

THE SAGE COLLEGES
SCHOOL OF EDUCATION
BYLAWS

PURPOSE

The Faculty of the School of Education establishes these Bylaws in order to provide for open discussion and to recommend policies and procedures to the Dean. These Bylaws also provide for the conduct of business in the School of Education in a manner that encourages mutual respect of opinions and the principles of participatory democracy. The Bylaws are applicable when not in conflict with official policies and negotiated agreements of The Sage Colleges.

MISSION STATEMENT

The mission of the School of Education is to prepare highly effective leaders, educators, teachers, school counselors, and clinicians who support, encourage, and create learning environments that meet the learning needs of all students, who strive to include students with disabilities with all necessary supports, who value diversity, who are reflective, and who are knowledgeable about best practices.

The School of Education Faculty expects all Sage candidates to demonstrate leadership and create optimal educational outcomes for all learners.

The motto of The Sage Colleges, "*To Be, To Know, To Do*," informs the educational purpose of the School of Education, where the common effort is to translate learning into action and application, within a framework that recognizes the obligation of educated persons to lead and to serve their communities.

MEMBERS

Members of the School of Education Faculty are those individuals whose primary appointment is in one of the departments of the School of Education. Voting members are those full time appointed and non-adjunct faculty members.

ORGANIZATION

The administrative organization of the School of Education consists of all departments, programs, and centers. The departments of the School of Education include Applied Behavior Analysis and Autism (ABA); Educational Leadership (EDL); Health, Physical Education and School Counseling (HPSC); and Teaching and Inclusive Learning (TIL). The faculty of each department shall be responsible, through its program directors and department chairs, to the Dean of the School of Education for accomplishment of each program and departmental mission.

MEETINGS

Meetings of the Faculty shall ordinarily be called by the Dean, who shall furnish written notice to members of the Faculty at least one week in advance of the meeting and an agenda of each meeting at least three days prior to the meeting. Meetings are held at least one time per semester.

Meetings of the Faculty may also be called by a resolution made in a scheduled meeting of the Faculty or upon written petition, with signatures, to the Dean by at least 50% of the Faculty.

Typically, the Dean places items on the agenda. If a Faculty member wishes to place an item on the agenda, the item must be sent at least two business days before the meeting.

Minutes of the meetings shall be provided to the Faculty prior to the next scheduled meeting.

A quorum for a meeting shall consist of 50% of the voting Faculty. Voting shall be limited to the members present and determined by a majority of the votes of the members who are present. Presence will include those attending via Skype, telephone, or other means of distance communication. A mail or electronic ballot shall be conducted if requested by a majority of those present.

Robert's Rules of Order Newly Revised shall be used whenever parliamentary questions are in dispute.

COMMITTEES

All committees will include at least one representative from each department and an at large representative. Each committee will have a specific charge that is intended to carry out the mission of the School of Education and, in the case of an ad hoc committee, a deadline for completing its task.

Standing committees may be appointed by the Dean and the Faculty. Ad hoc committees are temporary and may be established by majority vote of the Faculty. The Dean may also establish ad hoc committees.

The standing committees are listed below.

- Assessment
- Dispositions
- Field Experiences
- Social
- Technology

RATIFICATION AND AMENDMENTS

The Bylaws will take effect upon ratification. The Bylaws and any amendment shall be approved by a simple majority (half plus one) of the votes at meeting that has a quorum.

The Faculty will receive copies of any proposed amendments to the Bylaws at least two weeks prior to the meeting at which they will be considered.

Proposed amendments may originate in a number of ways.

- a. Any department or program may petition the Dean, who will present the proposed amendment to the Faculty.
- b. Any group of at least one-fifth ($1/5$) of the voting Faculty may petition the Dean, who will present the proposed amendment to the Faculty.
- c. The Dean may present a proposed amendment to the Faculty.