ATTACHMENT A

DEPARTMENT OF MUSIC
AMENDMENT OF BY-LAWS

(Deleted language in brackets, new language underlined)

ARTICLE I. ORGANIZATION

Section 1. Subject to the provisions of the Board of Higher Education By-laws, Article IX, Section 9.1, the educational policies of the department shall be controlled by the vote of (a) all faculty members employed full-time on an annual salary basis; (b) all adjunct and part-time faculty members who have served at least two years; and (c) the (three) five members of the Student Executive Committee. All such members shall henceforth in the present document be referred to as "voting members". Decisions affecting the educational policy of the department are to be made only at department meetings.

ARTICLE V. COMMITTEES

Section 5. a. In accordance with Article XII of the Hunter College Governance Charter, the department shall have a Policy Committee composed of three voting faculty members and three voting student members. The student members of the Policy Committee shall (also constitute) be chosen by the Student Executive Committee from its membership (see Article V. Section 8. in the present document).

Section 8. There shall be a Student Executive Committee composed of (three) five student members as follows: (one each) three from the Day Session, one from the Evening Session, and one from the Graduate Division. This Committee may vote at department meetings, subject to the provisions of the Board of Higher Education By-laws. The student members shall be chosen by the declared music majors from among their number.
ARTICLE I. ORGANIZATION

Section 1.

Subject to the provisions of the Board of Higher Education By-Laws, Article IX, Section 9.1, the educational policies of the department shall be controlled by the vote of (a) all faculty members employed full-time on an annual salary basis; (b) all adjunct and part-time faculty members who have served at least two years; and (c) the three members of the Student Executive Committee. All such members shall henceforth in the present document be referred to as "voting members." Decisions affecting the educational policy of the department are to be made only at department meetings.

ARTICLE II. MEETINGS

Section 1.

Two-thirds of the voting members of the department shall constitute a quorum.

Section 2.

All faculty members of the department and all student members of departmental committees shall be permitted to participate in department meetings, except where the By-Laws of the Board of Higher Education specifically limit such participation. All such members shall henceforth in the present document be referred to as "participating members."

Section 3.

At least one regular department meeting shall be held each term.

Section 4.

The chairman may call special meetings as they become necessary. Special meeting must be called whenever two or more faculty members file a written request for such a meeting.

Section 5.

All participating members of the department are to be notified in writing of the date and agenda for a department meeting at least one week in advance. Emergency meetings may be called whenever necessary at shorter notice. In this case no business except the items specified in the notice may be transacted.
ARTICLE II. MEETINGS (continued)

Section 6.

The chairman shall preside at department meetings if he is present. In case the chairman is absent from a department meeting, a temporary chairman, to preside at that meeting, is to be elected by those members present.

Section 7.

Except as otherwise provided by these By-Laws, procedure at department meetings shall be in accordance with the latest available edition of Robert’s Rules of Order.

ARTICLE III. DEPARTMENT OFFICERS

Section 1.

The officers shall be the chairman and the secretary. The chairman shall be a professor, associate professor, assistant professor, or tenured instructor.

Section 2.

In addition to performing the functions prescribed by the By-Laws of the Board of Higher Education, the chairman may be authorized to perform such duties as may be assigned to him by the department.

Section 3.

The secretary shall be appointed annually by the chairman and shall take minutes of the meetings of the department.

ARTICLE IV. ELECTIONS

Section 1.

The department chairman shall be elected by secret ballot by members of faculty rank (as defined in the Board of Higher Education By-Laws, Article VIII, Section 8.1*) at a meeting called for that purpose. Three-fourths of the voting faculty members shall constitute a quorum for the election. The first ballot shall be a nominating ballot. A second ballot shall be the election ballot. Election shall be by a majority of the voting members present, provided that such a majority is at least equal to a majority of the department’s members of faculty rank. Proxy or mail voting shall not be permitted. If no candidate receives a majority on the election ballot, additional ballots shall be held, in each case eliminating the candidate with the smallest number of votes. The chairman shall serve for a term of three years.

*"Faculty rank" as defined February 1971:

Full-time professor, associate professor, and assistant professor; and also tenured instructor, namely, a full-time instructor appointed before June 16, 1968 who received tenure in his fourth year of service.
ARTICLE IV. ELECTIONS (continued)

Section 2.

Representatives to the College Senate shall be elected in accordance with Article IV of the Hunter College Governance Charter.

Section 3.

At least one faculty representative and one student representative to the Evening Session Council shall be elected in accordance with Article IX of the Hunter College Governance Charter.

Section 4.

Department representatives to the Divisional Committee on Curriculum shall be designated and serve as follows: The faculty representative, on appointment by the Chairman, for a two-year term; the student representative for a one-year term, on election by and from the ranks of the student membership of the Policy Committee, the Undergraduate Curriculum Committee, and the Graduate Curriculum Committee (see ARTICLE V in the present document).

Section 5.

Vacancies in any of these posts shall be filled by a special election. In the case of a permanent vacancy the representative so chosen shall serve the remainder of the unexpired term. In the case of temporary vacancies the representative shall serve until the return of the regularly elected representative.

ARTICLE V. COMMITTEES

Section 1.

The department Committee on Personnel and Budget shall consist, where possible, of the department chairman and four other members who must have faculty rank, a majority of whom must be tenured. The department chairman shall be the chairman of the committee. The four members shall be elected by a majority vote of those persons in the department having faculty rank. Proxy or mail voting shall not be permitted. Election shall be held at the same time that the department chairman is elected. The committee shall perform its duties in the manner prescribed by the By-Laws of the Board of Higher Education.

Section 2.

Notices of the meetings of the department Committee on Personnel and Budget, together with the agenda, are to be sent to each member of the committee at least one week in advance of the date of the meeting.

Section 3.

The department Committee on Personnel and Budget shall elect a secretary at the first meeting of the school year. A summary of the minutes of each meeting are to be preserved as a permanent file.

Section 4.

Faculty members of other standing departmental committees shall be appointed by the chairman, subject to confirmation by majority vote of the voting faculty members of the department.
ARTICLE V. COMMITTEES (continued)

Section 5.

a. In accordance with Article XII of the Hunter College Governance Charter, the department shall have a Policy Committee composed of three voting faculty members and three voting student members. The student members of the Policy Committee shall also constitute the Student Executive Committee (see ARTICLE V, Section 8 in the present document).

b. Among the duties of the Policy Committee shall be that of reviewing the adequacy of departmental governance and of initiating proposals for change where considered necessary.

c. The Policy Committee shall include one faculty representative and one student representative from the Day Session, Evening Session, and Graduate Division, respectively.

d. Meetings shall be scheduled for the semester in such a manner that no member shall be unable to attend more than half of the meetings because of his regular duties.

Section 6.

a. As provided by Article XII of the Hunter College Governance Charter, the department shall have an Undergraduate Curriculum Committee and a Graduate Curriculum Committee, each committee consisting of equal numbers of voting faculty and student members. The student members shall be chosen by the declared music majors from among their number.

b. The Undergraduate Curriculum Committee shall include at least one student and one faculty member from the Day Session and from the Evening Session, respectively.

c. Departmental curriculum proposals shall be reviewed by the appropriate committee, namely, the Undergraduate Curriculum Committee or the Graduate Curriculum Committee.

Section 7.

In conformance with Article XII of the Hunter College Governance Charter, the department shall have a Committee on the Evaluation of Teaching. It shall consist of one faculty member with an alternate, and at least one student each from the Day Session, Evening Session, and Graduate Division. The student members shall be chosen by the declared music majors from among their number. The committee shall perform its duties in the manner prescribed by the College Governance Charter, Article XII, Section 3.

Section 8.

There shall be a Student Executive Committee composed of three student members, one each from the Day Session, Evening Session, and Graduate Division. This Committee may vote at department meetings, subject to the provisions of the Board of Higher Education By-Laws. The student members shall be chosen by the declared music majors from among their number.
ARTICLE VI. INFORMATION FILE

Section 1.

The faculty shall be informed of all communications addressed to it from the administration and others, and such communications shall be kept in a current file.

Section 2.

The department chairman shall direct that minutes taken at meetings of department committees (with the exception of those of the Personnel and Budget Committee) be circulated to all members of the department. Minutes of department meetings, summaries of the minutes of department committees, and such other material as the department may determine shall be kept in a permanent file, available (except for minutes of the Personnel and Budget Committee) to all participating members of the department.

ARTICLE VII. ORIGINAL APPOINTMENTS

Section 1.

Any member of the department may submit to the department Personnel and Budget Committee the names of candidates for original appointment to fill existing or anticipated openings in the department staff, who possess, in the opinion of such member, the qualifications required by the Board of Higher Education.

Section 2.

The department office shall arrange for interviews, by the Chairman and the members of the department Committee on Personnel and Budget, of all candidates who, in the estimation of the committee, possess the qualifications required by the Board of Higher Education.

Section 3.

All documents and credentials for all candidates for appointment must be promptly filed and must be available to all members of the department Committee on Personnel and Budget.

Section 4.

Recommendations for original appointment to professional rank, when initiated through the department, are to be discussed at a meeting of the participating members of the department before the department Committee on Personnel and Budget makes its final recommendations.

Section 5.

A majority vote of the department Committee on Personnel and Budget is necessary for the recommendation of a candidate for an original appointment.
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ARTICLE VII. ORIGINAL APPOINTMENTS (continued)

Section 6.

The department shall be notified of the recommendations of the department Committee on Personnel and Budget in regard to original appointment as soon as practicable after these recommendations have been decided upon.

ARTICLE VIII. REAPPOINTMENTS AND APPOINTMENTS TO THE PERMANENT STAFF

Section 1.

Each member of the department Committee on Personnel and Budget shall be notified at least two teaching weeks in advance of a meeting called to consider the reappointment of a member on temporary appointment, or his appointment to the permanent staff. It shall be the duty of members of the committee to examine the credentials of the member considered for temporary reappointment or permanent appointment prior to such meeting. (Teaching weeks means weeks in which classes are in session.)

Section 2.

A meeting of the participating members of the department shall be called to discuss reappointments to the staff and appointments to the permanent staff before the departmental Committee on Personnel and Budget makes its final recommendations.

Section 3.

A majority vote of the department Committee on Personnel and Budget shall be necessary for the recommendation of a reappointment or an appointment to the permanent staff.

Section 4.

The department Committee on Personnel and Budget shall keep a permanent record of its actions in regard to recommendations for reappointment or appointment to the permanent staff, and the chairman shall promptly notify the department member concerned of the action taken by the committee in his case.

ARTICLE IX. PROMOTIONS

Section 1.

Promotions shall be recommended to the Faculty Committee on Personnel and Budget by the department chairman after a majority vote of the department Committee on Personnel and Budget.
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ARTICLE IX. PROMOTIONS (continued)

Section 2.

Every person who has served seven or more years in the department as an assistant professor or associate professor and who meets the requirements for the next higher rank shall be automatically considered for recommendation for promotion, but this shall not preclude consideration of those with shorter periods of service in their respective ranks. Note: Full-time instructors on annual salary who were appointed after June 16, 1968 shall be automatically considered for promotion after five years of service.

Section 3.

Each member of the department Committee on Personnel and Budget shall be notified at least two teaching weeks in advance of a meeting called to consider recommendation for the promotion of a member of the department. It shall be the duty of the members of the committee to examine the credentials of a member eligible for promotion prior to such meeting. The chairman shall inform a faculty member of any action the committee shall take in regard to his promotion.

ARTICLE X. INSTRUCTIONS AND ADVICE TO REPRESENTATIVES TO THE COLLEGE SENATE

Section 1.

The department may instruct its representatives to the College Senate to introduce a resolution for consideration by the College Senate.

Section 2.

The department may take an advisory vote on the matters pending before the College Senate.

Section 3.

The department representatives to the College Senate shall report to the department at its regular meetings on actions taken by the College Senate which materially affect the department or its members.

ARTICLE XI. ADOPTION AND AMENDMENT OF BY-LAWS

Section 1.

These By-Laws shall become effective upon approval by the vote of a majority of all the faculty members of the department, and upon approval by the Hunter College Senate.
ARTICLE XI. ADOPTION AND AMENDMENT OF BY-LAWS (continued)

Section 2.

Any proposed amendment to the By-Laws of the department shall be submitted in writing to all voting members of the department at least a week before the meeting at which the proposed amendment is to be voted on.

Section 3.

An amendment to the By-Laws shall become effective upon approval by the vote of a majority of all the voting members of the department.

Section 4.

The By-Laws may be temporarily suspended by a two-thirds majority vote of the voting members of the department.

Respectfully submitted,

By-Law Revision Committee

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