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**By-Laws of the Faculty
of the College of Liberal Arts & Sciences**

Article I

Preliminaries

A. Roberts Rules of Order

1. The LA&S Faculty shall be governed by Roberts Rules of Order unless otherwise provided by these By-Laws or by the Policies of the Board of Trustees of SUNY.

B. Amendments

1. These By-Laws may be amended by two-thirds vote at a meeting of the LA&S Faculty. The Faculty must be notified, with the proposed amendment(s), at least fifteen days in advance of the meeting.

Article II

Liberal Arts and Sciences Faculty

A. LA&S Faculty

1. The LA&S Faculty shall consist of: the Dean and Associate Dean of the College of LA&S; all teaching members of the Faculty with continuing appointment or with tenure-track appointment; and others who have been teaching in the College for at least one semester and who teach at least two courses each semester which earn credit toward graduation.

B. Faculty Meetings

1. The LA&S Faculty shall be called to a meeting at least once each semester by the Presiding Officer of the Faculty
2. A quorum shall consist of twenty percent of the LA&S Faculty as defined in Article II.A.1.

C. Presiding Officer

1. The Presiding Officer of the LA&S Faculty shall be elected by mail ballot in the spring semester preceding the fall semester in which his or her term begins.
2. The Presiding Officer shall be elected for a two-year term.
3. The Presiding Officer shall serve as Chair of the LA&S Senate
4. The Presiding Officer shall provide the agenda for the LA&S Faculty meetings, conduct the meetings, and arrange for the recording and distribution of official minutes.

D. LA&S Faculty Senate

1. The Senate shall be composed of representatives elected for terms of two years. There shall be one representative elected by and from the members of the faculty of each department (including the department of the Presiding Officer, if it so wishes) and of Women's Studies.
2. The Senate shall have two student representatives, with right to vote; and two alternates. Each LA&S department may nominate one student, and from the pool of nominees the Student Association shall designate the two representatives and two alternates.
3. A quorum of the Senate shall be fifty percent of its members.
4. The Senate shall carry out the Faculty's ordinary business and make recommendations to the Faculty.
5. The Senate shall represent and act on behalf of the LA&S Faculty between Faculty meetings, and report to the LA&S Faculty.
6. The Senate shall serve as the official Faculty consultative body for the Dean.
7. The Senate may appoint committees to facilitate its work.
8. The Senate shall organize and conduct elections as necessary.
9. The Senate shall send its official minutes to the Dean, department chairs, and the Coordinator of Women's Studies. Department representatives and chairs are to make the minutes available to the members of their departments.

Adopted at a Meeting of the LA&S Faculty,
March 22, 1988