

**State University of New York
SUNY Center for Professional Development**

By-laws

Adopted: November 1996

Revised for Organization Name Changes - December 2002

Revised for Organization Name Change - May 2007

Revised and amended to change Executive Board to Advisory Board – November 2010

1. Name

The name of the organization is the SUNY Center for Professional Development (CPD).

2. Mission, Roles and Functions

The SUNY CPD is a cooperative, voluntary organization funded by its members and the SUNY system. It provides faculty development, technology training and professional development activities for faculty and staff at its member institutions. It may also provide services to other institutions on a cost basis.

The SUNY CPD's Objectives are:

- A. To define campus needs for training and professional development and respond to them by offering services that satisfy them in a cost effective manner.
- B. To help identify best new technologies that support and advance the academic, administrative and technical missions of the SUNY system and provide training and professional development to support and implement those technologies.
- C. To support University wide programs and initiatives through training and development, and where effective, planning and implementation.
- D. To foster collaboration and information sharing among member institutions both within and across functions and disciplines.

3. Principles of Organization and Operation

Services and activities undertaken by the SUNY CPD are determined on several principles:

- A. Existing services and activities will continue to meet the expectations and needs of members while remaining cost-effective.
- B. New services and activities will be cost effective and beneficial to membership.

- C. Membership is voluntary and brings defined benefits and access to SUNY CPD services and activities.
- D. New programs and offerings will be considered in light of their potential for self sufficiency and their possible impact on existing services.
- E. Services provided to non-member institutions will be based on their self-sufficiency and will not detract from core services.

4. Governance

- A. The SUNY CPD is supported by and reports to the Office of the Provost and Vice-Chancellor for Academic Affairs of SUNY System Administration, which bears final responsibility for the CPD.
- B. Each CPD member campus designates a CPD Campus Liaison.
- C. The CPD Campus Liaisons elect the CPD Advisory Board members.
- D. The SUNY CPD will be advised and guided by the CPD Advisory Board and CPD Campus Liaisons.
- E. The CPD adheres to the policies and guidelines of the host campus.

5. Membership Requirements

- A. Membership is open to all SUNY state-operated, statutory, and community colleges, and to SUNY-operated projects and programs
- B. Non-SUNY organizations, as defined in the CPD Membership Agreement, may be accepted as Affiliate Members as determined by the Advisory Board.
- C. Each member must pay a membership fee and sign a membership agreement.
- D. Membership fees are due at the start of each SUNY fiscal year (currently July 1st).
- E. Membership fees are not refundable.

6. Campus Liaisons

- A. The CPD Campus Liaisons shall consist of one voting member from each member institution.
- B. Appointment of the CPD Campus Liaisons shall be made by the campus President or their designee.

- C. The presence of a majority of voting members of the CPD Campus Liaisons shall be necessary to constitute a quorum of the CPD Campus Liaisons.
- D. The CPD Campus Liaisons shall elect CPD Advisory Board members in accordance with these by-laws. Only institution-appointed campus liaisons may be elected to the CPD Advisory Board.
- E. Duties of the CPD Campus Liaisons are as follows:
 - i. Identify training and professional development needs on their campus
 - ii. Share information on local campus programs and activities that should be highlighted across the system
 - iii. Serve as the CPD voice to the campuses in promoting programs and services from the CPD
 - iv. Manage CPD campus points account and approve campus usage of points for programs

7. Advisory Board

The CPD Advisory Board shall consist of a minimum of six elected members who shall represent the member institutions. At all times four of the six elected members must represent at least one member from each of the following sectors:

- Research Institution
- Community College
- Comprehensive Four Year University College
- Technology Campus

Membership of the CPD Advisory Board shall be comprised as follows:

- A. The six elected members shall be elected by the CPD Campus Liaisons from within the CPD Campus Liaisons membership.
- B. The six elected members of the CPD Advisory Board shall by majority vote elect the Chair of the CPD Advisory Board, from the CPD Advisory Board elected members, to a two-year term. The Chair of the CPD Advisory Board may not be elected for more than two consecutive terms but may serve for more than two terms.
- C. A representative from the Office of the Provost will serve on the CPD Advisory Board.
- D. Additional representatives may be appointed to the CPD Advisory Board for a one year term, annually renewable, based on a recommendation of the senior staff of the SUNY CPD and approval of the CPD Advisory Board.

Each elected CPD Advisory Board member shall be elected for a three-year term. The duration of individual CPD Advisory Board member terms may be staggered so that all member terms will not expire in the same year. The term of office will begin on July 1st and to end on June 30th.

If a member of the Advisory Board is not able to complete his/her term, the CPD Advisory Board will appoint a member from the CPD Campus Liaisons to serve until the expiration of the term of the vacating member.

Duties of the CPD Advisory Board are as follows:

- A. Provide guidance on the future directions, strategic planning, and new initiatives for the CPD
- B. Assess the potential benefit and implications of changes to programs and services the CPD may be considering
- C. Advise the CPD on membership benefits, relations, and costs
- D. Act in an advisory capacity to the CPD on any other issues that may come up

8. CPD Member Benefits

- A. CPD Member benefits are described in the CPD membership agreement.
- B. Changes to membership benefits will be communicated to members in advance of when any such change would take effect.
- C. An annual report of CPD programs, activities, and services will be provided to the members each year.

9. Amendment of the By-laws

These by-laws may be amended by a two-thirds vote of the elected members of the CPD Advisory Board, provided that there shall have been a distribution (or reading) of the proposed amendment to members not less than 10 days prior to the vote which the amendment(s) shall be voted upon. Amendments may be proposed by any member of the CPD Advisory Board.

10. Charter Members

Charter Members of the CPD as of April 18, 1990 are:

- Alfred
- Buffalo College
- Canton
- Cobleskill
- Cortland
- Delhi
- Farmingdale
- Geneseo
- Health Science Center at Brooklyn
- Health Science Center at Syracuse
- Morrisville