

College of Health Professions/ College of Nursing General Assembly By-Laws

Preamble

In accordance with Article X of the Policies of the Board of Trustees of the State University of New York, the faculty of the College of Health Professions and the College of Nursing organizes and adopts these Bylaws as standards of governance for the General Assembly of the College of Health Professions and the College of Nursing of the State University of New York Upstate Medical University.

(Note: the name has been editorially changed throughout.)

Revised Spring 1987
Amended January 1990
Amended May 1996
Amended May 1999
Amended April 2002
Amended April 2004
Amended May 2006
Amended May 4, 2007
Amended December 7, 2007
Amended April 3, 2009

Definitions

As used in these bylaws, unless otherwise specified, the following terms shall mean:

- a. "University." State University of New York.
- b. "Board of Trustees." The Board of Trustees of the State University of New York.
- c. "Chancellor." The Chancellor of the State University of New York.
- d. "President." Chief Administrative Officer of the SUNY Upstate Medical University.
- e. "Upstate," SUNY Upstate Medical University.
- f. "The Faculty." The Chancellor, the President, the Deans, other Administrative Officers of Upstate whose primary responsibility involves educational programs, and the Academic staff.
- g. "Academic Staff." The staff comprised of those persons having academic rank or qualified academic rank.

- h. "Academic Rank." Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian. A geographic full-time faculty member is a person serving on the faculty of a medical center who is not employed on a full-time basis for the purpose of fixing compensation payable by the State but all of whose professional services and activities are conducted at the medical center or its affiliated hospitals and are available to the State on a full-time basis for clinical and instructional purposes.
- i. "Qualified Academic Rank." Rank held by those members of the academic staff having titles of lecturer, or titles of academic rank preceded by the designations "clinical," "adjunct," or "visiting," or other similar designations.
- j. "Professional Staff." All persons occupying positions designated by the Chancellor as being in the unclassified service.
- k. "College." Academic component of Upstate as defined by the Administration of Upstate. Unless otherwise specified,
- l. "Colleges," shall be defined as follows: The College of Health Professions and the College of Nursing at Upstate.
- m. "Dean." Chief Administrative Officer of the College. Unless otherwise specified, "Deans," shall be defined as follows: The Dean of the College of Health Professions and the Dean of the College of Nursing at Upstate.
- n. "Department." An administrative unit of the College of Health Professions or the College of Nursing as found on the organizational chart of Upstate. (previously deleted)
- o. "Student Representative." A student matriculated in one of the Colleges who has been designated to represent the student body.

Article I

Name

The name of this organization shall be "The General Assembly of the College of Health Professions and the College of Nursing" of the Upstate Medical University of the State University of New York, hereinafter referred to as "General Assembly."

Article II

Purpose

The purpose of this organization shall be:

- A. To provide a means for the members to exercise their right and obligation to participate significantly in the initiation, development, and implementation of educational policies and programs.
- B. To provide the means for fulfillment of the responsibilities and prerogatives of the members as stated in the Bylaws of the General Assembly and in the policies of the Board of Trustees.
- C. To provide a means for formal channels of communication among members of the General Assembly.

Article III

Functions of the General Assembly

- A. The General Assembly shall consult with and inform the Chancellor, the President, the Deans, and other administrative officers or staff, when necessary, on matters pertaining to participation of the General Assembly in education, research, and service programs of Upstate.
- B. The General Assembly shall, without violation of the Policies of the Board of Trustees, recommend policies for the Colleges including but not limited to academic and curriculum matters; in cases where enactment of curricular or academic policy does not require approval/disapproval of the General Assembly, the General Assembly shall serve as recommending body to the empowered body prior to its action.
- C. The General Assembly shall review and act upon all matters referred to it by the Chancellor, President, Deans, committees of the General Assembly, or individual members of the General Assembly. The Secretary shall report actions of the General Assembly back to the appropriate referring body.
- D. The General Assembly shall review the reports and recommendations of all standing and ad hoc committees of the General Assembly.
- E. Any search committee formed to consider the appointment of a Dean of the College of Health Professions, Dean of the College of Nursing, or Library Director shall have representation of the members with academic rank of the corresponding college or library.

Article IV

Membership

Section 1 Members

Membership in the General Assembly shall be extended to members of the academic staff of the Colleges and library having academic rank or "qualified" academic rank, professional staff of the Office of Admissions and Student Affairs, and student representatives as defined in Article. IV. B.4

A. Voting Members

1. Members of the academic staff of the Colleges and Library having academic rank, the Deans, and a single representative vote from the Office of Admissions and Student Affairs.

B. Non-Voting Members

1. Professional staff of the Office of Admissions and Student Affairs except as stated in Article IV, Section 1, A, 1.
2. Persons having part-time appointments
3. Voluntary faculty having "qualified" academic rank.
4. Two student representatives.

The Secretary of the General Assembly, in consultation with the Deans and Library Director, shall keep an official and up-to-date membership list of the Faculty indicating those members who are eligible to vote in the meetings of the General Assembly.

Section 2 Dues

Membership in the General Assembly shall not be conditional upon payment of dues.

ARTICLE V

Officers and Representatives

Section 1 Officers

A. Officers:

The officers of the General Assembly shall be the Chairperson, Vice-Chairperson of the College of Health Professions, Vice-Chairperson of the College of Nursing, Library Representative, Secretary, and Treasurer.

B. Qualifications

All officers of the General Assembly must be voting members and have academic rank.

Officers of the General Assembly must hold an administrative appointment below the level of Dean or Library Director on the organizational chart.

C. Term of office:

The term of office for each officer shall be two years or until his / her successor is elected and the term shall begin at the close of the Annual Meeting at which they are elected. On the even years, the General Assembly shall elect a Chairperson

and Treasurer and the College of Nursing shall elect their Vice-Chairperson; on the odd years, the General Assembly shall elect a secretary and the voting members of the College of Health Professions shall elect their Vice-Chairperson and the voting members of the Library shall elect the Library Representative. No member shall be eligible to serve more than two consecutive terms* in the same office. In any case where a vacating officer has served more than half a term in office from the time of election, the newly elected officer shall complete that term of office and serve the next term.

D. Duties:

These officers shall perform the duties prescribed by these bylaws and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the General Assembly.

1. The Chairperson shall:
 - a. be the presiding officer at all General Assembly meetings and meetings of the Executive Committee
 - b. prepare an agenda for meetings of the General Assembly and Executive Committee
 - c. insure that the functions of the Executive Committee are carried out.
 - d. be an ex officio member without vote of all standing committees except the Nominating Committee; in the event the Chairperson also serves as the representative member of a committee from his / her Department he / she may vote as a committee member
 - e. after consultation with the Executive Committee, appoint special and standing committee members as appropriate, and annually, appoint the Parliamentarian to the General Assembly.
2. Vice-Chairperson
 - a. The Vice-Chairpersons shall be responsible for the orientation of new faculty in their respective colleges
 - b. The Vice-Chairperson with seniority, shall assume the duties of the chair in his / her absence and shall assist in all duties and responsibilities of the chair as requested
3. The Library Representative shall:
 - a. Be responsible for the orientation of new faculty in the Health Sciences Library
 - b. Serve on the General Assembly Executive Committee
4. The Secretary shall:
 - a. keep and distribute minutes
 - b. inform referring bodies of actions taken at General Assembly meetings
 - c. inform members of meetings according to procedures indicated in the bylaws.
5. The Treasurer shall be responsible for the collection, recording, and disbursement of all General Assembly funds.

Section 2 Representatives to the Council of the Upstate Faculty Organization

A. Election:

Representatives to the Council of the Upstate Faculty Organization shall be elected by the voting members of the respective college or Library at the Annual Meeting. Election of representatives shall be consistent with the Faculty Organization Bylaws, Article VI, Section 2.

B. Term:

Representatives to the Council of the Upstate Faculty Organization shall serve a three year term or until a successor is elected and shall assume office at the first at the first meeting of the Council following the Annual Meeting of the Faculty Organization. Elected Council members may serve for two consecutive terms after which at least one year must elapse before being eligible for reelection. (Faculty Organization Bylaws)

C. Duties:

The Representatives to the Council shall report to the General Assembly following each meeting of the Council of the Upstate Faculty Organization

Section 3 Representatives to the Judicial Board

A. Election:

Annually, one Representative to the Judicial Board from each college shall be elected by the voting members of the respective college. Election of representatives shall be in accordance with campus judicial policies.

B. Term:

Representatives to the Judicial Committee shall serve a two year term or until a successor is elected, and assume office at the end of the Annual Meeting at which elected.

C. Duties:

Representatives shall perform those duties specified by campus judicial policies.

Section 4 Nominations and Elections

A. Nominations:

1. The Nominations and Elections Committee shall establish a slate of officers and Representatives who have consented to serve. The slate shall be presented and nominations accepted from the floor at the regular General Assembly meeting that is held at least one month prior to the Annual Meeting.
2. If the approved slate contains more than two names for any position, nominations for that position shall be reduced to two names by a preferential ballot** prepared in a manner which allows for confidentiality and confirmation of status of the voter.
3. The ballot shall be sent to all voting members of the General Assembly, or in the case of Vice-Chairpersons, Library Representative, Representative(s) to the Council of the Upstate Faculty Organization, or

Representatives to the Judicial Board, to all voting members of the corresponding college or library.

4. Preferential ballots must be received one week prior to the Annual Meeting

B. Elections:

1. The Nominations and Elections Committee shall present the final slate for vote and conduct the election at the Annual Meeting of the General Assembly; no nominations shall be accepted from the floor.
2. Voting shall occur by written ballots prepared in a manner that allows for confidentiality, except when there is but one nominee for office, when a voice vote may be called. For the positions of Vice-Chairperson, Library Representative, Representatives to the Faculty Organization, and Representatives to the Judicial Board ballots shall be distributed only to voting members of the respective college or library.
3. Absentee ballots, in written or electronic format, may be obtained from the Chairperson of the Nominations and Elections Committee prior to the Annual Meeting or in the case of a special election, prior to the meeting called for that purpose. Absentee Ballots must be returned to the Chairperson of the Nominations and Elections Committee prior to the meeting for election.
4. Ballot tabulation
 - a. The Nominations and Elections Committee shall appoint tellers who will collect and count ballots.
 - b. In the event of a tie vote, election shall be determined by lottery.
 - c. Ballots shall be kept by the Chairperson of the Nominations and Elections Committee for two weeks following election and then destroyed.
5. Election shall be by majority of full-time voting members.

Section 5 Vacancies

A. Chairperson:

If the Chairperson becomes disqualified, is removed from office, resigns, or dies, the Vice-**Chairperson** with seniority shall succeed to the vacated office.

B. Other Officers or Representatives

Vacancies created by disqualification, removal, resignation, or death of other officers or representatives shall be filled by special election.

1. The Executive Committee, upon declaring an office vacant, shall set the date for the purpose of a special election and shall notify the Nominations and Elections Committee to prepare the slate.

2. The Nominations and Elections Committee shall prepare the slate and forward it to the voting members at least 14 days prior to the special election. Nominations from the floor will be accepted.
3. Voting shall be by ballot unless there is but one candidate, when a voice vote may be called. If there are more than two candidates for office, balloting shall be by preferential ballot.
4. Election shall be by majority of full-time voting members.

Section 6 Removal from Office

- A. If an officer is temporarily unable to perform the duties of his office, the Executive Committee may, after a review of the circumstances appoint an interim replacement. In the case of the Chairperson, the Vice-Chair with seniority would temporarily assume those duties.
- B. In the event that an elected officer is unable or chooses not to fulfill the duties of his / her office, the Executive Committee may, after a review of the circumstances, notify the officer of the intent to declare the office vacant, and initiate procedures to fill the office.

Article VI

Meetings

Section 1 Regular Meetings

The General Assembly shall hold at least three regular meetings each year. At least one shall be held in September or October, one shall be held at least one month prior to the Annual Meeting and at least one shall be held in May. The May meeting shall be the Annual Meeting. The Secretary shall notify each member of the General Assembly at least three weeks before a regular meeting.

Section 2 Special Meetings

Special meetings may be called:

1. by the Chancellor, the President, one of the Deans, or Library Director in accordance with Article X, Section 2, of the Policies of the Board of Trustees;
2. by the Chairperson;
3. by a majority of voting members present at a General Assembly meeting;
4. by the Secretary upon written petition of ten percent of the voting members;

5. by the Executive Committee.

The Secretary shall notify each member of the General Assembly at least seven days before a special meeting. The notice that calls the meeting shall state the purpose for which it is called.

Section 3 Emergency Meetings

Emergency meetings may be called by the Chancellor, the President, one of the Deans, Library Director, or the Chairperson at any time. All reasonable attempts to notify the General Assembly shall be made. All actions taken at an emergency meeting shall be reported at the next regular General Assembly meeting.

Section 4 Rules of Order

Nonvoting members in attendance will be identified and may, at their request, be polled prior to any official vote of the General Assembly. The results of the vote will be considered advisory to the General Assembly.

Section 5 Conduct of Business

A. Regular meeting Quorum

One-third of the voting members of the Colleges and representation from fifty percent of the Departments shall constitute a quorum for the transaction of business at any meeting.

B. Electronic meetings

When possible, General Assembly business and voting should be done in person during regular meetings. Email voting shall not be used as a substitute for in-person deliberation and debate. However, at the discretion of the Chair, or in his/her absence the Vice-Chairman, General Assembly business shall be permitted to be conducted via electronic communication.

The following guidelines will be applied when conducting General Assembly business electronically:

- One-third of the voting members of the Colleges and representation from fifty percent of the Departments shall constitute a quorum for the transaction of business electronically.
- A period of five calendar days will be given from notification for the return of votes to be counted.
- With the beginning of the voting period on the proposal, General Assembly members send their votes to the GA Chair, or in his/her absence the Vice-Chairman.
- Members voting will vote 'yes/yea' or 'no/nay' to the proposal by electronic communication to the General Assembly Chair stating such.

- If the General Assembly member does not respond in the fashion of ‘yes’ or ‘no’ (‘yea’ or ‘nay’), the General Assembly Chair will record the vote as ‘not voting’. A record of ‘not voting’ does not count towards establishing a quorum.
- At a General Assembly member’s request, their vote may be recorded as “abstention” . An ”abstention” vote counts towards reaching a quorum.
- On-line forums on all business being conducted will be available to all General Assembly members. On-line forums of the General Assembly are limited exclusively to General Assembly members and is not shared with others outside the General Assembly.
- The General Assembly Chair will favor an extension of the discussion period if it appears that further discussion is necessary for General Assembly members to understand the proposal fully and make an informed decision as to whether to support or not support the proposal or if, in the opinion of the General Assembly Chair, further discussion might lead to consensus on the proposal, understanding that consensus does not necessarily mean unanimity on a proposal.
- The results of the business conducted electronically must be recorded in the minutes of the next meeting.

Section 6 Electronic Voting

When a decision is needed between meetings of the General Assembly, the Executive Committee may, by a majority vote, determine that the voting members be polled by utilizing electronic technology provided all members have an opportunity to participate.

Section 7 Agenda for Regular Meetings

The agenda for regular meetings shall be set by the Chair. New business may be presented by a member from the floor at any meetings except emergency meetings. If such new business is judged by the Chairperson and/or the General Assembly to be substantive in nature, it shall be referred to the Executive Committee for consideration and included on the agenda for the next meeting.

Section 8 Minutes of the General Assembly

The Secretary shall be responsible for preparation of minutes of General Assembly meeting, collection of committee reports presented at General Assembly meeting, and posting of the minutes and reports on-line. General Assembly minutes and Committee reports presented at General Assembly meetings shall be kept on permanent file on-line and shall be available for review.

Article VII

Committees

There shall be the following standing committees of the General Assembly: Executive Committee, Academic Policies Committee, Curriculum Committee, Nominations and Elections Committee, Social Committee, Public Relations Committee, and Faculty Development Committee. Each Committee shall serve as a recommending body to the General Assembly. Additional standing committees may be established upon recommendation of the General Assembly and approval by a simple majority of the voting faculty in attendance at any regular or special meeting of the General Assembly Committees. In like manner, Special Committees may be established by the Assembly or by the Executive Committee as deemed necessary to carry on the work of the Assembly. In addition to those functions listed in these bylaws, committees shall perform such other duties applicable as prescribed by the parliamentary authority adopted by the General Assembly. When a decision is needed between meetings of a committee, the Committee Chair may, poll voting members of the committee by utilizing electronic technology provided all members have an opportunity to participate.

Section 1 Executive Committee

A. Membership

The Executive Committee shall consist of:

- a. Chairperson of the General Assembly
- b. Vice-Chairperson of the General Assembly representing the College of Health Professions
- c. Vice-Chairperson of the General Assembly representing the College of Nursing
- d. Library Representative
- e. Secretary of the General Assembly
- f. Treasurer of the General Assembly
- g. Immediate Past Chairperson of the General Assembly

B. Voting Rights

Each member shall have one vote.

C. Officers

The Committee officers shall be the same as those of the General Assembly.

D. Meetings

The Committee shall meet as deemed necessary by its members

E. Functions

The Executive Committee shall represent the General Assembly and shall report its actions for approval at the next meeting of the Assembly. The Committee shall carry out mandates and policies of the General Assembly. It shall ensure that the membership positions of all standing committees be complete. It shall participate in the selection of any Search Committee to be formed to consider the appointment of the Deans of the Colleges.

Section 2 Academic Policies Committee

A. Membership

The Academic Policies Committee shall consist of at least eight members, including two student representatives, one representative from the Office of Admissions and Student Affairs; each College shall be represented with a maximum of one representative from each Department of the College of Health Professions, the College of Nursing, and the academic staff of the Library.

B. Voting Rights

1. Each member shall have one vote.
2. If a committee member cannot be present at a meeting, he/she may vote by:
 - a. conveying his/her vote to the Chair prior to the meeting or
 - b. by sending a proxy to the meeting
3. No one can represent more than one College or Department.

C. Officers

The Committee shall elect its own Chairperson or Co-Chairs, and Secretary. The secretary shall keep and distribute minutes to the committee members and any Chairperson or Director not represented on the committee.

D. Meetings

The Committee shall meet at least once each fall and spring.

E. Functions

The Committee shall address any charges, which may come from the General Assembly or Executive Committee and shall advise in the development, review, and revision of undergraduate and graduate academic policies for the Colleges.

Section 3 Curriculum Committee

A. Membership

The Committee shall consist of two student representatives from the undergraduate student council, no more than two graduate student representatives from the Colleges, one faculty member each from the College of Nursing, the academic staff of the Library, and the Departments of the College of Health Professions, and one member from the Office of Admissions and Student Affairs

B. Voting Rights

1. Each member shall have one vote.
2. If a committee member cannot be present at a meeting, he/she may vote by:
 - a. conveying his/her vote to the Chair prior to the meeting or by
 - b. sending a proxy to the meeting
3. No one can represent more than one College, or Department.

C. Officers

The Committee shall elect its own Chairperson or Co-Chairs, and Secretary.

D. Meetings

The Committee shall meet at least once each fall and spring.

E. Functions

The Committee shall address any charges which may come from the General Assembly or Executive Committee and shall deal with undergraduate and graduate curricular matters of the Colleges, making recommendations to the General Assembly after review of:

1. all new Department proposals prior to formal application for funding.
2. all new courses to be offered.
3. all new curriculum or curricular changes (i.e., adding or dropping courses and changes in credit hour allocation, course description, changes in course sequencing, and prerequisites for admission) prior to their proposed implementation.

Section 4 Nominations and Elections Committee

1. Membership

The committee shall consist of a minimum of five members including representation from each of the Colleges and a maximum of one member from the College of Nursing, the academic faculty of the library, and each Department of the College of Health Professions.

2. Officers

The Committee shall elect its own Chairperson or Co-Chairs, and Secretary.

3. Meetings

The Committee shall meet as deemed necessary by its members.

4. Functions

1. The Committee shall establish and present a slate of officers, who have consented to serve. When appropriate the slate shall include the representative(s) to the Council of the Upstate Faculty Organization and representatives to the Judicial Board.
2. The Committee shall prepare and present the ballots for election.
3. The Committee shall conduct elections as per Article VIII.

Section 5 Social Committee

A. Membership

The Committee shall consist of at least three faculty members with each of the Colleges represented.

B. Voting Rights

Each member shall have one vote.

C. Officers

D. The Committee shall elect its own Chairperson or Co-Chairs.

E. Meetings

The Committee shall meet at least once during each semester.

F. Functions

The Committee shall organize and promote social events for the Colleges.

Section 6 Public Relations Committee

A. Membership

The Committee shall consist of a minimum of seven members including, one representative from the Office of Admissions, one representative from the Office of Public Affairs, one student representative designated by either the Undergraduate Student Council or the Graduate Student Council and at least four faculty members, with each of the Colleges represented and a maximum of one representative from the College of Nursing, academic staff of the Library and each Department or Division of the College of Health Professions.

B. Voting Rights

Each member shall have one vote.

C. Officers

The Committee shall elect its own Chairperson or Co-Chairs, and Secretary. The secretary shall keep and distribute minutes to the committee members and any Chairperson or Director not represented on the committee.

D. Meetings

The Committee shall meet at least once each fall and spring.

E. Functions

The Committee shall direct its efforts toward increasing the visibility of the Colleges within Upstate and the community, and work in cooperation with the Office of Public Affairs to promote the image of the Colleges in addition to addressing any charges which may come from the General Assembly or Executive Committee.

Section 7 Faculty Development Committee

A. Membership

The committee shall consist of any interested faculty members, with a minimum of five members.

B. Voting Rights

Each member shall have one vote.

C. Officers

The committee shall elect its own chairperson or Co-Chairs, and secretary. The secretary shall keep and distribute minutes to the committee members, Deans, and any Chairperson of a Department not represented on the committee.

D. Meetings

The committee shall meet at least once each fall and spring.

E. Functions

The committee shall address any charges which may come from the General Assembly or Executive Committee, shall conduct an interest/needs survey each spring/summer for the following year, and based on the results of the survey, shall plan and implement at least one faculty development activity per academic year; any workshop requiring expenditure of funds shall be approved by the General Assembly prior to implementation.

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the General Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Article IX

Amendments

Amendments to these Bylaws may be initiated by the General Assembly, a Bylaws Committee or by at least ten of the voting members. The Secretary of the General Assembly shall notify voting members at least three weeks prior to a meeting of the General Assembly to consider amendments. The secretary shall post the proposed amendments on-line and advise members of the posting at least two weeks prior to such a meeting. Amendment requires a two-thirds vote of those voting, a quorum being present, and shall be effective upon approval by the General Assembly and the Deans.

**Explanatory Note on terms: According to Robert's Rules, "an officer who has served more than half a term in an office is considered to have served a full term."

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