

# **THE CONSTITUTION OF THE MANHATTAN COLLEGE**

## **SENATE**

### **PREAMBLE**

We, faculty, students, administrators, staff, and alumni, members of the Manhattan College Community, seeking the common goal of strengthening our institution by participating in its governance, do hereby establish this Constitution of the Manhattan College Senate, the same to be effective when approved by the President and the Board of Trustees of the College.

### ***Article I—The College Senate shall be a unicameral body whose membership shall be composed of representatives from the following segments of the College Community:***

- A. Eleven full time faculty members selected by the faculty in the manner prescribed in the By-Laws.
- B. Nine student members elected by the students in the manner prescribed in the By-Laws.
- C. Five administration members selected in the manner prescribed in the By-Laws.
- D. Two staff members selected in the manner prescribed in the By-Laws.
- E. One alumni member selected in the manner prescribed in the By-Laws.

### ***Article II—Officers of the Senate***

- A. The Officers of the Senate shall be the Speaker, two Deputy Speakers and the Secretary.
- B. The Senate will elect its own Speaker and two Deputy Speakers, one of which will be from the faculty representatives, one from the student representatives, and one from the administrative representatives.
- C. The Speaker of the Senate shall be elected from among the members of the Senate; shall preside over all meetings; shall hold office for one year; shall vote only in case of a tie; shall be Chairperson of the Agenda Committee; shall be the official representative and spokesman of the Senate on ceremonial occasions and at other functions when so demanded by the Senate; shall submit the Senate's recommendations to the President of the College for approval and implementation; shall appoint with Senate approval special committees as the need shall arise; shall facilitate timely elections; shall have all the power necessary to uphold the provisions of the Constitution.
- D. The First Deputy Speaker shall be elected from among the member of the Senate; shall fill the office for one year; shall be a member of the Agenda Committee; shall, in the event of vacancy of that office succeed to the Speakership until the election of a new Speaker.
- E. The Second Deputy Speaker shall be elected from among the members of the Senate for one year; shall be a member of the Agenda Committee; shall in the event of vacancy of the offices of Speakership and First Deputy Speakership, succeed to the Speakership until the election of a new Speaker.
- F. The Secretary shall be elected from among the members of the Senate for a period of one year; shall be a member of the Agenda Committee; shall arrange for a proper record of the proceedings of the Senate; shall provide minutes of previous meetings to all members of the Senate; shall receive minutes of all standing committees; shall submit to the President of the College copies of the minutes of all meetings of the Senate, and of all standing committees; shall submit to the College Archives copies of the minutes of all

meetings of the Senate, of all standing committees and of all related material of the Senate.

***Article III—Meetings of the Senate***

- A. Regular meetings shall occur at least four times during the academic year at a time fixed by the Speaker of the Senate and noted on the College Calendar.
- B. Special meetings of the Senate may be called by the Speaker. He/she must call a special meeting if so requested by the President of the College or at the request of one-third (1/3) of the Senators.
- C. The Senate under conditions prescribed in the By-Laws may declare a closed or Executive Session.
- D. Agendas of all meetings shall be distributed to all members of the Senate at least one week before the scheduled meeting.
- E. At regular meetings, the Senate shall hear and act upon reports of the Standing Committees and Special Committees; shall consider recommendations and reports from the Agenda Committee; receive a report from the Senate Speaker.
- F. The President of the College shall have access to all meetings of the Senate. He/she shall be heard when he/she so requests.
- G. A measure presented to the Senate is deemed approved by the Senate if it receives a majority of those present and voting. The Secretary will announce at each meeting the number constituting a majority.
- H. The business of the Senate shall be conducted in accordance with the most recent edition of Roberts Rules of Order as amended by the Senate.

***Article IV—Powers of the Senate***

- A. The Senate shall be the formal and official voice of the College Community and, as a deliberative body, shall have the power to initiate, formulate, and recommend proposals affecting College policy to the President and to the Board of Trustees.
- B. The Senate shall be the channel through which the Board of Trustees and/or the President shall obtain a representative view on any subject affecting College policy.
- C. The Senate shall provide a forum for the formulating and expression of community opinion, and for orderly and constructive comment on any matter of concern to the College Community.

***Article V—Actions of the Senate***

- A. All policy proposals of the Senate must be submitted by the Senate to the President. The President shall act on a proposal of the Senate not later than three months after he/she has received the proposal from the Speaker of the Senate. The President may ask the Senate to reconsider any proposal or certain articles of any proposal submitted. The Senate may not refuse to reconsider its proposal or any section thereof when requested by the President. If the President disapproves a proposal of the Senate this action will be final. However, the President will communicate to the Senate the reason(s) for the disapproval. If the President approves a proposal of the Senate it must be submitted to the appropriate committee of the Board of Trustees at its next regular meeting. If the Board of Trustees disapproves the proposal its actions shall be final. If the Board of Trustees approves the proposal its action shall be final and the President will forth with promulgate the same.

- B. All formal expressions of Senate opinion and comment on matters of concern to the College Community will be forwarded to the President by the Speaker. Requests for information on behalf of the Senate shall be reported to the Senate by the Speaker or Chairpersons of the Standing Commissions, with a copy to the President but no vote of the Senate is required to transmit such requests.

#### ***Article VI—Jurisdiction of the Senate***

- A. The Senate deals only with matters of College-wide concern; therefore, the principles of decentralization and subsidiary shall be respected. In conformity with these principles, the Council for Faculty Affairs shall deal with matters pertaining only to the faculty, the Student Government shall deal with those matters pertaining only to students, in administrative affairs, the internal operation of administrative offices shall be the responsibility of the administrator involved, and in matters concerning the staff and alumni the same principles shall be respected. Moreover, matters pertaining exclusively to individual school(s) and/or department(s) may be acted upon only by the school(s) and/or department(s) concerned.
- B. The Senate shall serve as a main conduit for communication to and from the administration and Board of Trustees regarding matters of financial management, the annual budget, financial aid, needs and expenditures with respect to facilities and grounds, public image, and alumni relations. As such, the Senate shall request that representatives from the administration report to a Senate meeting on these matters on an annual basis. In addition, should constituencies from the community seek information about such matters, the Senate shall serve as their point of contact.

#### ***Article VII—Standing Committees of the Senate***

- A. The Senate shall have the following committees: the Agenda Committee, the Educational Affairs Committee, and the Campus Life Committee.
- B. The Agenda Committee shall consist of the Speaker, the two Deputy Speakers, and the Secretary. Fifty percent (50%) of its members need to be present in order to act. The Senate Agenda Committee shall:
  - 1. Nominate Senate members of the Standing Committees, with the exception of any *ex officio* members as specified in the Constitution and in the By-Laws.
  - 2. Prepare the agenda for each Senate meeting and publish the time and place of the meeting.
  - 3. Assign to the appropriate Committee specific proposals made for the consideration of the Senate, and for the rest of the College Community.
  - 4. Resolve all disputes that impede the functioning of the business of the Senate.
  - 5. Prepare routing sheets and timetables for a workable governance schedule.
  - 6. Mediate jurisdictional disputes.
  - 7. Participate in strategic planning along with the Board of Trustees, the President's Council of Vice Presidents, and others as designated by the Board of Trustees.

#### ***Article VIII—Special Committees of the Senate***

- A. Special Committees shall be appointed by the Speaker with the approval of the Senate whenever it may be deemed necessary. They shall perform such duties as may be authorized by the Senate.

***Article IX—Amendments to the Constitution of the Senate***

- A. This Constitution may be amended if two-thirds of the total membership of the Senate vote in favor of the amendment at each of two consecutive meetings of the Senate. All amendments approved by the Senate will be submitted to the President, and by him/her to the Board of Trustees of the College, and become effective only when approved by the President and the Board of Trustees of the College.

**THE BY-LAWS OF THE MANHATTAN COLLEGE SENATE**

***Article I—Membership***

A. Faculty

- 1. The eleven Faculty representatives shall be selected from each school by the faculty in a matter determined by the faculty.
  - a.) A minimum of one faculty representative from each of the Schools of the College is required.

B. Students

- 1. The nine Student representatives shall be elected in a matter determined by the Student Government Association.
  - a.) A minimum of one graduate student representative, one commuter student representative and one resident student representative is required.

C. Administration

- 1. The five Administration representatives shall be selected by the administration in a matter determined by the administration.

D. Staff

- 1. The two Staff representatives shall be elected at-large by the staff in a manner determined by the staff.

E. Alumni

- 1. The one Alumni representative shall be appointed by the President of the Alumni Society.

***Article II—Term of Membership***

A. Faculty

- 1. The Faculty representatives shall serve for two years with the possibility of re-selection.

B. Students

- 1. The Students representatives shall serve for two years with the possibility of re-election.

C. Administration

- 1. The Administration representatives shall serve for two years with the possibility of re-selection.

D. Staff

1. The terms of the Staff representatives shall be for two years with the possibility of re-election.
- E. Alumni
  1. The term of the Alumni representative shall be for two years with the possibility of re-appointment.

### ***Article III—Vacancies***

- A. Faculty Senators
  1. Vacancies in the ranks of the Faculty Senators shall be filled by the Council for Faculty Affairs.
- B. Student Senators
  1. Vacancies in the ranks of the Student Senators shall be filled by the Student Assembly.
- C. Administrative Senators
  1. Vacancies in the ranks of the Administration Senators shall be filled by appointment of the President of the College.
- D. Staff Senators
  1. Vacancies in the ranks of the Staff Senators shall be filled by the Staff Council.
- E. Alumni Senators
  1. A Vacancy in the Alumni Senator shall be filled by appointment by the President of the Alumni Society
- F. Committee Members
  1. Vacancies in the ranks of Committee Members shall be filled by the Senate Agenda Committee upon consultation with the governing body of the particular constituency from which the Committee member belonged (Faculty - Council for Faculty Affairs; Students - Student Government; Administrators - President's Council of Vice Presidents; Staff - Staff Council; Alumni –President of the Alumni Society). If the Committee member was specifically chosen from a particular area, the Senate Agenda Committee shall select a replacement from that same area.

### ***Article IV—Absences***

- A. Any Senator or Committee member who absents himself/herself from two successive Senate meetings or two successive Senate Committee meeting without cause shall be asked by the Speaker to resign from the Senate and/or the Senate Committee.
  1. All vacancies resulting from excess absences will be filled according to the provisions of Article III A-1, Article III B-1, Article III D-1, Article III E-1, and Article III F-1.
- B. It shall be the responsibility of the Senator or Committee Member who will be delayed or absent from a Senate and/or Senate Committee meeting to inform the Speaker, the Secretary, and/or the Committee Chairperson to that effect. The Senator or Committee Member will then be listed as excused on the Senate and/or Senate Committee minutes and no sanctions will be applied.

### ***Article V—Elected Officers***

- A. The Speaker, the two Deputy Speakers and Secretary shall all be elected for one year. These officers may be re-elected, and shall hold office between the May election meetings.
- B. The election of officers shall be the sole business of a special meeting convened by the Speaker for that purpose on the first Wednesday of May. Senators-elect for the next year shall be eligible to vote. The Speaker of the current year shall preside over these elections.
- C. In the event of the vacancy of the Office of the Speaker, of either Deputy Speaker or of the Secretary, the Senate at its next regular meeting, or at a special meeting if deemed necessary, shall elect a successor to fill the vacant office according to the requirements of the Constitution. The election of officers of the Senate shall be the first business of the next session of the Senate after the vacancy occurs.

#### ***Article VI—Meetings***

- A. The meetings of the Senate may have several sessions in order to finish the work of the agenda.
- B. The Speaker may ask the consent of the Senate to go into closed or executive session. This consent must be a two-thirds affirmative vote of the Senate.

#### ***Article VII—Quorums***

- A. The quorums for meetings of the Senate and its standing Commissions shall be a simple majority.

#### ***Article VIII—Committees***

- A. Educational Affairs Committee (EAC)
  - 1. There will be fifteen members of this committee including seven faculty members: one elected from each school in elections coordinated by the academic deans in cooperation with the Council for Faculty Affairs to serve staggered two-year terms, and two faculty Senators appointed by the Agenda Committee of the Senate; three students: two students appointed by Student Government representing different schools and one student Senator appointed by the Agenda Committee of the Senate; and five administrators: the Provost, two Deans selected by the Deans of the five schools, and two other members of Academic Affairs appointed by the provost. The Registrar, the Director of the Library, the Director of Assessment, and the Chair of the College Curriculum Committee will be *ex officio*, non-voting members of this committee.
  - 2. The EAC shall make recommendations on the following matters, subject to the approval of the Provost, and shall inform the Senate of its recommendations which are then forwarded to the President:
    - a. Standards for academic standing and graduation
    - b. Policies on off-campus courses including Study Abroad courses
    - c. Guidelines for intersession and summer session courses including Study Abroad courses
    - d. The college-wide grading system
    - e. Attendance policies
    - f. Academic integrity

- g. Requirements for college-wide honor societies and Deans' Lists
- h. The processes of course and teacher evaluations
- i. The establishment, consolidation, and elimination of schools and departments

3. The EAC:

- a. May initiate actions on college-wide or inter-school academic matters.
- b. Will receive reports from the curriculum committees of the schools, the Academic Programs Review Committee, the College Curriculum Committee, the College Library Committee, the College Technology Committee, and the Graduate Council.
- c. May refer matters of concern to school and departmental committees, the College Curriculum Committee, and/or other committees and commissions, and the Council for Faculty Affairs.

B. Campus Life Committee

1. The Campus Life Committee shall consist of seven members. The membership shall be: two administration representatives, two student representatives, two faculty representatives, and one staff Senator.
  - a. At least one each of the administration, student, and faculty representatives must be a Senator.
  - b. If needed, the remaining representatives from these constituencies will be appointed by the Senate Agenda Committee after consultation with the administration, leadership of the Council for Faculty Affairs, and the executive committee of the Student Government, as appropriate for the constituency.
  - c. Guests from any constituencies may be invited to committee meetings as deemed appropriate and necessary by the committee.
2. This Committee shall deliberate on the following matters and report to the Senate its deliberations and recommendations on:
  - a. Student Life
    - i. Residence and commuter issues
    - ii. Intra-Campus media and publications
    - iii. Campus Ministry and Social Action
    - iv. Programming
    - v. Human Rights
    - vi. Career Services
  - b. Non-Academic Support Services
    - i. Food service
    - ii. Bookstore
    - iii. Health services
    - iv. Postal services
    - v. Parking
    - vi. Printing services
    - vii. Security

C. Term of Membership on Standing Committees

1. Members of Standing Committees may expect to serve on these Committees for the length of their term on the Senate or as a regular Committee member unless they request a change.

D. Election of Chairpersons of Standing Committees

1. Each Committee shall elect its own Chairperson and one Vice Chairperson and one Secretary. The Chairperson must be a member of the Senate, while the Vice Chairperson and Secretary may come from both Senate, and non-Senate members of the Committee. The Chairperson and Vice Chairperson and Secretary shall serve for a term of one year and may be re-elected.

***Article IX—Reporting Relationship of the Standing Committees of the College***

- A. The following Standing Committee of the College will recommend policy changes to the appropriate Senate committee(s) as follows:

1. Reporting to the Educational Affairs Committee:

- a) Library Committee
- b) The College Technology Committee
- c) The above-mentioned Committees will send minutes of their meetings to the Chairperson of the Educational Affairs Committee
- d) The Chairpersons of the above-mentioned Committees may be invited to attend meetings of the Educational Affairs Commission; however, they will have voice but no vote.

2. Reporting to the Campus Life Committee

- a) The Athletics Committee
- b) The Security Committee
- c) The above-mentioned Committees will send minutes to the Chairperson of the Campus Life Committee
- d) The Chairperson of the above-mentioned Committees may be invited to attend meetings of the Campus Life Committee; however, they will have voice but no vote.

***Article X—Linkages with the Committees of the Board of Trustees***

- A. In order to open up channels of communication between the Senate, its Committees, the standing Committees of the College, and the corresponding Committees of the Board of Trustees, the following linkages will be made:

1. One representative from the Educational Affairs Committee will be named to serve as liaison to the Academic Affairs Committee of the Board of Trustees.
2. One representative from the Campus Life Committee will be named to serve as a liaison to the Student Services Committee of the Board of Trustees.
3. Three representatives from the Senate will be named to serve as liaisons, one to the Facilities Planning Committee, one to the Development Committee, and one to the Finance Committee of the Board of Trustees.

- B. In the cases of the Academic Affairs Committee and the Campus Life Committee of the Board of Trustees, the Senate representative to each of these committees will report to the



respective Senate Committee and the Chairperson of the Senate Committee will inform the Senate concerning developments at the regular Senate meeting.

- C. In the cases of the Facilities Planning Committee, Development Committee, and Finance Committee of the Board of Trustees, the Senate representative to each of these committees will report to the Speaker of the Senate and will inform the Senate concerning developments at the regular Senate meeting.

***Article XI—Amendments***

- A. These By-Laws may be amended by a majority vote of the Senate membership.