

## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

# **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

### **ARTICLE I: NAME**

The name of the organization will be the Professional Staff Caucus (PSC) of SUNY Buffalo State College.

### **ARTICLE II: PURPOSE**

The purpose of the organization is to unite those designated as “Professional Employee” as defined by the Policies of the Board of Trustees for the State University of New York (current edition); provide an open forum for discussion of issues relevant to the Professional employee; provide a single structure wherein all Professional employees are recognized; elect and/or select Professional employees as requested for representation to/on other committees or organizations.

### **ARTICLE III: MEMBERSHIP**

#### **Section I Regular Membership**

- A. Open to SUNY Buffalo State College staff designated as an “08 Professional Employee” as defined by Human Resource Management at SUNY Buffalo State College
  - Full-Time Permanent
  - Full-Time or Part-Time Appointment
  - Permanent Part-Time Appointment
- B. Members are eligible to vote and hold office as defined by PSC, College Senate, and Faculty Student Association (FSA) bylaws.
- C. May participate in all events and activities sponsored by the organization.

#### **Section II Full-Time Temporary Appointment**

- A. May vote for elective offices as defined by PSC, College Senate, and Faculty Student Association (FSA) bylaws.
- B. May not hold office on PSC Executive Committee
- C. May participate in all events and activities by the organization.

#### **Section III Special Membership – Retired**

- A. May not vote in any PSC election or hold elective office.
- B. May participate in all events and activities sponsored by the organization.

# BYLAWS OF THE PROFESSIONAL STAFF CAUCUS

## ARTICLE IV: OFFICERS

- Section I** The officers will be elected from the Professional Employees of SUNY Buffalo State College as defined by Article III, Section 1.
- Section II** **The elected officers of the organization will be:**
- A. Chairperson
  - B. Vice Chairperson/ Treasurer
  - C. Secretary
- Section III** **Terms**
- A. Terms for all officers will be two years – through June 1 through May 31
  - B. Chairperson and Secretary are elected in even numbered years.
  - C. Vice Chairperson/Treasurer is elected in odd numbered years.
- Section IV** **Duties**
- A. The Chairperson will:
    - 1. Hold monthly Executive Committee meetings.
    - 2. Preside at all meetings of the Executive Committee and General Membership.
    - 3. Deliver or cause to be delivered to all Executive Committee members the agenda at least three business days prior to a scheduled meeting. The agenda will request reports from the members of the Executive Committee.
    - 4. Contribute to any authorized PSC communication/publications.
    - 5. Chairperson sits on the selection committee (comprised of two PSC-At large Representatives, and possibly a third member appointed by the Chair from the remaining Executive Committee members) for the PSC Scholarship and makes a final decision based on recommendations from the committee members
    - 6. The chairperson may recommend members of PSC to committees within the College as needed.
    - 7. Chairperson is expected to indicate interest to sit on the Senate Budget Staff & Allocation Committee if a seat is available
  - B. The Vice Chairperson/Treasurer will:
    - 1. Assist the Chairperson as requested.
    - 2. Preside at Executive Committee and General Membership meetings in the Absence of the chair.
    - 3. Maintain the records of the treasury.
    - 4. Provide a Treasurer's report to the Executive Committee and the

## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

General Membership at each scheduled meeting.

5. Submit a financial report for publication in any authorized communication
  6. Serve as Chair of the Nominations and Elections Committee.
- C. The Secretary will:
1. Maintain the official minutes of the organization.
  2. Prepare minutes for approval, at both the Executive Committee and General Membership meetings.
  3. Produce correspondence as requested by the Executive Committee.
  4. Submit a record or minutes from the General membership meetings for publication in the any authorized communication.
- D. The Elected Officers will:
1. Carry out the necessary business of the organization in the interim between regular Executive Committee meetings.
  2. All actions taken by the officers will be reported to the Executive Committee.

### **Section V. Vacancies**

If an officer is no longer able or eligible to perform the duties of the PSC office, the Nominations and Elections Committee will appoint the individual with the next highest number of votes to the position to fill the remainder of that term. Should the individual not accept the appointment, or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for selection to fill the position until the next regular election. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

## **ARTICLE V: EXECUTIVE COMMITTEE**

The management of the business of the organization will be vested in the Executive Committee. Voting members shall include positions that are voted through PSC.

### **Section I. The Executive Committee consists of:**

- A. Chairperson
- B. Vice Chairperson/Treasurer
- C. Secretary
- D. Six Professional Employee College Senators and any Professional Employee who may have been elected as an At-Large College Senator
- E. Professional Employee Representative Faculty Student Association Board
- F. Professional Employee Representative Intercollegiate Athletics Board
- G. Vice President for Professionals Buffalo State College United

# **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

University Professions (UUP)

- H. Professional Employee Representative Grant Allocation Committee
- I. Professional Employee Representative Senate Intellectual Foundation Oversight Committee (SIFOC).

## **Section II Duties**

The duties of the Executive Committee will include:

- A. Provide Direction for the Organization.
- B. Develop Plans, Programs and Policies for Consideration and/or Approval of the Membership.
- C. Approve expenditures of the PSC.
- D. Establish the time and place for the Executive Committee and General Membership Meetings.

## **Section III Meetings**

A minimum of one meeting of the Executive Committee will be held each month during the academic year at a time agreed to by a majority of the Executive Committee. Special meetings may be called by the Chairperson or upon recommendation of any three members of the Executive Committee.

## **Section IV Vote by Canvass**

When, in the judgment of the Chairperson there is sufficient urgency, action by the Executive Committee, may be obtained by any means of available communication.

## **Section V Quorum**

Simple majority of the Executive Committee will constitute a quorum for any scheduled meeting of the Executive Committee.

## **ARTICLE VI: MEETINGS**

General Membership meetings will be held in March, May, October, and December on a date and in a place determined by the Executive Committee.

- A. The membership will be notified of all meeting dates. The Executive Committee will use whatever means it deems appropriate to further inform the membership of meetings.
- B. A minimum of ten members of the PSC may request a general meeting for urgent matter(s) by petition to the Executive Committee.

# **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

## **ARTICLE VII: COLLEGE SENATORS**

### **Section I**

College Senators will be elected by the Professional Employees of SUNY Buffalo State College as defined by the bylaws of the College Senate.

### **Section II Terms**

Two College Senate seats will be elected each year for a term of three years.

### **Section III Duties**

- A. Be active members in the College Senate, abide by the College Senate Bylaws, and attend each scheduled college senate meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend scheduled college senate meetings, Report College Senate actions to the Chairperson of PSC.
- C. Report College Senate actions at the Executive Committee meeting and General Membership meeting.
- D. Bring to the floor of the Senate those matters relating to the PSC organization and its membership.
- E. Professionals running for a PSC Senator position, may not also run for a Senate at-large position during the same election.

### **Section IV Vacancies**

Should a College Senate seat held by a Professional become vacant, the Nominations and Elections Committee will appoint the individual with the next highest number of votes to the position to fill the remainder of that term. Should the individual not accept the appointment, or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for selection to fill the position until the next regular election. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

## **ARTICLE VIII: PSC AT-LARGE REPRESENTATIVES**

### **Section I**

The At-Large PSC Representatives must be elected from the Professional Employees of SUNY Buffalo State College as defined by the PSC Bylaws.

### **Section II Terms**

The PSC Representatives will hold office for two years commencing June 1 – May 31. Terms to expire in alternate years.

# **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

## **Section III Duties**

- A. Be active members in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled PSC meeting.
- B. Co-Chair the Issues and Agenda Committee.
- C. Raise questions and concerns of and for the membership.
- D. The senior Representative will be responsible for Parliamentary Procedure at all Executive Committee and General Membership meetings.
- E. The Representatives will be responsible for the publishing of any authorized communication and the Mentor Program.
- F. Serve on committees as appointed by the PSC Chair.

## **Section IV Vacancies**

If an officer is no longer able or eligible to perform the duties of the office, the Nominations and Elections Committee will appoint the individual with the next highest number of votes to the position to fill the remainder of that term. Should the individual not accept the appointment or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for selection to fill the position until the next regular election. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

# **ARTICLE IX: FACULTY STUDENT ASSOCIATION BOARD REPRESENTATIVE**

## **Section I**

The Faculty Student Association Board Representative will be elected by the Professional Employees of SUNY Buffalo State College as defined by the bylaws of the FSA Board.

## **Section II Terms**

One representative will be elected for a term of two years.

## **Section III Duties**

- A. Be an active member in the FSA, abide by FSA bylaws, and attend each scheduled FSA meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report FSA actions to the Chairperson of PSC.
- D. Report FSA actions at each Executive Committee and General Membership meeting.

## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

- E. Bring to the floor of FSA those matters relating to the PSC organization and its membership

### **Section IV Vacancies**

Should an FSA seat held by a professional staff become vacant, the Nominations and Elections Committee will recommend to the College President the individual with the next highest number of votes to fill the remainder of that term. Should the individual not accept the appointment, or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for recommendation to the College President. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

## **ARTICLE X: INTERCOLLEGIATE ATHLETICS BOARD REPRESENTATIVE**

### **Section I**

The Intercollegiate Athletics Board Representative will be elected by the Professional Employees of SUNY Buffalo State College. The two candidates receiving the highest number of votes will have their names submitted to the College President for selection of one to the position.

### **Section II TERMS**

One representative will serve for a two-year term.

### **Section III DUTIES**

- A. Be an active member in the IAB, abide by their bylaws, and attend each scheduled IAB meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report IAB actions to the Chairperson of PSC.
- D. Report IAB actions at each Executive Committee and General Membership meeting.
- E. Bring to the floor of IAB those matters relating to the PSC organization and its membership.

### **Section IV VACANCIES**

Should an IAB seat held by a professional staff become vacant, the Nominations and Elections Committee will recommend to the College President the individual with the next highest number of votes to fill the remainder of that term. Should the individual not accept the appointment, or there is no available candidate, the Chair of the Professional Staff Caucus will

## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

submit names for consideration to the PSC Executive Committee for recommendation to the College President. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

### **ARTICLE XI**

#### **BUDGET STAFF & ALLOCATION COMMITTEE REPRESENTATIVE**

##### **Section I Duties**

- A. Be an active member on the BSAC committee and attend each scheduled meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report BSAC actions to the Chairperson of PSC.
- D. Report BSAC actions to each Executive Committee and General Membership meeting.
- E. Bring to the floor of BSAC those matters relating to the PSC organization and its membership.

##### **Section II Vacancies**

Should a BSAC seat held by a professional become vacant, the PSC chair will reach out to the BSAC chair to help identify another candidate to fill the position.

### **ARTICLE XII: GRANT ALLOCATION COMMITTEE REPRESENTATIVE**

##### **Section I**

The Grant Allocation Committee Representative Professionals will be elected from the Professional Employees of SUNY Buffalo State College as defined by Article III, Section I.

##### **Section II Term**

One representative will serve for two-year term.

##### **Section III Duties**

- A. Be an active member on the Grant Allocation Committee and attend each scheduled meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report GAC actions to the Chairperson of PSC.
- D. Report GAC actions to each Executive Committee and General



## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

Membership meeting.

- E. Bring to the floor of GAC those matters relating to the PSC organization and its membership.

### **Section IV Vacancies**

Should a GAC seat held by a professional become vacant the Nominations and Elections Committee will appoint the individual with the next highest number of votes to the position to fill the remainder of that term. Should the individual not accept the appointment, or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for selection to fill the position until the next regular election. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

## **ARTICLE XIII: UUP VICE PRESIDENT FOR PROFESSIONALS**

### **Section I**

The UUP Vice President for Professionals is a voting member of the PSC Executive Committee.

### **Section II Term**

The UUP Vice President for Professionals' term is defined by the UUP constitution.

### **Section III Duties**

- A. Be an active member in UUP, abide by their bylaws, and attend each scheduled UUP Executive Board meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report UUP actions to the Chairperson of PSC.
- D. Report UUP actions at each Executive Committee and General Membership meeting.
- E. Bring to the floor of UUP those matters relating to the PSC organization and its membership.

### **Section IV Vacancy**

Should the Vice President for Professionals become vacant, the position will be filled in accordance with the UUP Constitution.

Amendment to the PSC Bylaws to replace the current Article XIV United University Professions Vice President for Professionals with the following:

# BYLAWS OF THE PROFESSIONAL STAFF CAUCUS

## ARTICLE XIV: SENATE INTELLECTUAL FOUNDATIONS OVERSIGHT COMMITTEE REPRESENTATIVE (SIFOC)

### Section I

The Senate Intellectual Foundations Oversight Committee Representative Professional will be elected from the Professional Employees of SUNY Buffalo State College as defined by Article III, Section I.

### Section II Term

One representative will serve for a two-year term to be elected in even years.

### Section III Duties

- A. Be an active member on the SIFOC and attend each scheduled meeting.
- B. Be an active member in the Professional Staff Caucus, abide by the PSC Bylaws, and attend each scheduled meeting.
- C. Report SIFOC actions to the Chairperson of PSC.
- D. Report SIFOC actions to each Executive Committee and General Membership meeting.
- E. Bring to the floor of SIFOC those matters relating to the PSC organization and its membership.

### Section IV Vacancies

Should an SIFOC seat held by a professional become vacant, the Nominations and Elections Committee will appoint the individual with the next highest number of votes to the positions to fill the remainder of that term. Should the individual not accept the appointment or there is no available candidate, the Chair of the Professional Staff Caucus will submit names for consideration to the PSC Executive Committee for selection to fill the position until the next regular election. The Nominations and Elections Committee will conduct an election to fill the vacancy at the next regular election.

## ARTICLE XV: STANDING COMMITTEES

Committees are appointed annually by the Chairperson with the approval of the Executive Committee.

### Section I Nominations and Elections Committee

- A. The Committee will prepare a slate of nominees for each of the

## **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

following positions when required

1. Chairperson – elected in even numbered years
  2. Vice Chairperson/Treasurer – elected in odd numbered years
  3. Secretary – elected in even numbered years
  4. At-large representative – two positions, elected in alternating years
  5. College Senators – six positions serving three-year terms, two elected annually
  6. Intercollegiate Athletic Board Representative – two candidates with the highest number of votes submitted to the College President for selection to the position, elected annually
  7. Faculty Student Association Board Representative – one elected in even numbered years
  8. Budget Staff & Allocations Representative – two positions, elected in alternating years
  9. Grant Allocation Committee – elected in even numbered years.
- B. A meeting of the general membership of the organization will be called in the first week of March for the purpose of allowing the Nominations and Elections Committee to present its slate of nominees and receive nominations from the floor.
- C. The Nominations and Elections Committee will conclude elections annually by April 30. Elections will be by electronic ballots. Election results will be based on a plurality of votes cast.

### **Section II Publications Committee**

- A. PSC Website, PSC Organization Site, or any authorized communication/publication will be utilized for sharing PSC related information, news, and other materials on as needed basis.
- B. The publications committee may produce and distribute other materials as requested by the Executive Committee.
- C. The Representatives of the PSC will serve as Co-Chairs of the Publications Committee.

### **Section III Issues and Agenda Committee**

- A. The Issues and Agenda Committee consists of the two PSC Representatives and other Professional Staff as appointed by the Executive Committee.
- B. The committee will receive their charge from the PSC Executive Committee
- C. The committee will report their findings and recommendations to the

# **BYLAWS OF THE PROFESSIONAL STAFF CAUCUS**

PSC Executive Committee for action.

## **ARTICLE XVI: AMENDMENTS**

### **Section I Amendments to these Bylaws**

- A. Changes to the bylaws may be proposed in writing to the chairperson of the Executive Committee or by petition of any twenty members of the organization.
- B. Changes to the bylaws of the PSC will be presented at the next General Membership meeting for discussion.
- C. A change in the bylaws requires a plurality of the voting Executive Committee.
- D. Approved changes to the bylaws will be sent to the general membership.

## **ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order (current edition) will govern the organization in matters to which they are applicable and in which they are not in conflict with the bylaws and standing rules of the organization. The Senior PSC at-large Representative will be responsible for Parliamentary Procedure at all Executive Committee and General Membership meetings.

**Rev. 4/2022**