

Bylaws of the Graduate Faculty Organization

Bylaws

College of Graduate Studies
State University of New York
Upstate Medical University, Syracuse

Preamble

In accord with Article X of the Policies of the Board of Trustees of the State University of New York (1998), the Faculty of the College of Graduate Studies, as a unit within the State University of New York, Upstate Medical University at Syracuse, hereby organizes and adopts these Bylaws as a means for facilitating the attainment of Faculty objectives in the establishment and maintenance of educational standards appropriate for the awarding of the degree's Doctor of Philosophy/Master of Science.

Definitions

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

- a. "Board of Trustees" - the Board of Trustees of the State University of New York;
- b. "Chancellor" - the Chancellor of the State University of New York;
- c. "President" - the President of the State University of New York, Upstate Medical University at Syracuse;
- d. "Vice President" - the Vice President for Research of the State University of New York, Upstate Medical University at Syracuse;
- e. "Dean" - the Dean of the College of Graduate Studies at the State University of New York, Upstate Medical University at Syracuse;
- f. "College" - the College of Graduate Studies at the State University of New York, Upstate Medical University at Syracuse;
- g. "Graduate Faculty" - members of the Faculty of Departments/Programs in the College of Graduate Studies as specified in Article III, Section 1, and such other persons as may be granted membership under those same provisions;
- h. "Chairperson" - the Chief Officer of the Graduate Faculty Organization elected by the Graduate Faculty;

Article I: Name

The name of the Organization shall be "The Graduate Faculty Organization of the College of Graduate Studies, State University of New York, Upstate Medical University at Syracuse."

Article II: Purpose

The purpose of this organization shall be:

1. to provide a means for the Graduate Faculty to fulfill its obligation to participate significantly in the initiation, development, and implementation of the educational programs of the College as stated in the Policies of the Board of Trustees (Article X, 1998);
2. to study and act on matters relating to the Graduate Faculty and to the educational policies of the College;
3. to serve such other functions as may be determined by the Chancellor; the President of the State University of New York, Upstate Medical University at Syracuse; the Vice President for Research of the State University of New York, Upstate Medical University at Syracuse; or the Dean of the College of Graduate Studies.

Article III: Membership and Officers

Section 1.

1. Voting Membership

The Graduate Faculty Organization membership shall include:

- a. The Chancellor, the President, and Vice President for Research of the State University of New York Upstate Medical University at Syracuse, the Dean of the College, the Chairperson and Vice Chairperson of the Graduate Faculty Organization, the Secretary of the Graduate Faculty Organization, the Chairpersons/Directors of Basic Science Graduate Programs (currently these programs are in the Departments of Anatomy & Cell Biology, Biochemistry & Molecular Biology, Microbiology & Immunology, Neuroscience & Physiology, and Pharmacology and in the Interdepartmental Programs of Cell & Molecular Biology and Neuroscience);
- b. Members of the full-time Faculty holding professorial rank in Departments and Programs of the College of Graduate Studies offering approved and authorized programs leading to the degrees of Doctor of Philosophy/Master of Science;
- c. Nominations for membership must be made to the Graduate Council by the nominee's Chairperson/Program Director and to be acted upon in accordance with Article V, Section 2. Criteria for membership in the Graduate Faculty Organization include: (a) possession of the terminal academic degree in the field, or recognition for substantive and distinctive contributions to the discipline involved; (b) tangible evidence of ongoing productivity in scholarly research and/or creative activity; and (c) successful experience in (or potential for) teaching, counseling, and/or direction of students at the graduate level;
- d. A member of a department in the College of Graduate Studies who holds the title of "Lecturer" or titles of professorial rank preceded by a qualifying designation

such as "Research" or "Adjunct" and who makes a significant contribution to the training of graduate students, may be nominated for membership by the respective department chair/program director in accordance with Article V, Section 2, item 1b. The term of this membership will be at the joint pleasure of the department/program that made the nomination and the Graduate Council.

2. Privileges of Voting Membership

Voting membership privileges may include:

- a. teaching and/or serving as the instructor of record in a graduate level course offered by a Graduate School department/program;
- b. serving on student thesis advisory and thesis defense committees as chair, sponsor or voting member;
- c. voting on curriculum issues pertaining to the specific department/program in which membership is held such as curriculum requirements, course content, and changes in the specific guidelines of the graduate program;
- d. serving, if elected, as a representative of his/her department/program on the Graduate Council or on any committee appointed by the Graduate Council, Graduate Faculty or Dean of the Graduate School;
- e. voting in the election of members to the Graduate Council (Article V, Section 1.e);
- f. voting in the election of Officers to the Graduate Faculty Organization, and on general Graduate School issues.

3. Voting

- a. Graduate School faculty holding either a primary appointment or an adjunct appointment may cast only one vote in the election of officers and on general Graduate School issues;
- b. Qualified professionals who are not members of the Graduate Faculty Organization may teach graduate courses and serve on an individual student's advisory and/or thesis defense committee if approved by the Dean acting on a recommendation from the department/program responsible for the student's training. These approved professionals will have voting privileges on these committees but will not have the more general voting privileges afforded members of the Graduate Faculty Organization.

4. Non-voting Membership

- a. Two of the elected officers of the Graduate Student Association will represent the Graduate Student Association as non-voting members.

Section 2. Officers

1. Officers to be elected
 - a. There shall be a Chairperson, a Vice Chairperson and a Secretary of the Graduate Faculty Organization who shall be nominated and elected by the whole membership of the Graduate Faculty Organization in accordance with the procedure outlined in Article VI, section 2.
2. Terms of Office
 - a. No person shall serve as an elected officer for more than four consecutive years. After such four-year period, eligibility for elected office is prohibited until two years have passed following the terms of office;
 - b. The Chairperson shall serve for two years and shall be eligible for re-election or for election to one term as Vice Chairperson or Secretary;
 - c. The Vice Chairperson shall serve for two years and shall be eligible for re-election or for election to one term as Chairperson or Secretary;
 - d. The Secretary shall serve for two years and shall not be eligible for re-election as a Secretary, but shall be eligible for election to one term as Chairperson or Vice Chairperson;
 - e. The officers shall take office at the close of the annual meeting of the full Graduate Faculty Organization in the year of their election.
3. Vacancies
 - a. In the event that a vacancy or inability to serve occurs in the office of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson until the next annual meeting;
 - b. If the Chairperson and Vice Chairperson become unable to serve, the Secretary will serve as Chairperson until the next annual meeting;
 - c. If a vacancy in the office of the Secretary shall occur, the Chairperson shall appoint a successor to serve until the next annual meeting.
4. Duties of the Chairperson
 - a. Shall be the Chief Officer of the Graduate Faculty Organization;
 - b. Shall preside at meetings of the full Graduate Faculty Organization;
 - c. Shall be a member of the Graduate Council during his/her term of office, if not already a member by virtue of being a Chairperson/Director of an authorized program;
 - d. Shall be an ex-officio member of all appointed committees of the Graduate Faculty;
 - e. Shall inform the Dean for consideration, or for appropriate referral, regarding actions by, or recommendations of, the Graduate Faculty Organization;
 - f. Shall represent the Graduate Faculty Organization as an ex-officio member on the University's Council of the Faculty Organization;
 - g. Shall chair the Committee of the Graduate Faculty (Article VI, Section 1);
 - h. Shall have such other duties and responsibilities as may be requested by the Graduate Faculty or as specified by these Bylaws.

5. Duties of the Vice Chairperson:
 - a. Shall serve as Chairperson if the Chairperson is unable to serve;
 - b. Shall, as Vice Chairperson, be a member of the Graduate Council if not already a member by virtue of being a Chairperson/Director of an authorized program;
 - c. Shall serve as Vice Chairperson of the Committee of the Graduate Faculty (Article VI, Section 1);
 - d. Shall represent the Graduate Faculty Organization as a voting member on the University's Council of the Faculty Organization;
 - e. Shall have such other duties and responsibilities as may be requested by the Graduate Faculty, by the Chairperson, or as specified in these Bylaws.

6. Duties of the Secretary
 - a. Shall give proper notice to the Graduate Faculty of all Faculty meetings;
 - b. Shall keep accurate and complete minutes of each meeting;
 - c. Shall, as Secretary, be a regular member of the Graduate Council only in the event that the Chairperson or the Vice Chairperson are already members by virtue of being a department chairperson or program director;
 - d. Shall, when requested, represent the Chairperson or Vice Chairperson at meetings and other occasions;
 - e. Shall serve as Secretary of the Committee of the Graduate Faculty (Article VI, Section 1);
 - f. Shall represent the Graduate Faculty Organization as a voting member on the University's Council of the Faculty Organization;
 - g. Shall attend to all correspondence and perform such other duties as may be appropriate or specified by these Bylaws.

Article IV: Meetings

Section 1. Meeting Times

1. The annual meeting of the Graduate Faculty Organization shall be held during the spring semester;
2. Other meetings may be called as deemed desirable or necessary by the Chairperson, the Dean of the College, or by petition of 10 percent or more of the membership of the Graduate Faculty Organization.

Section 2. Meeting Agenda

1. The agenda for the meetings shall be prepared by the elected officers of the Graduate Faculty Organization after conferring with the Dean;
2. The agenda shall be sent with the announcement of the meeting to the membership not less than 15 days in advance of a scheduled meeting;
3. Only agenda items may be considered for formal action at the meeting. Items not on the agenda may be discussed, but formal action will require either a mail ballot vote of the entire membership of the Graduate Faculty Organization or the scheduling of another duly announced meeting;

4. Suggestions for the agenda may be submitted to an officer by a member of the Graduate Faculty Organization not less than 30 days in advance of a scheduled meeting.

Section 3. Quorum

1. Twenty-one members of the Graduate Faculty Organization will be considered a quorum for meetings of the Graduate Faculty Organization.

Article V: Graduate Council

Section 1. Composition of the Graduate Council

- 1) A Graduate Council, advisory to the Dean, shall be formed to include as voting members:
 - a. the Dean of the College, who shall Chair the Graduate Council;
 - b. the Vice President for Research and the Dean of Student Affairs;
 - c. the Chairperson/Director (or his/her representative) of each of the departments/programs authorized to offer training for doctoral/master's degrees in the Basic Sciences. (This currently includes Anatomy & Cell Biology, Biochemistry & Molecular Biology, Microbiology & Immunology, Neuroscience & Physiology, Pharmacology, Neuroscience and Cell & Molecular Biology);
 - d. the Chairperson and Vice Chairperson of the Graduate Faculty Organization or their representatives. If a representative is needed, the first choice should be the Secretary if he/she is not already sitting on the Graduate Council for other reasons (e.g., Article III, Section 6.c.). Otherwise, the Chairperson or Vice Chairperson can choose any member of the Graduate Faculty Organization;
 - e. one faculty member from each of the departments/programs elected by the faculty members in each of the departments/programs. This sub-group of the Graduate Council will also meet as part of the Committee of the Graduate Faculty (Article VI, Section 1).

Section 2. Duties of the Graduate Council

- 1) The Graduate Council shall be advisory to the Dean as follows:
 - a. to review/approve proposals submitted by Departmental Chairpersons/Program Directors and/or other members of the Council for the establishment, modification or deletion of courses and programs leading to the doctoral or master's degree;
 - b. To recommend, in accordance with Article III, Section 1, those persons who are qualified for membership in the Graduate Faculty Organization, and to annually review the membership list with the purpose of keeping it current in accordance with the provisions of Article III, Section 1;
 - c. to establish minimum qualifications and requirements for admission to the College of Graduate Studies and for admission to candidacy for the doctorate or master's degrees; but this shall not impair the right of individual departments/programs to make additional

- requirements of applicants for admission to and continuance in the various departments/programs;
- d. to establish rules and procedures governing the student's progress toward the doctorate or master's and to review each student's progress in that regard;
 - e. to perform such other duties as may be requested by the Dean in the exercise of his/her administrative responsibilities.

Article VI: Committees of the Graduate Faculty Organization

Section 1. The Committee of the Graduate Faculty

1. Soon after the annual meeting of the Graduate Faculty Organization (in which newly elected officers take office) but before the Spring Graduate Council meeting, the newly elected representatives to the Graduate Council (Article V, Section 1.e) from each of the departments/programs along with the officers of the Graduate Faculty Organization will meet as the Committee of the Graduate Faculty.
2. A priority function of the Committee of the Graduate Faculty is to facilitate communication between the Graduate Council (and thereby also the Dean's Office) and the Graduate Faculty organization, by keeping each informed of the other's activities. As the issues arise and are passed along, the Committee of the Graduate Faculty may make recommendations. For instance, the Committee may wish to argue in favor of the Faculty Organization's position on some issue at a meeting of the Graduate Council.
3. The Committee of the Graduate Faculty will act as the Graduate Faculty Organization's executive committee with the Chairperson, Vice-Chairperson and Secretary of the former being the same people as the latter.
4. The frequency of meetings for the Committee of the Graduate Faculty will be determined by the Committee in accordance with need but two meetings per year (one before each fall and spring meeting of the Graduate Council) is the minimum.

Section 2. The Elections Committee

1. In February of each year requiring elections the Dean of the College of Graduate Studies will appoint a four-person committee (the Elections Committee) to supervise the nomination and election of the following officers:
 - a. Chairperson of the Graduate Faculty Organization who is also the Chairperson of the Committee of the Graduate Faculty;
 - b. Vice-Chairperson of the Graduate Faculty Organization who is also the Vice-Chairperson of the Committee of the Graduate Faculty;
 - c. Secretary of the Graduate Faculty Organization who is also the Chairperson of the Committee of the Graduate Faculty;
 - d. Department/Program representatives to the Graduate Council who also serve on the Committee of the Graduate Faculty.
2. After soliciting and receiving the suggestions and recommendations of the Graduate Faculty, the Elections Committee shall nominate candidates for the offices given in

Article VI, Section 2.1a, b, c. In addition to this procedure, specific nominations for one or more offices may be made to the Elections Committee by a petition signed by ten members of the Graduate Faculty Organization. There shall be at least two nominees for each office.

3. The election shall be by secret ballot sent to each member of the Graduate Faculty Organization. The ballot shall contain the names of the candidates for each office, and there shall be provision for a write-in vote. The election shall be supervised and the ballots counted by the Elections Committee.
4. The nomination and election of the Department/Program representatives to the Graduate Council (Article V, Section 1e; Article VI, Section 1.1; Article VI, Section 2.1d) shall be administered by each department/program individually by a procedure approved by the Elections Committee.>
5. All elections shall be held at least 15 days before the annual meeting. Arrangements shall be made for the ballots to be returned over a period of several days.

Article VII: Amendments

Amendments to these Bylaws shall be initiated by a proposal signed by 15 or more members of the Graduate Faculty and submitted to the Graduate Council for its consideration at least 30 days before a scheduled meeting.

Copies of proposed amendments shall be sent to each member of the Graduate Faculty at least 15 days before the meeting at which they are to be considered. The recommendations of the Graduate Council regarding the proposed amendments shall be reported at the meeting. A vote, by mail ballot, shall be arranged to take place 15 to 30 days after the meeting. With a majority of the Graduate Faculty voting, an affirmative vote of two-thirds of the votes cast shall be required for adoption.

The amendment shall be effective following its adoption by the Faculty and approval by the Dean of the College and the President of the State University of New York, Upstate Medical University at Syracuse.

Article VIII: Procedures

Robert's Rules of Order shall be the authority for procedures and conduct except where they are inconsistent with these Bylaws.

07/15/83 (Rev 11/91, 2/92, 3/92, 5/92, 1/99, 8/11)