments to the Chancellor of the University.

“Consult with” shall be deemed to mean that the President or her/his appointed representative(s) shall discuss with the appropriate faculty committee of the group the responsibilities of the position under consideration as well as her/his views on the candidates under consideration.

Each department shall establish an elected faculty committee which shall serve as the appropriate committee to represent the department on the matter of appointment or reappointment of department chairpersons or directors. Each of these committees shall extend an invitation to the President of the College to consult with the committee or for the President to appoint her/his representative(s) to consult with the committee. Such committees may be made up of the membership of the department as a whole. Department chairs are appointed for three year terms. Consideration for reappointment of department chairs shall take place on a routine basis of intervals of no greater than three years following the date of the most recent appointment. Consideration for appointment shall be deemed appropriate at any time a vacancy may exist. Each department shall determine how it will make recommendations to the President of the College.

ARTICLE III

Meetings of the School of Education

- A. **Conduct of Meetings.** The Dean shall preside at all regular and special meetings of the Faculty and other administrative units in the School of Education, and shall establish meeting times and places. The Dean shall be responsible for the preparation and circulation of the agenda for each meeting and for the School’s permanent record file. The following shall assist in the conduct of the meetings:
1. **Chairperson Pro Tem.** The Associate Dean shall preside at meetings of the School in the absence of the Dean.

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April 4, 2006

2. **Secretary.**

- a. The Secretary shall be a faculty member of the School of Education elected by a majority vote of the voting members present at the regularly scheduled spring meeting; to assume office for the following academic year.
- b. The Secretary shall prepare and circulate minutes of the School of Education meetings, and shall be responsible for maintaining the School's permanent record files. The secretary shall perform such other duties as are prescribed in the Bylaws.

3. **Parliamentarian.**

- a. The Parliamentarian shall be appointed by the Dean.
- b. The Parliamentarian shall advise the presiding officer on questions of procedure in transacting the business of meetings of the School.
- c. Business shall be conducted according to Robert's Rules of Order. One-fifth of the School's voting members shall constitute a quorum.

B. **Regular Meetings.** The Dean shall call a regular meeting of the School at least once during each semester of the academic year and be responsible for preparing and circulating at the beginning of the academic year a schedule of the year's regular meetings. The Dean shall formulate and distribute the agenda for regular meetings in consultation with the Agenda, Bylaws, and Elections Committee. Written notice of a meeting and the agenda shall be sent to all members of the School at least 21 calendar days in advance of the scheduled meeting, exclusive of College recesses.

C. **Special Meetings.** Special meetings for specific purposes may be called by the Dean or at the request of at least fifteen percent of the School's voting members. With the advice of the requesting group, the Dean shall formulate and distribute the meeting's agenda. Written notice of a special meeting and the agenda shall be sent to all members at least seven calendar days in advance of the scheduled meeting, exclusive of College recesses. Business conducted shall be limited to published agenda.

D. **Student Participation.** Each unit in the School of Education will select one student to attend regularly scheduled meetings.

ARTICLE IV

College Senators

- A. **Elections.** For the purpose of electing College Senators representing the School of Education, a slate of candidates shall be placed in nomination by the Agenda, Bylaws and Elections Committee each year at the last regular meeting of the School which should precede the College Senate deadline for at-large elections.
1. Each administrative unit may nominate candidates.
 2. Nominations may also be made from the floor.
 3. Ballots shall be distributed to all voting members of School of Education. Senators shall be elected by a majority of votes cast. In the event that the required number of candidates needed to fill the positions fails to receive a majority on the first ballot, names of the two candidates receiving the greatest number of votes for each seat available shall be presented on successive ballots until the available positions are filled.
 4. If a Senator elected by the School of Education is unable to serve, the School of Education shall elect another of its members to serve the unfinished term.
- B. **Responsibilities.** In addition to their other College Senate responsibilities, the Senators shall report the proceedings of the College Senate at regular meetings of the Faculty at least once each academic year.

ARTICLE V

Committees

- A. **Organization of Committees.**
1. Each standing committee shall consist of voting members of the School elected for a two-year term, effective September 1 and terminating on August 31 in the final year of their term.
 2. The terms shall be staggered so that approximately one-half of each committee membership is elected for each year.
 3. Each standing committee shall choose its own chairperson.
 4. Each standing committee shall report annually at the last meeting of the year and shall file a copy of all its actions with the Dean.

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5. In addition to the responsibilities assigned to the standing committees below, the School may assign from time to time additional responsibilities to one or more of the standing committees and may alter or remove such additional responsibilities.
6. Standing committees may be established only by amendments to these Bylaws.
7. The quorum for all committee meetings shall be a majority of the voting members of the committee.

B. Standing Committees.

1. *Agenda, Bylaws and Elections Committee*
 - a. The committee shall consist of one member elected by each academic department and representatives from the other administrative units as appropriate.
 - b. This committee, jointly with the Dean, shall prepare and distribute a written agenda for each general meeting.
 - c. This committee shall consider any implementation or amendment of these Bylaws; and make recommendations directly to the Faculty concerning proposals brought to the committee by Voting Members of the School..
 - d. This committee shall nominate candidates for School elections when appropriate.
 - e. This committee shall supervise all elections or voting that are required for the School of Education.
 - f. This committee shall request that each unit elect a representative to serve on the dean's review committee at least every third year. This committee shall convene the first meeting of the Dean's Review Committee.
2. *Instruction and Curriculum Committee*
 - a. The committee shall consist of one member elected by each academic department.
 - b. This committee shall have the responsibility for advising the Dean relative to the initiation of recommendations, approval of new programs, and the review of existing programs. The committee's recommendations shall be transmitted to all administrative units.
3. *Budget and Staff Allocations Committee*

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April 4, 2006

- a. The committee shall consist of one member elected by each academic department and other administrative units as appropriate.
- b. This committee shall be charged with making recommendations to the Dean regarding budget preparation and allocations, space and staff allocations, and the relation of these to instruction and research.
- c. The committee shall report to the School an annual summary of the data on budget and allocations as actually put into effect by the Dean and how these comply with the recommendations approved by the committee.

C. **Ad hoc Committees.**

1. An ad hoc committee may be established at any general meeting or through appointment by the Dean of the School of Education.
2. An ad hoc committee shall report to the School at a general meeting.

D. **External Committees.** All representatives of the School of Education Faculty to external committees shall be appointed by the Dean of the School.

ARTICLE VI

Review of the Dean

A committee shall be elected to review the Dean's performance in office at least every third year. The committee shall consist of one member elected by each academic department and representatives from the other administrative units. The committee shall be charged with reviewing the performance of the Dean during the past three years of the Dean's term in office; it shall discuss its review with the Dean; it shall make recommendations to the School, the Dean, and the Provost and Vice President for Academic Affairs based on its findings.

ARTICLE VII

Amendments

A. Amendments to these Bylaws may be originated in any of the following ways:

1. Any administrative unit of the School may petition the Dean who will present the amendment to Faculty members.

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2. Any group of at least fifteen percent of the School's membership may petition the Dean who will present the amendment to the School's members.
 3. Any member, or group of members, of the School may propose an amendment to these Bylaws, in writing, to the Agenda, Bylaws and Elections Committee. The committee, upon majority approval, shall petition the Dean to present the proposed amendment to Faculty members.
- B. Proposed amendments shall be circulated to the members in written form at least ten days prior to a special or regular meeting of the School at which they are to be considered. A special meeting shall be called within one month following the petition to present the proposed amendment unless a regular meeting is scheduled within thirty calendar days, exclusive of official College recesses.
- C. Amendments shall become effective, if approved by a two-thirds majority of all members voting. Voting shall be by mail or electronic ballot to be conducted forthwith by the Secretary of the School of Education.