

BY-LAWS OF THE GENERAL FACULTY OF HUNTER COLLEGE

ARTICLE I: POWERS AND FUNCTIONS

- .1 The General Faculty of Hunter College shall exercise the functions of a faculty according to the By-Laws of the Board of Higher Education, as modified by the Hunter College governance Charter, and all other functions necessary and proper for a college faculty.
- .2 The General Faculty regards itself as being specifically concerned with the traditional responsibilities and privileges of university life and reserves the right to take whatever action it deems appropriate and necessary to protect the faculty and the college with regard to these values.

ARTICLE II: MEMBERSHIP AND PRIVILEGES

- .1 All members of the teaching staff holding the following titles shall be members of the General Faculty: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Visiting Associate Professor, Visiting Assistant professor, Instructor, Instructor (Nursing Science), Lecturer (Full-time), College Laboratory Technician, Adjunct Associate Professor, Adjunct Assistant professor, Adjunct Lecturer, Lecturer (Part-time).
- .2 Voting privileges within the General Faculty shall be apportioned as follows:
 - A. All members with the ranks Distinguished Associate Professor, Assistant Professor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Instructor, Instructor (Nursing Science), Lecturer (full-time), College Laboratory Technician (Tenured) shall have a full vote.
 - B. All members with the ranks Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant professor, Adjunct Lecturer, Lecturer (Part-time), College Laboratory Technician (untenured), and any other part-time member of the teaching staff not also serving on a full-time appointment, shall have a half vote.
- .3 All members of the General Faculty shall enjoy full and equal participation in all other functions of the General Faculty.

ARTICLE III: OFFICERS

- .1 The officers shall be a President, a Vice-President, a Secretary, a Treasurer, and three members elected at-large: one whose primary teaching responsibilities are in the day; one whose primary teaching responsibilities are in the evening; one who is a member of the part-time teaching faculty.
- .2 These officers shall constitute the Executive Committee of the General Faculty and the Executive Committee of the Faculty Delegate Assembly.
- .3 The President of the General Faculty shall preside over each meeting of the General Faculty and the Faculty Delegate Assembly. In the president's absence, or for a special purpose, these functions shall be assumed by the vice-President.
- .4 The Secretary shall keep and distribute the minutes and send out the announcements and agenda for meetings, conduct written ballots, and perform the other duties of a Corresponding and Recording Secretary.
- .5 The Treasurer shall keep records of and report on the finances of the General Faculty and perform the other customary duties of a Treasurer.
- .6 The functions of the Executive committee shall be:
 - A. To serve as Executive committee of the Faculty Delegate Assembly.
 - B. To present to the general Faculty at its first regular meeting of the academic year a report of the state the college and

proposals for the year.

- C. To present to the General Faculty at its first regular meeting of the academic year, a comprehensive report of the year in review covering, as needed, activities of the various components of the college or university community.
- D. To call regular and special meetings of the General Faculty, deemed necessary or desirable.
- E. To plan the agenda for the meeting of the General Faculty and the Faculty Delegate Assembly.
- F. To canvass the membership of the General Faculty for proposals for consideration at meetings of the General Faculty and the Faculty Delegate Assembly.
- G. To authorize appropriations for faculty purposes from the Faculty funds in the hands of the Treasurer.
- H. To propose to the Hunter College Senate, the Faculty Delegate Assembly, the University Faculty Senate, and other policy-making bodies such actions as seem appropriate and desirable.
- I. To recommend policy declarations and provide leadership on important matters of faculty interest for the consideration of the Faculty Delegate Assembly and the General Faculty.

ARTICLE IV: THE FACULTY DELEGATE ASSEMBLY

f.1 There shall be elected a Faculty Delegate Assembly consisting of:

- A. Two members elected by each department
- B. Those members of the Administrative Committee of the Hunter College Senate who are faculty members, serving ex officio with vote.
- C. All Hunter college delegates to the university Faculty senate serving ex officio with vote.
- D. The members of the Executive Committee of the General Faculty serving ex officio, with vote.

f.2 The Faculty Delegate Assembly shall:

- A. Consider matters having academic significance and initiate or be called upon to prepare statements of the views of its constituents for consideration by the policy-making legislative and administrative units of the College or university.
- B. Act as a coordinating body between the faculty and the university Faculty Senate.
- C. Elect standing Committees and their Chairpersons.

f.3 The Faculty Delegate Assembly shall have six standing Committees, and it may at any time create ad hoc--or special committees. The Standing Committees shall be:

- A. Faculty Welfare and Services Committee: This Committee shall protect and alert the General Faculty with regard to contractual obligations, conditions of work, and grievances, as well as other matters relating to the general welfare of the faculty and the services due it. This Committee will keep the faculty informed of the University's adherence to its contracts with the faculty and of the activities of the faculty bargaining agents.
- B. Academic Freedom and Responsibility Committee: This Committee shall take appropriate actions to protect and maintain academic freedom and responsibility at Hunter College. It shall participate in the maintenance of standards for hiring, promotion, tenure and reappointment.
- C. Academic policy committee: This Committee shall concern itself with the interests of the General Faculty with regard to

matters of admissions, standing, curriculum, granting of degrees, and other academic policies of the college.

- D. Evening studies Committee: This committee shall act with regard to the special problems of faculty who teach primarily in the evening and shall maintain liaison between the day and evening faculties. It shall be chaired by a member of the General Faculty whose primary teaching responsibilities are in the evening.
- E. Communications Committee: This Committee shall be responsible for keeping the Faculty well informed of the activities and issues at the College. It shall issue a regular publication.
- F. Social Committee: This Committee shall operate a faculty club and conduct any social affairs deemed appropriate by the Executive Committee.

4.4 Minutes of the meetings of the Faculty Delegate Assembly shall be distributed to faculty within two weeks of the meeting.

ARTICLE V: MEETINGS

- 5.1 The General Faculty shall hold at least two regular meetings each semester: one in the first thirty days of the semester, and one in the final thirty days of the semester, with the proviso that the final regular meeting of the Spring semester be held prior to elections. Such meeting shall be called by the Executive Committee of the General Faculty. The agenda for a regular meeting shall be sent to all members of the General Faculty at least one week in advance of the meeting.
- 5.2 Special meetings may be called by the Executive Committee of the General Faculty. Such meetings may be called either on the initiative of the Executive committee or on a request to the Executive Committee for special meeting either by the President of the College or by written request of any five per cent of the members of the General Faculty. The agenda for such meetings shall be sent to each member of the faculty with the notice of the meetings. Amendments to the items specified on the agenda may be offered *in* writing to be circulated at the meeting, or from the floor during the meetings.
- 5.3 A quorum for all meetings shall consist of sufficient membership to cast ten percent of the total number of votes in the General Faculty. Only those present may vote at a meeting.
- 5.4 The order of business shall be determined by the Executive Committee of the General Faculty. In all matters not covered by these By-Laws, the General Faculty shall be governed in its procedure by parliamentary rules and usages as set forth in Robert Rules of order, latest edition. The president of the General Faculty shall appoint a Parliamentarian.
- 5.5 The agenda for regular meetings shall include:
 - 1. Reports from faculty members of the Hunter College Senate.
 - 2. The city university Faculty senate, and
 - 3. Committees of these bodies. Where a member of the General Faculty serves as chair of any of these bodies or committees, he/she shall be required to report on its activities. If a faculty member is not the chairman of a reporting body or committee, the faculty members of these bodies shall decide among themselves who shall report,
 - 4. Chairs of standing Committees of the General Faculty shall report at regular meeting,
 - 5. The President of the College shall make a report.

These reports shall be submitted to the Executive committee in writing two weeks in advance of the regular meetings, and they shall not be more than ten lines in length. The reports submitted shall be circulated to the faculty a week in advance of the meeting. The reports requiring faculty action shall be placed on the agenda by the Executive Committee. Members may suggest the discussion of reports not on the agenda as "new business" suggested from the floor.

- 5.6. No member may speak twice on any motion until after all others desiring to speak have been heard. With the exception of the members of a committee presenting a report, no speaker shall be permitted a speaking time of more than five minutes on anyone motion, except by a majority vote.
- 5.7 Individual non-members may attend at the invitation of the Executive Committee of the Faculty.

ARTICLE VI: WRITTEN POLL OF THE FACULTY

- 5.1 A written poll of the General Faculty may be taken at the written request of ten percent of its members submitted to the Executive committee, no later than one week after the meeting at which the given item was voted upon.
- 5.2 A written ballot containing the proposition to be voted upon, with exposition of the issue involved, shall be sent to each member of the General Faculty. The votes shall be placed in a ballot box in the Faculty Post Office. At least three, and not more than seven days shall be allowed between circulation of the ballot and the expiration of the poll. In case the college is not in session, the poll will be conducted by mail. In this case, balloting shall extend for no more than two weeks.
- 5.3 Provision shall be made for secrecy of the balloting.
- 5.4 A number of ballots equal to or in excess of one-third of the total number of votes in the General Faculty must be returned in order to validate a written poll of any question other than one which is intended as an expression of faculty opinion.

ARTICLE VII: CANDIDACIES, NOMINATIONS, AND ELECTIONS.

- 7.1 The officers of the General Faculty shall be elected from the voting members of the General Faculty, with the following exceptions:
 - A. No member of the General Faculty whose responsibilities are primarily administrative including, but not limited to the President of the college, Provost, Deans and Directors shall be eligible for elective office in the General Faculty.
 - B. No officer of the General Faculty shall hold more than one other college-wide elective post, including at-large membership in the college Senate, the university Faculty Senate, the bargaining agent or the Faculty welfare Trustees. This shall not be construed to prohibit membership on ad hoc-committees.
 - C. All officers shall have been members of the General Faculty for at least one semester prior to assumption of office. The departmental delegates to the Faculty Delegate Assembly shall be elected from the members of the General Faculty serving in each academic department.
- 7.2 Elections of officers shall take place during the last full week of April. In so far as the By-Laws of the university Faculty Senate may permit, such elections shall coincide with those for university Faculty Senators. Elections of departmental delegates to the Faculty Delegate Assembly shall take place at the final departmental meeting of the academic year. In so far as the governance plan of the college may permit, such elections shall coincide with those of faculty members of the Hunter College Senate.
- 7.3 To appear on the ballot as a candidate for office in the General Faculty, a candidate shall submit a nominating petition signed by at least twenty-five members of the General Faculty. Nominating petitions shall be submitted to the Executive Committee no later than April 1. The qualifications of candidates for departmental delegates to the Faculty Delegate Assembly shall be determined by each department.
- 7.4 In all elections described in this article, the candidate receiving the greatest number of votes shall , be elected.
- 7.5 All terms of office for officers of the General Faculty and for departmental delegates to the Faculty Delegate Assembly shall be for

two years, beginning on the 15th of May following the election. (The following temporary provisions shall govern terms of office during the first year following the adoption of this amendment:) All elections for departmental delegates in the spring semester of 1973 shall choose one delegate for a two-year term and one delegate for a one-year term. The terms of the incumbent Secretary, Treasurer, and Executive committee at-large member representing the school of General studies shall continue until May 15, 1974, while new terms of office for the President, vice president and the at-large members representing the Day Session and the Part-time Faculty shall begin on May 15, 1973.)

- .6 In the event of a vacancy in any position on the Executive Committee, the Faculty Delegate Assembly shall choose a temporary officer to serve until the expiration of the term of office or until the elected officer can resume the duties of the office.

ARTICLE VIII: DUES

- .1 The General Faculty may establish a system of dues of 0.1% of the annual salary of each faculty member to provide a fund for the incidental expenses of the various committees of the General Faculty and for the carrying out of authorized projects. These dues shall include membership in the faculty club.
- .2 Disbursements from this fund shall be made by the Treasurer in accordance with the appropriations made by the Executive committee of the Faculty.

ARTICLE IX: AMENDMENTS

- .1 Amendment of these By-Laws may be effected by a written poll authorized by the General Faculty or its Executive Committee, provided that copies of the proposed amendment shall have been sent to all members of the General Faculty at least fourteen days before the close of the written polls.
- .2 An amendment may be adopted by a majority affirmative vote of these voting, provided that no amendment shall be adopted by a written poll in which less than a majority of the General Faculty participate.