

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON
DEPARTMENT OF THEATRE**

BY-LAWS

These By-Laws prescribe the organizational means by which the Department of Theatre will regulate its affairs.

ARTICLE I: VOTING MEMBERS OF THE DEPARTMENT

Each voting member of the Department of Theatre shall have one vote. Voting members of the Department of Theatre shall be identified as follows:

- A. 1. Faculty of the Department of Theatre as defined in the Policies of the Board of Trustees and By-Laws of the Faculty Senate.
- 2. Lecturers and other faculty with joint appointments in the Department of Theatre are considered "faculty" (as identified in A.1) for the purposes of these by-laws.
- B. 1. A Professional Staff member in the Department of Theatre may be designated to be a voting member of the Department of Theatre if the voting members of the Department of Theatre approve such status by a 3/4 majority vote.
- 2. An adjunct faculty member in the Department of Theatre may be designated to be a voting member of the Department of Theatre if the voting members of the Department of Theatre approve such status by a 3/4 majority vote.
- C. Graduate and Undergraduate representatives to the faculty are granted "Limited Voting Members Status". Limited Voting Member Status means that when there is more than one Graduate representative to the faculty or when there is more than one Undergraduate representative to the faculty, each group of Graduate and Undergraduate representatives to the faculty is entitled to one vote. Graduate and Undergraduate representatives to the faculty must be elected to serve in such positions by the Graduate Theatre majors and Undergraduate Theatre majors, respectively. Student representatives of the Department of Theatre may not participate in discussion or votes concerning individual student matters, with the exception of those issues covered in Article IV (Grievance Procedures).

ARTICLE II: DEPARTMENT MEETINGS

A. FREQUENCY

1. Regular departmental meetings shall be held once monthly, unless agenda dictates otherwise, during the regular school year. Every attempt shall be made to insure that a two-hour block of time is left free for use as the Department's regular meeting time.
2. The Department or 25% of the members may call for an extended Department Meeting for discussion and review of long-term goals, policies, and philosophy.
3. The department secretary shall insure that each member is notified of each scheduled meeting at least 48 hours prior to any such meeting, except in cases of emergency.
4. Special departmental meetings may also be called by petition of 25 percent of the voting members of the Department (as defined herein) to review and vote upon any decision or action of the departmental administration or of any other member of the Department.

B. QUORUM

A quorum shall be deemed to exist when at least one-half the voting faculty plus one of the voting faculty are present. No decision on matters brought before the Department shall be binding unless participated in by such a quorum.

C. CONDUCT OF BUSINESS

1. All business shall be conducted in accord with the latest edition of Robert's Rules of Order except that the provisions of these by-laws and such rules as the Department may adopt shall take precedence.
2. The Chairperson or chairperson pro tem or their designee shall convene and preside at all meetings.
3. Any member of the Department may place on the agenda of the department meeting any matter of general Department concern. Any member may also request formal consideration of any matter brought before a department meeting.
4. All important policy changes and policy innovations must be submitted in written form to all Department members at least a week before any meeting at which formal action can be taken.
5. Final authority for the establishment of departmental policy rests with voting members of the Department as established by the Departmental by-laws.

ARTICLE III: DEPARTMENT OFFICERS

A. CHAIRPERSON

1. The chairperson shall be the chief executive officer of the Department to whom all other officers shall be responsible and to whom all committee chairpersons shall report and seek final approval on the functions and actions of their committees. The department chairperson shall be responsible for bringing to the departmental faculty and staff for the generation, examination, and approval of new policy and shall be responsible for the administration of previously adopted policy.

The chairperson will be assisted in the routine, daily business of the Department by the department secretary, director of the graduate program, director of the undergraduate program, and the director of the production program.

The chairperson shall appoint all committees and their chairpersons, except as otherwise provided in these by-laws. In general, the department chairperson shall be responsible for the administration and coordination of departmental matters relating to recruitment, planning and development, appointment, research, the instructional program, and the performance program. On major matters in these areas, the chairperson shall seek the advice of the advisory committee.

2. The recall of the chairperson shall be initiated by a petition signed by one-third of the voting faculty. A vote of confidence shall be taken at the next regular meeting of the Department or at a special meeting held within one week of submission of petition or whichever meeting comes first. Voting will be by secret ballot; voting members of the Department not present will be polled immediately by mail. If a majority of the Department votes no confidence, the chairperson will resign no later than the end of the semester in which the vote is taken.

B. DIRECTOR OF THE GRADUATE PROGRAM

The director of the graduate program shall be appointed by the department chairperson with the advice and consent of the faculty and will continue at the discretion of the chairperson. In the event of the recall of the chairperson, said director shall continue in office at least until the appointment of a new chairperson. In the absence of the chairperson, or the specific appointment of an acting chairperson, said director shall act as department chairperson pro tem.

The recall of the director of the graduate program shall be initiated by a petition signed by one-third of the voting faculty submitted to the department chairperson. A vote of confidence shall be taken at the next

regular meeting of the Department or at a special meeting of the Department held within one week of submission of the petition.

The director of the graduate program will serve as chairperson of the graduate committee and administer the program in accordance with the vote of the committee. The director will work in close cooperation with the chairperson of the department, maintain the required records, and supervise the progress of each student.

C. DIRECTOR OF THE UNDERGRADUATE PROGRAM

A director of the undergraduate program shall be appointed by the chairperson with the advice and consent of the faculty. The term of office shall be the same as that of the chairperson and will continue at the discretion of the chairperson.

The recall of the director of the undergraduate program shall be initiated by a petition signed by one-third of the voting faculty submitted to the department chairperson. A vote of confidence shall be taken at the next regular meeting of the Department or at a special meeting held within one week of submission of the petitions or whichever meeting comes first. The Chairman will be advised by the discussion at this meeting and will make the ultimate decision regarding recall.

The director of the undergraduate program shall be the chairperson of an undergraduate curriculum committee. With the advice and consent of the undergraduate curriculum committee, the director of the undergraduate program shall operate pursuant to policies adopted by the Department (See Appendix I, Advising Procedures) and shall discharge such other duties in the undergraduate program as may be designated by the Department or the department chairperson.

D. THE DIRECTOR OF THE PRODUCTION PROGRAM

A director of the production program shall be appointed by the chairperson with the advice and consent of the faculty. The term of office shall be for the same term as that of the chairperson, and continue at the discretion of the chairperson, with the exception that the term of office shall extend to the end of the production year in the event that the chairperson resigns or is recalled during that period. The recall of the Director of the Production Program shall be initiated by a petition signed by one-third of the voting faculty submitted to the department chairperson. A vote of confidence shall be taken at the next regular meeting of the Department or at a special meeting held within one week of submission of the petitions or whichever meeting comes first. The Chairman will be advised by the discussion at this meeting and will make the ultimate decision regarding recall.

The Director of Production Program is responsible for appointing the Director of Studio Season annually.

The director of the production program shall be direct administrator of the production program and shall have direct responsibility for:

1. Calendar. The Director of the Production Program shall, in consultation with the Acting/Directing Committee, the Design/Technical Committee, the Director of the Studio Season, the student representatives, and the Chairperson be responsible for the preparation of a proposed production calendar that will include performance and audition schedules. This will be submitted to the department as soon as possible, but no later than the end of the Fall semester prior to the subject season. The Director of the Production Program shall oversee the audition, rehearsal, and support activities schedules.
2. Season. The director of the production program shall prepare a season of production activities for the major season. Play selection for the major season shall be in accordance with prevailing departmental guidelines and shall be initiated by the submission of possible titles by prospective directors following consultation with their colleagues on the Acting/Directing Committee. The major season (play titles, directing assignments and scheduling) shall be reported to the department no later than March 15 prior to the season. The season will be considered formally set when the Chairperson accepts the recommended season (by memo) from the Director of the Production Program.
3. Budget. The director of the production program shall be responsible for preparing a production budget to be submitted to the chairperson as soon as possible after the final financial report of the just-completed season is available and prior to the beginning of the next production season. Tentative budget proposals for the next season will be made available to directors of all productions by June 1st. The chairperson and the director of the production program will then refine the proposed budget. Once agreed upon, the budget shall be administered by the chairperson.

ARTICLE IV: COMMITTEES

The following committees shall be standing committees of the Department. These committees shall consider and formulate departmental policy for submission to the Department for ratification.

1. THE ADVISORY COMMITTEE

- a. Composition. The committee shall consist of the departmental chairperson, who shall preside, the director of the graduate program, the director of the undergraduate program, the director of the production program, one elected member of the full-time faculty, and one member elected from the professional staff of the Department.
- b. Electoral Procedure. Of the two members elected in the first year, one shall be elected for one year and one for two years. Thereafter, all at-large members shall be elected for two-year terms as vacancies occur. The Department will annually elect an at-large member to replace the member of the committee whose term has expired. Such election shall take place in May and be effective for the following year beginning with the Fall academic semester. Each voting member of the Department shall be entitled to vote for these people. Balloting shall be by secret, written ballot. The individuals in each area receiving the most votes shall serve. In case of a tie or lack of a majority, a run-off vote shall be held.
- c. Responsibilities. The department chairperson shall seek the advice of the committee on matters of Department policy as provided in Article III, Title A, Section 1, above, and elsewhere in these by-laws.

2. THE GRADUATE COMMITTEE

- a. Composition. The committee shall consist of the director of the graduate program, who shall preside, the department chairperson, the director of production program, and two faculty members, preferably with teaching responsibilities in the graduate curriculum, and one graduate student. Whenever issues of policy are to be discussed, a graduate student representative will be invited to attend.
- b. Appointment Procedures and Term of Office. The department chairperson shall appoint the faculty members. The graduate student shall be elected by the department's graduate students. The term of office shall be one year and members may be reappointed or reelected.
- c. Responsibilities. It is the responsibility of the committee to suggest programs and policies in graduate studies for consideration of the Department as a whole. The faculty members of the committee shall also decide on the admission of students to the graduate program and the distribution of graduate assistantships, teaching assistantships, fellowships, and other stipends and awards.

3. THE UNDERGRADUATE COMMITTEE

- a. Composition. The committee shall consist of the director of the undergraduate program who shall preside, the departmental chairperson, two faculty members whose teaching emphasis is in the undergraduate program, and an upper division undergraduate student.
- b. Appointment Procedures and Term of Office. The student representative shall be elected by his/her undergraduate peers. The faculty representatives shall be elected by the voting faculty. The term of office shall be one year. Members may be reelected.
- c. Responsibilities. It is the responsibility of the committee to suggest programs and policies regarding undergraduate studies for the consideration of the Department as a whole after discussion with the chairperson. Programs and policies shall be submitted to the chairperson for recommendations and advice. In addition, this committee shall serve as the undergraduate honors committee.

4. ACTING/DIRECTING COMMITTEE

- a. Composition. The committee shall consist of all full-time faculty members who regularly teach acting and/or directing as part of their standard departmental responsibilities.
- b. Appointment Procedure and Term of Office. No formal appointment procedure is needed to establish membership of the Acting/Directing Committee.

The department chairperson shall appoint a chairperson from the committee membership with the advice and consent of the committee. Appointment for a one-year term shall be made at the last faculty meeting of the Spring semester for the ensuing academic year.

- c. Responsibilities.
 1. Philosophy and Training
 - (a) To formulate a philosophy of training which will inform the content and determine the systematic relationship of all acting and directing courses.
 - (b) To insure that the content of all acting/ directing courses conforms to the philosophy established.

- (c) To initiate discussion and find means to resolve special issues concerning teaching philosophy or training techniques brought to the attention of the committee.
- (d) To approve or reject a candidate for undergraduate and MA thesis proposals and honors projects in acting and/or directing.

2. Curriculum Organization and Management

- (a) To decide on the sequence of courses and prerequisites for all acting and directing courses.
- (b) To make final decisions on all petitions to waive prerequisites for acting and directing courses and report these decisions to the director of undergraduate program during first week of class.
- (c) To recommend course schedules including teaching and directing assignments, class meeting times, and space allocations by third week of classes.
- (d) To supervise the course content and choose the basic text(s) for Acting I: Basic Processes.
- (e) To establish conditions and limits for Acting and Directing practicum credit and grading options.

3. Other

- (a) To be available to advise and consult upon request on all issues and problems related to rehearsals on any Studio Season production.
- (b) To be available to advise and consult the director of the studio season as requested or necessary.
- (c) To be available to serve as a consultant and advisory body regarding the selection of all guest acting and directing instructors, actors, and directors, and the conditions of their employment (specific responsibilities, fees relative to other program needs, etc.)
- (d) To be available to serve as consultant and advisory body regarding the casting of productions.
- (e) To be available to advise the department chairperson of the committee's needs during faculty recruitment, to participate in the initial process of screening applicants and, as a committee, interview and evaluate candidates.
- (f) To be available to advise and consult on matters related to the involvement and behavior of actors and directors as noted in the Handbook of the Department of Theatre.

5. ADDITIONAL COMMITTEES

- a. Each area of emphasis within the Department shall normally have a committee composed of faculty, staff, and students its purview. The chairperson shall, upon the recommendation and with the advice and consent of the graduate and undergraduate constituencies, appoint one representative from each of the constituencies to each area committee. These committees shall recommend policies and programs to other appropriate standing committees for their consideration. Initially, committees shall exist in the following areas:
 1. Dance
 2. Design/Tech
- b. Additional standing committees may be created by amending the by-laws.
- c. Ad Hoc Committees may be created by the chairperson. Ad Hoc recruitment committees shall be appointed for faculty and staff vacancies. Where possible at least one member of the committee shall represent the area in which the vacancy is to be filled.

6. LISTING OF COMMITTEE MEMBERSHIP

The chairperson shall insure that a listing of all committees and their membership and a listing of Ad Hoc committees and their composition and responsibilities is issued as soon as possible following the election or appointment of the committees.

ARTICLE V: PERSONNEL POLICIES

Personnel procedures in the Department are to be conducted in accord with those set down in the appropriate guidelines of the Board of Trustees, and Article VII of the Faculty By-Laws.

ARTICLE VI: GRIEVANCE PROCEDURES

The following grievance procedure is a two-stage process to resolve alleged unfair grading procedures or alleged unfair disciplinary actions taken by a faculty member against a student, or other matters not already addressed by existing grievance procedures. The first stage is comprised of several INFORMAL STEPS designed to reach mutual agreement between the parties. In the second stage, FORMAL STEPS are undertaken in which the complaint is considered by a GRIEVANCE COMMITTEE.

I. Informal:

- A. The grievant should attempt to find satisfaction first by discussing the matter with the faculty member involved.
- B. If no mutually agreeable resolution is reached during this conference, the grievant may seek mediation through the Department of Theatre Chairperson (or the Undergraduate or Graduate Director, who may serve as the Chair's designee). If the Chair or Chair's designee is the respondent, that is, the person against whom the grievance is directed, then the Undergraduate or Graduate Director may serve as the mediating agent to avoid a conflict of interest.
- C. When complaints and concerns are resolved through the informal process to the satisfaction of both the grievant and the respondent, all written materials shall be removed from each party's file. The department shall keep the original of any written agreement signed by both parties.

II. Formal:

A. Filing a Grievance:

If the above-mentioned informal procedures do not result in a resolution, the grievant may file a formal written complaint, submitted to the Department Chair (or Undergraduate or Graduate Director if the Chair is respondent.)

A formal complaint must be filed before the end of the semester following the semester of the incident of complaint. This time frame is in keeping with the university policy that "graded work not returned to students should be kept for one semester following the end of the course, to allow a means of evaluating the work of students who ask that a grade be reviewed." Summers do not count as semesters.

Within ten working days of the receipt of the written complaint, the Chair (or designee) should forward a copy of the formal complaint to the respondent(s), and may forward a copy to the Assistant/Associate Dean for Academic Affairs (or Dean's designee).

The Chair also forwards copies to the member of the Grievance Committee along with a request that they convene a meeting.

B. The Grievance Committee:

The Grievance Committee shall be comprised of the Advisory Committee and two students, who together have one vote. The committee shall determine its Chair.

The grievant and the respondent have the right to challenge the impartiality of any member of the committee. The other members of the committee shall decide by secret ballot whether that member shall be disqualified for that hearing. The grievant and the respondent have the right to bring one person (who is present in a non-participating capacity) to the hearing.

Parties will be provided at least five working days notice of the hearing.

C. The Hearing:

Both parties shall be present during the hearing and may participate in Parts one and two of the hearing. If either party is not present and there is reasonable doubt as to whether the notification of the hearing was received, the hearing should be postponed and a second notification should be made. At the beginning of the hearing, the Chair should introduce all those in attendance, ask if anyone has questions about procedures, and assure both the grievant and respondent that the hearing will not conclude until they both are satisfied that they have had ample opportunity to speak.

The hearing shall consist of a least three parts:

1. The initial presentation of the grievance by the grievant followed by discussion focused on the grievance.
2. The presentation of the respondent's response to the grievance followed by discussion focused on clarifying the response. The grievant and the respondent may be part of all discussions.
3. The assessment of the evidence by the Committee and the formulation of a recommendation to the concerned parties.
4. No one other than committee members shall be present during part three and no new evidence may be introduced at that time.
5. The hearing should be tape recorded and written Minutes should be made with sufficient particularity to allow for review by the appeal agent.

D. Decision of the Committee:

The decision of the Committee will take place in part three of the meeting and shall be put in the form of a written recommendation to the Chair (or the Chair's designee if appropriate) of the department. The decision will be based on an open vote by all members of the Committee in attendance. The recommendation shall be based on a vote of the majority of the members present. Those members of the Committee who do not concur with the majority decision have the right to append a minority report to the recommendations.

Within five working days of the hearing, the Committee Chair will send a written report of the committee's recommendation to the Chair of the Department. The Department Chair will make his/her decision and within 10 working days after receipt of the Committee's recommendation, shall notify all parties, including the Assistant/Associate Dean of Academic Affairs. This written decision will include a description of the appeal process:

Within one month of notification of an action at the department/ program level either party may appeal to the Assistant/Associate Dean for Academic Affairs (or Dean's designee), or in the case of a graduate student, to the Graduate Council Grievance Committee. (Graduate Grievance Procedures are outline in the Graduate School Student Handbook.) The Assistant/ Associate Dean may establish an ad hoc committee to hear the appeal. For undergraduate students, the Dean shall serve as the second and final level for appeal unless the student is appealing on a matter of due process, in which case the student may appeal to the Provost/Vice President for Academic Affairs. Under special circumstances, the Dean may serve as the first level of appeal.

ARTICLE VII: SUMMER OPERATIONS

- A. In general, the department faculty shall determine policy and procedures for the summer activities of the Department, both in curricular and production matters. It shall be the responsibility of the department chairperson to make available to the faculty, as early as possible in the spring semester, all data relevant to summer operations.
- B. When the chairperson is called upon, during the summer months, to make decisions that substantially affect the regular operations of the Department, he or she shall seek the widest possible faculty consultation that the situation allows.
- C. At the first regular fall meeting of the Department it shall be the responsibility of the chairperson to make known to the Department faculty all decisions taken over the summer that substantially affect the operations of the Department during the regular academic year. All such decisions will be subject to review at that time in the manner provided for earlier in these by-laws.
- D. At the first regular Fall meeting of the Department, the chairperson will deliver to the Department faculty a report on summer operations.

ARTICLE VIII: AMENDMENT PROCEDURE

Amendments to these by-laws of the Department of Theatre require a vote of two-thirds majority of the voting members of the Department as provided in Article I. Amendments will be proposed at one meeting and voted upon at the next meeting except that at least two weeks shall have elapsed between submission of a proposed revision and a vote.

Initial ratification of these by-laws will follow these procedures.