

Revised and approved by Senate 5/4/1988

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF ROMANCE LANGUAGES

Bylaws

Article I. Organization

Section 1. Membership

All faculty members of the Department who currently teach in the Department of Romance Languages or who are on leave shall be members of the Department.

Section 2. Voting

A. All full-time faculty members of the Department in tenure-bearing titles shall be eligible to vote in the election of the Chair and the members of the Committee on Personnel and Budget, and when amending the Bylaws, with the following exceptions:

1. College Laboratory Technicians shall not be eligible to vote in the election of the Chair or the members of the Committee on Personnel and Budget, or in the amendment of these Bylaws.

2. No member of the Department who has received a notice of non-reappointment shall be eligible to vote in the election of the Chair or the members of the Committee on Personnel and Budget, or in the amendment of these Bylaws.

B. Voting in the election of Department representatives to the Hunter College Senate shall be carried out as specified in Article IV, Sections 1A and 1B of the College Governance Charter.

C. Evening Session Council Representatives (one faculty member, one student) shall be elected by their constituents.

D. On all other matters, all members of the Department shall be eligible to vote.

E. Voting by proxy or by mail shall not be permitted.

Section 3. Officers

The officers of the Department shall consist of:

A. A Chair who shall be elected by the Department in accordance with the procedures defined by the CUNY Board of Trustees Bylaws and who shall perform the duties of the office specified in those Bylaws.

B. A Secretary who shall be appointed by the Chair and who shall record the minutes of Department meetings.

C. Evening Session Council Representatives, who if the Chair does not serve in this capacity, shall have the responsibility of representing the Department and acting for the Chair when and as necessary in Evening Session matters.

Section 4. 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 Article IV of the College Governance Charter.

B. Faculty and student members to the Evening Session Council, nominated and elected in accordance with the terms of Article IV of the College Governance Charter.

C. One faculty member and one student, to serve on the Divisional Committee on Curriculum in accordance with Article VIII of the Governance Charter.

Section 5. Committees

The Department shall establish the following committees:

A. Such committees as are mandated by the CUNY Board of Trustees Bylaws.

B. A Personnel and Budget Committee.

1. Composition

a. The Department Chair, who shall chair the Committee.

b. Four (4) members of the Department of faculty rank who shall be elected in accordance with the provision of these Bylaws.

c. At least four (4) of the five members of this committee shall be tenured.

d. Two alternate members, at least one of whom shall be tenured, who shall serve according to the rules set by the Board of Trustees.

2. Duties

a. All appointments to the instructional staff of the Department shall be recommended by the Department Personnel and Budget Committee.

b. This Committee shall initiate recommendations for tenure and promotion, which shall be announced in writing to all members of the Department.

C. A Department Policy Committee

1. Composition

a. Eight faculty members of the Department elected in such a manner that there is for each Session at least one faculty member offering a course in that session.

(1) Four shall be elected by and from the ranks of those faculty members who are eligible to vote for and serve as Senate representatives under Article IV, Section 1B of the College Governance Charter.

b. Eight members of the student body who shall form the Student Executive Committee of the Department, including:

(1) Four students elected by Day Session majors from their ranks in the Spring Semester to serve for a full year beginning the following September.

(2) Two students elected by the SGS students affiliated with the Department.

(3) Two students elected by the Graduate students of the Department.

2. Duties

The Department Policy Committee may initiate and shall review recommendations for changes in Department governance. It shall carry out the provisions of Article XII, Section 2, of the Hunter College Governance Charter.

3. Meetings

At least one meeting shall be held per semester. Meetings shall be scheduled so as to permit as much participation as possible.

D. A Department Committee on the Evaluation of Teaching

1. Composition

a. The Committee on the Evaluation of Teaching shall be composed of two student majors for each discipline, elected by their peers, and one faculty member with an alternate for each discipline, to ensure faculty/student liaison within the Department, also elected by the students in the major.

2. Duties

This committee, with guidance from the Senate Committee on the Evaluation of Teaching, shall be responsible for preparing the evaluation questionnaire, determining the procedures for its administration, reporting the results to the Chair, and carrying out all other functions envisaged by Article XII, Section 3 of the Hunter College Governance Charter.

E. Undergraduate Curriculum Committees

1. Composition

Undergraduate Curriculum Committees may be elected and/or appointed by the Chair and shall consist of at least five faculty members and five students. There shall be one committee for each language.

2. Duties

This committee shall propose and receive suggestions for changes in the Department curriculum. They shall assist the Department Chair in providing catalogue material for the Registrar. They shall submit to the Department Secretary a written list of approved changes in textbooks and insure that orders for these textbooks are transmitted to the appropriate bookseller.

F. A Library Committee

1. Composition

(a) Nine faculty members of the Department, three from each discipline.

(b) Four students, one elected by the majors in each of the three disciplines and one elected by the students affiliated with the evening session.

2. Duties

This committee shall receive suggestions and make recommendations for additions to the Hunter College Library. It shall also keep the members of the Department apprised of the additions to the Library in their disciplines.

G. A Committee on Prizes and Awards

1. Composition

Faculty members of this committee shall be appointed by the Chair according to needs.

2. Duties

This committee shall decide on the awarding of prizes to students in the Department according to the conditions of those awards. It shall receive and propose recommendations for the creation of new prizes and awards.

H. A Committee on Special Programs

1. Composition

(a) The Department Chair who shall preside.

(b) Four faculty members, one from each discipline and one who teaches in the evening session.

(c) Four students, one elected by the majors in each discipline and one elected by the students in the evening session.

2. Duties

This committee shall serve the Department Chair in an advisory capacity, as provided in the Bylaws of the City University Board of Trustees.

I. A Committee on Social Affairs

1. Composition

This committee shall consist of one or more faculty members and one or more students for each language. Students shall be elected by the majors in each language and by the affiliated students of the evening session.

2. Duties

This committee shall take charge of social affairs of the Department.

J. Special Department Committees

1. Establishment

The Department may establish such additional committees, standing as well as ad hoc, as it deems necessary. The Chair may appoint such special committees on an interim basis, as required, subject to department approval at the next meeting.

2. Procedures

Where these Special Department Committees are of a policy making character, the stipulations of the College Governance Charter shall apply as to their composition, their election, and their functions.

Article II. Operations

Section 1. Meetings

A. There shall be at least three meetings of the Department each semester, except when unwarranted for lack of an agenda.

B. Additional meetings shall be called at the discretion of the Chair, at the request of any 4 members of the Department Policy Committee, or at the request of 20% of the voting membership of the Department.

C. Written notification of Department meetings shall be sent to all members of the Department at least one week in advance of the meeting date. A statement of the meeting shall accompany such notification.

Section 2. Rules of Order

A. The presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair, 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 Hunter College Governance Charter.

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

C. The Chair shall appoint one of the voting members of the Department to act as parliamentarian. Except where it conflicts with these Bylaws, the latest edition of Robert's Rules of Order shall be followed at all meetings.

Article III. Amendments

Section I. Procedure

A. All proposed amendments to these Bylaws shall be submitted in written form to all members of the Department eligible to vote under Article I, Section 2A of these Bylaws at least five working days in advance of the meeting at which the proposal is to be considered.

A. An amendment to these Bylaws shall become effective when it has been approved by a majority of the Department members eligible to vote under Article I, Section 2A of these Bylaws.

