

**SUNY ONEONTA
ART DEPARTMENT
BY LAWS**

ARTICLE I PURPOSE AND RESPONSIBILITY OF DEPARTMENT

To provide a climate conducive to learning which will promote active participation in the visual and plastic arts.

To maintain a professional environment supportive of the full functioning and development of each member's educational and creative contributions.

These Bylaws shall be established by majority vote of Art Department members in written mail or by voice ballot to provide procedures and policies for Art Department governance. Subsequent revisions and amendments of these Bylaws are to be approved by majority vote of Art Department members in written mail or by voice ballot. These revisions and amendments will be recorded in the minutes of the Department as part of the official record of the Department.

ARTICLE II MEETINGS

- A. Regular. The Chair of the department shall call meetings of the members of the department. A schedule of regular meeting dates and times shall be created and distributed at the same time as the schedule of classes is composed. The budget shall be reviewed in a regular meeting at the beginning and end of each academic year, and whenever budget allocations changes. Faculty members are responsible for presenting budget requests to the department.
- B. Cancellation of Meetings
 - 1. It is preferable to give as much notification as possible for a canceled meeting, unless there is an emergency.
- C. Special. Special meetings may be called
 - 1. At least five days prior to the meeting date, except in the case of an emergency.
 - 2. At the request of any standing department committee,
 - 3. At the request of the department chair,
 - 4. At the request of two-thirds of the department members.
 - 5. Emergency meetings may be called on a shorter notice only if a dire situation requires
- D. Agenda.
 - 1. An agenda shall be distributed at least 2 days prior to departmental meetings.
 - 2. Any department member may place items on the agenda for a department meeting by submitting such items to the Chair of the department in writing 2 days prior to the meeting.

3. Any item may be placed on the agenda for a given meeting by a 2/3rds vote of the members present during that meeting.
- E. Quorum. At all meetings duly called, a two-thirds majority of the total membership of the department shall constitute a quorum.
- F. Order of Business.
1. Approval of minutes report
 2. Brief addresses from department members
 3. Report of the chair
 4. Committee Reports
 5. Old business
 6. New business
- G. Membership.
1. Voting membership in the department shall include all full-time salaried employees of the State University College at Oneonta on term or continuing appointment assigned to the Art Department by the President of the College with the following ranks:
 - a. Full-Time Lecturer/Instructor
 - b. Assistant Professor
 - c. Associate Professor
 - d. Professor
 2. Each voting member identified above shall be eligible to vote and entitled to one vote. Non-voting members may be invited to vote by the majority of the voting members' consent.
 3. Voting on personnel matters shall be by secret ballot. In other matters a request by one department member shall initiate a secret ballot. When a secret ballot is used, the ballot box will be placed in the Art Department office immediately after the meeting, and members may enter their ballots any time before 4 p.m. the following school day.
 4. Votes shall be counted by two designated persons by the majority of the voting members' consent. A numerical result shall be recorded in the department minutes.
 5. Members on sabbatical or leave of absence. Members on leave of absence or sabbatical are encouraged to attend departmental meetings, if they desire, and are eligible to vote if in attendance at a department meeting. Persons on sabbatical or leave of absence may vote, if away, on personnel matters as long as a vote is registered before the ballot is counted. If personnel are away, voting must be initiated by persons on leave; the department does not assume the responsibility of initiating voting or informing those individuals. A written message shall be sufficient in case of a secret ballot. The member on leave can choose a proxy to vote for them, and should notify the department in writing who the proxy is.

6. Minutes. Minutes shall be kept of all meeting to serve as a record and verification of department action. The minutes, at a minimum, shall include all matters formally considered, all motions made and numerical outcome of any votes taken. A file of department minutes shall be maintained in the department office.

ARTICLE III OFFICERS

- A. Chair. The Chair of the Department is appointed under the provisions of Article IX Title C of the *Policies of the Board of Trustees of the State University*.
- B. Other Committee Officers.
 1. Recording secretary
One Art Department member will be selected as secretary whose responsibility will be to keep minutes of official Art Department meetings and to distribute these minutes to Art Department members before the subsequent meeting. An official copy of these minutes approved by the Art Department will be kept on file in the Art Department office in a loose-leaf notebook. These minutes will serve as the official record of all Department decisions. The secretary will be selected during an Art Department meeting during the first month of the spring semester of each academic year. The appointment will be for one academic year beginning in the fall semester.

ARTICLE IV STANDING COMMITTEES

Department Committees: Each of the following committees will have a membership of three Art Department members with one of the members being designated as chair. Whenever possible membership should be a cross section of the Department. The members will be elected during an Art Department meeting during the first month of the spring semester of each academic year. Committee appointments shall be for one academic year, to begin in the fall semester. Each committee will select one member as chair. While the Department Chair can be a voting member of any standing committee, she/he shall be *ex officio* a non-voting member of all Department committees. It is the responsibility of the committees to meet on a timely basis and fulfill its responsibilities in a responsible way and to report regularly to the Chair and Art Department. The committees shall not have executive powers, but rather their main function shall be to recommend and advise the department.

- A. The following committees shall be the Standing Committees for the department.
 1. Personnel Committee: This committee will be responsible for coordinating the hiring, reappointment, and promotion of department personnel including both faculty and staff. All Art Department members will be invited to participate in the interview / process for any decision including hiring, reappointment, and promotion. All Art Department members will have equal voting rights and responsibilities in all Personnel Committee decisions with all votes being conducted by secret ballot. One of the responsibilities of the Personnel Committee will be to maintain a calendar so that candidates for reappointment and promotion can be notified in a timely way

and that meetings to consider personnel decisions can be schedule well in advance. The chair of this committee must be tenured full-time faculty member.

2. **Curriculum Committee:** shall consider matters relating to the Department's academic program. Most particularly this committee will facilitate new course proposals, proposals to change courses, and the development and revision of the Department's programs. This committee will also facilitate the schedule of classes, and "Credit for Prior Learning Assessment Program", "Course Substitutions", and "Credit re-evaluations".
 3. **Grievance Committee:** Like the other committees this committee will be composed of three Art Department members, but an additional member will be designated as an alternative in case one of the other members is directly involved in a grievance. This committee will deal in a timely and confidential way with all student grievances.
 4. **Computer Art Committee:** This committee shall be comprised of all full-time or part-time faculty who teach Computer Art classes, plus any interested member from the other areas. The committee will examine all issues pertaining to Computer Art. The committee will work with other committees and will recommend appropriate actions to the department.
 5. **Facilities and Technology Committee:** shall oversee the management of the Department's facilities including dealing with concerns about safety and the purchasing of new equipment, both digital and traditional.
 6. **Assessment Committee:** shall consider all matters related to departmental, programmatic, and College-wide assessment initiatives. The chair of this Committee will be responsible for drafting the assessment portion of the Department's Annual Report.
 7. **Ad Hoc Committees:** shall be created by the Department as needed; the duties, tenure, number of members, and manner of their selection shall be specified by the Department when it creates such committees.
 8. **Studio Art Committee:** This committee shall be comprised of all full-time or part-time faculty who teach Studio Art classes, plus any interested member from the other areas. The committee will examine all issues pertaining to Studio Art. The committee will work with other committees and will recommend appropriate actions to the department.
- B. **Representatives on College Wide Committees:** The Department is expected to have a representative on three college-wide committees: 1. College Senate; 2. Curriculum Committee; 3. College Library Committee. The Department will select a representative from its members during an Art Department meeting during the first month of the spring semester of each academic year. The appointment will be for one academic year beginning in the fall semester. One regular representative and one alternate shall be appointed to each college committee. The committee members will bring regular updates to the department.