

**BYLAWS
OF THE DEPARTMENT OF FINE AND PERFORMING ARTS
OF BARUCH COLLEGE**

**ARTICLE I
Validity of the Bylaws**

Section 1. These Bylaws shall take effect immediately upon ratification by a two-thirds vote of the members with faculty rank or status of the Department of Fine and Performing Arts.

Section 2. The Governance Charter of Baruch College supersedes provisions in these Bylaws that may be found to be in conflict with it.

Section 3. Except as provided in Article I (2), all provisions of these Bylaws shall remain in effect until amended as provided in Article VI.

**ARTICLE II
Officers**

Section 1. The officers of the Department shall consist of the Chair, three Deputy Chairs from the respective disciplines of Art, Music, and Theater, and a Recording Secretary. They shall be guided in their work by such principles, instructions, and regulations as the Department may from time to time adopt, subject to any applicable provision of the Bylaws of the Board of Trustees of the City University of New York.

Section 2. All officers in office at the time of the adoption of these Bylaws shall continue to hold office until replaced by their successors as hereinafter or elsewhere provided.

Section 3. The Recording Secretary shall take and preserve minutes of all departmental meetings; shall inform the Department of the time and purpose of special meetings; and shall gather, record, and preserve all actions taken by the Department for the guidance of officers and committees.

**ARTICLE III
Committees**

Section 1. All committees shall be guided in their work by such principles, instructions, and regulations as the Department may from time to time adopt, subject to the provisions of the Governance Charter of Baruch College.

Section 2. There shall be the following standing committees as required by the Bylaws of the Board of Trustees and set forth in Article VIII of the Governance Charter of Baruch College:

A. Executive Committee, which shall consist of seven Department members of faculty rank, including the Department Chair who shall serve as Committee Chair and the three Deputy Chairs. The Department Chair and other members of the Committee are to be elected at the same time and for a term of three years. A majority of the Committee shall consist of

tenured persons in the Department.

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. The Committee shall also consider and make recommendations for leaves of absence. It shall transmit its recommendations on these matters to the appropriate School Committee on Faculty Personnel and Budget.

B. Promotion Committee, which shall be constituted in the manner prescribed in the Bylaws of the Board of Trustees. 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 candidacies and of the availability of the files for their review so that they may offer written advice on the candidates to the appropriate School Committee on Faculty Personnel and Budget.

C. Tenure Committee, which shall consist of all tenured professorial members of the Department plus the Department Chair, who shall serve as Committee Chair. The Committee shall consider and make recommendations for appointments and reappointments with tenure to the appropriate School Committee on Faculty Personnel and Budget.

D. Curriculum Committee, which shall consist of five faculty members, with at least one representative from each of the disciplines of Art, Music, and Theater. Committee members shall serve for a term of two years.

Section 3. Special Committees, including any with appropriate student representation, may be constituted by the Department.

ARTICLE IV Meetings

Section 1. Department meetings shall be held at least twice each semester. Meetings of the faculty in each discipline shall be held at least once each semester.

Section 2. Special Department meetings may be called by the Chair, or by petition signed by one-fifth of the voting members.

Section 3. At any Department meeting a majority of the members with faculty rank or status shall constitute a quorum. In the absence of the Chair at any meeting, the Chair may designate another member of the Department to preside.

Section 4. The order of business at regular meetings of the Department shall be as follows

- a. Approval of the agenda.
- b. Approval of the minutes.
- c. Report of the Chair.
- d. Report of regular committees.
- e. Report of special committees.
- f. Unfinished business.
- g. New business.

Section 5. The order of business at a regular meeting may be suspended by a majority vote of the members with faculty rank or status present, a quorum being then present.

Section 6. At a regular meeting, the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting upon request by one-third of the members present.

Section 7. If the order of business has not been exhausted at the time of adjournment, the meeting may be continued as an adjourned meeting at the next available time. In that case, the business on the floor at the time of adjournment shall be the first business of the adjourned meeting.

Section 8. A committee report shall be transmitted to the members of the Department at least three working days prior to the meeting at which action with respect thereto is proposed.

Section 9. Whenever a question of procedure arises that is not adequately covered by these Bylaws, the most recent edition of *Robert's Rules of Order* shall be the final authority.

ARTICLE V Elections

Section 1. Elections for the Chair, Deputy Chairs, Executive Committee, Recording Secretary, and Curriculum Committee shall be held at a meeting during the first full week in May. All officers and committees shall be elected at large except for the Deputy Chairs, who shall be elected by their respective faculties. All officers and committees shall assume office on July 1 following the election.

Section 2. Eligible candidates who wish to place their names in nomination may inform the Recording Secretary, who will post their names one week prior to the meeting at which elections are to be held. Additional nominations may be made from the floor.

Section 3. Voting shall be by secret ballot. The candidate (or candidates if more than one position is to be filled) receiving the highest number of votes shall be declared elected, provided that each candidate shall have received a number of votes at least equal to one-third of the number of members with faculty rank in the Department.

ARTICLE VI Amendments

Section 1. These Bylaws may be amended at any meeting by a two-thirds vote of the members of the Department with faculty rank or status, the text of the proposed amendment with the name of the proposer thereof having been distributed to these members at least seven working days prior to the meeting. Amendments so proposed shall be included on the agenda of the meeting. As soon as practicable after adoption, copies of amendments shall be distributed by the Recording Secretary to all members of the Department.