

BYLAWS OF THE DEPARTMENT OF MANAGEMENT,
ZICKLIN SCHOOL OF BUSINESS, BARUCH COLLEGE,
CITY UNIVERSITY OF NEW YORK

Article I -MEMBERSHIP

The membership of the Department shall consist of: (1) those persons holding "Faculty Rank" or "Faculty Status" as defined in the Bylaws of the Board of Trustees; and (2) all other persons acting in a full-time or part-time teaching or research capacity in the Department. All members of Faculty Rank or Faculty Status shall be entitled to vote at departmental meetings, except when otherwise specified.

Article II -ORGANIZATION

1. DEPARTMENT CHAIR.

a. The Chair, chosen from among those with faculty rank, shall be elected for a period of three years, by a secret ballot by persons holding faculty rank and by those lecturers holding a Certificate of Continuous Employment.

b. The Chair shall have such duties as outlined in the Bylaws of the Board of Trustees, and shall preside at departmental meetings.

2. DEPARTMENTAL ADMINISTRATORS AND AREA SUPERVISORS. The Chair shall appoint such deputy chairs, departmental administrators, and supervisors of specialization areas, from among the members of the Department holding faculty rank or faculty status, as shall be appropriate or necessary. Such administrators or supervisors shall serve and be terminated at the discretion of the Chair.

3. SECRETARY.

a. The Departmental Secretary shall be elected for a period of three years at the same time and in same manner as the Chair.

b. The Secretary shall record and maintain minutes of all departmental meetings.

4. DEPARTMENTAL ADVISORY BOARD.

The Department shall establish an Advisory Board comprised of persons eminent in the academic areas embraced within the work of the Department. The Management Advisory Board provides advice, counsel, and other appropriate support to the Department as it continually improves its program of study. It will help to assure that these programs are not only responsive to the contemporary needs of practicing managers, but that they prepare students to shape the practice of management. The Management Advisory Board focuses its attention on overall program design, including: individual courses, major fields of study, internships, student recruitment, graduate placement, and other topics that enhance the Department, and place it at the forefront of academic management departments.

Article III- DEPARTMENTAL MEETINGS

- I. Departmental meetings shall be held at least once during each of the Fall and Spring semesters.
2. Special meetings may be called by the Chair or through a petition signed by one-sixth of those members of the Department eligible to elect the Chair.
3. At any meeting, a majority of the voting members not on leave of absence shall constitute a quorum. In the event of the absence of the Chair, the meeting shall be conducted by a full-time member of the Department designated by the Chair, the Deputy Chair, or the most senior member of the Department, in that order.
4. The order of business at regular meetings of the Department shall be as follows:
 - a. Approval of the minutes of the previous meeting
 - b. Reports of officers
 - c. Reports of standing 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, provided that a quorum is present.

6. At a regular meeting, the consideration of new business not included in the notice of such a meeting shall be postponed to the following meeting, upon the vote of one-third of the members present.
7. A copy of the full agenda of a departmental meeting shall be distributed by the Chair to all members of the Department four days prior to the meeting.
8. 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 the adjournment shall be the first business of the adjourned meeting.
9. Committee reports shall be transmitted by the Chair to the members of the Department at least four school days prior to the meeting at which action in respect thereto is proposed.
10. 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 IV -ELECTIONS

1. All elections provided for in these Bylaws and for which the time and method are not specifically provided in the rules of higher authorities shall be held at the May departmental meeting, except for members of the Election committee.
2. All persons receiving a majority of the votes of those eligible to vote shall be deemed elected. In the event of a tie, a runoff election shall be held among those receiving the tied number of votes, until a person is elected.
3. The election of a person to fill a vacancy shall take place as soon as possible after such a vacancy exists, and it shall be for the unexpired term.
4. Elections for Chair, Secretary and Executive Committee shall be conducted by the Election Committee. At the beginning of the spring semester during which these elections will occur, the Election Committee will specify a May election date and solicit nominations from department members holding faculty rank or faculty status. These faculty members may nominate themselves or others. Two academic weeks before the election, the Election Committee will announce the declared candidates. At the election meeting, the Election Committee will conduct the election, accepting additional nominees from the floor.

Article V -COMMITTEES AND PROCEDURES

1. Standing Committees are those designated in, or required by the Bylaws of the Board of Trustees, the Governance Charter of Baruch College, the Bylaws of the Zicklin School of Business and those committees specifically created by the Department's Bylaws.

2. Special Committees are those created by the Department Chair or by a vote of the Department. Such committees shall continue until they are discharged or the purpose for which they have been created has been achieved.

3. The Standing Committees of this Department are:

a. Executive Committee

1. Purpose: This committee shall consider and make recommendations for 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. It shall transmit its recommendations on these matters to the School Personnel and Budget Committee.

2. Membership and Voting: The Executive Committee shall consist of seven department members of faculty rank, including the Department Chair who shall serve as this Committee's Chair. The Department Chair and other members of the committee shall be elected at the same time and for a period of three years, except that a vacancy shall be filled by election at the next departmental meeting after the vacancy occurs but only for the balance of the term. A majority of the members of the Executive Committee shall be tenured, unless there shall be less than four tenured members in the Department, in which event all tenured members shall automatically be members. Should a committee member be the subject of voting or reappointment, that member shall abstain from voting.

b. Tenure Committee

1. Purpose: This committee shall consider and make recommendations for appointments and reappointments with tenure, to the School Personnel and Budget Committee.

2. Membership and Voting: This committee shall consist of all tenured professorial members of the Department, plus the Department Chair who shall serve as the Committee's Chair. Someone on a leave of absence shall not be considered a member, for voting purposes, unless that person is physically present to vote. Voting by proxy is not permitted. A majority of the members shall constitute a quorum.

c. Promotion Committee

1. Purpose: This committee shall consider and make promotion recommendations to the School Personnel and Budget Committee.
2. Membership and Voting: This committee shall consist of all members of the Department in the ranks above the current rank of the person proposed for promotion. Someone on a leave of absence shall not be considered a member, for voting purposes, unless that person is physically present to vote. Voting by proxy is not permitted. A majority of the members shall constitute a quorum. Unless unqualified by rank, the Chair shall preside over this committee.
3. Promotion to Full Professor: Candidates for promotion to full professor shall apply directly to the School Personnel and Budget Committee. Full Professors in the Department shall be given timely written notice by the Chair of such candidacies and of the availability of the candidates' files for their review so that they may offer written advice on the candidates to the School Personnel and Budget Committee.

d. Student Advisory Committee

1. The Chair shall seek advice and recommendations from students in the Department regarding curriculum matters.
2. For this and other purposes, the Chair may appoint individual students or a special Student Advisory committee.

e. Departmental Curriculum Committee

1. The Chair shall appoint a departmental curriculum- committee. This committee shall be charged with reviewing, recommending and approving all courses of study, majors and specializations offered by the Department in both undergraduate and graduate areas, and all of the programs developed as collaborative efforts with other departments.
2. The members of the committee shall be Department representatives to the Graduate and Undergraduate Curriculum Committees, and all Area Coordinators.

f. Curriculum Procedures

1. Any member of the Department can refer a written curriculum proposal to the appropriate body specified under paragraphs 2 and 3 below.
2. Proposals affecting only one Specialization Area shall first be discussed and voted upon by the appropriate full-time Department members and the Chair.
3. Proposals affecting two or more Specialization Areas or the entire Department (for example, common requirements and new specializations) shall first be discussed and voted upon by the Curriculum Committee.
4. Once approved by either a Specialization Area or the Curriculum Committee, the proposal shall: (a) be circulated to all Department members, at least four school days before a departmental meeting is convened to discuss it; and (b) be voted upon by all Department members eligible to elect the Chair.
5. Minor changes in course numbers and descriptions can be directly approved by the ~~Executive~~ Curriculum Committee but shall be reported in writing to all Department members before or at the next departmental meeting.

g. Election Committee

1. The Department shall elect an Election Committee at the first fall departmental meeting following the spring chair, secretary and Executive Committee elections. The sitting Election Committee shall conduct the election for a new Election Committee, taking all nominees from the floor.
2. The Election Committee shall consist of three members of faculty rank or status, with one untenured member. The Committee will operate as a "committee of the whole," without a formally designated chair.
3. Members of the Election Committee shall be elected for three years. In case of a vacancy, a special election will be conducted at the next departmental meeting to select an individual to serve the balance of the term.
4. Neither a current department chair nor any candidate for department chair can serve on the Election Committee.
5. To implement the initial election of the Election Committee in accordance with the Management Department Bylaws amendment process, the most senior member of the Management Department present at the pertinent department meeting will preside over the election and will take all nominees from the floor. Because of the Bylaws amendment process, the first Election Committee will serve an abbreviated term.

h. Other Standing Committees and Procedures

1. The Department shall also have such committees as are required by the Bylaws of the Board of Trustees, the Governance Charter of Baruch College, the Bylaws of the Zicklin School of Business.
2. Each committee shall select its own Chair, unless otherwise designated, and a Secretary.
3. Each committee shall render a report of its work and progress at every departmental meeting. If a committee proposes to make any motions at such meetings, the report and motions shall be distributed to the Department's members at least four school days prior to the departmental meeting or included in the notice of such a meeting. This section shall not apply to the Department's Executive, Tenure and Promotion Committees.

4. The Secretary of each committee shall transcribe a set of minutes of each meeting which shall be maintained in the Department's office, open to the inspection of any member of the Department. This section shall not apply to the Departments' Executive, Tenure and Promotion Committees.

Article VI -AMENDMENTS OF THE BYLAWS

1. These Bylaws may be amended at two consecutive meetings by a two-third vote of those eligible to elect the Chair. The text of the proposed amendment with the name of its proposer shall have been distributed to all members of the Department as well as posted on the Department's Bulletin board at least four school days before the meeting. Amendments so proposed shall be included on the agenda of the meeting. Soon after adoption, copies of the amended Bylaws shall be distributed by the Chair to all members of the Department.

2. If any provision of these Bylaws is found to be in conflict with the Bylaws of Trustees and/or the Governance Charter of Baruch College, such provision shall be deemed to be inoperative.

Last amended Thursday April 6, 2006

