

# BYLAWS

of the

Department of Marketing and International Business

Zicklin School of Business

Baruch College

As approved December 19, 1974

As amended May 15, 1975

As amended October 21, 1976 (Articles III)

As amended April 14, 1986 (Entire Bylaws)

As approved May 19, 2001

As approved December 14, 2006 and March 1, 2007

**BYLAWS OF THE DEPARTMENT OF MARKETING AND INTERNATIONAL  
BUSINESS,  
BARUCH COLLEGE, CUNY**

**ARTICLE I- MEMBERSHIP**

- I. 1. Membership in the department shall consist of three groups:
- (1) Full-time faculty holding “faculty rank” as defined by the bylaws of the Board of Trustees (i.e., full-time faculty appointed on an annual salary basis in titles on the permanent instructional staff, which means they hold the titles of assistant, associate or full professor),
- (2) Instructors and lecturers holding a certificate of continuous employment (CCE), and
- (3) Adjuncts and other persons acting in a part-time teaching capacity in the department.
- I. 2. Voting on department issues and in department elections is restricted to those persons holding “faculty rank” (i.e., assistant, associate and full professors) and by instructors and lecturers holding a certificate on continuous employment (CCE), except when otherwise specified in these bylaws. Adjuncts are not eligible to vote, neither are doctoral students or others on instructor or lecturer lines who do not possess a CCE.
- I. 3. Those eligible to vote must be physically present. Voting by proxy is not permitted. Faculty on “leave of absence” or “sabbatical” are eligible to vote provided they are physically present when the vote is taken. So are faculty on “travia” leave and people given a “final year.” Votes for those not present are tallied and presented as absent.

**ARTICLE II – ORGANIZATION**

- II. 1. The department chair shall be elected for a period of three years by a secret ballot by persons holding “faculty rank” and lecturers holding a certificate of continuous employment (CCE).
- II. 2. The chair shall be an ex-officio member of all departmental committees with voice, but without vote, except the executive committee where the chair has a vote equal to that of other members.
- II. 3. Duties of the chair are outlined in the bylaws of the Board of Trustees.

- II. 4. The chair shall appoint departmental administrators from among the members of the department. Appointees shall serve and be terminated at the discretion of the chair.

### ***ARTICLE III – DEPARTMENT MEETINGS***

- III. 1. Departmental meetings shall be held at least once during the fall and spring semesters. The chair shall be elected at a May meeting of the faculty scheduled at least one month before the meeting date.
- III. 2. Special meetings may be called by the chair or through a petition signed by one-quarter of those members of the department eligible to elect the chair.
- III. 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.
- III. 4. The order of business at regularly scheduled department meetings shall be set by the department chair.
- III. 5. The order of business at regular departmental meetings may be changed by a majority vote of the members present, a quorum being necessary. A motion to change the order of business is considered before all other business.
- III. 6. At a regular departmental meeting, the consideration of new business not scheduled to be discussed shall be postponed to the following meeting, upon the vote of a majority of the members present.
- III. 7. A copy of the full agenda of a departmental meeting shall be distributed by the chair to all members of the department at least four schools days before that meeting.
- III. 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 adjournment shall be first business of the adjourned meeting.
- III. 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.
- III. 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 final authority.

## **ARTICLE IV –ELECTIONS**

- IV. 1. All elections provided for in these bylaws shall be held at the May departmental meeting unless another time and method is specifically provided in the written rules of higher authorities. Persons then elected shall take office on July 1st.
- IV. 2. A person receiving a majority of the votes of those eligible to vote in the department shall be deemed elected. In the event of a tie, a runoff election shall be held among those receiving the tied number of votes, and continue until a person is elected.
- IV. 3. If a mid-semester, summer or intersession vacancy occurs, the election of a person to fill that vacancy shall take place as soon as possible after such a vacancy exists, and it shall be only for the unexpired term. Except for election of the chair, elections to fill unexpected vacancies can take place by mail or email ballot without a departmental meeting.

## **ARTICLE V – COMMITTEES AND PROCEDURES**

- V. 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.
- V.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.
- V. 3. The standing committees of this department are:

### **EXECUTIVE COMMITTEE**

- A.1. The purpose of the executive is to make recommendations for appointments and reappointments without tenure to the instructional staff. It shall also consider and make recommendations for leaves of absence. The chair then transmits these recommendations to the school personnel and budget committee.
- A.2. The executive committee shall consist of seven department members of faculty rank, including the department chair who shall serve as the committee's chair and have voting rights equal to that of the other members. Members of the executive committee shall be elected at the same time as the department chair and for the same three-year period.

- A.3. If a vacancy on the executive committee occurs midterm it shall be filled by elections 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. Should a committee member be subject of a vote for a reappointment, that member shall abstain from voting. Members must be physically present to vote on the executive committee. Voting by proxy is not permitted. Votes for those not present are tallied as absent.

### ***TENURE COMMITTEE***

- B.1. The purpose of the tenure committee is to make recommendations for appointments and re-appointments with tenure to school personnel and budget committee.
- B.2. Membership and voting on the tenure committee shall consist of all tenured professors in the department, plus the department chair, who will serve as the tenure committee's chair. A leave of absence, a sabbatical, or "travia" leave etc. shall not interfere with voting, provided the member is physically present to vote. Voting by proxy is not permitted. A majority of the tenured faculty shall constitute a quorum.
- B.3. Votes will be taken by a written, secret ballot and tallied as those for, against, abstain, and absent. Votes for those not present are tallied as absent.

### ***TENURE RECOMMENDATION COMMITTEE***

- C.1. The purpose of the tenure recommendation committee is to review the record of upcoming tenure candidates in the department and make recommendations to chair and the larger tenure committee.
- C.2. The tenure recommendation committee shall consist of three members—one of whom will serve as committee chair. All members will be appointed by the department chair and serve at the discretion of the department chair.

### ***PROMOTION COMMITTEE***

- D.1. The purpose of the promotion committee is to make promotion recommendations to the school personnel and budget committee.

- D.2. Membership and voting on the promotion committee shall consist of all members of the department in the rank being applied for and above. A leave of absence, a sabbatical or "travia" leave shall not interfere with membership or voting, provided the member is physically present to vote. Voting by proxy is not permitted. Votes for those not present are tallied as absent. A majority of the members (professors above the current rank of the person proposed for promotion) shall constitute a quorum.
- D.3. 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 each candidate's files for their review so that they may offer written advice on the candidates to the school personnel and budget committee.

### ***CURRICULUM COMMITTEE***

- E.1. The purpose of the curriculum committee is to review all courses of study, majors and specializations offered by the department in both the undergraduate and graduate programs and propose and recommend changes to the chair and other members of the faculty.
- E.2. The curriculum committee shall consist of three members—one of whom will serve as committee chair. All members will be appointed by the department chair and serve at the discretion of the department chair. One of the members will be from the international business program.
- E.3. Any member of the department can refer a written curriculum proposal to the department chair who will forward it to the curriculum committee chair.
- E.4. Proposals from the curriculum committee shall first be discussed and voted upon by the executive committee. Once approved by the executive committee, the proposal shall: (a) be circulated to all department members, at least four schools days before a department meeting is convened to discuss it; and (b) be voted upon by all department members eligible to elect the chair.
- E.6. Changes in course numbers and descriptions can be directly approved by the executive committee but shall be reported to all department members at the next departmental meeting.

## ***ARTICLE VI – TERM LIMITS***

- VI. 1. The department chair shall serve for a maximum of two, full-length, consecutive, three year terms. A third, three year term is permitted with a two-thirds affirmative (secret ballot) vote at the regularly-scheduled May meeting. Chairs who are elected to serve out the unserved term of a previous chair will not have that partial period count towards their term limits. A chair is permitted to run for chair again after sitting out a full three year period.
- VI. 2. Members of the executive committee shall also have term limits. Starting with the 2009 chairman elections, the two longest serving members of the executive committee shall step down whenever a chairman election occurs. In the event of a tie, the most junior faculty shall step down. Faculty are eligible to run again after sitting out one three year period.

## ***ARTICLES VII – AMENDING THE BYLAWS***

- VII. 1. These bylaws may only be amended by a two-third vote of those eligible to elect the chair taken at a regularly or specially called departmental meeting held during the Spring or Fall semesters. Meetings to vote on changes to the bylaws cannot be held during the Summer or Intersession breaks. A quorum of 75 percent of the faculty eligible to vote must be present at the meeting.
- VII. 2. The text of the proposed amendment with the name of its sponsor shall be distributed to all members of the department at least four school days before the meeting. Amendments so proposed shall be included on the agenda of the meeting. Copies of the amended bylaws shall be distributed by the department chair to all members of the department soon after their adoption
- VII. 3. If any provision of these bylaws is found to be in conflict with the bylaws of the Board of Trustees and/or the governance charter of Baruch College, such provision shall be deemed to be inoperative.