

BERNARD M. BARUCH COLLEGE
City University of New York

Department of
BLACK AND HISPANIC STUDIES

ARTICLE I. Validity of These Bylaws

- A. Upon adoption by the department, these bylaws shall come into effect and shall supersede all previous departmental governance documents.
- B. Whenever any provision in these bylaws shall be in conflict with the Governance Charter of Baruch College or with the Bylaws of the School of Liberal Arts and Sciences, that provision shall be deemed to be inoperative, and at the next department meeting, the Chair will offer an amendment to these bylaws that will resolve the conflict.
- C. Except as provided in Section B herein, all provisions of these bylaws, until amended as in accordance with Article VII, shall remain in effect.

ARTICLE II. Voting Membership

- A. General Voting Members All members of the department of "Faculty Rank", or full-time members in the rank of Professors, Associate Professor, Assistant Professor, Lecturers with CCE (Vide Bylaws of the CUNY Board of Trustees, Section 8.1)
- B. Voting Members of Educational Policies Voting rights in this section are reserved for all department members of Faculty rank, all full-time teaching members who have served continually for at least one academic year. The voting right shall not be exercised by substitute appointees. (Vide Bylaws of CUNY Board of Trustees, Section 9.1a)

ARTICLE III. Officers

- A. Chair The Department Chair shall be executive officer, and hold professorial rank.
- B. Secretary The Department Secretary shall be full-time teaching member of the department. The duty of the secretary shall be as follows:
 - 1. Record the minutes of all department meetings.
 - 2. Provide copies of the minutes to all members of the department.
 - 3. Keep all copies of minutes in subject file in the department office.
 - 4. In consultation with chair, inform administrative officials of the college results of departmental elections and other departmental decision as directed by vote of the department.

ARTICLE IV. Meeting

- A. Regular Meetings and Purpose During each semester, the chair shall summon at least two department meetings. For each Fall semester, the first meeting shall be held within the first four weeks of the term. Its agenda shall initiate the following items:
- (1) The Chair's Report - a survey of developments and problems for the period covering the preceding summer.
 - (2) Committee Chair's Report, if any.
 - (3) Elections to departmental committee except Executive, Promotion and Tenure Committees.
- B. Special Meetings Special meetings shall be called...
- 1- at the discretion of the Chair, or
 - 2- at the written request of at least three full-time members of the department. In the case of the latter, the chair shall schedule the meeting within two working weeks of the date of the request.
- C. Notices and Agenda At least two working weeks before a regular meeting, notices of the said meeting shall be sent to all members. Members wishing to place items on the agenda shall submit them to the Chair, at least one week before the meeting. The agenda for the meeting shall be distributed to all members at least three days before the meeting. To the agenda shall be attached, when appropriate, a summary of each committee's report.
- D. Attendance The attendance of all instructional members not on leave is expected.
- E. Quorum A majority of voting members in categories A & B of Article II shall constitute a quorum. In the absence of a quorum, the meeting shall be adjourned and re-scheduled for a date not more than two working weeks from the date of the adjournment.
- F. Rules of Procedure Department meetings, unless otherwise indicated in the bylaws or in the Bylaws of the Board of Trustees, shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE V. Nominations and Elections

- A. Chair "The Chair shall be elected by secret ballot for a term of three years by a majority vote of all members of the instructional staff who are General Voting Members and who are not on leave from the College. The voting shall not be by proxy or by mail. The election shall be subject to the approval of the President and the Board. The Chair shall be elected during the first full week in May at the expiration of the term of the current incumbent, and shall take office with effect from July 1,

of the year in which he or she is elected at three year intervals; thereafter vacancies shall be filled by election for the unexpired term". (Bylaws of the CUNY Board of Trustees, Section 9.1b)

- B. Secretary The Department Secretary shall be elected by secret ballot at the first meeting of each academic year for a period of one year.
- C. Nominations Procedures Except for the criteria governing the candidacy for the Chairship and for membership on the several standing and special committees, nomination of candidates for all positions, shall be from the floor. Except for the Executive, Promotion and Tenure Committees, election to other committees shall commence on the first day of July.
- D. Election Procedures The voting members present shall, by secret ballots, vote on all candidates for committee membership. If no candidate receives a majority of votes in the first or second ballot, the candidate with the lowest member of votes on the second ballot shall be withdrawn. This procedure shall be repeated on the third and succeeding ballots until one candidate (or a specified member to be elected) receives a majority of ballots cast.
- E. Tellers For all elections it will be the duty of the Chair to appoint two tellers from amongst the members in attendance to collect and count ballots, and announce the results.

ARTICLE VI. Committees

- A. Regulations So long as they are not in conflict with the Bylaws of the Board of Trustees, the following regulations shall apply to all standing and special committees:
 - 1. Except for the Executive, Tenure, and Promotions Committees, membership on all standing committees shall be for one year.
 - 2. Voting members on Educational Policy may vote for and serve on all committees except on the Executive, Tenure and Promotions Committees whose membership shall be limited to members of the General Voting Faculty.
 - 3. Each committee shall consist of at least two members.
 - 4. The Chair shall be an ex officio member of all committees except on committees where he or she is a regular member.
 - 5. Voting on committee recommendation shall be by a show of hands, unless a voting member calls for a secret ballot, in which case that procedure shall be followed.

- B. Executive Committee This committee shall be constituted of the Chair and all department members of Faculty Rank and one lecturer who has earned a CCE. The Committee duties shall be as follows:
- (1) It shall consider all matters related to appointments, re-appointments to the instructional staff, including reappointments with the Certificate of Continuing Employment.
 - (2) It shall consider and make recommendations for Scholarship Leaves (Sabbaticals) and other leaves and shall transmit its recommendations to Personnel and Budget Committee of the School of Liberal Arts and Sciences.
- C. Promotions Committee This Committee shall be constituted of all voting members in the ranks of Associate and Full Professors. It shall be its duty to consider promotions to the rank of Associate Professors. In the case of Associate Professors who are candidates for promotion to the rank of Full Professor, the Chair shall notify all Full Professors in the department, so that they may, if they so wish, communicate their opinions to the Chair of School Faculty Personnel and Budget Committee.
- D. Tenure Committee Including the Chair, this committee shall consist of all tenured professorial members. It shall consider all candidates for appointment or re-appointment with tenure, and shall communicate its positive recommendations to the School Faculty Personnel and Budget Committee.
- E. Standing Committee
1. Curriculum It shall consist of the Chair and two members elected from among the voting members on Educational Policies. One of the voting members elected to this committee shall be designated as Convener. Its duties shall include considering and making recommendations with with regard to:
 - (a) New courses
 - (b) Requirements for ad hoc Major
 - (c) Pre-requisites for all courses
 - (d) The College Catalog
 - (e) General departmental policies regarding testing, grading, exemptions, examinations, etc.The Committee shall also advise the Chair on the development of each semester's course offerings and schedule.
 2. Majors and Honors This committee shall have at least two members, plus the Chair ex officio, and shall undertake general responsibility for efforts to attract Majors and Minors in the department's disciplines, including publicity and social affairs. The committee shall also be responsible during each Spring semester for the selection of graduating seniors to receive any and all awards that

may be available for bestowal, and for notifying the appropriate College officials as well as the recipients of these awards.

3. Library and Films This committee shall be responsible for making known to the department all regulations pertinent to use of the College Library and AudioVisual Services, services available from them, and procedures for ordering books and films. Early in each semester, the committee shall ask all department members to submit lists of the books they wish the College Library to purchase and shall then transmit those lists to the Aquisitions Department of the Library. The Committee shall also be responsible for Departmental Library in terms of its organization and rules for borrowing materials from it.
4. Social Affairs This committee shall include at least two elected members and the Chair ex officio. It shall be responsible for seeing that the professional activities and achievements of the department and its members are duly publicized and for organizing at least one departmental social activity each semester. It may collect dues from all department members, both full-time, prorated by rank, to meet expenses incurred in these activities.
5. Research This committee shall consist of at least two elected members and the Chair ex officio. It shall familiarize itself with regulations regarding research proposals submitted by Baruch College faculty members and with research opportunities, and shall stand ready to advise department members of them. It shall also have responsibility for advising on the ethical aspects of research that is being proposed and/or carried out by members of the department and/or their students. With regard to research ethics, the following rules shall apply:
 - a. When a member of the department or a student as part of a course assignment has questions about the ethical implications of research that he or she is planning, he or she shall consult with the committee.
 - b. When a member of the committee or of the department, or a student, learns of research being planned or conducted by anyone officially connected with the department, and has reason to question it in terms of ethical criteria, he or she may ask that the investigator discuss his or her work with the committee. This policy shall not apply to members of the department who are engaged in research as candidates for advanced degrees.
 - c. In the case of others seeking access to students enrolled in department courses for research purposes, such requests shall be directed to the committee; it shall ascertain the purpose of the proposed research, its possible ethical implications, and then determine whether such access shall be allowed.

6. Special Committees The department may, at any meeting, establish special committees for any purpose it wishes. Such committees may be elected or appointed, and a deadline shall be established for the conclusion of their work. Thereafter, a special committee shall either go out of existence or be continued for an additional period of time.

ARTICLE VII. Amendments and Suspension of Bylaws

- A. These bylaws may be amended only at the regular meeting of the department following the meeting at which notice of a proposed amendment(s) has been announced or at a special meeting called for the purpose of considering an amendment. A copy of the proposed amendment(s) shall be sent with the agenda to each member of the department at least one week before it is voted on. A majority vote of the Voting Members on Educational Policies shall be necessary for the adoption of the amendment(s).
- B. These bylaws may be suspended for the accomplishment of a special purpose at any regular or special meeting of the department, but only by a two-thirds vote of those present, conducted by secret ballot.