

Bylaws of the Stan Ross Department of Accountancy
Zicklin School of Business
Baruch College of the City University of New York

Article I. The Department and Faculty

Section 1. Membership and Organization of Department.

The membership of the department shall consist of those persons of faculty rank or faculty status teaching courses or programs in accountancy in either of the undergraduate sessions or the graduate division.

Faculty rank refers to persons who are employed full-time on an annual salary basis in titles on the permanent instructional staff, i.e., assistant, associate, and full professor.

Faculty status refers to persons employed full-time as instructors or lecturers who have been reappointed on an annual salary basis for three or more consecutive years.

The department shall have a chair, secretary, executive committee, curriculum committee, promotion committee, tenure committee, departmental advisory board, and such other committees as shall be appointed or elected. Election or appointment to offices and committees shall be as described in the following sections or articles.

Section 2. Executive Committee.

The executive committee shall consider and make recommendations for matters related to appointments without tenure to the instructional staff, and reappointments thereto, including reappointments with a certificate of continuous employment. It shall also consider and make recommendations for leaves of absence. Its recommendations on these matters shall be transmitted to the school personnel and budget committee.

The executive committee shall consist of seven department members of faculty rank, including the chair and the secretary. The department chair shall serve as committee chair. All seven members shall be elected at the same time by department members who have faculty rank. At least a majority of the committee (including the chair) shall be tenured persons in the department.

The chair shall have the duties prescribed by the bylaws of the school and the Board of Trustees and shall preside at department meetings.

The secretary shall take and keep minutes of all tenure, promotion, and executive committee and department meetings and, in consultation with the chair, prepare the agenda for each department meeting.

Section 3. Curriculum Committee.

The chairman shall appoint a curriculum committee as the need arises. It may include a student member. The curriculum committee should consult any affected faculty before proposing curriculum changes. Thereafter, the curriculum committee should submit proposed

curriculum changes to the Department. All curriculum changes require a majority positive vote of Department members.

Section 4. Promotion Committee.

The committee shall consider and make promotion recommendations to the school committee on personnel and budget in the case of candidates for promotion to all ranks below full professor.

The committee shall consist of all members of the department in ranks above the current rank of the person proposed for promotion.

In the case of candidates seeking promotion to full professor, those of that rank in the department shall be given timely written notice by the chair of such candidates and of the availability of files for their review so that they may offer written advice on the candidates to the school personnel and budget committee.

An affirmative recommendation for promotion requires a favorable vote by the majority of the department members eligible to attend a given promotion committee meeting. Voting shall be by secret ballot, proxy or mail voting shall not be permitted, and the result of balloting shall be duly recorded in the minutes of the meeting. The affirmative recommendations of the committee shall be submitted by the department chair.

Section 5. Tenure Committee.

The committee shall consider and make recommendations for appointments and reappointments with tenure to the school personnel and budget committee.

The committee shall consist of all tenured professorial members of the department.

An affirmative recommendation for tenure requires a favorable vote by the majority of the tenured professorial members of the department. Voting shall be by secret ballot, proxy or mail voting shall not be permitted and the result of balloting shall be duly recorded in the minutes of the meeting. The affirmative recommendations of the committee shall be submitted by the department chair.

Section 6. Other Committees.

Any other committees considered necessary from time to time shall be appointed by the chair or created by vote of the department at a department meeting. All appointed or elected other committees shall elect their own chairs and secretaries.

Section 7. Advisory Board.

There shall be an advisory board comprised of persons eminent in the area of accountancy.

The advisory board shall be appointed by the chair.

The advisory board shall advise the department on matters affecting the welfare and programs of the department and its relationship to the business community.

(A description of the advisory board is presented in appendix a.)

Article II. Department Meetings

Section 1. Regular and Special Meetings.

Regular meetings shall be held at least once during each of the fall and spring semesters.

Special meetings may be called by the chair or by a petition signed by six members of the department.

Notice of each regular and special meeting shall be given to all department members at least one calendar week in advance thereof. The notice must include an agenda of matters to be discussed. Department members may provide agenda items to the chair in advance of the meeting. The notice for any meeting called other than during the fall or spring semester teaching schedule must be by direct mail (first class) to each department member's home.

Section 2. Presiding Officer and Secretary.

The presiding officer shall be the chair or the chair's designee.

The secretary shall be the department secretary or the chair's designee.

Section 3. Quorum.

A majority of the members of the department shall constitute a quorum.

Section 4. Parliamentary Rules.

The presiding officer shall decide on questions of order according to parliamentary rules and usages, as set forth in Robert's Rules of Order, newly revised.

Section 5. Order of Business.

The order of business at every regular meeting shall generally be as follows:

- Record of attendance or roll call;
- Approval of minutes of previous meeting;
- Communications;
- Elections;
- Unfinished business;
- Reports of committees;
- New business;
- Miscellaneous.

The order of business at a regular meeting may be suspended by a majority vote of the members present, a quorum being then present.

At a regular meeting the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting on objection of one-third of the members present, a quorum being then present.

Article III. Department Elections

Section 1. Timing.

All committees and officers provided for in article II that are to be elected shall be elected at a department meeting held the first full week in May.

Persons then elected shall take office on the first day of July following the election and continue in office until a successor is elected and takes office.

Any vacancy in office shall be filled by an election scheduled to take place as soon as feasible after the vacancy occurs and shall be for the unexpired term.

Section 2. Voting.

Voting for the chair shall be by secret ballot and proxy or mail voting shall not be permitted. Voting for secretary and other members of the executive committee shall be by secret ballot and proxy or mail voting shall not be permitted.

A person who receives a majority of the votes of all members of the department who have faculty rank, shall be deemed elected. Cumulative voting is not permitted.

In the case of those receiving less than such a majority of the votes, a run-off election shall be held among those candidates until a person is elected by such a majority.

Article IV. Changes in Bylaws

Section 1. Amendments.

A proposal to adopt, amend, or repeal the bylaws of the department may be made by any member of the department.

To become effective a proposal must be ratified by a two-thirds vote of department members with faculty rank or faculty status.

Section 2. Requirements.

The department bylaws shall be consistent with the bylaws and regulations of the board of trustees, the bylaws of the general faculty, and the college governance charter.

Appendix A Advisory Board

The bylaws of the department provide that the department shall have an advisory board appointed by the chair.

Objective of Advisory Board

The objectives of the advisory board shall be as follows:

To provide advice to the department on matters of curriculum and instruction and related matters, including service to the New York business and accounting communities.

To inform the department of important innovations, trends, and developments in business and accounting.

To present the problems and viewpoint of the department to professional, government, and industry groups.

To assist the department in activities that involve government, industry, and public accounting, including, for example, professional conferences and collection of case materials and problems.

Composition of Advisory Board

The advisory board shall be composed of members eminent in the area of accountancy. The members are expected to be representative of the various areas of practice and employment within the accounting discipline. Membership may be extended to anyone with a sincere interest in the department's activities, but, generally, members will be alumni of Baruch College.

Normally members shall serve on the advisory board for three-year terms.

Operations of Advisory Board

The advisory board will select a chair from its membership. The chair of the advisory board and the chair of the department will together establish the goals and agenda of the advisory board for each academic year.

Appointment to the advisory board does not involve the assumption of any financial obligation to the department or Baruch College. However, members are expected to assume the cost of travel and related expenses for attendance at meetings.

As amended at the department meetings held on February 14, 2005 and May 11, 2005.

May 11, 2005