

1 **Governance Constitution**
2 **Finger Lakes Community College**

3
4 **PREAMBLE**

5 Governance at Finger Lakes Community College is defined as the responsibility of all members of the
6 campus community - faculty, staff, students, administrators and members of the Board of Trustees - to
7 participate in the decision-making process and in the development of policies and procedures in an
8 environment characterized by openness and mutual respect.

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10 The governance structure at Finger Lakes Community College shall be the primary vehicle for
11 participation in the decision-making process and in the development of policies and procedures, and shall
12 embody the following hallmarks:

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14 **Communication:** The college community is dedicated to open, consistent, and trustworthy
15 communication between and among all areas of the College.

16 **Participation:** Those who will be affected by or responsible for implementing a decision
17 on policy or procedures are entitled to be informed of and have the opportunity to actively
18 participate in collegial and cooperative discussion of the issues, with the explicit recognition
19 that various areas of the College are interrelated and that all have a stake in the governance
20 of the College.

21 **Accountability:** All governance participants are responsible and accountable for the proper
22 execution of their role.

23 **Commitment:** The college community holds a deep and abiding commitment to
24 understand, respect and participate in governance.

25 **Authority:** The statutory authority of the Board of Trustees, president and faculty shall be
26 respected by acknowledging the fact that certain areas are the primary concern of one
27 component of governance either because of exclusive interest or expertise in a matter. While
28 the administration and board of trustees are compelled to consider governance resolutions
29 and recommendations, they are not required to accept or implement them. Administrative
30 rejection of governance resolutions or recommendations should occur rarely and then for
31 specific and compelling reasons which are communicated in writing to the governance
32 structure that made them and subject to collective response.

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34 **ARTICLE I**

35 **NAME**

36 This document shall hereafter be referred to as the “Constitution” and shall serve as the foundation
37 document for the governance system of Finger Lakes Community College.

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39 **ARTICLE II**

40 **PHILOSOPHY**

41 Finger Lakes Community College believes that all members of the College —faculty, administration,
42 professional staff, support staff, and students—should be afforded the opportunity to participate in the
43 governance process. For the purpose of this governance system, the membership shall consist of full-time
44 members of the faculty, administration, professional and support staff, and the elected membership of the
45 Student Corporation Board.

46 **ARTICLE III**

1 GOALS

2 Consistent with applicable statutory requirements and with the responsibilities of the Board of Trustees,
3 the President, and the Administration, the goals of the governance system are:

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5 Section 1: To develop recommendations relative to policies, procedures, and decisions that
6 shall ultimately benefit academic policies, institutional planning, assessment, and resource
7 development and allocation.

8
9 Section 2: To encourage communication and coordination between and among governance groups
10 and members by:
11 • reporting out to the College on the deliberations, actions, and activities of governance
12 immediately following each meeting;
13 • having its members actively communicating with their respective groups and bodies
14 • receiving responses to resolutions and recommendations, which are communicated in
15 writing, and that are subject to collective response: and
16 • provide easy access to Governance information (e.g. committee charges, committee
17 memberships, meeting schedules, minutes, resolutions, and recommendations).

18
19 Section 3: To foster reciprocal accountability and responsibility among governance participants,
20 whereby members are expected to:
21 • actively participate in all facets of Governance including, but not limited to: standing
22 committees, ad-hoc committees, leadership roles, and Governance body meetings;
23 • understand and respect the Governance process and structure;
24 • bring to the attention of Governance issues which have relevance to FLCC Governance;
25 • have easy access to Governance information (e.g. committee charges, committee
26 memberships, meeting schedules, minutes, resolutions, and recommendations); and
27 • select their representatives to governance committees and to have representation
28 relative to the level of interest and expertise of the member bodies.

29
30 ARTICLE IV

31 STRUCTURE

32 Section 1: There shall be a Governance Executive Committee co-chaired by
33 the Chairpersons of the Academic Senate and the College Council. The committee shall consist
34 of the Chairpersons of the Academic Senate and the College Council, the President of the College, and
35 one representative from each of the following groups: full-time faculty, professional staff, support staff,
36 the Student Corporation Board, and a representative of administration, chosen by the Finger Lakes
37 Administration Group (FLAG). This group shall meet at least monthly to provide collaborative
38 leadership that transcends the groups represented, communicate concerns pertaining to governance, and
39 when applicable route policies and procedures to the appropriate governance body.

40
41 Section 2: There shall be two College governance bodies, the Academic Senate and the College
42 Council.

43
44 Section 3: The Academic Senate shall make recommendations on academic matters to the President.
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46 The College Council shall make recommendations on non-academic, college-wide
47 matters to the President. Furthermore, the College Council shall facilitate all proposed
48 amendments to this Constitution.

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2 **ARTICLE V**
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4 **MEMBERSHIP**

5 Section 1: The Academic Senate shall consist of one faculty member elected from each Academic
6 Department, a representative elected from the Library, a representative elected from the
7 Center for Advisement and Personal Development, the Vice President of Academic and
8 Student Affairs (or a person in an analogous position), the Associate Vice President of
9 Instruction and Assessment (or a person in an analogous position), one non-Library
10 member of Academic Affairs, one representative member from Academic Success and
11 Access Programs (ASAP), and two student representatives, one student elected from
12 Student Corporation and one student elected from Student Senate. Each elected
13 representative shall have an alternate, elected from the same body, who will serve in
14 place of the representative should he or she be unable to attend an Academic Senate
15 meeting. Elected representatives and their alternates shall serve two-year terms with a
16 three consecutive term limit.

17 The College Council shall consist of four representatives elected from each of the
18 constituency groups (full-time faculty, administration, professional staff, support staff,
19 and the elected membership of the Student Corporation Board). All representatives shall
20 serve two-year terms with a three consecutive term limit.

21 Section 2: Election of representatives and alternates to the Academic Senate and of representatives
22 to the College Council shall take place by April 30.

23 Newly elected members shall be invited to attend all meetings of the Academic Senate
24 and College Council for the remainder of the Spring Semester as non-voting observers,
25 and will take office at the close of the Spring Semester.

26 **ARTICLE VI**

27 **OFFICERS**

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29 Section 1: There shall be two officers of the Academic Senate elected at the last meeting of the Spring
30 semester to serve in the succeeding academic year. They shall be the Chairperson and the
31 Vice Chairperson. The Chairperson of the Academic Senate shall be a member of the full-
32 time faculty.
33

34 Section 2: There shall be two officers of the College Council elected at the last meeting of the
35 Spring semester to serve in the succeeding academic year. They shall be the Chairperson
36 and the Vice Chairperson.
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38 **ARTICLE VII**

39 **COMMITTEES**

40 Section 1: There shall be a Curriculum Committee to serve as a standing committee of the Academic
41 Senate.
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43 The Curriculum Committee shall forward all recommendations to the Academic Senate for
44 consideration and a vote to accept.
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1 Section 2: There shall be a Committee on Academic Assessment to serve as a standing committee of
2 the Academic Senate.

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4 The Committee on Academic Assessment shall forward all recommendations to the
5 Academic Senate for consideration and a vote to accept.
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7 Section 3: Ad hoc and Standing committees shall be convened and or created as deemed necessary by
8 either the Academic Senate or the College Council.
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10 The convening or creating body (either the Academic Senate or the College Council)
11 shall determine the charge to each of its committees, including, where appropriate, a
12 timeline for completion of the charge.
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14 The Chairperson of an ad hoc committee shall be a member of the committee's
15 convening body.
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17 **ARTICLE VIII**

18 **MEETINGS**

19 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the
20 Academic Senate and the College Council in all cases to which they are applicable and in which they are
21 not inconsistent with the Bylaws and any special rules of order the bodies may adopt.
22

23 Section 1: The quorum for all regular and special meetings of the Academic Senate and the College
24 Council shall be a simple majority of the membership of each body. A simple majority of
25 those present shall be necessary to approve actions.
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27 Section 2: Any individual who wishes to address the Academic Senate or the College Council shall
28 inform that body's Chairperson. The Chairperson will then determine the appropriateness
29 of the topic and, where appropriate, designate a time for open discussion.
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31 Section 3: Meetings of the Academic Senate and College Council shall be open to the College
32 community.
33

34 Section 4: Academic Senate and College Council shall have a recorder assigned to each body, by
35 the Governance Executive Committee, to collect and distribute information associated
36 with each body. The recorder would not be a member of the body.
37

38 Section 5: All agendas shall be posted prior to the regular meeting date and time. Meeting minutes
39 shall be posted after the regular meeting date and time.
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42 **ARTICLE IX**

43 **BYLAWS**

44 Both the Academic Senate and the College Council shall create bylaws consistent with the articles of this
45 Constitution.
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47 **ARTICLE X**

1 AMENDMENTS TO THE CONSTITUTION

2 A Constitutional amendment may be proposed by a written petition of at least fifty signatories from the
3 membership as defined in Article II of this Constitution and then forwarded to the College Council prior
4 to February 1.

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6 Section 1: The College Council shall assure that the petition has valid signatures of the members
7 proposing the amendment.

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9 Section 2: The College Council shall establish two hearing dates for the amendment. Proponents of
10 the proposed amendment shall facilitate the hearings.

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12 Section 3: The College Council shall establish a voting period to occur by April 30.

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14 Section 4: An amendment shall be passed by a two-thirds favorable vote of those voting.

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16 Section 5: Approved amendments shall be effective the first day of the next academic year.
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1 **ARTICLE XII**

2 **RATIFICATION**

3 This Constitution shall be presented to the full-time employees of the College and to the membership of
4 the Student Corporation Board for a ratification vote. The voting shall be no less than three consecutive
5 days and no more than five consecutive days in duration and shall be conducted from a central location
6 by secret ballot. Ballots shall be counted and the total vote affirmed by the College Council. A majority
7 of those voting shall be necessary to approve this Constitution.

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9 **HISTORY**

10 Ratified 04/2003; Amended 03/2007; Amended 2/2011; Amended 8/2017