

BARUCH COLLEGE

DEPARTMENT OF ENGLISH BYLAWS

ARTICLE I. Validity of the bylaws.

1. These bylaws as soon as adopted shall take effect immediately, except as provided therein, and shall supersede all previous decisions of the Department inconsistent therewith.
2. If any provision of these bylaws is found to be in conflict with laws or regulations of the Board of Trustees, the College Governance Charter, the General Faculty or the Faculty of the School of Liberal Arts and Sciences, such provision so far as it is thus in conflict shall become inoperative.
3. Except as provided in Section 2, all provisions of these bylaws shall remain in effect until amended as provided in Article VII.

ARTICLE II. Officers.

1. Officers of the Department shall be:
 - A. the Chair and six Executive Officers, and
 - B. the Secretary, who shall be an elected officer of the Department, and
 - C. the Treasurer, who shall be an elected officer of the Department.
2. Duties:
 - A. All officers 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 provisions of College bylaws and regulations of the Board.
3. 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.
4. The Secretary shall take and preserve minutes of all departmental meetings; shall inform the Department of the time and purpose of all meetings; and shall gather, record, and preserve all actions taken by the Department for guidance of officers and committees. The Secretary

shall also receive and preserve committee membership lists and reports.

5. The Treasurer shall supervise the collection of dues from the staff, maintain the Departmental bank accounts, oversee the distribution of monies earmarked for Departmental prizes and awards, and take charge of selecting, ordering, and paying for Departmental amenities and other expenditures authorized by the Committee on Social and Academic Events and the Departmental Chair.

ARTICLE III. Committees.

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 bylaws of the Board.
2. There shall be the following standing committees, which shall consist of 5 to 9 members each, or no less than 10% and no more than 20% of the full-time instructional staff with the exception of the Committee on Committees which shall have 3-5 members.
 - A. Such committees as are required by the bylaws of the Board of Trustees.
 - B. The Committee on Committees, which shall nominate members of standing committees other than itself to serve in the following academic year. The nominating procedure shall be initiated by a request to the faculty from the Committee on Committees to list two committee choices in order of preference. Working within the numerical guidelines outlined above, the Committee shall accept these self-nominations to the extent possible; if necessary the Committee shall add its own recommendations, which may be supplemented by nominations from the floor. In the event that the number of nominees exceeds 20% of the full-time instructional staff, final committee slates shall be decided by secret ballot. In the event that the membership of any given committee does not reach the required minimum, the Committee on Committees, in consultation with the Department Chair, shall appoint the remaining necessary number to fill out the committee. After consultation with the Department Chair, the Committee on Committees shall also nominate candidates for

the posts of Secretary and Treasurer. All elections for the academic year shall be held at the final Departmental meeting of the preceding year.

C. The Committee on Composition, which shall work with program coordinators or directors and shall exercise general supervision over the work in required courses in composition, including the preparation of Departmental final exams, if any, as well as the implementation or preparation and evaluation of placement and qualifying examinations in composition. The Director of Writing Programs and the Director of ESL serve ex-officio on the Committee on Composition.

D. The Committee on Curriculum Review and Course Development, which shall develop curriculum and exercise general supervision over the programs in literature and other areas of study offered as Majors or Minors within the English Department; and shall develop new elective offerings, including interdisciplinary courses, and supervise the offering of of electives and ID's currently listed in the catalogue.

E. The Committee on Awards and Honors, which shall consult with the Departmental Chair in organizing programs of speakers invited to deliver the annual Addison Gayle Memorial Lecture; and shall oversee the work of Honors students by assisting their faculty mentors and ensuring that members of the Department with expertise in the area of the Honors students' theses certify these theses for timely submission to the College Committee on Honors; and shall arrange for a Departmental presence at the annual Awards Ceremony; and shall define the criteria for and select the recipients of the Addison Gayle Memorial Prize in Literature, the English Department Journalism Award, the Presidential Prize for Excellence in English, and all other prizes that may be subject to award after reviewing the records and consulting classroom teachers about the performance of all graduating majors eligible for awards at Commencement ceremonies, reporting their recommendations to the Department by the first week in April. This committee is also responsible for sending letters of notification to the recipients of

these awards and notifying the chair of the College Honors Committee of the names of these recipients in time for their inclusion in the Commencement Program.

F. The committee on Social and Academic Events, which shall have charge of Departmental amenities and events organized for the benefit of staff and students including guest lectures, the annual Wassail and one such springtime event to which majors, minors, and friends of the English Department are invited, and other special and festive occasions that foster a sense of Departmental community, enrich the Department's intellectual life, and provide opportunities for students and faculty to meet informally. The Treasurer shall be an ex-officio member of this committee.

3. Special committees may be constituted by the Department at any time.

ARTICLE IV. Reports.

1. The chair of each standing committee shall submit an annual report to the Department before the last regular meeting of the academic year and the Chair shall summarize their reports in an annual report made to the entire Department no later than the first regular meeting of the next academic year.
2. The Department may request any officer, committee, delegate or representative to render a special written report at any time.
3. All reports shall be filed with the Secretary, who shall keep them with the minutes of the Department meetings.

ARTICLE V. Meetings.

1. Regular meetings shall be held monthly from October to May inclusive, on the second Thursday of the month in which classes are in session. The Chair shall have authority, however, if there is in her/his judgment no sufficiently pressing business to necessitate calling the Department together, to dispense with one of these meetings in each semester.

2. Special meetings may be called by the Chair, or in petition signed by one-sixth of the voting members.
3. At any meeting a majority of the voting members in residence shall constitute a quorum. In the absence of the Chair at any meeting, the Chair may designate a permanent member of the Department to preside in her/his place.
4. The order of business at regular meetings of the Department shall be as follows:
 - a. Approval of the minutes.
 - b. Report of officers.
 - c. Reports of regular committees.
 - d. Reports of special committees.
 - e. Unfinished business.
 - f. New business.
5. The order of business at a regular meeting may be suspended by a majority vote of the members present, a quorum being then present.
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 objection of one-third of the members present.
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, and the business on the floor at the time of adjournment shall be the first business of the adjourned meeting.
8. A committee report shall be transmitted to the members of the Department at least three days prior to the meeting at which action with respect thereto is proposed.
9. Whenever a question of procedure arises which is not adequately covered by these bylaws, the most recent edition of Robert's Rules of Order shall be the final authority.

ARTICLE VI. Elections.

1. The Chair and Executive Officers shall be elected under the provisions of the bylaws of the Board of Trustees.
2. The Secretary and the Treasurer of the Department shall be elected at the May meeting for a one-year term.
3. A Committee on Committees shall be elected at the first

meeting of the Spring semester, to serve immediately.

4. The Committee on Committees shall present nominations to standing committees at least one week before the election. The election to standing committees shall take place at the last meeting of the Spring semester.
5. Voting shall be by secret ballot, unless some other method is agreed upon by two-thirds of the voting members present. Except as provided in Board bylaws for the Executive Committee, the candidate (or candidates, if more than one position is to be filled) receiving the highest number of votes shall be declared elected, providing that such candidate or candidates shall each have received a simple majority of the voting members present. But if, in any election, because of absence of members from a meeting, the validity of that election seems liable to challenge, those present may request the chair to conduct the balloting by mail.

ARTICLE VII. Amendments.

1. These bylaws may be amended at any meeting by a two-thirds vote of the voting members of the Department, the text of the proposed amendment with the name of the proposer thereof having been distributed to all members at least a week before 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 Secretary to all members of the Department.
2. Any provision of these bylaws may be suspended at any meeting for the duration of that meeting or a part thereof by unanimous consent of the voting members present.