

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

Department of German

Proposed By-laws

ARTICLE I. ORGANIZATION

Section 1. Membership

Voting members of the Department shall be:

- A. Tenured and non-tenured members of the faculty after having completed one full semester of service.
- B. Adjunct members of the faculty, provided (a) that they are not matriculated students in a degree program at Hunter, and (b) that they have completed one full semester of service as adjunct faculty.
- C. Five student representatives elected by the German majors from among themselves.

Section 2. Officers

The officers of the Department shall consist of:

- A. A Chairperson who shall be elected by the Department in accordance with the procedures defined by the Board of Trustees,
- B. A Recording Secretary who shall be elected annually by the Department and who shall have the responsibility of preparing and distributing the announcements and recording the minutes of departmental meetings.
- C. An Evening Session Faculty Representative. Unless the Chairperson serves in this capacity, the Evening Session Faculty Representative shall be appointed by the Chairperson of the Department and shall have the responsibility of representing the Department and acting for the Chairperson when and as necessary in Evening Session matters.

Section 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 times defined by the College Governance Charter (Article IV).

- B. Faculty and student representatives to the Evening Session Council, nominated and elected in accordance with the terms of Article IX of the College Governance Charter.
- C. One faculty member and one student, to serve on the Divisional Committee on Curriculum (Governance article VIII).

Section 4. Committees

The Department shall establish the following committees:

- A. A Departmental Personnel and Budget Committee, elected in accordance with the By-laws of the Board of Trustees and elected at the same time as the Department Chairperson.
- B. A Departmental Policy Committee, to be elected annually and consisting of:
 - 1. three faculty members of faculty rank elected by the faculty, and
 - 2. three student members elected by the majors from among their ranks.

The Departmental Policy Committee may initiate and shall review recommendations for changes in Departmental Policy.

- C. A Committee on the Evaluation of Teaching, consisting of one faculty member and alternate, appointed by the Chairperson, and three student members elected by the student majors from among their ranks. This committee carries out the functions assigned to it in the College Governance Charter, Article XII, Section 3.
- D. 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 II. OPERATIONS

Section 1. Meetings

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

- B. Additional meetings shall be called at the discretion of the Chairperson (or his/her designee), or at the request of at least 20% of the voting membership of the Department.
- C. Written notification of departmental meetings shall be given at least one week prior to the meeting, and shall include a statement of the agenda.

Section 2. Rules of Order

- A. The presiding officer at all meetings of the Department shall be the Chairperson or his/her designee.
- B. A quorum shall consist of the majority of the voting faculty members of the Department.
- C. Robert's Rules of Order, latest edition, shall be followed at all meetings except where they conflict with these By-laws.

ARTICLE III. AMENDMENT

Section 1. Procedure

- A. All proposed amendments to these By-laws shall be submitted in written form to all voting members of the Department at least seven 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.

4/14/93