

STATE UNIVERSITY OF NEW YORK AT NEWPALTZ

Professional Faculty Council By-Laws

- Article I **NAME**
The name of this organization shall be the Professional Faculty Council of the State University of New York at New Paltz (SUNY New Paltz).
- Article II **PURPOSE**
The purpose of this organization is to act as the governance system of the Professional Faculty of SUNY New Paltz to insure fair representation of the Professional Faculty in all College-related governance matters and College-wide issues.
- Article III **MEMBERSHIP**
All non-management confidential Professional Faculty at SUNY New Paltz shall be members of the Professional Faculty Council upon initial appointment.
- Article IV **GOVERNANCE**
The governance of the Professional Faculty Council shall be vested in the Executive Committee.
- Article V **EXECUTIVE COMMITTEE**
Section 1: To communicate with Council members on a regular basis and to bring professional concerns to the attention of the administration and other College entities; and to conduct campus elections.
Section 2: The Executive Committee is composed of an elected chair, secretary, and division representatives proportionally elected from each of the five administrative divisions by their respective constituencies (see Article VI, Section 1.d).
- Article VI **OFFICERS**
Duties and responsibilities of the officers of the Executive Committee shall be as follows:
- a. Chair: To convene and preside over the Executive Committee and the Professional Faculty Council, and to convene and preside over special meetings as necessary.
 - b. Vice Chair: To assume the duties of the chair in the chair's absence.

- c. Secretary: To maintain a record of and distribute agendas, and minutes of the Executive Committee and the Professional Faculty Council no later than one week prior to their next regularly scheduled meeting. Notices of special meetings shall be distributed by the Secretary.
- d. Division: Division representatives, composed of 1 from Advancement, 3 from Student Affairs, 2 from Administration, 1 from Enrollment Management, and 2 from Academic Affairs will communicate the wishes and opinions of the Professional faculty in their respective divisions to the Executive Committee and the Professional Faculty Council in all matters of substance. Representatives will communicate regularly with their constituencies.
- e. Ex-Officio: The Vice President for Professional Faculty of UUP will be an ex-officio member.

Article VII MEETINGS

- Section 1: The Executive Committee shall meet at least once a month from September to May of each year. Quorum of Executive Committee meetings shall be 50% of the Executive Committee.
- Section 2: The Professional Faculty Council shall meet at least two (2) times in every academic year of which one meeting shall be prior to, and in sufficient time to present a slate of professional faculty for nomination in college-wide governance committees and body elections.
 - a. Quorum of the Professional Faculty Council meetings shall be 20% of the Professional Faculty membership.
 - b. Motions of the Executive Committee and the Professional Faculty Council pass by a simple majority of those present and voting.

Article VIII ELECTIONS

- Section 1: Professional Faculty at SUNY New Paltz are eligible to participate in elections of the Executive Committee of the Professional Faculty Council.
- Section 2: Members of the Executive Committee shall serve a two-year term of office from July 1st to June 30th.
- Section 3: Elections of representatives and officers of the Executive Committee shall occur in the following manner:
 - a. Elections will be conducted by mail ballot to the Professional Faculty.
 - b. Elections will occur in the month of April.
 - c. Elections will be supervised by the Executive Committee of the Professional Faculty Council.
 - d. Division representatives will be elected by their respective division.
 - e. If an Executive Committee position becomes vacant, the Executive Committee will appoint a replacement for the duration of the term.

Article IX

ELECTION TO COLLEGE WIDE COMMITTEES

The Executive Committee shall secure nominations from the eligible members of the Professional Faculty to fill Professional Faculty seats on standing College-wide committees and Professional Faculty representatives on College-wide ad hoc committees. Eligibility for membership on committees outside of the Professional Faculty Council shall be subject to the limitations set forth by documents governing those committees.

RATIFICATION OF THE BY-LAWS AND AMENDMENTS TO THE BY-LAWS

Ratification of and amendments to the Professional Faculty By-Laws shall be by two-thirds (2/3) of the votes cast.

5/2001