

Bylaws
University Council
University at Albany, State University of New York
(Revised 5/10/12)

ARTICLE I. Name

1. The name of the organization is University Council, University at Albany, State University of New York.

ARTICLE II. Purpose

1. The purpose for which the Council is formed is set forth in Section 356 of the New York State Education Law, as may be amended, and is to promote the welfare of the University at Albany and the University community.
2. Further, the Council shall promote the University's mission of providing quality, affordable education; promote the University's goal of conducting research; promote the University's role in economic development at the local, regional and state levels; and work with the State University of New York, its Trustees, Governor, state, local and federal legislators, and community and business leaders to achieve the goals and missions of the University.

ARTICLE III. Basic Policies

1. The Council shall be non-partisan, non-commercial, and non-sectarian.
2. The name of the Council, and its members in their official capacity, shall not be used in any connection with commercial concerns or partisan causes not related to the promotion of the objectives of the Council.
3. The Council shall cooperate with the University's administration to support the improvement of education in ways that will assist and enhance the administration of the institution.
4. The Council may cooperate with other organizations and agencies concerned with public higher education. Persons representing the Council on such groups shall present only the views on issues on which the Council has taken a stand, and shall bring to the Council for deliberation any proposed policies or courses of action.

ARTICLE IV. Powers and Duties

1. The Council shall exercise all the duties granted to it directly by Section 356 of the Education Law and delegated to it by the State University Board of Trustees.

ARTICLE V: Membership

1. The Council shall consist of ten voting members, nine appointed by the Governor and one elected by and from the University's students.
2. The Representative of the University Senate, President of the Alumni Association, and a Graduate Student designated by the Graduate Student Organization shall serve as ex-officio, non-voting members of the Council.
3. Only Council members in good standing shall be eligible to vote on matters before the Council, or to serve in any of its elective or appointive positions. To be in good standing, a member shall have a good record of attending Council meetings and University events. Excused absences shall be noted in the minutes of the meetings of the Council.
4. Council members receive no compensation for their services, but should be reimbursed by the University at Albany for expenses actually and necessarily incurred in the performance of their duties.

ARTICLE VI: Officers

1. The officers of the Council shall consist of a Chairperson, Vice Chairperson and Secretary.
2. The Chairperson shall be appointed by the Governor of New York, pursuant to the provisions of the Education Law. In the event that the Governor has not appointed a Chairperson, the Council, by majority vote, shall select an Acting Chairperson who shall serve at the pleasure of the Council until a Chairperson is named by the Governor.
3. The Vice Chairperson and Secretary shall be elected annually by the Council, by majority vote, at its last meeting of the University's fiscal year.
4. Only those persons who have signified their consent to serve shall be elected to any office.

5. Elected officers shall assume their official duties following the close of the meeting at which they are elected.
6. A vacancy occurring in the office of the Vice Chairperson or Secretary shall be filled for the unexpired term by the Council by majority vote.

ARTICLE VII: University Liaison

1. The President of the University, in consultation with the Chairperson or Acting Chairperson, shall appoint a staff member to serve as liaison to the Council and coordinate its administrative activities.

ARTICLE VIII: Duties of Officers

A. The Chairperson shall:

1. Preside at all meetings of the Council;
2. Sign documents on behalf of the Council;
3. Act as spokesperson for the Council;
4. Resolve tie votes of the Council;
5. Represent the Council at official University functions;
6. Ensure that agendas are prepared and minutes are kept in accordance with legal requirements; and
7. Ensure that the annual report of the Council is submitted to the State University Board of Trustees.

B. The Vice Chairperson shall assist the Chairperson in discharging his or her responsibilities and assume the duties of the Chairperson in the absence of that individual or his or her inability to act.

C. The Secretary shall ensure that the minutes of all meetings of the Council are recorded and shall perform such other duties as may be delegated to him or her.

D. All officers shall:

1. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these By Laws and those assigned to them from time to time.
2. Deliver to their successors all official materials no later than 30 calendar days following the election of their successors.

ARTICLE IX: Meetings

1. Council meetings shall adhere to the requirements of Section 356 of the Education Law, and relevant sections of the NYS Open Meetings Law, and Public Officers Law.

ARTICLE X: Standing and Special Committees

1. The Council may create such standing committees as necessary to promote the purposes and carry on the work of the Council.
2. The Chairperson shall be an ex-officio member of all committees.

ARTICLE XI: Parliamentary Procedure

1. *Robert's Rules of Order*, latest edition, shall be the authority on all questions of parliamentary procedure in which they are applicable and not inconsistent with laws of the State of New York or these Bylaws.

ARTICLE XII: Amendments

1. These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote of Council members at any regular or special meeting of the Council. Council members will be notified of proposed Bylaws changes at least seven days before a meeting.

ARTICLE XIII: Constructability

1. If any provision of these Bylaws is found to be inconsistent with Section 356 of the Education Law, other state law, or rules of the State University Board of Trustees, the state law or rule shall take precedence.