BUFFALO STATE COLLEGE
SCHOOL OF EDUCATION

BY-LAWS

PREAMBLE

The Faculty of the School of Education (SOE) at Buffalo State College establishes these By-Laws 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 By-Laws are statements of policies governing the conduct of affairs of the SOE.

Mission Statement
The community of faculty and staff within the SOE at Buffalo State College is committed to the intellectual, personal and professional growth of future and practicing professionals in the field of education. Transformative educational experiences frame our programs, engaging faculty, candidates and the learners they serve, schools, and industry and community partners to improve the quality of life for all. We work collaboratively to ensure that graduates become inspired, reflective practitioners who possess the knowledge, skills and dispositions to model and promote a lifelong passion for learning; recognize the value of diversity; learn to implement inclusive pedagogies that celebrate the abilities of all individuals; and embrace the rich cultural heritages of the communities they serve. (Approved by the SOE faculty)

Values Statement
Core Values
Central to the mission of the SOE at Buffalo State College are the following:

1. An appreciation for the unique urban, rural, and suburban geographical and historical connections through which we steadfastly promote an understanding of the positive aspects and challenges for educators in these settings.

2. A commitment to establish, promote and maintain reciprocal, positive collaborations with educational settings and communities.

3. A dedication to education throughout the human lifespan as a shared experience among children, adults, parents, and caregivers within the community and educational settings.

4. A commitment to nurture in ourselves and our candidates a life-long passion for learning and service to the community, country, and world.
Furthermore, the SOE at Buffalo State College is committed to ensuring that our graduates have the proclivity to:

1. Meet rigorous institutional, professional, and accreditation standards, especially related to:
   - Mastery of dynamic content.
   - Communicating effectively and professionally.
   - Understanding the reciprocal relationship between theory and practice.
   - Skill and innovation in applied pedagogy throughout the lifespan.
   - Inquiry-based and reflective practice.
   - Multiple literacies. (e.g. English, language arts, heritage language, numeracy, music, art, social studies, science, technology, and media studies).
   - Effective collaboration.

2. Develop the skills, knowledge, self-confidence, and attitudes that will empower them to transform the lives of those they teach. Their influence will be measured through these individuals becoming:
   - Critical thinkers
   - Creative problem solvers
   - Knowledgeable about a wide range of issues and topics
   - Lifelong learners
   - Socially responsible

3. Demonstrate respect for the worth of all individuals and an appreciation for their cultural, linguistic, experiential, and developmental backgrounds.

4. Contribute to the creation of deliberative democratic dialogue and engage in intellectual discussion in the classroom, community, and in policy arenas at all levels.

ARTICLE I

Membership and Voting Privileges

A. Members of the Faculty are those members of the College community who have primary professional commitment to the SOE. Voting members of the Faculty shall be defined according to the College By-Laws as stated by the Board of Trustees of the State University of New York. A list of eligible faculty members and their designated voting status shall be prepared and circulated by the SOE Agenda, By-Laws, 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 SOE 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. Governance of Administrative Departments. The following are the academic departments of the SOE: Elementary Education and Reading, Exceptional Education, Social and Psychological Foundations of Education (currently includes the Woods-Beals Endowed Chair), Career and Technical Education, and Adult Education.

B. Governance of SOE Faculty Departments. Each academic department shall determine and state in writing the By-Laws for its group. These By-Laws will express the means of faculty participation in decision-making with respect to pertinent areas noted in the Buffalo State College By-Laws, Article III, Section A. These statements shall be consistent with the By-Laws of the SOE and the College By-Laws and shall be filed with the Dean of the SOE and accessible to the SOE Agenda, By-Laws, 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 By-Laws, Article VI.

ARTICLE III

Meetings of the SOE

A. Conduct of Meetings. The Dean shall preside at all regular and special meetings of the Faculty in the SOE, 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 files. 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.

2. Secretary.

   a. The Secretary shall be a faculty member of the SOE 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 SOE meetings, and shall be responsible for submission to the Dean or his/her designee, of the minutes of SOE meetings as well as other official SOE documents to be maintained in the School’s permanent record files. The secretary shall perform such other duties as are prescribed in the By-Laws.

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 (20%) of the School’s voting members shall constitute a quorum.

B. **Regular Meetings.** The Dean shall call a regular meeting of the SOE 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 SOE Agenda, By-Laws, and Elections Committee. Written notice of a meeting and the agenda shall be sent to all members of the SOE at least 10 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 15% of the SOE’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 7 calendar days in advance of the scheduled meeting, exclusive of College recesses. Business conducted shall be limited to the published agenda.

D. **Student Participation.** Student attendance at SOE meetings shall be encouraged.

ARTICLE IV

**College Senators and TEC Representatives**

A. **Nominations and Elections of College Senators and TEC Representatives.**

1. College Senate. For the purpose of electing College Senators from the SOE, the following protocol will be used:
Adopted 12/2/11

a. A slate of candidates shall be placed in nomination electronically by the Agenda, By-Laws, and Elections Committee each year at least one month prior to the College Senate elections. Each department may nominate candidates to the Committee. (SOE senate candidates who are not elected to a SOE senate seat may self-nominate directly to the College Senate for an at-large Senate seat by following the Senate’s procedure for self nomination.)

b. Ballots shall be distributed electronically to all voting members of the SOE. Senators shall be elected by receiving 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 candidates receiving the greatest number of votes for each seat available shall be presented on successive ballots until the available positions are filled.

c. If a Senator elected by the SOE is unable to serve, the SOE shall elect another of its members to serve the unfinished term. A special election will be conducted as in sections A (1a) and (1b) above.

N.B. It was agreed upon that section (d) below would not be amended until the current TEC concludes its by-laws revisions and indicates the total number of representatives that the SOE will have on that council. There did appear to be general consensus that each SOE department should have at least one representative on the TEC if the total number allowed for the SOE is at least 4 seats.

d. TEC. For the purpose of electing SOE representatives to the Teacher Education Council (TEC) of the Teacher Education Unit (TEU), the Agenda, By-Laws, and Elections Committee each year shall present electronically, a slate of candidates to fill vacant positions on the TEC. Each department may nominate candidates to the Committee. The candidate receiving the most votes shall fill the first vacant position, and subsequent vacancies will be filled in descending order of votes received. –OR- Representatives shall be elected by receiving 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 candidates receiving the greatest number of votes for each seat available shall be presented on successive ballots until the available positions are filled.

B. Responsibilities. In addition to their other College Senate or TEC responsibilities, the Senators and TEC representatives shall report the proceedings of the College Senate and of the TEC at regular meetings of the SOE Faculty.
ARTICLE V

Committees

A. Organization of Committees.

1. All standing committees shall consist of voting members of the SOE elected for a 2-year term, effective the first day of professional obligation in the fall semester and terminating the final day of summer session in the final year of their term.

2. The terms shall be staggered so that approximately one-half of each committee membership is elected each year.

3. Each standing committee shall choose its own chairperson.

4. Each standing committee shall report its actions annually at the last meeting of the year and shall file a copy of its report with the Dean.

5. In addition to the responsibilities assigned to the standing committees listed below, the SOE may assign from time to time, temporary or permanent additional responsibilities.

6. Standing committees may be established only by amendments to these By-Laws.

7. The quorum for all committee meetings shall be a majority of the voting members of the committee.

B. Standing Committees.

1. Agenda, By-Laws, and Elections Committee

   a. The committee shall consist of one member elected by each academic department.

   b. This committee, jointly with the Dean, shall prepare and distribute a written agenda for each SOE general meeting.

   c. This committee shall consider any implementation or amendment of these By-Laws and make recommendations directly to the Faculty concerning proposals brought to the committee by Voting Members of the SOE.

   d. This committee shall nominate candidates for SOE elections when necessary.
This committee shall supervise all elections (i.e., solicit nominations and present a slate of candidates) and other voting required for the SOE.

f. This committee shall request that each department elect a representative to serve on an ad hoc 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 of recommending to the Dean, approval of new programs, and the review of existing programs. The committee's recommendations shall be transmitted to all SOE departments and the College Senate.

3. **Budget and Staff Allocations Committee**

   a. The committee shall consist of one member elected by each academic department.

   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 SOE 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 SOE.

   2. Ad hoc committees shall report annually to the SOE at a general meeting.

D. **External Committees.** All SOE representatives to committees external to the SOE, shall be appointed by the Dean of the SOE.
ARTICLE VI

Review of the Dean

An ad hoc committee shall be elected to review the Dean's performance in office at least every third year with the process beginning in the 5th semester of a 3 year appointment. The committee shall consist of one member elected by each academic department. The committee shall be charged with reviewing the performance of the Dean during the past 3 years of the Dean's term in office using, minimally, the dean’s SOE annual reports as one measure of the review as well as faculty feedback related to the dean’s performance. The committee shall discuss its review findings with the Dean and shall make recommendations to the SOE faculty, the Dean, and the Provost/Vice President for Academic Affairs based on its findings.

ARTICLE VII

Amendments

A. Amendments to these By-Laws may be originated in any of the following ways:

1. Any department of the SOE may petition the Dean who will present the amendment to all SOE Faculty members.

2. Any group of at least 15% of the SOE membership may petition the Dean who will present the amendment to the SOE members.

2. Any member, or group of members, of the SOE may propose an amendment to these By-Laws, in writing, to the Agenda, By-Laws, and Elections Committee. The committee, upon majority approval, shall petition the Dean to present the proposed amendment to the SOE Faculty members.

3. The Dean may petition the Agenda, By-Laws, and Elections Committee for amendments to be presented to the Faculty.

B. Proposed amendments shall be circulated to the members electronically at least 10 days prior to a special or regular meeting of the SOE at which they are to be considered. A special meeting shall be called within one month following the petition to consider the proposed amendment unless a regular meeting is scheduled within 30 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 conducted by the Agenda, By-Laws, and Elections Committee of the SOE either by closed ballot at a SOE meeting or electronically with a specified voting window.