

Charter (1986)

Approved by the Board of Trustees, June 23, 1986

Article I. SENATE

Section 1. Purpose

This charter establishes the York College Senate as the legislative body of York College of the City University of New York.

Section 2. Definition

This Senate shall replace the Faculty Council and Student Council and shall assume their duties and responsibilities (See CUNY Bylaws, Section 8.7).

Article II. SENATE DUTIES

Section 1. Legislative Function

The York College Senate shall exercise all legislative powers granted to the College as a unit of the City University and shall advise the President on other matters concerning the policies, standards, and programs of the College.

Section 2. Jurisdiction

As the College legislative agency, the Senate jurisdiction shall include the following areas:

1. Curriculum and other educational matters including academic standards;
2. Student discipline, student organizations, student affairs;
3. The safeguard of academic freedom of all members of the York College Community;
4. All matters which may subsequently be assigned to the College legislative sphere.

Section 3. Prerogatives

As an advisory-body, the Senate shall have the right to express itself formally in any area and communicate its recommendations to the interested authorities.

Article III. MEMBERSHIP

Section 1. Composition

The York College Senate shall consist of representatives of the Faculty, Students and Administration.

Section 2. Faculty Representation

A. The Faculty shall consist of all full- and part-time personnel with the titles of Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor or their adjunct equivalents. Each department shall be entitled to at least one senator.

1. Department designation shall be based on the Academic

Structure List as maintained in the President's office. For the purposes of this Charter, Library and Student Development shall be considered departments.

2. Each Department shall be represented according to the following schedule. Representation shall be based on a full-time equivalent ratio. All fractions shall be truncated:

Full-time equivalent faculty size # of Senators

Up to 10 1

11 to 20 2

21 plus 3

B. In the event that a department with multiple disciplines is entitled to two or more senators, senators shall be from different disciplines.

Section 3. Student Representation

A. Students are those persons enrolled in credit bearing courses at York College.

B. Students shall be guaranteed a number of seats equal to those held by faculty. These seats shall be apportioned as follows: Each Department shall be entitled to one student senator. The remaining seats necessary to bring student senators to a number equal to faculty senators shall be elected at large: in the event that any department is not represented in the list of candidates, that department's seat shall be filled by election at large.

C. A student candidate for the Senate shall have a minimum 2.0 index which must be maintained for the duration of the term of membership.

Section 4. Administration Representation

The President shall appoint four persons in the administration to serve as senators. In addition, the President shall be a member of the senate. (One of the administration senators shall be from the Office of the Registrar and one shall be from the Office of the Dean for Academic Affairs.)

Section 5. Term of Office

The term of office for all senators shall be one academic year.

Section 6. Alternates and Proxies

No alternates or proxies shall be permitted.

Section 7. Elections

A. Regular elections for student senators shall be held once a year during the first ten days of May. The Committee on Elections shall organize and conduct the elections and shall make all reasonable efforts to encourage full student participation.

B. Regular elections for faculty senators shall be held in each department in May.

C. When a vacancy occurs for any reason (i.e., resignation, non-reappointment, graduation, etc.) a special election will be held.

Article IV. SENATE OFFICERS

Section 1. Chairperson

The President of the College shall be the Chairperson of the Senate.

Section 2. Vice-Chairperson

A Vice-Chairperson shall be elected from the membership of the Senate to serve as Chairperson in the absence of the Chairperson.

Section 3. Secretary

A Secretary shall be elected by the Senate.

Section 4. Parliamentarian

A Parliamentarian shall be elected by the Senate.

Section 5. Student Leader

The Student Caucus shall elect a leader from its membership. (The Student Caucus is the Student Government of York College.)

Section 6. Faculty Leader

The Faculty Caucus shall elect a leader from its membership

Section 7. Executive Board

The Executive Board of the Senate shall consist of five voting members. The members of the Executive Board shall be the Chairperson, the Faculty Caucus Leader, and the Student Caucus Leader, the Vice-Chairperson and the Secretary. The members of the Executive Board shall hold office until their replacements are elected at the first meeting of the Senate each academic year.

Section 8. Duties of the Executive Board

The Executive Board of the Senate shall schedule Senate meetings. Upon petition of ten or more members of the Senate, a meeting must be called in order to deal with matters of Senate concern. The Executive Board shall be responsible for preparing agenda for all meetings and, subject to review by the total Senate, for carrying out the business of the Senate between regular meetings. Senate meeting dates and agenda shall be publicized sufficiently and be received by Senators at least seven working days in advance of a Senate meeting to assure maximum attendance and participation. In addition, the Executive Board shall:

- A. Serve to improve the effectiveness of college governance by recommending appropriate measures to the Senate or to the appropriate Committee. These recommendations are based upon periodic review of the committee structure and the functioning of committees (including performance and attendance of committee members), and receipt of reports of violations against committee operations.
- B. Receive items of concern which do not fall within the jurisdiction of any existing committee and make disposition of them by referring to any existing

committee or by recommending to the Senate the creation of a committee for the purpose.

Article V. MEETINGS

Section 1. Frequency

The Senate shall meet monthly or as required so that there will be at least three meetings per semester. The initial meeting of each academic year must be held by October 15.

Section 2. Participation

Regular meetings of the Senate shall be open to all members of the York College Faculty, Student Body, and Administration, who may be recognized at the discretion of the Senate.

Section 3. Quorum

A quorum shall consist of more than 50% of the membership of the Senate.

Section 4. Parliamentary Procedure

The Senate shall conduct its meetings in accordance with Robert's Rules of Order- Newly Revised.

Section 5. Caucus Meetings

The Faculty Caucus and the Student Caucus shall have the right to meet as they deem necessary. (Notice of such meetings shall be given to the Executive Board of the Senate.)

Article VI. CHARTER AMENDMENTS

Section 1. Proposed Amendments

An amendment may be proposed by a petition signed by at least 20% of the York College Senate or by one Senator in response to a petition signed by no fewer than 10% of the College Community of faculty and students, gathered at large. The proposed amendment

shall be read into the official record during a regularly scheduled meeting of the Senate and cannot be ratified at that meeting.

Section 2. Ratification

After a waiting period of at least four weeks from the date of its being read into the official Senate Record. A proposed amendment may be considered for ratification by the Senate, either at a regularly scheduled meeting or at one especially convened for the purpose of ratification. Ratification shall require the approval of: two thirds of the voting Senators; two thirds of those voting in separate faculty and student referenda; the President of the Senate, and the Board of Trustees. Voting for ratification of proposed amendment shall take place no later than the third regularly scheduled meeting of the Senate following the date of its proposal.

Section 3. Enactment

A ratified amendment shall be enacted as soon as possible after the date of ratification. In no case shall such enactment be delayed beyond the first day of the next academic year following the ratification date.

Article VII. COMMITTEES

Section I (a). Standing Committees

Committee on Academic Standards

Committee on Admissions

Committee on Campus Environment

Committee on College Curriculum

Committee on Elections

Committee on Instruction

Committee on Library

Section I (b.) Ad Hoc Committees

Ad Hoc Committees shall be created by the Senate when necessary. The composition and tenure of such committees shall be established at the time they are created. Such committees shall be responsible to and report to the York College Senate. The Faculty Caucus or the Student Caucus may create ad hoc committees as they deem necessary. An ad hoc committee created by the caucus shall be responsible to and report to the caucus, which created it.

Section 2. Procedures

- A. The Committee on Elections shall publicize all committees, their powers and obligations and the requirements for membership thereon. The committee shall solicit department, self- and other nominations and forward all names, with certification of eligibility to the Senate.
- B. The term of office for all elected faculty committee members shall be two years; one half of the membership shall be elected each year. No ejected committee member may serve more than three consecutive terms. The term of office for all student members shall be one year.
- C. Election to committees shall be conducted by the last Senate meeting of the Spring Semester preceding the year of office. Faculty members shall be elected by the Faculty Caucus; student members shall be elected by the Student Caucus; Administration members shall be appointed by the President.
- D. Removal of a member of a York College Senate Standing Committee shall be by a 2/3 vote of the membership of the appropriate caucus.

E. Notification of election to a Standing Committee shall be made by the Secretary of the Senate to each newly elected member within two weeks following the election.

F. The President of the Senate shall appoint a convener for each Committee who shall be directed to convene an organizational meeting which must be held during the month of September.

G. Each Standing Committee shall elect its Chairperson and Secretary from shall be reported to the Senate.

H. All committees shall report to the Senate at least once a semester; committees may ask to be placed on the agenda.

I. Standing Committees shall fulfill the functions set forth in this Charter as well as such other responsibilities as may be assigned by the Senate which are consistent with the functions set forth herein.

J. Each Standing Committee shall establish procedures for articulating with the total College community for the purposes of soliciting ideas and coordinating activities.

Membership, Functions and Duties of Standing Committees are outlined below:

COMMITTEE ON ACADEMIC STANDARDS

Membership

Total: Fifteen (15) members

1. Administration: Three (3) members, one (1) each from the Office of:

The Registrar

The Dean of Students

The Director of SEEK

2. Faculty: Six (6) members. No two (2) members from the same Department.
3. Students: Six (6) members. No two (2) members from the same Department; to serve only on policy and procedure matters and appeals of denied petitions.

Functions

1. To review and recommend policies relating to the academic standards of the College (as they pertain to enrolled students) as well as the procedures used for their implementation.
2. To hear and decide upon petitions and appeals of students deviating from established policy.

Procedures

The Committee shall review and make decisions on all:

1. Recommendations for policy and procedures to be submitted to the Senate;
2. Readmission petitions of students who do not meet academic standards;
3. Petitions for waivers;
4. Petitions for withdrawal or leave of absence;
5. Grade appeals;
6. Appeals of denied petitions.

Accountability

1. For policy recommendations: to the Senate.
2. For implementation of policy: to the President.

COMMITTEE ON ADMISSIONS

Membership

Total: Seven (7) members

1. Administration: One (1) member from the Office of the Director of Admissions

2. Faculty: Three (3) members
 - a. One (1) from the Office of Student Development
 - b. Two (2) at large. No two (2) members from the same department
3. Students: Three (3) members. No two (2) members from the same graduating year

Functions

1. To recommend policy for the admission of those students who do not come through the University Admissions Policy Committee in consultation with the Committee on Academic Standards when appropriate.
2. To exercise discretionary authority on direct applications.

Procedures

Appeals from applicants who do not meet admission criteria may be heard by the Director of Admissions with at least one faculty and one student member of the Committee.

Meetings

At least once a semester and as often as necessary.

Accountability

To the President.

COMMITTEE ON CAMPUS ENVIRONMENT

Membership

Total: Fourteen (14) members

1. Administration: Two (2) members, one (1) each from the Office of:
 1. The Dean of Students
 2. The Dean for Administrative Affairs

2. Faculty: Six (6) members. No two (2) from the same department
3. Students: Six (6) members. No two (2) from the same department

Functions

1. To recommend programs and review policy designed to improve College services.
2. To make recommendations regarding the decor, safety, security and amenities of the physical plant.
3. To make recommendations regarding the cultural program of the College.

Meetings

As frequently as necessary.

Accountability

To the Senate.

COMMITTEE ON COLLEGE CURRICULUM

Membership

1. Administration: Two (2) members, one (1) each from the Office of:
 1. The Dean for Academic Affairs
 2. The Registrar
2. Faculty: One (1) faculty member of professorial rank from each department.

Elections to be held by the respective departments.
3. Students: Equal in number to faculty members. No two (2) students from the same major.

Functions

1. To establish curriculum policy.
2. To review established curriculum.

3. To discuss all proposed curriculum changes.
4. To recommend changes to the York College Senate.

Procedures

The committee shall establish procedures to be used in submitting to the committee proposals for changes to the curriculum of the College. The committee shall review and discuss all such proposals. Proposals it accepts shall be reported to the York College Senate for its action.

Accountability

To the Senate.

COMMITTEE ON ELECTIONS

Membership

Total: Fourteen (14) members

1. Administration: Two (2) members, one (1) each from the Office of:
 1. The Dean of Students
 2. The Assistant to the President
2. Faculty: Six (6) members. No two (2) members from the same department.
3. Students: Six (6) members. No two (2) members from the same department.

Functions

1. This committee shall establish policies and procedures for the election of student senators and all referenda:
 - a. The establishment and publication of the date of election at least three weeks in advance.
 - b. The certification of qualified nominees.
 - c. The certification of the lists of qualified *voters* for elections.

d. The establishment of the students' election procedures.

e. The supervision of the election of student senators.

f. The tallying and certification of student results.

2. The election of faculty senators shall be conducted by the *respective* departments in May.

1. For election of members of the York College Standing Committees and

Elected representatives of CUNY-wide bodies: (Faculty and Student Body). Faculty members of this committee shall serve, with the Faculty Caucus Leader, to *receive* nominations and conduct elections of faculty members. Student members of this committee shall serve, with the Student Caucus Leader, to receive nominations and conduct elections of student members.

4. The committee shall receive formal complaints about election procedures and/or results, rule upon their validity, and initiate remedial measures, if required.

Procedures

1. Regular elections for the student seats in the York College Senate shall be held once a year during the first ten days of May.

2. These elections shall be organized and conducted by the Committee on Elections.

3. Vacancies shall be replaced by special elections.

Meetings

Once each semester and other times when necessary.

Accountability

To the Executive Board of the Senate.

COMMITTEE ON INSTRUCTION

Membership

Total: Eight (8) members

1. Faculty: Four (4) members. No two (2) members from the same department.
2. 2. Students: Four (4) members. No two (2) members from the same department.

Function

This committee shall recommend policy in all areas dealing with teaching effectiveness, academic calendar, and other areas related to instruction.

Accountability

To the Senate.

COMMITTEE ON LIBRARY

Membership

1. Faculty: One (1) Faculty member from each department.
2. Students: One (1) Student member from each department.

Elections

To be held at large.

Functions

This committee shall review the operation of the Library and other media services, and make recommendations for improving and expanding the collection. In particular, the committee shall:

1. Serve as liaison between the Library and its users.
2. Advise the Librarian in matters pertaining to Library resources, facilities, and services.
3. Encourage and support the growth, development, and well-being of the Library.

Accountability

To the Senate.

Article VIII. DEPARTMENT ELECTIONS

The Department Chairperson and the Departmental Personnel and Budget Committee shall be elected by the Faculty members of the department as follows: all full-time Faculty in Professorial titles, Lecturers, and Instructors who have received at least one reappointment.