

Assembly of the College of Health Professions and the Health Sciences Library By-laws

Adopted 12/7/12

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 faculty of the Health Sciences Library organizes and adopts these Bylaws as standards of governance for the Assembly of the College of Health Professions and the faculty of the Health Sciences Library of the State University of New York Upstate Medical University.

Revised (date)

Definitions

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

"University." State University of New York.

"Board of Trustees." The Board of Trustees of the State University of New York.

"Chancellor." The Chancellor of the State University of New York.

"President." Chief Administrative Officer of the SUNY Upstate Medical University.

"Upstate," SUNY Upstate Medical University.

"The Faculty." The Chancellor, the President, the Deans, other Administrative Officers of Upstate whose primary responsibility involves educational programs, and the Academic staff.

"Academic Staff." The staff comprised of those persons having academic rank or qualified academic rank.

"Academic Rank." Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, and rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.

"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.

"Professional Staff." All persons occupying positions designated by the Chancellor as being in the unclassified service.

"College." Academic component of Upstate as defined by the Administration of Upstate. Unless otherwise specified in these bylaws, college shall refer to the College of Health Professions.

"Dean." Chief Administrative Officer of the college; in these bylaws, Dean refers to the Dean of the College of Health Professions.

"Department." An administrative unit of the College of Health Professions as found on the organizational chart of Upstate.

"Student Representative." A student matriculated in the College of Health Professions who has been designated to represent the student body.

Upstate Faculty. The organization comprised of all the full and part-time members of Upstate Faculty and chaired by the Upstate University President.

Upstate Faculty Council. The elected body of the Upstate Faculty that represents the entire Upstate Faculty.

Councilor. Those elected representatives from each college to the Upstate Faculty Council.

Article I

Name

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

Article II

Purpose

The purpose of this organization shall be to

1. 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.
2. Be responsible for the conduct of the college's education, research and service programs.
3. Provide the means for fulfillment of the responsibilities and prerogatives of the members as stated in the Bylaws of the Assembly, Upstate Faculty and Faculty Council, and in the policies of the Board of Trustees.
4. Provide a means for formal channels of communication among members of the Assembly.

Article III

Functions of the Assembly

1. The Assembly shall consult with and inform the Chancellor, the President, the Dean, and other administrative officers or staff, when necessary, on matters pertaining to issues of the Assembly in the education, research, and service mission of Upstate.
2. The Assembly shall review and act upon all matters referred to it by the Chancellor, President, Dean, Upstate Faculty Council, committees of the Assembly, or individual members of the Assembly.
3. The Assembly shall review and/or act upon the reports and recommendations of the Upstate Faculty, Faculty Council and all standing and ad hoc committees of the Assembly.

Article IV

A. Membership

1. Members

Membership in the Assembly shall be extended to members of the academic staff of the college and library having academic rank or "qualified" academic rank, professional staff of the Division of Student Affairs, and student representatives as defined in Article IV:2 & 3.

2. Voting Members

Members of the academic staff of the college and the academic staff of the Library with the exception of those in A.3 below.

3. Non-Voting Members
 - a. Professional staff of the Division of Student Affairs
 - b. Persons having part-time appointments
 - c. Voluntary faculty
 - d. Two student representatives
4. The Secretary of the Assembly in consultation with the Dean 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 Assembly.

B. Dues

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

ARTICLE V

A. Officers

The officers of the Assembly shall be the Chairperson, Vice-Chairperson of the college, and Vice-Chairperson of the Health Sciences Library and Secretary

1. Qualifications
All officers of the Assembly must be voting members and may not hold an administrative position at the college level or at the level of Director of the Health Science Library
2. 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 the officer is elected. On the even years, the Assembly shall elect a Chairperson and the Health Sciences Library shall elect their Vice-Chairperson; on the odd years, the Assembly shall elect a secretary and the voting members of the College of Health Professions shall elect their Vice-Chairperson
3. No officer 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.
4. 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 Assembly.
 - a. The Chairperson shall:
 - i. be the presiding officer at all Assembly meetings and meetings of the Executive Committee
 - ii. prepare an agenda for meetings of the Assembly and Executive Committee
 - iii. insure that the functions of the Executive Committee are carried out

- iv. serve as or designate an Executive Committee member to be an ex officio member without vote of all Assembly standing committees except the Nominating Committee; in the event the Chairperson or designee also serves as the committee member from his / her Department he / she may vote as a committee member
 - v. Appoint the Parliamentarian to the Assembly.
 - vi. Serve as non-voting member on the Faculty Council.
- b. The Vice-Chairpersons shall:
- i. be responsible for the orientation to faculty governance for new faculty in the college and Health Sciences Library respectively
 - ii. 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
 - iii. The Vice-Chairperson with junior status shall be responsible for the collection, recording, and disbursement of all Assembly funds.
- c. The Secretary shall:
- i. In consultation with the Dean's Office and Library Director, keep an official and up-to-date membership list of the members, indicating those members who are eligible to vote in the meetings of the Assembly.
 - ii. keep and post minutes
 - iii. inform referring bodies of actions taken at Assembly meetings
 - iv. inform members of meetings according to procedures indicated in the bylaws.

B. Councilors

Two elected Councilors shall represent the Assembly at Faculty Council meetings. Elected Councilors or their alternate must attend at least 75% of all regular Council meetings, annually. If more than 25% of all regular meetings are missed without representation that Councilor is automatically removed and cannot be eligible for membership for a period of 2 years, following the year of removal. The Councilor's alternate then shall serve out the remainder of the Councilor's term.

1. Qualifications

Councilors must be academic faculty from the Assembly for a period of one year or more of full-time service.

2. Election

Councilors shall be elected by the voting members at the Annual Meeting or electronically as determined by the Executive Committee. Election of Councilors shall be consistent with the Upstate Faculty Bylaws, Article

V:D.2

Term

- a. Councilors shall serve a three year term or until a successor is elected and shall assume office immediately upon election with the proviso that in the first year terms may be shorter to establish a rotation
- b. Elected Council members may serve no more than two consecutive terms unless at least one year has elapsed from the conclusion of the second term.

3. Duties

Councilors shall report to the Assembly following each meeting of the Upstate Faculty Council and shall bring items to the Council as recommended by the Assembly or Executive Committee.

C. University Judicial Board, Academic Honesty Committee, and Appeals Board

The student judicial process includes the University Judicial Board, Academic Honesty Committee and Appeals Board. The Judicial Board is responsible for hearing cases of personal/social misconduct, the Academic Honesty Committee is responsible for hearing cases of academic misconduct/dishonesty, and the Appeals Board hears cases when a student appeals the outcome of misconduct or dishonesty review. The Judicial Board, Academic Honesty Committee and Appeals Board are under the purview of the Dean of Student Affairs and function in accordance with the judicial process outlined in the Student Code of Conduct.

1. Membership

The faculty members elected by the Assembly serve as the faculty pool for these judicial bodies. For a particular case, the Dean of Student Affairs selects the faculty members from the pool to serve in accordance with judicial policies.

2. Election

Annually, the Assembly shall elect one faculty member from the college to serve in the pool with the proviso that in the first year, a sufficient number will be elected to establish a pool of 3 faculty members with staggered terms. Election of the representative shall be in accordance with campus judicial policies.

3. Term

The Representative to the Judicial Board shall serve a three year term or until a successor is elected, and assume office immediately upon election with the proviso that for first election, terms will be adjusted to establish a rotation.

4. Duties

Representatives shall perform those duties specified by campus judicial policies.

D. Nominations and Elections

a. Nominations Establish a slate for

- i. Assembly officers,
- ii. Nominating Committee,
- iii. Judicial Board, and
- iv. University Faculty Councilors who have consented to serve.
- v. Student Evaluation Executive Committee and 2 alternates

- b. The slate shall be presented and nominations accepted from the floor at the regular Assembly meeting that is held at least one month prior to the Annual Meeting.
- c. The Nominations Committee shall be actively involved in suggesting names for the slate of Upstate Faculty Council committees.

2. Elections

- a. The Nominations and Elections Committee shall present the final slate for vote and conduct the election at the Annual Meeting of the Assembly or by electronic ballot; no nominations shall be accepted from the floor.
- b. Voting shall occur by ballots, written or electronic, prepared in a manner that allows for confidentiality, except when there is but one nominee for office, when a voice vote may be called.
- c. When written ballots are used, absentee ballots 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.
- d. Ballot tabulation
 - i. The Nominations and Elections Committee shall appoint teller(s) who will collect and count ballots, or assure accurate tally for an electronic ballot.
 - ii. In the event of a tie vote, election shall be determined by lottery.
- e. Election shall be by plurality of voting members.

E. Vacancies

1. Chairperson

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

2. Other Officers or Representatives

- a. Vacancies created by disqualification, removal, resignation, or death of other officers or representatives shall be filled by special election.
- b. The Executive Committee, upon declaring an office vacant, shall set the date for the purpose of a special election by either electronic ballot or by written ballot at a special meeting and shall notify the Nominations and Elections Committee to prepare the slate.
- c. 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. Additional nominations will be accepted electronically up to 7 days prior to an electronic election, or in the case of election at a meeting, nominations from the floor will be accepted.
- d. Election shall be by plurality of voting members.

F. Removal from Office

- 1. If an officer is temporarily unable to perform the duties of his or her 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 assume those duties.

2. 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

A. Meetings

1. Regular Meetings

- a. The Assembly shall hold at least three regular meetings each year. At least one shall be held in September or October, one shall be an Annual Meeting in May and one shall be held at least one month prior to the Annual Meeting; the Executive Committee shall determine the need for additional meetings. The Secretary shall notify each member of the Assembly at least three weeks before a regular meeting.
- b. The agenda for regular meetings shall be set by the Chair. New business may be presented by a member from the floor at any regular meetings. If such new business is judged by the Chairperson and/or the 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.

2. Special Meetings

- a. Special meetings may be called by:
 - i. the Chancellor, the President, the Dean, or Library Director in accordance with Article X, Section 2, of the Policies of the Board of Trustees,
 - ii. the Chairperson,
 - iii. a majority of voting members present at an Assembly meeting.
 - iv. the Secretary upon written petition of ten percent of the voting members, or
 - v. the Executive Committee.
- b. The agenda for a special meeting shall be limited to that of the stated purpose of the meeting.
- c. The Secretary shall notify each member of the Assembly at least 2 weeks before a special meeting.

3. Emergency Meetings

- a. Emergency meetings may be called by the Chancellor, the President, the Dean, Library Director, or the Chairperson at any time.
- b. All reasonable attempts to notify the Assembly shall be made.
- c. No vote is binding.

B. Conduct of Business

1. Regular meeting Quorum

Those present, providing 3 departments are represented, shall constitute a quorum for the transaction of business at any meeting.

2. Electronic meetings. Assembly business shall be permitted to be conducted via electronic communication. At the discretion of the Chair, or in his/her absence the Vice-Chairman with seniority,
- C. Electronic Voting
When a decision is needed between meetings of the 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.
- D. Minutes of the Assembly
Assembly minutes and Committee reports presented at Assembly meetings shall be kept on permanent file on-line and shall be available for review by any member of the University.

Article VII Committees

- A. Special Committees and Task Forces
Special Committees or Task Forces may be established by the Assembly or by the Executive Committee as deemed necessary to carry on the work of the Assembly.
- B. General
1. There shall be the following standing committees of the Assembly:
 - a. Executive Committee,
 - b. Academic Affairs Committee,
 - c. Curriculum Committee,
 - d. Faculty Affairs Committee
 - e. Nominations and Elections Committee. and
 - f. Student Evaluation Committee (SEC)
 2. Additional standing committees may be established upon recommendation of the Assembly and approval by a majority of the voting faculty in attendance at any regular or special meeting of the Assembly.
- C. Functions
1. Each Committee shall serve as a recommending body to the Assembly, with the exception of the SEC. 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 Assembly.
 2. For each of the standing committees, with the exception of the Executive Committee, Student Evaluation Committee, and Nominations and Elections Committee, the Executive Committee shall appoint the Chairperson or Co-Chairs from the members of the committee for a one year term; a committee Chair or Co-Chair may serve no more than two consecutive terms unless one year has elapsed from the conclusion of the second term. The Committee shall elect its own Secretary who is responsible for keeping and posting the minutes of the committee.
 3. Each committee, except the SEC, shall meet at least annually, with a 30-day notice to its members and the Executive committee.
- D. Voting

1. The Assembly Chair or his/her designee of the Executive Committee shall serve as a non-voting member of each standing committee, with the exception of the SEC.
2. 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.
3. Each member shall have one vote.
4. If a committee member cannot be present at a meeting, he/she may vote by: conveying his/her vote to the Chair prior to the meeting or by sending an alternate to the meeting; the SEC must send an alternate.
5. No committee member can represent more than one Department.

E. Executive Committee

1. Membership

- a. The Executive Committee shall consist of:
 - i. Chairperson of the Assembly
 - ii. Vice-Chairperson of the Assembly representing the college
 - iii. Vice-Chairperson of the General Assembly representing the Health Science Library
 - iv. Secretary of the Assembly
 - v. Councilors of the Upstate Faculty Council
 - vi. Committee Chairs of the standing committees with the exception of Nominations and Elections.

2. Voting Rights

Each member shall have one vote.

3. Officers

- a. The Committee officers shall be the same as those of the Assembly.
- b. Responsibilities:
The Executive Committee shall represent the Assembly and shall: report its actions for approval at the next meeting of the Assembly; carry out mandates and policies of the Assembly; except for the Nominations and Elections Committee and SEC, appoint the committee Chair or Co-Chairs from the members of the committee; ensure that the membership positions of all standing committees are complete; participate in the selection of any Search Committee to be formed to consider the appointment of the Dean; by request, suggest faculty representatives from the Assembly for University committees and task forces.

F. Academic Affairs Committee

1. Membership

- a. The Academic Affairs Committee shall consist of:
 - i. two student representatives, one undergraduate and one graduate from the college
 - ii. one representative from each Department of the College of Health Professions

- iii. one representative of the academic staff of the library
 - iv. one non-voting representative from the Division of Student Affairs;
 - v. The Chair or senior Co-chair of the committee shall serve on the Assembly's Executive Committee
- b. If a committee member cannot be present at a meeting, he/she may: convey his/her vote to the Chair prior to the meeting or send an alternate to the meeting.
 - c. No one can represent more than one Department.

2. Responsibilities

The committee shall be responsible to address issues such as, but not limited to:

- a. any charges, which may come from the Assembly or Executive Committee
- b. advisement in the development, review, and revision of undergraduate and graduate academic policies for the college.
- c. accreditation issues and experiences
- d. commencement issues
- e. research issues
- f. Supportive services. (i.e. library, informational technology, etc)
- g. Discussing and providing suggestions regarding college faculty and Student Judicial policy and professionalism standards.

G. Curriculum Committee

1. Membership

- a. The Committee shall consist of:
 - i. two student representatives, one undergraduate and one graduate from the college
 - ii. one representative from each of the Departments of the college
 - iii. one representative of the academic staff of the Library, and
 - iv. one non-voting representative from The Division of Student Affairs
 - v. The Chair or senior Co-chair of the committee shall serve on the Assembly's Executive Committee
- b. If a committee member cannot be present at a meeting, he/she may convey his/her vote to the Chair of the committee prior to the meeting or send an alternate to the meeting
- c. No one can represent more than one Department

2. Responsibilities

The committee shall be responsible to address issues such as, but not limited to;

- a. any charges which may come from the Assembly or Executive Committee
- b. undergraduate and graduate curricular matters of the college prior to implementation or application including,
- c. new Department proposals
- d. new courses or curriculum

- e. curricular changes (i.e., adding or dropping courses and changes in credit hour allocation, course description, changes in course sequencing, and prerequisites for admission)
- f. Educational opportunities with potential for multi-department involvement.

H. Faculty Affairs Committee

1. Membership

- a. The committee shall consist of:
 - i. two student representatives, one undergraduate and one graduate from the college
 - ii. one representative from each Department of the College of Health Professions
 - iii. one representative of the academic staff of the library
 - iv. one non-voting representative from the Division of Student Affairs;
 - v. The Chair or senior Co-chair of the committee shall serve on the Assembly's Executive Committee
- b. If a committee member cannot be present at a meeting, he/she may convey his/her vote to the Chair prior to the meeting or send an alternate to the meeting
- c. No one can represent more than one Department.

2. Responsibilities

The committee shall be responsible to address issues such as, but not limited to:

- a. faculty development
- b. student and faculty life such as diversity and environmental programs and regional community involvement¹
- c. Evaluation of faculty teaching effectiveness
- d. Faculty awards
- e. Faculty advisement and development related to promotion and tenure
- f. Any search committee formed to consider the appointment of the Dean or Library Director shall have representation of the members with academic rank of the college or library.
- g. any charges which may come from the Assembly or Executive Committee

I. Student Evaluation Committee (SEC)

1. Membership of the CHP SEC

- a. SEC Executive Committee made up of three faculty members representing different academic departments in the College of Health Professions elected by the Assembly.
- b. Two faculty members from the department of the student being reviewed
- c. The Associate Dean of Student Affairs or his/her designee; ex-officio without vote

- d. The Registrar or his/her designee; ex-officio without vote.
- 2. Alternate Members of the Executive Committee
 - a. Two alternates from different departments shall be elected by the Assembly to serve in the absence of a member of the SEC, or when an elected member of the SEC must recuse him/herself for the review of a student from his/her department.
- 3. Term
 - a. The term of office for the elected members of the SEC shall be 3 years with one elected each year; alternates shall serve for a two year term with one elected each year.
- 4. Chair

The Chair of the SEC shall be elected annually by the members of the SEC.
- 5. Responsibilities
 - a. After each semester, the SEC shall review performance of all students with academic difficulties and/or any student of concern identified by faculty; academic work of those being reviewed will be considered in its entirety including credit and non-credit courses taken on or off campus.
 - b. Actions that may be taken by the SEC are defined in the Student Handbook, as are procedures for notifying students of the actions.
 - i. Students may appeal dismissal by submitting a written appeal to the Dean of the College of Health Professions within 4 business days of the initial notification; procedures for the appeal process are found in the Student Handbook.

J. Nominations and Elections Committee

- 1. Membership

The committee shall consist of three elected members
- ~~2.~~ Term of Office shall be 3 years with one member elected annually
- 3. Officers

The Chair of the Committee shall be the senior member of the committee.
- 4. Functions

The committee shall be responsible to address issues such as but not limited to:

 - i. establishing and presenting a slate of officers, who have consented to serve
 - ii. establishing and presenting a slate for the SEC Executive Committee and alternates
 - iii. active involvement in suggesting nominees for the Committees of the Faculty Council
 - iv. preparing and presenting the ballots for election
 - v. conducting elections as per Article V:D.2

Article VIII
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the 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 Assembly, a Bylaws Committee or by at least ten of the voting members. The Secretary of the Assembly shall notify voting members at least three weeks prior to a meeting of the 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 Assembly.

**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."
