

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF CLASSICAL AND ORIENTAL STUDIES

*approved by faculty
2/29/84*

PROPOSED BY-LAWS

ARTICLE ONE: ORGANIZATION

- 1. Change BHE to Board of Trustees*
- 2. Change School of General Studies to Evening Session*

Section I: Membership

- A. The Department of Classical and Oriental Studies consists of the Chinese, Classics, Hebrew and Russian Divisions.
- B. Voting members of the Department shall be:
 1. All members of the Department with the ranks of Professor, Associate Professor, Assistant Professor, Instructor and Lecturer.
 2. All other persons, including adjuncts, after having taught at least 15 semester hours, while in continuous employment of Hunter College, provided they are not also matriculated students in a degree program conducted at Hunter.
- C. Subject to the provisions of the Board of Higher Education By-Laws, all voting members of the instructional staff shall be eligible to vote in all Departmental elections and participate in all departmental activities with the following exceptions:
 1. Only those members of the Department who serve full-time on an annual salary in tenure bearing lines, provided they have not received notice of non-reappointment, shall be eligible to vote in the election for the Chairperson and for members of the Departmental Personnel and Budget Committee.
 2. Only tenured members of professorial rank may serve as Department Chairperson.
 3. All other persons, including adjuncts, may be elected to and serve on all Departmental Committees, with the exception of the Departmental Personnel and Budget Committee and the Departmental Policy Committee.

Section II: Officers

- A. The officers of the Department shall consist of:
 1. A chairperson who shall be elected by the Department in accordance with the procedures defined by the BHE By-Laws, who shall perform such duties as are defined in said By-Laws, and who shall have the right to attend all committee meetings.

The Chairperson shall also be responsible for the care of all files, records and papers committed to the office of the Department, in accordance with BHE By-Laws. Infractions of this provision are to be reported to the Dean of the Division of the Humanities and the Arts.

2. A recording secretary who shall be elected by the department, and who shall have the responsibilities of recording the minutes of departmental meetings.

3. A School of General Studies Faculty Representative, who shall have the responsibility of representing the Department and acting for the Chairperson, when and as necessary, in Evening Session matters.

4. Division Heads of Programs. Division heads will give advice to the Chairperson and the Departmental Personnel and Budget Committee regarding appointments and recommendations for promotion and tenure.

Section III: College Governance Representatives

The Representatives of the Department for the 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 times defined by the College Governance Charter (Article IV).

B. Faculty and student representatives to the Evening Session Council, nominated and elected in the manner and at times defined by the College Governance Charter (Article IX).

C. One faculty member and one student, to serve on the Divisional Curriculum Committee (Governance Article VIII).

Section IV: Committees

It is desirable that all divisions be represented in the governance of this Department.

A. The Department shall establish the following committees:

1. A Departmental Personnel and Budget Committee, elected in accordance with BHE By-Laws and at the same time as the Department Chairperson, consisting of five persons of professorial rank, a majority of whom must be tenured. The membership of the Personnel and Budget Committee shall be elected as follows:

a. The Department Chairperson, who shall also serve as chairperson of the committee

b. Four members at large elected by the majority of all members eligible to vote in this election.

2. A Departmental Policy Committee (DPC), to be elected at the same time as the Departmental Personnel and Budget Committee, which may initiate and shall review recommendations for changes in Departmental Policy. Each Division within the Department shall be represented on this Committee. The membership of this committee shall be as follows:

a. two members from the Departmental Personnel and Budget Committee, including the Chairperson. The Chairperson shall be a non-voting member.

b. three members elected at large by the Department, so that each division is represented on this committee.

c. four student members, representing each of the disciplines within the department, and elected by the majors - and in the absence of majors, minors - in each discipline.

A majority of each of the two delegations shall constitute a quorum. The 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.

3. A Curriculum Committee

Composed of four faculty members, representing each of the divisions, and three student members. It shall be responsible for recommending courses, programs and curricular changes to the Department. The Divisions may have their separate curriculum committees.

B. Special Departmental Committees

The Department may establish additional committees, standing as well as ad hoc, as it deems necessary. The Chairperson may appoint such special committees on an interim basis, as required, subject to departmental approval and/or election at the next meeting.

ARTICLE TWO: OPERATIONS

Section I: Meetings

A. There shall be at least one departmental meeting per semester

B. Additional meetings shall be called at the discretion of the Chairperson, 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 one week in advance of the meeting date. A statement of the agenda of the meeting shall accompany such notification.

Section II: Rules of Order

A. The presiding officer at all meetings of the Department shall be the Chairperson. In the absence of the Chairperson, a presiding officer shall be elected pro tempore by the members of the faculty eligible to vote and serve as Senate representatives under Article IV, Section 1A of the Governance Charter.

B. A quorum shall consist of the majority of those members of the faculty eligible to vote for and serve as Senate representatives under Article IV, Section 1A of the Governance Charter.

C. The Chairperson shall 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 Robert's Rules of Order shall be followed at all meetings.

ARTICLE THREE: AMENDMENT

Section I: Procedure

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.

TMG/sa

12/22/83