

ATTACHMENT A.

DEPARTMENT OF THEATER AND CINEMA  
AMENDMENT OF BY-LAWS

ARTICLE IV. Committees

(1) Replace

Section B. Curriculum.

1. Voting members: The Chairman and four other faculty members and five students. Of the faculty members at least one shall teach in the Evening Session, at least one in the Graduate Program, at least one in theatre, and one in cinema. Two faculty members shall be elected each year, to serve a term of two years. Of the five student members, at least one shall be a graduate student; one from the Evening Session, one from theatre, and one from cinema.

2. Duties. This committee shall be responsible for: a. new courses and course changes, and programs. b. changes in listings of courses in the college catalogue. c. reporting all of its action and recommendations to the Department for approval.

and

Section E. Policy Board.

There shall be a departmental Policy Board in accordance with Article VI, section 1 of the Plan of Governance for Hunter College to be constituted as follows: student representation elected from majors in the department, namely one Evening Session student, one undergraduate Theatre student, one undergraduate Cinema student, and one graduate student; and the following elected faculty members, namely one from the Graduate program, one from the undergraduate Theatre Cinema faculty. The Chairman shall be a voting member of the board. At least one faculty member shall teach in the Evening for the semester in such a fashion that no member shall be constrained by his regular duties to miss more than one half of them.

by

Section B. Policy and Curriculum Board.

There shall be a departmental Policy and Curriculum Board in accordance with Article XII. Section 1. of the Hunter College Governance Charter.

Voting Members: The Chairman and four other faculty members and five students. Of the faculty members, at least one shall teach in the evening session, at least one in the Graduate Program, at least one in theater and one in cinema. Two faculty members shall be elected each year to serve a term of two years. Of the five student members at least one shall be a graduate student, one from the Evening Session, one from theater, and one from cinema. They shall be elected by and from among the students majoring in the Department's disciplines during the final four weeks of the Spring Semester and serve for one year, their term beginning in September following their election.

Duties: This Committee shall be responsible for

- a) reviewing the adequacy of departmental governance and initiating proposals for change if necessary.
- b) <sup>proposing to the Department</sup> new courses and course changes and programs.
- c) changes in listings of courses in the college catalog.
- c) reporting all of its actions and recommendations to the Department for approval.

Meetings: The meetings of the Board shall be scheduled for the semester in such a fashion that no member shall be constrained by his regular duties to miss more than half of them.

- (2) Redesignate current Sections F. and G. as Sections E. and F.

FJW/ea  
11-28-73

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK  
Department of Theatre and Cinema

Department Bylaws  
Revised May 1971  
and November 1971

I. Name

The name of this department is the Department of Theatre and Cinema of Hunter College of the City University of New York.

II. Voting

- A. All members of the instructional staff (part-time and full-time) may vote on all matters except (1) those matters on which voting is reserved by the By-Laws of the Board of Higher Education to members of faculty rank\* (Chairman, Personnel and Budget Committee) or to members of faculty rank and faculty status\*\* and (2) By-Law amendment and revision on which full-time faculty members who have served at least one year may vote.
- B. Two undergraduate student members representing the Theatre area, and two undergraduate student members representing the Cinema area, two graduate student members, and one SGS member may sit with the faculty and vote on all matters except those specified in II., A, (1) and (2). The elections of student representatives will take place as early in the semester as feasible by declared majors. In each category one will be elected in the fall and one in the spring semesters. The seven (7) elected representatives (see also IV. Curriculum Committee) will serve for one year. Only students who can serve a full term are eligible for election.

\* "DEFINITION OF FACULTY RANK. The presidents, vice-presidents, deans, associate and assistant deans, the business managers, and all persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, except college laboratory technicians shall have faculty rank. All persons having faculty rank shall have the right to vote both in the faculty of which they are members and in their respective departments provided, however, that they have not received notice of non-reappointment. Article VIII, Section 8.1"

\*\* "DEFINITION OF FACULTY STATUS. Those persons employed in the titles of instructor or lecturer (full-time) who have been reappointed on an annual salary basis for a third or later year of continuous full-time service shall have faculty status for the purposes hereinafter set forth. Article VIII, Section 8.2."

III. Officers and Duties

The officers of the Department shall be a Chairman, a Secretary-Treasurer, and representatives to: 1) the College Senate, 2) the Evening Session Council, and 3) the Divisional Committee on Curriculum.

- A. The Chairman is elected as directed by the By-Laws of the Board of Higher Education with the duties therein specified.

- B. The Secretary-Treasurer shall be elected annually by the voting members of the Department. He shall prepare the minutes of each meeting for distribution to the Members within three weeks after each meeting. He shall also collect and disburse funds voted by the Department, and make periodic reports of such collections and disbursements.
- C. The Representatives named above shall be elected as directed by the Hunter College Governance Charter with the duties therein specified.

#### IV. Committees

- A. Personnel and Budget. Four elected members plus the elected Chairman of Department who shall serve for three years as directed by the Board of Higher Education.

Department of Theatre and Cinema Bylaws

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#### IV. Committees (cont'd.)

- B. Curriculum.
1. Voting members: The Chairman and four other faculty members and five students. Of the faculty members at least one shall teach in the Evening Session, at least one in the Graduate Program, at least one in Theatre, and one in Cinema. Two faculty members shall be elected each year, to serve a term of two years. Of the five student members, at least one shall be a graduate student, one from the Evening Session, one from Theatre, and one from Cinema.
  2. Duties. This committee shall be responsible for:
    - a. new courses and course changes, and programs.
    - b. changes in listings of courses in the college catalogue.
    - c. reporting all of its action and recommendations to the Department for approval.
- C. Library. One faculty member elected to serve for two years, one student member for one year. This committee shall keep the Library holdings in our field under continuous examination and shall file requests for needed purchases and replacements. A report shall be presented to the Department at least once a year.
- D. Honors and Awards. Four members, two faculty and two students to be elected annually. This committee, with the approval of the Department, shall be responsible for:
  1. The selection of those to receive Departmental honors and awards.
  2. The exploration of means to increase the scope and number of departmental awards.

E. Policy Board.

There shall be a departmental Policy Board in accordance with Article VI, section 1 of the Plan of Governance for Hunter College to be constituted as follows: student representation elected from majors in the department, namely one Evening Session student, one undergraduate Theatre student, one undergraduate Cinema student, and one graduate student; and the following elected faculty members, namely one from the Graduate program, one from the undergraduate Theatre faculty, and one from the undergraduate Cinema faculty. The Chairman shall be a voting member of the Board. At least one faculty member shall teach in the Evening Session. The meetings of the Board 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 them.

F. Production Board.

There shall be a Production Board appointed by the Chairman composed of those faculty members directly involved in production and appropriate students chosen in a manner the faculty on the Board shall determine. The Board shall function to screen, schedule, supervise, and produce any performances given for an audience under the auspices of the Department. It may delegate its powers in any way it sees fit, but it remains ultimately responsible for all said productions. The Chairman is an ex officio member of the Board.

G. Committee on Evaluation of Teaching.

"In accordance with Article XII, section 3 of the Plan of Governance for Hunter College there shall be a committee on the evaluation of teaching to consist of one faculty member elected from the full-time staff of the Department, and six students elected from the majors in the department as follows: one Evening Session student, one graduate student, two each from the undergraduate Theatre and Cinema programs. At the same time that the faculty member of the committee is elected, there shall be elected also an alternate faculty member."

V. Meetings

- A. There shall be at least two regular Department meetings each term.
- B. At the end of each Department triennium, the meeting of the first week in May shall consist of two parts:
  - 1. Elections for Chairman, Personnel and Budget Committee and intra-departmental committees.
  - 2. Annual meeting, for all members of the Department, at which the annual reports of the Committees (except the Curriculum Committee) shall be presented or summarized, before being filed, and other such business as may appropriately be brought before the body, shall be considered.
- C. In years not marking the end of a Department triennium, the meeting of the first week in May shall consist only of the Annual Meeting, as in B., 2. immediately foregoing. Any needed intra-departmental elections may be held at this time.
- D. Special meetings may be called at the discretion of the Chairman, and shall be called on the written request of any three faculty members of the Department.
- E. A majority of the voting members of the Department shall constitute a quorum for the transaction of business.

VI. Procedure

Robert's Rules of Order, latest edition, shall be the parliamentary guide.

VII. Amendments

These bylaws may be amended by a 2/3 vote of the faculty members of the Department eligible to vote as defined in II., A., present and voting at any meeting of the Department, provided that written notice of a proposed amendment has been sent to each member of the Department one week prior to the meeting.

As set forth in Article XII, section 2, of the Hunter College Governance Charter, the Policy Board shall be the Departmental policy body charged with the responsibility of reviewing the adequacy of Departmental governance and of initiating proposals for change if necessary.

Adopted November 1971