

**HUNTER COLLEGE SENATE**  
**Committee on Departmental Governance**

Room 1018 East

Telephone: 772-4200

**MODEL DEPARTMENTAL BY-LAWS**  
**(Revised 23 October 2002)**

**ARTICLE I - ORGANIZATION**

- 1. Membership - Voting Members of the Department** (except for members of the Departmental Personnel and Budget Committee) shall be:
  - A. Tenured members of the faculty.
  - B. Voting membership may include non-tenured and adjunct faculty, students and other department members if specified in the by-laws.
  
- 2. Officers - The officers of the Department shall consist of:**
  - A. A Chair, and a Deputy Chair if applicable, who shall be elected by the Department in accordance with the procedures defined by the CUNY Board of Trustees By-laws.
  - B. A Secretary who shall be appointed by the Chair and who shall have the responsibility of preparing and distributing the announcements and record the minutes of departmental meetings, and such other officers as deemed appropriate by the department.
  
- 3. College Governance Representatives - The Representatives of the Department for purposes of College Governance shall consist of:**
  - A. Faculty and student members of the Hunter College Senate nominated and elected by their respective constituencies in the manner and at the times defined by Article IV of the *Charter for A Governance of Hunter College*.
  - B. One faculty member, and one student, to serve on the School/Divisional Curriculum Committee as defined in the *Charter for A Governance of Hunter College, Article VIII, Section 3. D*.
  
- 4. Committees - The Department shall establish the following committees:**
  - A. Such committees as are mandated by the By-laws of the CUNY Board of Trustees, with membership elected in accordance with the By-laws of the CUNY Board of Trustees** (e.g., Personnel and Budget Committee).
  
  - B. Departmental Policy Committee:**

(See Article XI, Sections 1 and 2 of the *Charter for a Governance of Hunter College*)

    - 1. Membership**
      - a. Five elected faculty members. Of these:
        - (i) Four shall be elected by and from the ranks of those faculty members who are eligible to vote for and serve as Senate representatives under Article IV. Section 2. A. of the *Charter for A Governance of Hunter College*.
        - (ii) One to be elected by and from the ranks of those faculty members who are eligible to vote for and serve as Senate representatives under Article IV. Section 2. B. of the *Charter for a Governance of Hunter College*.
      - b. Five Students including four students elected by the undergraduate majors from their ranks, and one student elected by the graduate students of the department.

2. **Duties**

This Committee may initiate and shall review recommendations for changes in departmental policy. In particular, it appraises the curriculum offered by the Department, reviewing and proposing recommended changes; it formulates policy regarding the conduct of the Department's advisement of its major and graduate degree program students; it reviews the adequacy of the departmental governance, initiating proposals for amendments in the By-laws as required, and it is responsible for the establishment and publication of election procedures not mandated by higher authority.

3. **Quorum**

A quorum shall consist of no less than one-half of the voting membership plus one.

4. **Meetings**

Not less than three meetings shall be held per semester and shall be scheduled in such a fashion that no member shall be constrained by regular duties to miss more than half of these meetings.

**C. Departmental Committee on the Evaluation of Teaching:**

(See Article XI, Section 3 of the *Charter for a Governance of Hunter College*)

1. **Membership**

One member of the faculty and an alternate, appointed by the Chair; two students elected by the undergraduate majors from their ranks; one student elected by the graduate students from their rank.

2. **Duties**

This committee shall be responsible for preparing the departmental questionnaire in consonance with guidance from the Senate Committee on the Evaluation of Teaching, determining the procedures for its administration, reporting the results to the Chair, and to carry out all other functions envisaged by the *Charter for a Governance of Hunter College*.

**D. Special Departmental Committees**

1. **Establishment**

The Department may establish such additional committees, standing as well as ad hoc, as it deems necessary (e.g., Undergraduate and/or Graduate Curriculum Committee(s) if not assigned to the Departmental Policy Committee. The Chair may appoint such special committees on an interim basis, as required, subject to departmental approval and/or elections at the next meeting.

2. **Procedures**

Where such committees are of a policymaking character, the stipulations of the *Charter for a Governance of Hunter College* shall apply as to their composition and election.

**ARTICLE II - OPERATIONS**

**1. Meetings**

- A. There shall be at least one departmental meeting per semester.
- B. Additional meetings shall be called at the discretion of the Chair, at the request of any four members of the Departmental Policy Committee, or at the request of 20% of the voting membership of the Department.
- C. Written notification of departmental meetings shall be sent to all members of the Department no less than two weeks in advance of the meeting date. A statement of the agenda of the meeting shall accompany such notification.

## **2. Rules of Order**

- A. The presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair (or Deputy Chair, if applicable), a presiding officer shall be elected by the voting members of the department. (Note: For Departmental P&B Committees the *Bylaws of the CUNY Board of Trustees* apply).
- B. A quorum shall consist of the majority of the voting members of the department (unless otherwise specified in the bylaws. (Note: For Departmental P&B Committees the *By-laws of the CUNY Board of Trustees* apply).
- C. The Chair may appoint one of the voting members of the Department to act as parliamentarian. Except where it conflicts with these By-laws, the last edition of Roberts *Rules of Order* shall be followed at all meetings.
- D. The *By-laws of the CUNY Board of Trustees* or the *Charter for a Governance of Hunter College*, as appropriate, shall supersede any departmental by-laws where inconsistencies exist.

## **ARTICLE III - AMENDMENTS**

### **1. Procedures**

- A. All proposed amendments to these By-laws shall be submitted in written form to all voting members of the Department at least five working days in advance of the meeting at which the proposal is to be considered.
- B. An amendment to the By-laws shall become effective when it has been approved by a majority of the voting members of the Department and by the Hunter College Senate.

10/23/02