

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF PHYSICS AND ASTRONOMY

BY-LAWS

Article I

Membership, Voting Rights, and Eligibility to Hold Office

- A. The membership of the department shall consist of all members of the instructional staff assigned to the Physics Department. The instructional staff is defined in Section 6.1 of the BHERL.
- B. Voting rights are granted to all members of faculty rank by Section 8.1, 9.1a, and 9.1b of the BHERL. Faculty defined in Section 8.1.
- C. Section 9.1a permits the department to extend voting rights on all matters except the election of Chairman and the P&B Committee.
 1. The following student representatives shall have the right to vote on educational matters:
 - a. Four students elected by and from the daytime physics majors, evening physics majors and graduate physics students, provided that at least one student is elected from each constituency if possible.
 2. A member of the instructional staff who previously taught a total of 18 semester hours and who is currently employed by the Physics Department, shall have the right to vote on matters of educational policy. However, the Department, by majority vote, may reduce or waive the number of semester hours required for suitably qualified staff members and may also grant the full voting rights permitted by BHERL.
- D. Eligibility for Chairman is defined in Section 9.1b of the BHERL.
- E. All other officers shall be of faculty rank, but the SGS advisor should be a member of the SGS faculty if possible.
- F. Definitions:
 1. Constituency #1 consists of all faculty teaching on a full time line.
 2. Constituency #2 consists of faculty members granted full voting rights according to Section C, paragraph 2.
 3. Constituency #3 consists of faculty members granted right to vote on educational matters according to Section C, paragraph 2.

4. A physics major is a student who has completed or is currently enrolled in at least 2 two-hundred level physics courses or who has completed or is currently enrolled in one 200 level course and, who has filed a written declaration as a physics major.
5. A graduate physics student is any fully matriculated physics graduate student or a non-matriculated graduate physics student who has completed at least one graduate physics course and who is currently taking at least one. If a graduate student qualifies in constituency #2 or #3, then he may be a member of only one qualified-for constituency which may be chosen by the student.

Article II

Officers and Representatives:

- A. 1. The officers of this department are: Chairman, Secretary, undergraduate advisor, graduate advisor and School of General Studies advisor. The election of the Chairman is described in SHEL Section 9.1b. After the election of the Chairman and at the same meeting, the department shall by secret ballot nominate and elect the Secretary. The other officers shall be appointed by the Chairman.
2. The department shall be responsible for conducting nominations and elections according to the appropriate procedures for the following:
 - a. All senate representatives, faculty and students, required by the Governance.
 - b. One faculty and one student representative to Divisional Curriculum Committee.
 - c. All representatives, faculty and student, to Evening Session Council required by Governance.
- B. The duties of the Chairman are defined in Section 9.2, and 9.3 of the SHEL.
- C. Duties of the Secretary:
 1. He shall be responsible for recording the minutes of each meeting. As soon as possible after each meeting he shall have copies prepared of the minutes of that meeting and shall make available one copy to each member for consideration. After amendment and/or approval of the minutes at the next meeting, shall submit one copy to the Department office.

2. He shall have election returns reported to the department office.

3. He shall have records kept of all changes in reports.

D. Duties of the Undergraduate Advisor:

He shall act as advisor to undergraduate students and shall communicate undergraduate policy decisions to the staff.

E. Duties of the S.G.S. Advisor:

In addition to performing the duties defined by the evening session regulations, he shall communicate policy decisions to the evening session staff.

F. Duties of the Graduate Advisor:

He shall act as advisor to graduate students and shall communicate graduate policy decisions to the staff.

G. In the event that an elective office becomes vacant, the department shall, by secret ballot, nominate and elect an officer to fill that vacancy at the next regular or specially called meeting of the department after the department has been notified of such vacancy. The officer so elected shall serve the unexpired term of the officer being replaced.

H. The term of office for the Secretary shall be 3 years beginning July 1 of the election year.

I. The Secretary shall be elected by constituencies #1 and #2.

J. A vote for recall of an officer may be petitioned by one-third of the electing constituency. A two-thirds vote of the electing constituency is required for recall.

K. The duties, constituencies, procedure for nomination and election, and terms of office for the various representatives named in Section A, paragraph 2 are modified by the Governance.

Article III

Committees

A. The standing committees are:

1. Personnel and Budget
2. Policy Committee
3. Committee on Evaluation of Teaching (student)

Elections to committees are by secret ballot.

Personnel and Budget

In addition to duties outlined in Section 9.3 and 9.4 of BHEBL the committee shall report to the department once a year tentative future appointments and budget and the actual appointments and budget for the prior year. The composition and election of the committee is to be in accordance with Section 9.1d of BHEBL.

2. Policy Committee

- a. The committee shall consist of three members of constituencies #1 and #2, elected by constituencies #1 and #2 serving for staggered two-year terms, one member of constituency #3 of professorial rank, elected by constituency #3 for one year term, and four students elected under Article I, Section C, paragraph 1 for one year terms. At least one of of the faculty members must teach in the evening session and one in the graduate program.
- b. The duties of this committee include the initiation and recommendations of any change of departmental policy including changes in the By-Laws and establishment and publishing election procedures not specified by higher authority. Any proposals of the Policy Committee which have been transmitted to the Chairman must be placed on the agenda for the next departmental meeting.
- c. The Policy Committee will form two subcommittees, the undergraduate policy subcommittee and the graduate policy subcommittee. Each subcommittee will consist of two faculty members and two student members of the policy committee, no member serving on more than one subcommittee.
- d. The duties of the undergraduate policy subcommittee shall include the evaluation of all undergraduate courses, the recommendation of adoption and elimination of courses, pre-requisites and co-requisites, frequency of offerings, educational standards, and textbooks, and to advise undergraduate students. It will be the duty of the undergraduate policy subcommittee to also deal with any undergraduate academic problems presented by either the undergraduate advisor or a student.

The duties of the graduate policy subcommittee shall include the evaluation of graduate courses, the recommendation of adoption and elimination of courses, pre-requisites, frequency of offerings, educational standards and textbooks, and to counsel graduate students. It will also be the duty of the graduate policy subcommittee to deal with any graduate academic problems presented by either the graduate advisor or a student.

3. Committee on Evaluation of Teaching (student)

- a. The committee shall consist of one faculty member in a liaison and consultant capacity without vote, and one alternate faculty member elected by the student members of the committee from constituency #1 and #2, four students elected by and from the daytime physics majors, evening physics majors and graduate physics students, provided that at least one student is elected from each constituency if possible.
- b. The duties of this committee are specified by the Governance.

4. A Quorum of any committee shall be a majority of that committee and provided that all members have been notified of the meeting at least ten days beforehand unless there is unanimous consent for less notice.

C. Special Departmental Committees:

Such committees shall be established by the department as deemed necessary. The chairman may appoint special interim committees as required subject to department approval at the next meeting.

- D. In the event that a vacancy occurs on a committee the appropriate departmental constituency shall, by secret ballot, nominate and elect a member to fill that vacancy at the next regular meeting or at a specially called meeting of the constituency after the department has been notified of such vacancy. The committee member so elected shall serve the unexpired term of the committee member being replaced.

Article IV

Meetings

A. Time and Place:

1. The first regular meeting of the department and its elected committees shall be held during the first three weeks of the Fall semester at a time and place designated by the Chairman. At the first meeting of each committee, the committee shall elect its chairman.

2. Meetings of each body may be called by its chairman and shall be called by its chairman upon a majority vote at a meeting or by written request of at least one-third of the body. 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. In the event that the office of departmental Chairman becomes vacant or the Chairman is unable to act then the Secretary may call a meeting in place of the Chairman as specified in paragraph 1 and 2. In the event that the office of substitute officer is simultaneously vacant then the undergraduate advisor, the S.G.S. advisor and the graduate advisor may substitute in that order.
4. Meetings of individual constituencies (Article I, Section F, paragraphs 1 through 5) may be called for action on business that is in the sole province of that constituency.

B. Agenda for Regular Meetings:

1. The agenda (including the time and place) for each regular meeting of the body shall be prepared by the Chairman, and copies of this list shall be made available at least one week before the meeting.
2. It shall be the duty of each reporting committee to make available at least four school days before the meeting at least one copy of such report as it is submitting for action at a given meeting. If on occasion it would be impractical for a complete report to be made available, short statements concerning matters on which the committee desires department action shall be included in the agenda and noted as substitutes for committee reports.
3. All items included in the agenda for a given departmental meeting shall automatically become leading agenda items for subsequent departmental meetings until acted on.

C. Order of Business:

1. The order of procedure at the meetings of the department shall be as follows:
 - a) minutes
 - b) communications and announcements
 - c) agenda
 - d) new business
2. Discussion or action on any matter not included in the agenda circulated for a given meeting shall be allowed only by a majority vote of those present.

- D. A quorum for departmental meetings shall be a majority of constituencies #1 and #2 together provided that all members of the department have been notified of the meeting at least ten days beforehand.

Article V

Amendments:

Amendments to these by-laws may be effected only at a departmental meeting following the meetings at which the proposed amendment has been announced. A two-thirds affirmative vote of all voting members of the body as defined by Article I, Section B, shall be necessary for the adoption of an amendment.

Article VI

These by-laws shall become effective immediately upon formal adoption by the department.