

# **SUNY Polytechnic Institute Utica Campus Staff Assembly**

## **MISSION**

The mission of the **SUNY Polytechnic Institute (SUNY Poly) Utica Campus Staff Assembly** is to focus the collective energy, knowledge, and experience of the non-faculty staff, to advance the mission of the campus, to serve as a participant in campus governance, and to provide a mechanism for communications and feedback relative to issues affecting the campus community within SUNY Poly.

## **COMPOSITION**

Composition of the Staff Assembly at SUNY Poly shall include all state employees working at SUNY Poly Utica campus who are professional staff (as defined in the Policies of the Board of Trustees) not holding academic rank, the staff of the Research Foundation, the College Association, and classified staff in service of the State of NY (as defined by NYS Civil Service Law).

## **GOALS**

This organization seeks to provide input into policies and decisions that affect the growth and mission of the campus. In addition, the Staff Assembly provides a common ground and mechanism for staff to connect with, learn from, and build a stronger relationship with their working colleagues.

- Advise the President and cabinet on issues relating to the campus and to staff and professionals on campus
- Work with senior administrators to ensure professional/staff representation on search and other appropriate committees
- Hold scheduled assembly meetings
- Increase awareness of the assembly and constituency as part of the orientation program for new campus staff
- Work with representatives from the Faculty Assembly with distribution of the President's Opportunity Fund for Faculty and Staff Development and work collectively to develop a plan for the successful continuation of this program.
- Discuss campus construction projects and identify impacts, relocations, and loss of space. Advise the President or designee of the possible implications.
- Educate assembly and constituency on individual development and promotional opportunities
- Work with Faculty Assembly on issues of mutual concern
- Educate assembly and constituency on new technologies and projects concerning the safety of the campus community
- Provide a forum for feedback resulting from the adoption of new technologies (Banner, etc.)

# **Constitution and Bylaws of the State University of New York Polytechnic Institute Utica Campus Staff Assembly**

## **Article I: Name and Responsibilities**

1. This body shall be known as the Staff Assembly of the State University of New York Polytechnic Institute (SUNY Poly) Utica Campus Staff Assembly
2. The general membership elects officers and representatives, participates in various committees, meetings, forums, and proposes and approves amendments to the Constitution of the Staff Assembly, Bylaws of the Staff Assembly and also the Code of Ethics of the Staff.
3. All other rights and responsibilities of the Staff Assembly general membership shall be discharged through the elected Staff Assembly officers.

## **Article II: Definitions**

Unless otherwise specified the terms used in this Constitution shall have the meaning ascribed to them in the Policies of the Board of Trustees.

1. “University, Institute or College”—State University of New York Polytechnic Institute (SUNY Poly).
2. “Exempt staff”—as defined by the U.S. Fair Labor Standards Act.
3. “Staff”—as defined in Article III: Membership.
4. “SUNY-Wide Senate”—the state-wide organization known as the University Faculty Senate of the State University of New York.
5. “Faculty Assembly”—Academic governance body comprised of individuals holding academic rank within SUNY Poly.
6. “Staff Assembly Executive Committee”—as defined in the Bylaws of the Staff Assembly, Article IV.
7. “President”— President of the State University of New York Polytechnic Institute.

## **Article III: Membership**

1. Membership shall include all state employees working at SUNY Poly who are non-teaching professional staff (as defined in the Policies of the Board of Trustees) not holding academic rank, staff of the Research Foundation, the College Association, SUNY Poly Foundation, and classified staff in service of the state of NY as defined by NYS Civil Service Law.
2. Interpretation of the above definition of membership is to be provided by the Executive Committee.

## **Article IV: Officers of the General Membership**

### **Section A—Officers and Their Duties**

#### 1. Executive Committee:

The Executive Committee shall consist of the Chairperson, Vice Chairperson, and Secretary of the Assembly, and the Chairpersons of the standing committees.

The Executive Committee shall have the following duties/responsibilities:

1. Conduct the official business of the Staff Assembly.
2. The authority to nominate staff members to serve on standing or ad hoc committees.
3. Supervise staff assigned to assist the assembly and/or its committees in the performance of their responsibilities.

#### 2. Chairperson, Staff Assembly

The elected official who:

1. Serves as liaison between the Staff Assembly and the President.
2. Convenes meetings of the Executive Committee, the Staff Assembly membership, and committees as deemed necessary.
3. Is an ex officio member of all Staff Assembly committees.
4. Presides over the Staff Assembly Executive Committee (see A1 above)
5. May assume additional duties as designated by the Staff Assembly Executive Committee.

#### 3. Vice Chairperson, Staff Assembly

The elected official who:

1. Undertakes prescribed tasks for the Chairperson in his or her absence.
2. Coordinates committee activities and is an ex officio member of all Staff Assembly committees.

#### 4. Secretary

The elected official who:

1. Notifies participants, at least ten business days in advance, of the date, place and time of the meetings of the Staff Assembly general membership, special committees and Executive Committee.
2. Prepares the agenda for meetings of the Staff Assembly general membership, and Executive Committee. These agendas are to be distributed to the participants and made available to the general membership five business days prior to the next scheduled meeting.

3. Prepares the minutes of meetings of the Staff Assembly general membership, and Executive Committee. These minutes are to be distributed to the executive committee and made available to the general membership within ten business days after each meeting.
  4. Prepares periodic summaries of Staff Assembly activities, special reports and correspondence as required by the Chairperson or Executive Committee.
  5. Records attendance of officers and participants at all meetings of the Staff Assembly general membership and Executive Committee.
5. Liaison to the Faculty Assembly

The elected official who: (Need concurrence of the Faculty Assembly)

1. Represents the Staff Assembly during meetings of the SUNY Poly Faculty Assembly and provides liaison between the two organizations.

### **Section B—Terms of Office**

1. Elected officers shall assume office on July 1 of the year they are elected.
2. They shall serve a two-year term.
3. After two consecutive two-year terms, an officer shall be ineligible for re-election to that same office for a period of two years.

### **Section C—Election of Officers**

1. The Bylaws, Policy and Governance Committee will exercise overall supervision of election of officers.
2. A nomination ballot shall be sent to each general member.
3. Each member may nominate one individual for each office.
4. To appear on the elections ballot a nominee must accept nomination and provide a brief written statement of no more than 150 words to be distributed with the election ballot.
5. All elections shall be conducted by secret ballot.
6. The candidate for each office who receives the largest number of votes shall be elected.
7. The election of all officers shall be completed by April 1.

## **Section D—Replacement of Elected Officers**

1. If the Chairperson is unable to complete the term, the procedure for replacement shall be as follows:
  1. Six months or less remaining in the term—the Vice Chairperson becomes the Chairperson for the remainder of the term.
  2. More than six months remaining in the term—a special election shall be held.
2. If the Vice-Chairperson or Secretary is unable to complete the term, the procedure for replacement shall be as follows:
  1. Six months or less remaining in the term—Executive Committee shall appoint.
  2. More than six months remaining in the term—a special election shall be held.
3. If the Liaison to the Faculty Assembly is unable to complete the term, the procedure for replacement shall be as follows:
  1. The Executive Committee shall appoint a replacement for the remainder of the term.

## **Article V: Meetings**

### **Section A – Executive Committee Meetings**

1. The Executive Committee shall meet once a month during the academic year. Additional meetings can be called by the Chairperson as needed.
2. For the purpose of conducting business, a quorum shall exist where at least three members of the Executive Committee are present at a meeting called pursuant to these bylaws.

### **Section B—General Meetings**

1. There shall be a minimum of one regularly scheduled general membership meeting during the spring, summer and fall semesters. Additional meetings can be called by the Chairperson as needed.
2. In years that elections of new officers are held, the spring meeting shall, among other items, be devoted to the reports of the elections of new officers.
3. For the purpose of conducting business, a quorum shall exist where at least 25% of the (staff) membership is present at an Assembly meeting called pursuant to these bylaws.

## Section C—Special Meetings

A special meeting may be called by:

1. The President.
2. The Chairperson.
3. A majority vote of the entire Executive Committee.
4. A majority vote of the Staff Assembly.
5. By petition of at least ten percent of the membership.
  - a. A petition for a special meeting shall be in writing, signed by each of the petitioning members.
  - b. A petition for a special meeting shall set forth the matters to be presented at the special meeting.

## Section D—Committee Meetings

Committee formation and meetings will be determined by need.

### 1. Suggested Committees

Standing
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- a. Executive Committee
- b. Bylaws, Policy and Governance Committee
- c. Campus Construction/Renovations Committee
- d. Communications Committee (Orientation/Training)
- e. Staff Development Committee

### 2. Committee Charge

Individual committee charge will be agreed upon at the time of formation including duration (sunset or standing), deliverables, and reports.

### 3. Composition

Committee composition will be selected by the membership through voluntary interest or assignment based upon unique qualifications with supervisor approval. The composition must include:

- a. A Chairperson, elected by the assembly in accordance with these bylaws.
- b. Representatives of the staff.
- c. A selected member to serve as secretary. The secretary is responsible for publishing minutes of the committee meetings.

A quorum of a committee shall be a majority of its members.

## **Section E—Distribution Deadlines**

Distribution deadlines for meeting-related documents can be found in the Constitution and Bylaws, Article IV, Section A, Item 4. Use email, list serves, and web page to communicate effectively with the Assembly Staff Assembly constituency.

## **Article VI: Amendment Procedures**

### **Section A—Amendment Proposals**

Amendments to the SUNY Poly Staff Assembly Bylaws are subject to the approval of the President. The established procedures are:

1. A resolution introduced at a regularly scheduled Staff Assembly meeting. The proposed resolution must be precise and include any supportive material(s). The resolution must be approved by 1/3 of those present at the meeting.
2. If approved, the proposed amendment must be placed on the agenda of the next regularly scheduled Staff Assembly meeting or that of a special meeting called for this purpose in accordance with Article V of these bylaws.
3. The amendment will require 2/3 vote of the members present to be adopted.
4. If adopted, the amendment will be sent to the President for approval.

### **Section B—Deadlines**

Adopted amendments must be submitted to the elected Secretary at least 20 business days prior to the next regular or special meeting of the general membership. They will be circulated to the members at least 10 business days prior to the scheduled meeting. Notification must include the exact wording of the proposed change and the date, time and place of the Staff Assembly meeting at which the amendment is to be considered.

# **A Code of Ethics for the Staff at SUNY Poly**

## **The Staff**

The SUNY Poly Staff is a dedicated community, committed to supporting SUNY Poly's mission to:

- Provide a comprehensive range of high quality undergraduate and graduate programs
- Prepare students to live in a dynamic and diverse world by demonstrating the interconnectedness of knowledge, peoples, and cultures and emphasizing the importance of continuous learning
- Engage in the development and dissemination of new knowledge by nurturing research and creative endeavors
- Foster economic development and create educational opportunities within our region, the nation, and beyond
- Promote civic responsibility and commitment to public service

The members of the Staff:

- Show respect, tolerance and patience for all members of the community
- Embrace and promote diversity in all its forms and strive for an inclusive community that fosters an open, enlightened and productive environment
- Are committed to achieving such broad and important social goals as promoting equal opportunity, eliminating discrimination and educating the disadvantaged
- Believe in the free exchange of ideas

## **Standards of Performance**

- Staff members are committed to the highest standards of professional performance and personal conduct

## **Responsibilities of the Staff**

- Staff members will be consistently responsible to their constituency and to the various publics whom they serve or represent
- They must be honest and accountable in their activities
- As members of the campus community, staff have shared responsibility for institutional governance

*Ratified: May 25, 2010 at Staff Assembly meeting*

*Revised to align with new institutional name October 14, 2014*