

revised 11/17/82  
by Senate

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF BIOLOGICAL SCIENCES

BY-LAWS

(revised 1982)

ARTICLE I. MEMBERSHIP

- A. VOTING MEMBERS: ALL FULL-TIME MEMBERS OF THE INSTRUCTIONAL STAFF OF THE DEPARTMENT OF BIOLOGICAL SCIENCES OF PROFESSORIAL RANK AND ALL FULL-TIME INSTRUCTORS AND FULL-TIME LECTURERS SHALL HAVE VOTING PRIVILEGES ON ALL MATTERS, EXCEPT WHERE EXCLUDED BY THE BOARD OF TRUSTEES BY-LAWS.
  
- B. NON-VOTING MEMBERS: ALL OTHER MEMBERS OF THE INSTRUCTIONAL STAFF OF THE DEPARTMENT ARE NON-VOTING MEMBERS OF THE DEPARTMENT AND MAY PARTICIPATE IN DISCUSSION AT GENERAL MEETINGS.

ARTICLE II. OFFICERS

- A. CHAIR: THE CHAIR OF THE DEPARTMENT SHALL BE ELECTED IN THE MANNER PROVIDED IN BHE BY-LAWS, PART I, ART. IX, PAR. 9, 1B.
  
- B. THE CHAIR SHALL APPOINT ANNUALLY: DEPARTMENTAL REPRESENTATIVES TO THE GRADUATE SCHOOL.
  
- C. SECRETARY: THE DEPARTMENTAL SECRETARY SHALL BE ELECTED ANNUALLY AT THE MAY MEETING. THE SECRETARY SHALL RECORD THE MINUTES OF ALL DEPARTMENTAL MEETINGS, SHALL SEND COPIES OF THESE MINUTES TO THE FACULTY OF THE DEPARTMENT, AND SHALL PLACE ONE COPY, INCLUDING ALL COMMITTEE REPORTS, ON FILE IN THE DEPARTMENTAL OFFICE AT LEAST ONE WEEK BEFORE THE NEXT MEETING.
  
- D. TREASURER: THE TREASURER SHALL BE ELECTED ANNUALLY AT THE MAY MEETING. THE TREASURER SHALL COLLECT DEPARTMENTAL DUES, KEEP FINANCIAL RECORDS, AND SHALL SUBMIT AND FILE AN ANNUAL REPORT.

ARTICLE III. MEETINGS

- A. MEETINGS SHALL BE HELD DURING THE FIRST OR SECOND WEEK OF OCTOBER, NOVEMBER, DECEMBER, JANUARY, MARCH AND APRIL, PROVIDED THAT THERE ARE SUFFICIENT AGENDA, AND THE FIRST FULL WEEK OF MAY OF EACH YEAR.
  
- B. THE PROPOSED AGENDA FOR THE REGULAR MEETINGS SHALL BE DISTRIBUTED TO MEMBERS (ARTICLE IA) OF THE DEPARTMENT BY THE CHAIR AT LEAST ONE WEEK PRIOR TO A REGULAR MEETING. AN ITEM SHALL BE PLACED ON THE AGENDA BY THE CHAIR AT THE REQUEST OF ANY MEMBER (ARTICLE IA) OF THE DEPARTMENT.
  
- C. SPECIAL MEETINGS SHALL BE CALLED AT THE DISCRETION OF THE CHAIR OR UPON WRITTEN REQUEST TO THE CHAIR OF FIVE VOTING MEMBERS OF THE DEPARTMENT (AS DEFINED IN IA), OR UPON THE REQUEST OF ANY COMMITTEE OF THE DEPARTMENT. A STATEMENT OF THE PURPOSE OF A SPECIAL MEETING SHALL ACCOMPANY THE NOTICE

FOR SUCH A MEETING.

- D. THE CHAIR MAY CALL AN EXECUTIVE MEETING OF THE VOTING MEMBERS OF THE DEPARTMENT. MEETINGS WHICH ARE NOT LABELED EXECUTIVE ARE TO BE CONSIDERED GENERAL.
- E. THE CHAIR MAY CALL A MEETING OF THE MEMBERS OF THE GRADUATE FACULTY FOR MATTERS PERTAINING TO THE GRADUATE PROGRAM.
- F. A QUORUM NECESSARY TO TRANSACT BUSINESS AT DEPARTMENTAL MEETINGS SHALL CONSIST OF A MAJORITY OF THE VOTING MEMBERS OF THE DEPARTMENT (AS DEFINED IN IA ABOVE), NOT INCLUDING THOSE ON LEAVE OF ABSENCE.
- G. ATTENDANCE OF ALL VOTING MEMBERS (AS DEFINED IN IA ABOVE) IS EXPECTED AT ALL MEETINGS, UNLESS EXCUSED BY THE CHAIR.
- H. THE MEETINGS SHALL BE GOVERNED IN THEIR PROCEDURE BY PARLIAMENTARY RULES AND USAGE AS SET FORTH IN THE LATEST EDITION OF ROBERT'S RULES OF ORDER, SAVE THAT A RECORD SHALL BE KEPT OF ALL MOTIONS WHETHER CARRIED OR LOST.

#### ARTICLE IV. NOMINATIONS AND ELECTIONS

- A. TELLERS: WHERE A SECRET BALLOT IS INDICATED BELOW, TWO TELLERS FROM THE ASSEMBLAGE SHALL BE APPOINTED BY THE CHAIR TO DISTRIBUTE, COLLECT AND COUNT THE BALLOTS AND ANNOUNCE THE RESULTS.
  - B. NOMINATIONS FOR ELECTIVE OFFICE: NOMINATIONS SHALL BE MADE BY SECRET BALLOT IN THE FOLLOWING MANNER: THE SECRETARY OF THE DEPARTMENT (AS DEFINED IN IIC ABOVE) SHALL BE RESPONSIBLE FOR THE PREPARATION OF THE BALLOTS BEARING IN ALPHABETICAL ORDER THE NAMES OF ALL THE ELIGIBLE CANDIDATES FOR THE OFFICE, IN ACCORDANCE WITH THE BOARD OF TRUSTEES BY-LAWS. THESE BALLOTS SHALL BE DISTRIBUTED TO VOTING MEMBERS AT THE ELECTION MEETING WHICH SHALL BE ANNOUNCED AT LEAST ONE WEEK IN ADVANCE. EACH VOTING MEMBER SHALL THEN MARK WITH A CHECK ONE NAME TO BE PLACED IN NOMINATION. EACH CANDIDATE WHO RECEIVED TWO OR MORE VOTES SHALL BE DECLARED IN NOMINATION FOR EACH OFFICE AND EACH COMMITTEE POSITION.
  - C. ELECTIONS:
    - 1. USING THE PROCEDURES DESCRIBED IN ARTICLE IVB OF THESE BY-LAWS, EACH CONSTITUENCY AS STIPULATED BY HIGHER STATUTE WILL PROCEED BY SECRET BALLOT TO ELECT THE FOLLOWING OFFICERS AND REPRESENTATIVES:
      - A. THE CHAIR AND MEMBERS OF THE DEPARTMENT COMMITTEE ON PERSONNEL AND BUDGET (BOARD OF TRUSTEES BY-LAWS ARTICLE 9.1)
      - B. THE DEPARTMENTAL REPRESENTATIVES TO THE HUNTER COLLEGE SENATE (GOVERNANCE CHARTER ARTICLE IV A, B)
      - C. THE DEPARTMENTAL REPRESENTATIVE TO THE EVENING SESSION COUNCIL
- IF NO CANDIDATE OBTAINS A MAJORITY IN ONE OF THE FIRST THREE BALLOTS, THE NAME OF THAT CANDIDATE WITH THE LOWEST NUMBER OF VOTES ON THE THIRD BALLOT SHALL BE WITHDRAWN. THIS PROCEDURE OF WITHDRAWAL OF THE NAME OF THE CANDIDATE WITH THE LOWEST NUMBER OF VOTES SHALL BE FOLLOWED ON THE FOURTH BALLOT AND ON EACH SUCCEEDING BALLOT UNTIL ONE CANDIDATE SHALL BE ELECTED BY A MAJORITY.

2. ALL VOTING MEMBERS (AS DEFINED IN ART. IA OF THESE BY-LAWS) SHALL NEXT PROCEED TO THE ELECTION OF THE FOLLOWING OFFICERS AND COMMITTEE MEMBERS:
  - A. THE SECRETARY: THE SECRETARY SHALL BE NOMINATED FROM THE FLOOR AND ELECTED FOR A TERM OF ONE YEAR.
  - B. THE TREASURER: THE TREASURER SHALL BE NOMINATED FROM THE FLOOR AND ELECTED FOR A TERM OF ONE YEAR.
  - C. FACULTY MEMBERS OF COMMITTEES: MEMBERS OF STANDING COMMITTEES SHALL BE NOMINATED FROM THE FLOOR AND ELECTED BY SECRET BALLOT FOR A TERM OF TWO YEARS. THE CHAIR OF THE DEPARTMENT SHALL BE A MEMBER EX-OFFICIO OF ALL COMMITTEES EXCEPT THOSE OF WHICH THE CHAIR IS A REGULAR MEMBER. PERSONNEL OF ALL SPECIAL COMMITTEES SHALL CONSIST OF AS MANY MEMBERS AS DEEMED NECESSARY.
  
3. STUDENT MEMBERS - DEPARTMENTAL STUDENT REPRESENTATIVES TO:
  - A. THE HUNTER COLLEGE SENATE
  - B. THE EVENING SESSION COUNCIL
  - C. THE DIVISIONAL CURRICULUM COMMITTEE OF SCIENCES AND MATHEMATICS SHALL BE ELECTED IN ACCORDANCE WITH (SPECIFIED PROCEDURES) DURING THE MONTH OF MAY OF EACH YEAR FOR TERMS OF ONE YEAR WHERE NOT OTHERWISE SPECIFIED. THEY SHALL BE REGISTERED MAJORS IN THE DAY SESSION AND EVENING SESSION, OR MATRICULATED GRADUATE STUDENTS IN A BIOLOGICAL SCIENCES DEGREE PROGRAM, BASED AT HUNTER, AND SATISFY SUCH OTHER ELIGIBILITY CRITERIA A HIGHER STATUTE MAY SPECIFY.
  - D. STUDENT MEMBERS OF STANDING COMMITTEES: STUDENT MEMBERS OF SPECIAL COMMITTEES SHALL BE ELECTED IN THE MONTH OF MAY OF EACH YEAR FOR A TERM OF ONE YEAR. THEY SHALL BE REGISTERED MAJORS IN THE DAY SESSION, REGISTERED MAJORS ENROLLED IN THE SCHOOL OF GENERAL STUDIES, OR MATRICULATED GRADUATE STUDENTS IN THE BIOLOGY GRADUATE PROGRAM BASED IN THE DEPARTMENT. UNDERGRADUATE STUDENTS ELIGIBLE TO SERVE SHALL HAVE COMPLETED SUCCESSFULLY EIGHT CREDITS IN THE DEPARTMENT: GRADUATE STUDENTS SHALL HAVE COMPLETED SUCCESSFULLY NINE CREDITS IN THE DEPARTMENT. UNDERGRADUATE STUDENT REPRESENTATIVES SHALL BE ELECTED BY A MAJORITY OF THE QUORUM WHICH SHALL BE NO LESS THAN FORTY PERCENT OF THE REGISTERED MAJORS OF EITHER DAY SESSION OR SCHOOL OF GENERAL STUDIES IN THE DEPARTMENT. GRADUATE STUDENT REPRESENTATIVES SHALL BE ELECTED BY A MAJORITY OF THE QUORUM WHICH SHALL BE NO LESS THAN FORTY PERCENT OF THE MATRICULATED M.S. AND Ph.D. STUDENTS BASED IN THE DEPARTMENT. IF A POSITION ON A COMMITTEE IS NOT FILLED BY ELECTION AS DESCRIBED IN THESE BY-LAWS, THE CHAIR OF THE DEPARTMENT SHALL APPOINT A SUITABLY QUALIFIED MEMBER TO THE VACANCY. PROCEDURES FOR STUDENT ELECTIONS SHALL BE SUPERVISED BY THE UNDERGRADUATE ADVISORY COMMITTEE (ARTICLE VB).

#### ARTICLE V. COMMITTEES

- A. COMMITTEES REQUIRED BY THE BOARD OF HIGHER EDUCATION:
  1. COMMITTEE ON PERSONNEL AND BUDGET: THE REGULATIONS GOVERNING THIS COMMITTEE ARE SET FORTH IN BHE BY-LAWS, PART I, ART. IX, PAR. 9A AND 9B, AND ART. IX, PAR. 9.4.

- A. VOTING MEMBERS OF THE DEPARTMENT SHALL BE INFORMED OF THE EXISTENCE OF VACANCIES IN THE DEPARTMENT. ANY MEMBER OF THE DEPARTMENT (AS DEFINED IN ART. IA ABOVE) MAY MAKE RECOMMENDATIONS TO THE COMMITTEE FOR CANDIDATES TO FILL POSSIBLE VACANCIES IN THE DEPARTMENT.
  - B. ALL MEMBERS OF THE DEPARTMENT SHALL BE INFORMED OF DECISIONS REGARDING RECRUITMENT.
  - C. EACH MEMBER OF THE DEPARTMENT (WHETHER VOTING OR NON-VOTING) SHALL BE PROVIDED BY THE CHAIR WITH A WRITTEN STATEMENT OF ANY DECISIONS MADE BY THE COMMITTEE REGARDING HIS STATUS IN THE DEPARTMENT WITHIN ONE WEEK OF THE TIME THE COMMITTEE ARRIVES AT ITS DECISION.
- B. STANDING COMMITTEES OF THE DEPARTMENT: ALL COMMITTEES SHALL SERVE IN AN ADVISORY CAPACITY TO THE MEMBERS OF THE DEPARTMENT AND SHALL SUBMIT AN ANNUAL REPORT OR A PERIODIC REPORT, AS APPROPRIATE, OR FILE A STATEMENT OF NO REPORT WITH THE SECRETARY OF THE DEPARTMENT TO BE INCORPORATED IN THE MINUTES AT WHICH THE REPORT IS SUBMITTED. THE FOLLOWING ARE THE STANDING COMMITTEES OF THE DEPARTMENT: UNDERGRADUATE ADVISORY COMMITTEE, GRADUATE ADVISORY COMMITTEE, AND COMMITTEE ON RESEARCH. EACH FACULTY POSITION SHALL BE FILLED BY ELECTION AS SPECIFIED IN ARTICLE IV, OR FAILING THAT, BY APPOINTMENT BY THE CHAIR. STUDENT MEMBERS SHALL BE ELECTED AS SPECIFIED IN ARTICLE IV.
1. UNDERGRADUATE ADVISORY COMMITTEE: THIS COMMITTEE SHALL CONSIST OF SEVEN FACULTY AND SEVEN UNDERGRADUATE STUDENTS. THE COMMITTEE SHALL CONSIST OF TWO DIVISIONS:
    - A. CURRICULUM AND POLICY DIVISION: THIS DIVISION SHALL HAVE THREE FACULTY MEMBERS AND THREE STUDENTS. FACULTY WILL BE ELECTED TO FILL THE FOLLOWING POSITIONS:
      1. RESPONSIBLE FOR CORE MAJOR COURSES, INCLUDING PRINCIPLES OF BIOLOGY.
      2. RESPONSIBLE FOR SERVICE COURSES, INCLUDING THOSE GIVEN AT BELLEVUE.
      3. RESPONSIBLE FOR ELECTIVE COURSES. THIS MEMBER WILL ALSO MAINTAIN COLLEGE LIAISON BY SERVING ON THE HUNTER COLLEGE SENATE.
- EACH AREA REPRESENTATIVE SHALL MAKE RECOMMENDATIONS TO THE COMMITTEE ON ARTICULATION OF COURSES, NEW COURSES AND COURSE MODIFICATION, CATALOG DESCRIPTIONS, AND FACILITIES, AND MAINTAIN LIAISON WITH OTHER DEPARTMENTS, AS APPROPRIATE.
- THE CURRICULUM AND POLICY DIVISION ALSO WILL MAKE RECOMMENDATIONS TO THE CHAIR IN REGARD TO TEACHING ASSIGNMENTS, SUBMIT NEW COURSE PROPOSALS TO THE DEPARTMENT, PERIODICALLY RE-EVALUATE AND MAKE RECOMMENDATIONS ON CORE CURRICULUM AND GENERAL ACADEMIC POLICIES. ONE OF THE ABOVE FACULTY MEMBERS WILL BE ELECTED BY THE DEPARTMENT TO SERVE ON THE DIVISIONAL CURRICULUM COMMITTEE.
- B. STUDENT RELATIONS AND GUIDANCE DIVISION: THIS DIVISION SHALL CONSIST OF FOUR FACULTY MEMBERS AND FOUR STUDENT MEMBERS. FACULTY WILL BE ELECTED TO FILL THE FOLLOWING POSITIONS:
    1. RESPONSIBLE FOR GUIDANCE: SUPERVISION OF DEPARTMENTAL ADVISING PROGRAM, INCLUDING UPDATING ARTICULATION CHARTS AND TRANSFER OF CREDIT POLICIES.

2. RESPONSIBLE FOR INFORMATIONAL SERVICES AND RECRUITMENT: WILL SERVE IN DIVISIONAL RECRUITMENT COMMITTEE AND ACT AS OMBUDSMAN FOR UNDERGRADUATE STUDENTS. MUST BE A TENURED FACULTY MEMBER.
  3. BIOLOGY CLUB AND UNDERGRADUATE RESEARCH ADVISOR: WILL SERVE AS FACULTY ADVISOR TO THE BIOLOGY CLUB, COORDINATE STUDENT ELECTIONS, ADVISE STUDENTS ON RESEARCH OPPORTUNITIES, AND PREPARE RECOMMENDATIONS FOR DEPARTMENTAL HONORS AND OTHER AWARDS FOR GRADUATING SENIORS. THE UAC WILL COORDINATE ALL OF THE ABOVE AND MAKE RECOMMENDATIONS TO THE DEPARTMENT. STUDENT MEMBERS WILL BE RESPONSIBLE FOR FACULTY TEACHING EVALUATIONS.
  4. HUNTER COLLEGE SENATE: RESPONSIBLE FOR DEPARTMENTAL INPUT ON THE COLLEGE CALENDAR, EVALUATION OF TEACHING AND ADMINISTRATION, GRADING POLICIES, AND OTHER AREAS RELEVANT TO THIS COMMITTEE.
2. GRADUATE ADVISORY COMMITTEE: THIS COMMITTEE SHALL CONSIST OF FIVE FACULTY AND FIVE GRADUATE STUDENTS. THE FOLLOWING FACULTY MEMBERS WILL BE ELECTED:
    - A. BIOLOGY Ph.D. AND MASTERS ADVISOR, MEMBER OF EXECUTIVE COMMITTEE.
    - B. SECOND BIOLOGY ADVISOR AND MEMBER OF EXECUTIVE COMMITTEE.
    - C. BIOCHEMISTRY ADVISOR: WILL MAINTAIN LIAISON WITH BIOCHEMISTRY FACULTY IN THE CHEMISTRY DEPARTMENT.
    - D. ~~OMBUDSMAN~~: A TENURED FACULTY MEMBER. THIS MEMBER WILL SERVE AS ADVISOR TO THE GRADUATE STUDENTS ORGANIZATION, ~~AND ADVISE THE CHAIR ON TEACHING ASSIGNMENTS OF GRADUATE STUDENTS.~~  
*FACULTY MEDIATOR*
    - E. RESPONSIBLE FOR COLLEGE LIAISON: THIS MEMBER WILL SERVE ON THE HUNTER COLLEGE SENATE.

THE COMMITTEE SHALL EXAMINE THE GRADUATE CURRICULA AND COURSE OFFERINGS AND RECOMMEND CHANGES TO THE DEPARTMENT. REGULAR CURRICULUM REVIEW SHALL CONSIDER COORDINATION OF CONTENT OF EXISTING COURSES, PROPOSALS FOR NEW COURSES, AND THE LONG-RANGE GOALS OF THE GRADUATE PROGRAMS. THE COMMITTEE SHALL ADVISE THE CHAIR ON DISBURSEMENT OF GRADUATE CENTER FUNDS. FACULTY MEMBERS WILL MAKE RECOMMENDATIONS FOR GRADUATE FELLOWSHIPS AND AWARDS; STUDENT MEMBERS WILL BE RESPONSIBLE FOR FACULTY TEACHING EVALUATIONS.

3. THE COMMITTEE ON RESEARCH: THIS COMMITTEE SHALL CONSIST OF SEVEN FACULTY MEMBERS. THEIR DUTIES SHALL INCLUDE:
  - A. MAINTENANCE OF DEPARTMENTAL FACILITIES AND SERVICES: ONE FACULTY MEMBER WILL BE RESPONSIBLE FOR EACH SUCH FACILITY OR SERVICE:
    1. ANIMAL ROOM
    2. GREENHOUSE
    3. MACHINE SHOP
    4. WASHETERIA
    5. SHARED DEPARTMENTAL EQUIPMENT, ESPECIALLY CENTRIFUGES AND ROTORS
    6. DEPARTMENTAL LIBRARY, AND LIAISON WITH COLLEGE LIBRARY
    7. SEMINARS; DEPARTMENTAL AUDIOVISUAL EQUIPMENT
  - B. SUPERVISION OF RESEARCH SUPPORT PERSONNEL
  - C. RECOMMENDATIONS ON THE USE OF RESEARCH FUNDS AVAILABLE TO THE DEPARTMENT

## D. COORDINATION OF DEPARTMENTAL RESEARCH GRANT PROPOSALS

4. SPECIAL COMMITTEES: (BHE BY-LAWS, PART I, ART. IX, PAR. 9.1E)  
THE DEPARTMENT MAY AT ANY MEETING ELECT COMMITTEES FOR SPECIFIC PURPOSES.

ARTICLE VI. AMENDMENTS AND THE SUSPENSION OF BY-LAWS

- A. THESE BY-LAWS MAY BE AMENDED AT A REGULAR MEETING OF THE DEPARTMENT NEXT SUCCEEDING THE MEETING AT WHICH NOTICE OF AMENDMENT HAS BEEN ANNOUNCED OR AT A SPECIAL MEETING CALLED FOR THE PURPOSE OF A CONSIDERATION OF THE AMENDMENT. A COPY OF THE PROPOSED AMENDMENT SHALL BE SENT WITH THE AGENDA TO THE MEMBERS OF THE DEPARTMENT AT LEAST ONE WEEK PRIOR TO THE MEETING. A MAJORITY OF THE VOTING MEMBERS OF THE DEPARTMENT SHALL BE NECESSARY FOR THE ADOPTION OF A PROPOSED AMENDMENT.
- B. THESE BY-LAWS MAY BE SUSPENDED ONLY FOR THE ACCOMPLISHMENT OF A SPECIAL PURPOSE AT ANY REGULAR OR SPECIAL MEETING OF THE DEPARTMENT BY AN AFFIRMATIVE VOTE RECORDED BY SECRET BALLOT OF THREE-FOURTHS OF THE MEMBERS, AS DESCRIBED IN IA ABOVE.

ARTICLE VII. EFFECTIVE DATE

THESE BY-LAWS SHALL BECOME EFFECTIVE UPON THEIR ADOPTION BY A MAJORITY OF THE VOTING MEMBERS OF THE DEPARTMENT, AND UPON APPROVAL OF THE HUNTER COLLEGE SENATE.

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