DEPARTMENT OF BUSINESS EDUCATION       BY-LAWS

ARTICLE I - MEMBERSHIP

A. Voting Members. The following persons shall be voting members of the Department on all issues except the election of the chairman and the members of the Personnel and Budget Committee, subject to the provisions of the Board of Higher Education By-Laws:

1) Tenured faculty
2) Non-tenured full-time faculty
3) Non-tenured part-time faculty teaching less than a full program shall have one-half vote.

The following student representatives shall have the right to vote on educational matters: one student elected from each of the three divisions: Day, School of General Studies and Graduate.

ARTICLE II - OFFICERS

A. Chairman. Election of the Chairman of the Department shall be carried out in accordance with the regulations stated in the By-Laws of the Board of Higher Education. Three-quarters of those eligible to vote shall constitute a quorum in conducting the election of the Chairman of the Department. A majority of those present and eligible to vote shall be necessary to elect a Chairman. In the absence of the Chairman, a senior member may be designated by the Chairman to discharge the functions customary to that office.

B. Secretary. The office of Secretary shall be determined on a rotation basis according to alphabetical order. He shall record the minutes of all regular meetings of the Department, and shall place a copy of these minutes, including all committee reports, on file in the Department office. A copy of these minutes shall be distributed to each member of the staff and to student representatives.

ARTICLE III - MEETINGS

A. A minimum of two regular meetings shall be held each semester. Tentative schedule for meetings for the academic year indicating date and hour is to be fixed at the first fall meeting.

B. AGENDA for the meetings shall be distributed to all members of the Department one week before the meeting. An item will be placed on the Agenda by the Chairman of the Department, at the request of the chairman of a committee, at the written request of any member of the Department, or at the written request of three students who are majors in the Department.

C. A special meeting shall be called at the discretion of the Chairman or on the written request to the Chairman of at least one-third of the voting members of the Department. A statement of the purpose of a special meeting shall accompany the notice. Such notice must be sent one week in advance.

D. A quorum necessary to transact business at Department meetings shall consist of a majority of the voting members of the Department.
ARTICLE III (cont'd)

E. Attendance of all active members is expected at all meetings, unless excused by the Chairman. All Department meetings shall be open to any students who wish to attend.

F. The meetings shall be governed in their procedure by parliamentary rules and usage. (See Robert's Rules of Order Revised)

ARTICLE IV - DEPARTMENT STRUCTURE

A. Committees Required by the Board of Higher Education
   1. Committee on Personnel and Budget. This Committee shall have the powers, duties and composition prescribed by the Board of Higher Education.

B. Committees Required by Governance Charter
   1. Departmental Policy Committee
      a. The Departmental Policy Committee shall consist of one faculty member and one student in the business education major elected from each of the sessions in which courses are offered. The Departmental policy committee shall also be responsible for curriculum proposals.

      b. The Policy Committee shall review the adequacy of departmental governance at least once a semester and may initiate proposals for change if deemed necessary. The Policy Committee shall also be responsible for setting up procedures for election of all student representatives of the Department including student members of Department Committees.

      c. Meetings shall be scheduled for the semester in such a fashion that no member shall be constrained by his regular duties to miss more than one half of these meetings.

   2. Departmental Committee on Evaluation of Teaching
      a. Departmental Committee on Evaluation of Teaching shall consist of six student members including at least one student in the major from each of the sessions in which courses are offered. One faculty member is to act as liaison.

C. Procedures
   a. A job analysis of each committee shall be made, recorded and filed in the Department office.

   b. All committees are responsible to the Department which will take appropriate action on recommendations and suggestions. The democratic procedure of open discussion will be maintained throughout. Progress reports may be requested by the Department Chairman at any time. A written report of the Committee activities and program must be submitted at the last Department meeting of the academic year. These reports are to be placed on file in the Department office.

D. Departmental Representatives.
   1. The numbers of Representatives to the Hunter College Senate shall be elected in accordance with Article IV of the Charter for Governance.
D. Departmental Representatives (cont'd)

2. The number of Representatives to the Evening Session Council shall be elected in accordance with Article IX of the Charter for Governance.

3. Representatives (one faculty member and one student) to the Divisional Committee on Curriculum shall be elected by the Department Committee on Policy.

ARTICLE V - AMENDMENTS

These By-Laws may be amended at a scheduled or special meeting of the Department by a majority vote of the voting members. Any proposed amendment must be stated in writing and circulated to all members of the instructional staff and to the student representatives at least two weeks before the meeting.