

## **BYLAWS FOR THE SCHOOL OF ARTS AND SCIENCES<sup>1</sup> OF HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK**

### **Preamble**

The School of Arts and Sciences at Hunter College sets forth these bylaws to formalize the governance, responsibilities, powers, and procedures of the School of Arts and Sciences. The bylaws express the guiding principles of transparency, voice for all members, shared responsibility, and accountability.

### **Article I The Faculty of the School of Arts and Sciences**

A. The Faculty of the School of Arts and Sciences (SAS)<sup>2</sup> consists of the following voting and non-voting members<sup>3</sup>:

1. Voting members: all full-time faculty who hold an appointment in a department of SAS and either have faculty rank (Assistant Professors, Associate Professors, Full Professors, Distinguished Professors) or are Lecturers or Doctoral Lecturers.
2. Members with voice but without vote: all faculty who hold an appointment in a department of SAS and are either part-time or adjunct faculty, or full-time faculty with the title of Instructor, Distinguished Lecturer, or Clinical Professor.

B. The responsibilities of the Faculty in SAS are those responsibilities assigned to the faculty in CUNY governance policies<sup>4</sup>, subject to the CUNY Board of Trustees and to the Charter for the Governance of Hunter College.

<sup>1</sup> The School of Arts & Sciences of Hunter College was established in July 1, 1998 by a resolution of the CUNY Board of Trustees passed on November 24, 1997: "HUNTER COLLEGE - ESTABLISHMENT OF THE SCHOOL OF ARTS AND SCIENCES: RESOLVED. That effective July 1. 1998, the Division of Social Sciences, the Division of Humanities and Arts, and the Division of Sciences and Mathematics at Hunter College be merged to constitute the new School of Arts and Sciences." "Minutes," (meeting of the Board of Trustees of the City University of New York, N.Y, NY, November 24, 1997.)

<sup>2</sup> The School of Arts and Sciences will also be referred to as "the School" or "School" in these bylaws.

<sup>3</sup> For votes of the Faculty of SAS, see Article IX.

<sup>4</sup> Faculty responsibilities are identified in the CUNY Bylaws: "The faculty shall be responsible, subject to guidelines, if any, as established by the board, for the formulation of policy relating to the admission and retention of students including health and scholarship standards therefore, student attendance including leaves of absence, curriculum, awarding of college credit, granting of degrees. It shall make its own bylaws, consistent with these bylaws, and conduct the educational affairs customarily cared for by a college faculty. The president shall preside at its meetings, or in his/her absence, the dean of faculty or a dean designated by the president." The Bylaws of the CUNY Board of Trustees, art.viii, s8.5. Accordingly, the *CUNY Manual of General Policy* states, "Subject to the Board of Trustees, the faculty is primarily responsible for academic matters, including the criteria for admission and retention of students, promulgation of rules concerning attendance, the awarding of credit and degrees, the quality of teaching, research and the guidance of students, and the general quality and advancement of the academic program of the college. The responsibility for the academic program extends to the personnel responsible for that program and, therefore, includes the selection, retention, promotion and quality of the faculty. (BTM,1971,02-09,001)." *The CUNY Manual of General Policy*, art.2.08, s3.02. Because the Hunter College Senate is the legislative body of the college, any actions of the Faculty of SAS shall be subject to the review and ratification of the Senate according to its rules, procedures, and practices.

## **Article II The Dean of the School of Arts and Sciences and the Dean's Office**

- A. The Dean of the School of Arts & Sciences is responsible for matters such as providing academic leadership for the School, for ensuring its effective operations, and for promoting constructive relations with the other schools in Hunter College.
- B. The Dean's Office administers the School's operations, oversees and facilitates curriculum development and advising activities, encourages ongoing and periodic academic program reviews and assessment, and carries out other responsibilities as may be assigned by the college administration.

## **Article III The School of Arts and Sciences Executive Committee**

- A. Structure & Membership:
  - 1. The members of the School of Arts and Sciences Executive Committee are the Dean of the School of Arts and Sciences and the chairs of all departments in the School of Arts and Sciences.
  - 2. There shall be a five-member Steering Committee as specified in section E below.
- B. Chair: The Dean of the School of Arts and Sciences will chair the meetings of the Executive Committee. If the Dean is unable to attend, the Dean may designate a member of the Steering Committee to chair the meeting. Absent a designation by the Dean, the remaining members of the Steering Committee shall select one from among themselves to chair the meeting.
- C. Responsibilities & Procedures:
  - 1. The Executive Committee shall have the same responsibilities and powers as the SAS Faculty (see Article I.B), excepting those policies in the purview of other SAS entities named in these bylaws, subject only to the right of the SAS Faculty to reverse any specific vote of the Executive Committee through a vote of the SAS Faculty (see Article IX). The Executive Committee may also advise the Dean on School issues and policy that fall solely in the Dean's purview, and it may request information from appropriate college offices and administrators on activities and developments in the college that affect the School, including matters affecting students, staff, and faculty. It may also make recommendations to other college bodies as appropriate. The Executive Committee may also form ad hoc committees to facilitate its work, as it deems appropriate.
  - 2. The administration of the Executive Committee shall be done through the Steering Committee according to the procedures described in section E below.

- D. Meetings:
  - 1. A meeting of the Executive Committee shall be called within the first four weeks of the academic year. The Executive Committee shall meet at least twice a semester. To facilitate school planning, at the earliest possible time, the Dean's Office may reserve tentative monthly meeting dates for the academic year.
  - 2. Minutes of the meeting shall be taken on a rotating basis by one of three P&B representatives (see Article V.A.1 and III.E.1 below) on the Steering Committee who shall circulate minutes to

the members of the Executive Committee no later than the next meeting of that committee. Minutes shall be limited to decisions and actions taken by the Executive Committee.

3. In the event that a chair of a department is unavailable to attend, the chair may send as a substitute member a department member who is a voting member of SAS (according to Article I above). If the Dean is unable to attend, then the Dean may send a designee as a substitute. Substitutes shall have voice and vote and shall have the same role and rights given to members in III.D.4 and 5 below. The Dean shall be informed of any substitution prior to the meeting, if possible.

4. A quorum shall be a majority of the members of the Executive Committee.

5. Voting may be done by voice or hand, unless a member requests a secret ballot. In order for a motion to pass, it must be approved by a majority of the members of the committee.

6. The program head (or designee) for each of the following programs may attend meetings of the Executive Committee with voice (but no vote): non-departmental academic programs registered by the Senate under the School of Arts and Sciences or falling under the purview of the SAS Curriculum Committee (listed in Appendix A); scholarship programs not directly overseen by a department in SAS and for which specific courses in SAS are offered (listed in Appendix B). If a program has both a director and a faculty chair or head, both may attend with voice (but no vote). (The lists in both Appendix A and Appendix B may be updated by the Dean's Office without requiring a change in these bylaws).

7. Two officers from Undergraduate Student Government may attend with voice (but no vote), as may one representative elected from each of the Higher Education Officer (HEO) Forum and the College Laboratory Technician (CLT) Council.

8. The Dean or the Steering Committee may invite others to attend a meeting of the Executive Committee, with voice (and no vote).

**E. Steering Committee of the Executive Committee:**

1. Structure: The Steering Committee of the School of Arts and Sciences Executive Committee consists of the Dean of the School of Arts and Sciences, the chair of the Council of Chairs (see Article IV), and one chair (who is not serving as the chair of the Council of Chairs) of a department from each of the three School P&B committees (see Article V). Those three chairs shall be elected by secret ballot by their respective P&B committees prior to the close of the Spring semester of the prior academic year to serve for the subsequent academic year.

**2. Responsibilities:**

a. The Steering Committee shall draft the agenda for meetings of the Executive Committee and distribute it to all members and other attendees at least six days in advance of the meeting.

b. The Steering Committee shall draft the agenda for meetings of the School (see Article VIII.D).

**3. Meetings:**

a. The first meeting of the Steering Committee shall occur within the first two weeks of the academic year. Subsequent meetings shall occur at least seven days in advance of any meeting of the Executive Committee. To facilitate school planning, at the earliest possible time, the Dean's Office may reserve for the academic year tentative meeting dates that are at least seven days prior to each of the tentative meeting dates of the Executive Committee. Other meetings of the Steering Committee may be called by the Dean or any three other members of the Steering Committee. If present, the Dean shall chair meetings. In the absence of the Dean, the chair shall be selected by the members of the Steering Committee present.

b. A quorum shall be three members of the committee.

c. Approval of an action requires a majority of the five members of the Steering Committee.

#### **Article IV The School of Arts and Sciences Council of Chairs**

A. Structure & Membership: The School of Arts and Sciences Council of Chairs shall consist of the chairs of the departments in SAS, with both vote and voice, and the head (or director or chair) of each program listed in Appendices A and B, with voice but not vote. If a program listed in Appendix A or B has different people serving in the roles of program director and faculty head, both are members (with voice but not vote).

B. Chair:

1. The Council shall elect a chair from its voting members for a one-year term at its first scheduled meeting following department elections in May. Nominations must be seconded and elections must proceed via secret ballot to be counted by whoever is taking minutes at that meeting. The election of a chair requires a majority vote of those attending that meeting. No chair shall serve more than three consecutive terms. If the chair is unable to complete his or her term, then an election shall be held at a meeting of the Council of Chairs for a new chair to complete the term.

2. The Council may create other positions and elect other officers as needed.

C. Responsibilities & Procedures: The Council shall be a forum for faculty leaders to initiate and join in open and collegial discussion about matters of concern for SAS and its mission. Actions may include such activities as making recommendations, requesting information, or writing letters of concern to college offices, administrators or other bodies, as well as making recommendations to the SAS Steering Committee for agenda items for the SAS Executive Committee.

D. Meetings:

1. The Council shall meet at least twice a semester. The first meeting of the academic year shall be set by the chair at the last meeting of the prior academic year. To facilitate school planning, at the earliest possible time, the Dean's Office may reserve tentative monthly meeting dates for the academic year.

2. Minutes of the meeting shall be taken by a volunteer at the meeting who shall circulate those minutes at the next meeting.

3. In the event that a voting member is unavailable to attend, that member may send as a substitute member, with voice and vote, a voting member of SAS who is a member of the same department. Substitutes shall have the same role and rights given to members in IV.D.4 and 5 below. If a designated program representative is unavailable to attend, that member may send as a substitute member, with voice but not vote, a member of the faculty affiliated with the same program.

4. A quorum of a majority of the voting members of the Council shall be required to have a vote.

5. Decisions shall be made by a majority vote of the voting members attending the meeting, with vote done by voice or hand (excepting the election of chair).

6. The chair of the Council may invite other members of the college community to attend meetings, with voice but no vote.

E. Agenda & Materials: The chair shall solicit agenda items from all members of the Council at least ten days in advance of the meeting and distribute an agenda to all members of the Council and other attendees at least five days in advance of the meeting.

## **Article V School of Arts and Sciences Personnel and Budget Committees**

### A. Structure & Membership

1. The School of Arts and Sciences shall have three Personnel and Budget Committees (P&B)<sup>5</sup>, Humanities and The Arts, Sciences and Mathematics, and Social Sciences, composed of the chairs of the departments as listed below:

#### a. Humanities and The Arts

Art and Art History

Africana & Puerto Rican/Latino Studies

Classical and Oriental Studies

Dance

Film and Media Studies

English

German

Music

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<sup>5</sup> On November 24, 1997, the CUNY Board of Trustees approved the following resolution to be effective July 1, 1998, "Resolved, That the Board of Trustees approve the following provisions to apply to the School of Arts and Sciences, effective July 1, 1998:

a) The School of Arts and Sciences shall have three Personnel and Budget Committees (P&B), each of which shall be chaired by the Dean of the School of Arts and Sciences with voice, but without vote. The three School P&B Committees shall be for:

i. Humanities and The Arts

ii. Science and Mathematics

iii. Social Sciences

b) Each of the three School P&B Committees shall be composed of the chairpersons of those departments previously assigned to each of the pre-existing respective divisions, and shall receive recommendations from the P&B Committees of those departments." "Minutes," (meeting of the Board of Trustees of the City University of New York, N.Y., NY, November 24, 1997.)

Philosophy  
Romance Languages  
Theatre

b. Sciences and Mathematics

Biological Sciences  
Chemistry  
Computer Science  
Geography  
Mathematics and Statistics  
Medical Laboratory Sciences  
Physics and Astronomy

c. Social Sciences

Anthropology  
Economics  
History  
Political Science  
Psychology  
Sociology  
Urban Policy and Planning  
Women and Gender Studies

Consistent with the Charter for the Governance of Hunter College, Article IV.1.B.ii, for the purposes of these bylaws, those department groupings will be referred to as “divisions” of SAS.

2. If a new department is to be added to SAS or if a department is divided or departments are combined, then at a meeting of the Executive Committee (Article III), the chairs of SAS shall determine the placement of the new or resulting department on a SAS P&B committee, and this placement shall be included in the relevant proposal to be approved by the Hunter College Senate. If a department is renamed, it shall retain its divisional P&B membership. Such changes to the membership of the P&B committees shall not require revision of these bylaws.

3. The movement of a department in SAS from one divisional P&B committee to another, or the establishment of a new divisional P&B committee, shall require the approval of the departments involved (through a vote of the whole department) and the approval of the department chairs of SAS through a vote at a meeting of the Executive Committee, subject to the approval of the Hunter College Senate, and, following a recommendation by the President, subject to the approval of the CUNY Board of Trustees. Once this change has been approved, corresponding changes shall be made to the membership of the SAS divisional curriculum committees (see Article VI).

B. Chair: Each divisional P&B committee shall be chaired by the Dean of the School of Arts and Sciences with voice, but without vote.

C. Responsibilities & Procedures: In accordance with applicable procedures, the School P&B committees shall review all tenure, Certificate of Continuous Employment, and promotion

recommendations (including, as needed, appeals of negative recommendations) of their member departments, and make formal recommendations to the college FP&B committee. The School P&B committees may have other responsibilities as designated in college personnel procedures.

D. Meetings: Meetings of the three School P&B committees shall be scheduled by the Dean's Office as frequently as needed to make personnel recommendations in a timely manner.

E. Agenda & Materials: The Dean shall be responsible for drafting and circulating the meeting agenda and making relevant materials available at least five days in advance of the scheduled meeting. The Dean may establish rules for submission in proper formats and reasonable deadlines to allow materials to be circulated in advance.

## **Article VI The School of Arts and Sciences Curriculum Committees**

### A. Structure and Membership:

1. The SAS shall have a Curriculum Committee with three standing subcommittees, whose department membership is the same as the divisions enumerated in Article V:

- a) Humanities and Arts
- b) Sciences and Mathematics
- c) Social Sciences

For the purposes of these bylaws these subcommittees shall be referred to as "divisional subcommittees."

2. Each department shall elect a faculty representative as it may decree in its bylaws<sup>6</sup> to serve with voice and vote on the Curriculum Committee and appropriate divisional subcommittee. In the event the regular representative is unavailable to attend, a department may send a substitute, who shall also have voice and vote.

3. The membership and voting rights of the Dean of SAS in the Curriculum Committee shall be consonant with the current Governance Charter for Hunter College. If the Charter is mute on the membership and voting rights of the Dean, then the Dean (or designee) will be a member of the Curriculum Committee and all of its divisional subcommittees *ex officio* with voice but without vote.

4. The faculty members of each divisional subcommittee shall select for that academic year a student representative with voice and vote and a student alternate from nominations made by the departments in that divisional subcommittee. The student alternate shall attend, with voice and vote, in the event that the student representative is unable to attend. Nominations and election of student representatives should be made as early in the academic year as feasible.

5. By the end of the second week of the academic year, the non-departmental programs registered by the Senate under the School of Arts and Sciences (see unstarred programs in Appendix A) shall nominate faculty and student representatives of their programs for that academic year to the Dean (or designee). From this pool, the Dean shall select one faculty member from one program and one

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<sup>6</sup> *Charter for the Governance of Hunter College*, art.viii, s3.

student from a different program and shall assign each to an appropriate divisional committee. Both shall have voice and vote.

6. The membership of the SAS Curriculum Committee when it meets as a whole shall consist of all departmental representatives as defined in A.2 above, the three student representatives as defined in A.4 above, and the faculty and student representatives for interdisciplinary programs as defined in A.5 above. The membership of the Dean shall be determined by A.3 above.

B. Chair: At the first meeting of the academic year, the faculty of each divisional subcommittee shall elect a chair of the subcommittee from its departmental faculty members. The three subcommittee chairs shall work together to chair the committee as whole. In that capacity they are referred to below as the SAS Curriculum Committee chairs.

C. Responsibilities & Procedures:

1. The SAS Curriculum Committee or divisional subcommittees shall review proposals initiated by departments or programs, and may initiate their own proposals for program and curriculum changes, submitting such proposals for consideration to the appropriate Senate Committee on Course of Study.<sup>7</sup>

2. Proposals are to be submitted to the Dean's Office which shall forward them to the SAS Curriculum Committee chairs for preliminary review and scheduling. The Dean's Office is also responsible for reviewing proposals for resource implications and ensuring that proposals are in proper format prior to being forwarded to a Senate Curriculum Committee. At the discretion of the Dean's Office, proposals with budgetary implications may be delayed until the college can evaluate the costs. When a proposal is delayed, the initiating body will be informed in a timely manner and invited to respond to budgetary concerns.

3. The Dean's Office shall inform all departments in SAS and programs listed in Appendix A at least seven days in advance of curriculum proposals to be considered at a meeting of the SAS Curriculum Committee or a divisional subcommittee. The Dean's Office shall also alert departments and programs likely to be affected by a specific proposal. Department and programs may convey objections, concerns, and requests for further information to the Dean's Office prior to the meeting. Prior to a committee vote on a proposal, the Dean's Office shall provide the further information requested, and shall forward objections and concerns to all members of the appropriate committee.

4. The SAS Curriculum Committee or divisional subcommittees may not initiate program or curriculum proposals that fall under the jurisdiction of departments or programs. In the case of a proposal initiated (and approved) by a divisional subcommittee, prior to submitting the proposal to the appropriate Senate Committee on Course of Study, the proposal must be approved by the SAS Curriculum Committee meeting as a whole.

5. Curriculum proposals initiated by a department in SAS shall be considered by the divisional subcommittee of which it is a member. Department proposals deemed by the SAS Curriculum

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<sup>7</sup> *Charter for the Governance of Hunter College*, art.viii, s3.

Committee chairs to affect a department in another division shall also be referred to that divisional subcommittee for consideration.

6. All curriculum proposals initiated by programs where the programs involve courses housed or to be housed in SAS, including proposals involving degree requirements or changes in courses of study, shall be referred by the SAS Curriculum Committee chairs to the Curriculum Committee as a whole or to one or more of the divisional subcommittees, as appropriate.

7. When considering a proposal, the Curriculum Committee or a divisional subcommittee shall invite a representative of the body initiating the proposal to present it at a committee meeting and to participate fully in the committee discussion of the proposal.

8. Approval of a curriculum proposal by a committee shall require the assent of a majority of those present and voting at the meeting of the committee at which the proposal is considered. Proposals sent to more than one committee shall require the approval of each committee. Proposals that fail to be approved may be appealed as provided for in the Hunter College Governance Charter or the Senate curriculum procedures. After a meeting of the Curriculum Committee or a divisional subcommittee, the Dean's Office shall make available to all SAS department chairs and directors and heads of programs listed in Appendix A the curriculum proposals that have been approved and forwarded to a Senate Committee on Course of Study.

**D. Meetings:**

1. The Curriculum Committee and its divisional subcommittees shall meet as often as needed and not less than twice per semester. The initial meeting of the academic year shall be scheduled by the Dean's Office to occur within the first two weeks of the year to ensure timely election of the SAS Curriculum Committee chairs. To facilitate school planning, at the earliest possible time, the Dean's Office may reserve tentative monthly meeting dates for the academic year for each divisional subcommittee and semesterly meeting dates for the Curriculum Committee to meet as a whole (if necessary). The SAS Curriculum Committee chairs with the help of the Dean's office shall schedule meetings to allow for the timely consideration of curriculum proposals that are ready for committee action.

2. A quorum for meetings of the Curriculum Committee and its divisional subcommittees is a simple majority of a committee's voting membership.

**E. Agenda and Materials:**

1. The SAS Curriculum Committee chairs (once elected) shall draft the agenda for the meetings of their respective committees and, together, the agenda for any meeting of the whole. The Dean's Office shall prepare materials for all curriculum meetings and distribute materials to committee members at least seven days in advance of a meeting.

**Article VII School of Arts and Sciences General and Divisional Curricula**

A. The Faculty of the School of Arts and Sciences offers some general education interdisciplinary courses whose scope includes the disciplines of the School as a whole or of one of its divisions. These courses have special School prefixes, such as SAS, SOSCI, HUM, and SCI. Proposals for

such courses may be initiated in the School by a department or program in SAS (unstarred programs in Appendix A) or a SAS Curriculum Committee divisional subcommittee. Course development and curriculum approval for such courses must follow the processes established in Article VI.C above and by the Hunter College Senate. Any such proposal must be approved by all relevant SAS divisional curriculum subcommittees and by the SAS Curriculum Committee meeting as a whole.

B. The offering and scheduling of School prefix courses must be in accordance with CUNY and Hunter College Senate policies and with CUNY personnel procedures. Faculty teaching these courses, both full-time or part-time, must be appointed by a SAS department to teach these courses and subject to contractually required oversight by that department's P&B committee.

C. Each semester the Steering Committee shall provide to the SAS Executive Committee a list of all School special prefix courses offered that semester.

### **Article VIII Meetings of the School of Arts and Sciences**

A. Meetings of SAS shall be called by the Dean of SAS or by the Steering Committee of the Executive Committee of SAS at least once per academic year, to be held prior to May 1, for the purpose of disseminating information about SAS initiatives and faculty and student activities, introducing new faculty, and considering policies, questions and concerns that may impact SAS. The meeting date shall be scheduled no later than October 1 of that academic year. Additional meetings may be called on the initiative of the Dean, or the Steering Committee of the Executive Committee, or at the request of a majority of members of the Executive Committee, or by a petition signed by at least ten percent of the voting Faculty of SAS (as defined in Article I.A.1) submitted to the Dean.

B. In addition to the Faculty of SAS (as defined in Article I.A), others who may attend a meeting of SAS, with voice, shall include:

1. all faculty who teach for programs listed in Appendix A,
2. directors (or their designees) of programs listed in Appendices A and B,
3. all staff (including CLTs) who hold full-time positions in SAS,
4. students registered in degree programs in SAS, and
5. others who may be invited to attend by the Executive Committee of SAS.

C. At least fourteen days in advance of a meeting, an announcement of a meeting shall be disseminated by the Dean's Office to groups listed in VIII.B.1-3 above and undergraduate and graduate student government associations for dissemination to students.

D. An agenda of a meeting shall be included in the notice for the meeting and shall include an opportunity to raise issues from the floor. The agenda shall be drafted by the Steering Committee of the Executive Committee. If the meeting is called by a petition of the faculty, the Steering Committee shall confer with the organizer of the petition effort in establishing the agenda.

### **Article IX Actions of the Faculty of SAS**

- A. With the exception of the revision of these bylaws (see Article X below), a vote of all voting Faculty members of SAS (see Article I) shall occur upon approval of the Dean, or the Executive Committee of the School of Arts and Sciences, or a petition of twenty percent of the voting members of SAS submitted to the Dean of SAS.
- B. The SAS Faculty may vote on any matter as permitted under Hunter College governance, including actions previously taken by the SAS Executive Committee. The result of the SAS Faculty vote on a specific matter shall override a vote by the Executive Committee on that same matter.
- C. When a vote of the faculty is called, absent another process approved by the Executive Committee, voting shall be conducted by secret ballot, in a time frame set by the Executive Committee, with ballots of voting members collected by their respective departments and submitted to their respective divisional representative on the Steering Committee. Within ten days of the end of the voting period, the Steering Committee of the Executive Committee shall meet to count votes and shall promptly report the result to all SAS department chairs for communication to SAS faculty.
- D. Approval of a matter by the voting faculty shall require the assent of a majority of the voting faculty of the School.
- E. Prior to any vote by the faculty, the matter on which the vote will be held must be first presented as an agenda item for discussion at a meeting of the School of Arts and Sciences (see Article VIII).

#### **Article X Process for Ratifying and Revising the Bylaws of the SAS**

- A. Ratification of these bylaws:
  - 1. The ratification of these bylaws shall require the approval of a majority of voting members of the Faculty of SAS.
  - 2. The SAS Faculty ratification vote shall be conducted by secret ballot to be carried out over several weeks with ballots of voting members collected by their respective departments and delivered by hand to the Administrative Executive Associate of the Hunter College Senate. Counting shall be carried out by the Administrative Executive Associate together with the Senate Administrative Committee. The result of the vote shall be communicated promptly to the Dean of SAS and SAS Faculty, the groups listed in VIII.B.1-3 above, and undergraduate and graduate student government associations for dissemination to students.
  - 3. With an affirmative vote of the SAS Faculty, the ratification of these bylaws shall be completed when the Hunter College Senate approves these bylaws in its oversight capacity as the legislative body of Hunter College.

- B. Revision of these bylaws:

- 1. Any proposed amendments to these bylaws must be made by a voting member of SAS and be submitted in written form to the Steering Committee of the Executive Committee of SAS, which

shall put the proposed amendments up for consideration at a meeting of the Executive Committee in the current academic year.

2. In order for the proposed amendment to come to a vote of the faculty, its being brought forward for a vote must be approved by the Executive Committee or a petition of twenty percent of the voting members of SAS submitted to the Dean of SAS.

3. An amendment to the bylaws shall become effective when it has been approved by a majority of all voting faculty members of SAS, according to the voting procedures specified in Article IX.B above, and has been approved by the Hunter College Senate.

4. Every ten years the SAS Executive Committee shall appoint a SAS Bylaws Committee to review the bylaws and propose revisions, if necessary, to be voted on by the voting members of the SAS Faculty.

C. The bylaws of the CUNY Board of Trustees and the Charter for the Governance of Hunter College shall supersede these bylaws where inconsistencies exist. To the extent a relevant CUNY bylaw or Charter provision is amended or waived, the corresponding section of the SAS bylaws shall be deemed to have been amended or waived.

(Approved by SAS Bylaws Drafting Committee on March 13, 2017.

Approved by Senate Departmental Governance Committee on March 22, 2017.

Approved by vote of SAS Faculty held April 3-May 5, 2017.

Adopted by Senate, May 10, 2017.)

## **Appendix A Non-departmental Academic Programs falling under SAS<sup>i</sup>**

Asian American Studies

Human Biology

Human Rights

Jewish Studies

LACS

Religion

The Macaulay Honors College at Hunter College\*

Thomas Hunter Honors Program\*

## **Appendix B**

### **Financial aid or Scholarship programs at Hunter College not directly overseen by a department in SAS and for whom specific courses in SAS are offered**

Scholar Programs

MARC (Maximizing Access to Research Careers)

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<sup>i</sup> Unstarred programs were approved by the Senate as programs in SAS; starred programs are not in SAS but fall under the purview of the SAS Curriculum Committee.