

GRADUATE PROGRAM IN GENETICS

BY-LAWS

MISSION

The purpose of the Graduate Program in Genetics (hereafter called the Program) is to operate a graduate training program leading to advanced degrees in genetics and to foster a stimulating research atmosphere in this field. It is an organization created by those faculty members of Stony Brook University (SBU), Cold Spring Harbor Laboratory (CSHL), and Brookhaven National Laboratory (BNL) who desire to join in its work and actively contribute to its objectives.

THE GOVERNING COMMITTEE

The governing body of the Program shall be termed the Genetics Program Executive Committee (hereafter called the Executive Committee). Ordinarily, it should be composed of a chairperson (the Program Director), and at least four faculty members. At least one representative from each participating institution shall be appointed to the Executive Committee. Other members are considered at-large and may come from any of the participating institutions. Additionally, there shall be two student members of the Executive Committee, one pursuing research on the SBU campus and, whenever possible, the other at CSHL or BNL. Student members shall deliberate and vote on all matters before the Executive Committee with the exception of issues that pertain to individual students.

The 'voting membership' (Faculty) of the Program is defined as those members of the SBU, CSHL, and BNL faculty who declare their interest in the Program and are willing to direct graduate research in the broadly defined field of genetics. Those members present at the founding session of the Program are members by declaring their intent. All those who wish to join at a later date shall be reviewed by the Executive Committee, which shall make the decision of whether to admit faculty to the program. Termination of faculty may be made by Executive Committee review. This review will take place every three years for each member.

A. APPOINTMENTS AND ELECTIONS

A1. Appointment of faculty representatives

The Program Director shall be appointed to a three-year term of office and may be re-appointed. The Program Director normally shall not serve more than two consecutive terms of office.

Faculty members of the Executive Committee shall be appointed to two-year terms of office. They may be re-appointed. The terms of office shall be staggered so that half shall be appointed each year.

Appointments shall normally take place in April. Appointments made necessary by unexpected vacancies may take place at other times. The Executive Committee will act promptly to fill vacancies.

Appointment to membership on the Executive Committee shall be decided by the Program Director and Executive Committee faculty members whose terms are not ending. In those years when a Program Director must be appointed, this position must be filled first. Faculty representatives on the

Executive Committee will select the Program Director. If the Executive Committee cannot agree on appointment of a Program Director or faculty representatives, the selection will be made by vote of the entire Program Faculty. A plurality shall elect.

A2. Election of student representatives

Student members of the Executive Committee shall be elected to a one-year term of office. They may be re-elected. Normally, student members already will have advanced to candidacy.

Elections normally shall be held in September. Special elections, made necessary by unexpected vacancies, may be held at other times at the request of the Executive Committee, which will act promptly to fill vacancies.

Elections of students to membership on the Executive Committee shall be conducted by the Students without faculty interference. The Graduate Program Coordinator may assist in initiating, organizing, and implementing the election.

All nominations of students for Executive Committee membership shall be voted on in a series of ballots. One student representative must be pursuing research under the guidance of an advisor located at SBU, and, whenever possible, the other must be advised by a faculty member located at CSHL or BNL. The SBU and CSHL/BNL representatives shall each be elected separately, but all students may vote in each category. A plurality shall be required for election. In the case of tie votes, a run-off election shall be held.

B. RESPONSIBILITIES

The Program Director will represent the Faculty and Students to other individuals and groups and has the responsibility and appropriate authority to act on all extramural affairs. It is also the responsibility of the Program Director to ensure that all policies of the Program and the Graduate School are observed. The Program Director will serve as the Chairperson of the Executive Committee.

The Executive Committee will serve as the governing body of the Genetics Program Faculty and Students and is responsible to those constituencies at all times.

The Executive Committee shall meet regularly. The Graduate Program Coordinator shall serve as secretary to the Executive Committee. He or she will be responsible for preparing minutes of the Executive Committee meetings and circulating them promptly to all members of the Program, as well as assisting in implementing the decisions of the Committee.

The Executive Committee shall ensure the efficient day-to-day operation of the Program. In this capacity, it shall be responsible for such matters as:

1. Developing a curriculum for the Program
2. Setting policies and requirements for the Program
3. Operating a student advising system
4. Reviewing and evaluating the Program on a continual basis

5. Running a seminar program
6. Formulating admissions policies and administering the admissions process
7. Seeking adequate funds for operation of the Program and support of students
8. Initiating recommendations necessary for the development and maintenance of the program, including recruitment of new faculty
9. Reviewing addition of new faculty to and removal of inactive faculty from the Program
10. Approving requests by faculty for 'bridge' funding to support students in the Program

In addition, the faculty representatives of the Executive Committee shall be responsible for such matters as:

1. Appointing the Program Director and faculty members of the Executive Committee
2. Evaluating progress, performance, and other matters pertaining to individual students
3. Overseeing administration of Program examinations

While the Executive Committee may routinely appoint whatever committees and take whatever executive actions are necessary for the operation of the Program, it shall obtain the approval of the Faculty for changes in policy that substantially affect the character of the Program.

AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended by the affirmative votes of a majority of the total Program Faculty. Any proposal to amend these By-Laws must be circulated to the Faculty at least two weeks before the vote is taken. Voting shall be by secret ballot. A ballot for the purposes of amendment of the By-Laws may be called by either the Executive Committee or by one-quarter of the Faculty.

INTERPRETATION OF THE BY-LAWS

Members of the Program with the rank of Professor or its equivalent constitute a judicial committee empowered to decide whether an individual or collective action is in violation of these By-Laws.

Approved on April 28, 2016