

BY-LAWS FOR THE DEPARTMENT OF
MATHEMATICAL SCIENCES OF THE
UNIVERSITY CENTER AT BINGHAMTON
OF THE STATE UNIVERSITY OF NEW
YORK

AS AMENDED 5/13/1994, 12/1/1998, 5/1/2015, and 5/12/2018

This version indicates proposed changes to these bylaws.

1. Definitions:

- a. Department = the Department of Mathematical Sciences at SUNY - Binghamton.
- b. Voting Faculty = all Assistant, Associate and Full Professors on term or permanent appointment in the Department; and those holding a visiting appointment with the Department as Assistant, Associate or Full Professor that are designated as voting faculty at the time that the appointment is made.
- c. Department Meeting = the Voting Faculty, meeting as a committee.
- d. Higher Authority = the Policies of the Board of Trustees of SUNY; the Faculty by-laws of SUNY - Binghamton; the by-laws of Harpur College; the by-laws of the Graduate School of SUNY - Binghamton; and any existing labor agreement.
- e. Substantive Motion = a motion that is neither a procedural motion nor an amendment to a motion.
- f. Working Day = a weekday (Monday through Friday) not declared by the administration as a holiday for the faculty.
- g. Faculty in Residence = voting faculty, as defined in 1b, who hold an appointment for the current semester, and meet one of the criteria below:
 - i. Faculty who are teaching that semester.

- ii. Faculty who have no teaching obligations but in other respects are considered by the Dean's office to be present in the department.
 - iii. Faculty not meeting criteria (i) or (ii) above who, in the first week of the semester, declare to the Department Chair that they wish to be counted as in residence.
- 2. Scope: These by-laws establish the rules for the governance of the Department. Nothing in these by-laws shall contradict a Higher Authority. Should such a contradiction exist, only those items involved in the contradiction shall be invalidated.
- 3. Duration: These by-laws shall take effect immediately upon adoption by the Department and approval by the academic unit to which the Department belongs as specified in Article VI, Title A, 4(b) of the Faculty by-laws of SUNY - Binghamton.
- 4. Amendments: Amendments to these by-laws shall be adopted if all of the following are satisfied:
 - a. The proposed amendment, signed by one quarter or more of the Voting Faculty, is distributed to all members of the Voting Faculty ten or more Working Days prior to the Department Meeting at which the proposed amendment is scheduled to be considered.
 - b. The Department Meeting approves submitting the proposed amendment or an amended version of the proposed amendment to the Voting Faculty for approval by secret ballot.
 - c. The amended version of the proposed amendment is distributed to all members of the Voting Faculty ten or more Working Days prior to the time that the ballots called for in (b) above are due.
 - d. The amended version of the proposed amendment receives the approval of two thirds or more of the Voting Faculty in the ballot called for in (b) above.
- 5. Committees: The committees shall be
 - a. the Voting Faculty as a whole,
 - b. an Advisory and Planning Committee,
 - c. a Calculus Committee,
 - d. those committees required by a Higher Authority,
 - e. those established by action of the Department, and

f. any additional committees established by the Department Chair.

6. Meetings: Meetings of a committee may be called by:

- a. the committee chair,
- b. the Department Chair,
- c. a motion passed at a Department Meeting,
- d. one quarter or more of the committee members if the committee is the Department as a whole,
- e. one half or more of the committee members if the committee is not the Department as a whole.

In cases b, c, d, and e; unless the motion setting the meeting, or those requesting the meeting, indicate a later date to be acceptable, the committee chair shall schedule a meeting within ten Working Days of being notified that the meeting has been called for.

7. Agenda: Agenda items shall be as specified by those calling the meeting and may be altered by action of the committee. To conduct ordinary business at a meeting, the meeting must be held in either the Fall or Spring semester (between the first day of classes and the last day of finals) and the agenda must be distributed at least three and no more than ten Working Days prior to the meeting in the semester in which the meeting is held. Meetings that do not meet the conditions of the previous sentence may be called by the Department Chair or the Committee Chair or a majority of the members of the committee involved in order to conduct only such business as cannot be delayed until the conditions of the previous sentence are met.

8. Conduct of Meetings: A Substantive Motion is passed when it receives an affirmative vote from more than one half of the committee members. Disputes over the conduct of a meeting shall be resolved by reference to the latest edition of Robert's Rules of Order.

9. Motions: The Department shall be governed in conformity with the Substantive Motions passed by the Department, except for those motions found to contradict these by-laws or a Higher Authority. The operation of a committee shall conform to the motions passed by that committee, except for those motions found to contradict a Substantive Motion passed by the Department, these by-laws, or a Higher Authority. A permanent record shall be kept in the Department office of all motions passed by all committees. Each committee shall appoint a secretary for each meeting to record the motions passed. The permanent record of motions passed shall be available to all of the Voting Faculty.
10. Voting: Each committee member shall have one vote. This includes faculty on leave or sabbatical, and Bartle professors. Proxy voting is discouraged but allowed. Proxies may be given to any member of the committee. A committee member wishing to vote by proxy must communicate the name of the proxy holder to the committee chair in advance of the vote.
11. Committee membership: Members and chairs of all committees other than the Advisory and Planning Committee shall be appointed by the Department Chair annually. The Advisory and Planning Committee shall consist of the Department Chair and three other members who shall be elected for one-year terms, by and from the voting faculty minus the Department Chair. The chair of the Advisory and Planning Committee shall be elected by and from the three members of the Advisory and Planning Committee other than the Department Chair.
12. Quorums: A committee cannot conduct business unless more than one half of the committee members in residence are present.
13. Visiting appointments and initial appointments:
 - a. Appointments to visiting positions shall be recommended to the dean by the Department Chair.
 - b. Initial appointments to non-visiting positions below the rank of assistant professor shall be recommended to the dean by the Department Chair.

- c. Initial appointments to non-visiting positions at the rank of assistant professor shall be recommended to the dean by the Department Chair upon the approval of the Junior Personnel Committee.
 - d. Initial appointments to non-visiting positions at the rank of associate professor or higher shall be recommended to the dean by the Department Chair upon approval of the Senior Personnel Committee.
14. Grievance procedure: The Department shall have on file with the academic unit to which the Department belongs a grievance procedure to provide resolution of certain complaints brought by students against faculty members and teaching assistants of the Department. The grievance procedure on file at the time this amendment is approved shall be in effect until it is modified. Modifications shall be by written ballot and require approval by more than one half of the Voting Faculty.
15. Advisory and Planning Committee: The Advisory and Planning Committee shall advise the Department Chair on a variety of matters including hiring priorities and the composition of hiring committees.
16. Calculus Committee: The calculus committee is responsible for overseeing the teaching of calculus in the department.
- a. Composition: The committee members shall be voting faculty in the department plus the Director of Calculus. There shall be at least four voting members of the committee one of whom shall be the Director of Calculus. In a given academic year, the committee shall include a faculty member teaching Calculus I and a faculty member teaching Calculus II in that year, and a faculty member who taught Calculus I and a faculty member who taught Calculus II in the previous year. These do not have to be separate people. The department chair shall appoint the chair and the members of the committee consistent with the requirements of this paragraph. If staffing constraints imply that these specified positions cannot all be filled, the department chair shall comply in so far as possible. It is the intention of this by-law that each year a faculty member should teach each of these two calculus courses.

- b. Duties and responsibilities: In consultation with the Director of Calculus, the committee will set grading and teaching policies and syllabi for the calculus courses in the department. It shall be the responsibility of the Director of Calculus to implement the policies of the committee, and it shall be the responsibility of the committee to insure that the policies are being implemented.