

BYLAWS OF THE DEPARTMENT OF NATURAL SCIENCES

Revised March 1987

Baruch College
BARUCH COLLEGE
LIBERAL ARTS & SCIENCES

ARTICLE I - Validity of the Bylaws

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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 the bylaws of the Board of Trustees of the City University of New York, the Governance Charter of Baruch College, the General Faculty Bylaws, or the Faculty Bylaws 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 VI.

ARTICLE II - Organization

1. The members of the Department comprise the personnel of the Instructional Staff employed under the jurisdiction of the Department in any session or division of Baruch College together with the personnel of the Administrative Staff assigned wholly or in part to the work of the Department.
2. The Department's Instructional Staff consists of the full-time professors, associate professors, assistant professors, instructors, lecturers, teaching assistants, research assistants, and college laboratory technicians.
3. The regular voting members of the Department shall include all members having faculty rank, except for substitutes, and for those who have been notified of non-reappointment, or denial of tenure. College laboratory technicians shall have those voting privileges consistent with the bylaws of the Board of Trustees of the City University of New York and the Governance Charter of Baruch College. Additionally, the Department may temporarily extend the voting privilege, for

specific issues, to full-time non-voting members (excepting substitutes) who have been serving continuously for at least one year, if approved by a majority of the regular voting members.

ARTICLE III - Officers, Their Qualifications and Duties

1. The officers of the Department shall be the Chairperson and the three Deputy Chairpersons representing the divisions of Biology, Chemistry and Physics, respectively. All must be members of professorial rank, viz. assistant, associate, or full professor. The officers shall be elected at the same time for a term of three years, by the voting members of the Department of professorial rank. At this time, one Deputy Chairperson shall be designated by majority vote to act as temporary Chairperson, in the event the Chair is unexpectedly vacated. The order of receipt of votes of the next two shall be the order of succession.
2. The Chairperson's duties shall be as defined in the bylaws of the Board of Trustees of the City University of New York. When temporarily unable to perform such duties, the Chairperson may delegate authority to the Deputy Chairperson designated in (1) above.

A Chairperson who is going on leave for at least one semester must resign the Chair temporarily, and a special departmental election must be held to elect an Acting Chairperson, for the duration of the leave, with full rights, privileges and responsibilities of the Chairperson, including a vote on The School Personnel and Budget Committee.

A Chairperson on Travia Leave must resign from the Chair.

When the Chair is unexpectedly vacated, the Deputy Chairperson designated in (1) above shall become temporary Chairperson. The vacancy shall be filled within two weeks if it occurs between September and June, or it shall be filled during the first two weeks in September, if it occurs during the summer. It shall be filled by a special Departmental election, in which all voting members of professorial rank may vote.

3. 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 the bylaws and regulations of the Board of Trustees.

ARTICLE IV - 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, and subject to the provisions of the Governance Charter of Baruch College.
2. No person shall serve on a committee who is not a regular voting member of the Department.
3. There shall be the following standing committees, constituted and charged as described in Article IX of the Governance Charter of Baruch College as elaborated below:

A. An Executive Committee

This Committee shall consist of seven members of professorial rank, and shall include the Department Chairperson, who shall serve as the Committee Chairperson, the three Deputy Chairpersons, and three members at large. All members of the Committee are to be elected at the same time and for a term of three years, by voting members of the Department of professorial rank. Where possible, a majority of the Committee membership shall consist of tenured persons in the Department. When a vacancy occurs during the summer, it shall be filled during the first two weeks in September. When a vacancy occurs during the academic year, it shall be filled as soon as possible, but not more than 30 days after it occurs. It shall be filled by a special departmental election, in which all voting members of the Department of professorial rank may vote.

Executive Committee members who are on leave, for at least one semester, may continue to serve provided they can attend most meetings. If a member of the Executive Committee cannot attend most meetings, the Department shall elect a

temporary replacement for the duration of the leave. This replacement shall have the full voting rights and privileges on the Committee of the member on leave. An Executive Committee member on Travia Leave must resign from the Committee.

The functions of the Committee shall be to consider and make recommendations on all matters relating to appointments to the instructional staff and reappointments thereto, and leaves of absence. The Chairperson of the Department and the other members of the Executive Committee shall consult with each other on all matters within their jurisdiction. The Executive Committee shall transmit all its recommendations through the Chairperson to the School Personnel and Budget Committee.

B. Promotions Committee

The Promotions Committee shall be constituted and charged in the manner prescribed by the Bylaws of the Board of Trustees of CUNY. All members of higher rank may vote on the promotion of instructional staff members of lower rank, with the following exception: Department members do not vote on candidates seeking promotion to full professor. However, those of full professor rank shall be given timely written notice, by the chairperson, of such candidacies, and of the availability of the candidates' files for their review. They may, if they choose, offer written advice on the candidates to the School Personnel and Budget Committee.

C. Tenure Committee

The Tenure Committee shall consist of all tenured professorial members of the Department plus the Department Chairperson, who shall serve as Committee Chairperson. This Committee shall consider and make recommendations for reappointment with tenure, and reappointments with a Certificate of Continuous Employment.

D. Student Advisory Committee

This Committee shall be constituted and charged as per the Governance Charter of Baruch College and the Bylaws of the School of Liberal Arts

and Sciences. The students elected to serve on the Committee shall be currently registered at the College, and have successfully completed at least two 2000 level courses or the equivalent and have filed a specialization card for a major given by the Department. The Department Chairperson shall provide the names of eligible students upon request by the relevant student assemblies.

3. Ad Hoc Committees may be constituted by the Department at any time.

ARTICLE V - Procedural Policies

1. Meetings

- A. Two regular Department meetings shall be held each semester. The Chairperson shall have the authority to dispense with one of these meetings in each semester if, in his or her judgement, there is no pressing business to necessitate calling the Department together. A May meeting must, however, be held when elections are timely.
- B. Special meetings of the Department shall be called upon the request of the Chairperson, or upon the petition of five regular voting members, provided that the Department members are notified in writing at least three days in advance of the meeting.
- C. All agenda for meetings shall be submitted to the membership of the Department at least three days before the meeting. At special meetings no business exclusive of the agenda shall be considered, except by unanimous consent of the voting members present.
- D. A quorum shall be the integral number closest to a two-thirds majority of the regular voting members of the Department.
- E. In the absence of the Chairperson, the designated Deputy Chairperson shall preside.

- F. At any meeting, the Chairperson or presiding officer shall designate a recorder to take minutes and when necessary designate two tellers to count ballots.
- G. Meetings, whether regular or special, are open to all full-time members of the Department, who may participate in the discussion. Only Department members enfranchised according to Article II, Section 3 of these bylaws are eligible to vote.

2. Elections

- A. All elections, including special elections, shall be by secret written ballot. Department members eligible to vote must be notified of an election at least a week in advance.
- B. In any election a majority of the regular voting membership, defined in Article II, Section 3 of these bylaws shall be required to elect.
- C. In all elections the procedure shall be as follows:
 - 1. The first ballot shall be a nominating ballot. The number of nominations for each candidate shall not be announced, unless one nominee receives a majority of the votes of the regular voting membership, in which case that nominee shall be declared elected.
 - 2. Any individual thus nominated may decline the nomination.
 - 3. An election ballot shall be held on all persons nominated by the nominating ballot, and anyone receiving a majority of the regular voting membership shall be declared elected.
 - 4. A second election ballot, if the first should prove not final, shall be held on the three nominees (or two, if there were only three on the first ballot) receiving most votes in the first election ballot, and anyone receiving a majority of the regular voting membership shall be declared elected.

5. A third election ballot, if the second prove not final, shall be held on the two nominees receiving most votes in the second election ballot, and anyone receiving a majority of the regularly voting membership shall be elected.

6. Further election ballots shall be held, if necessary.

D. In the election of members of committees, voting shall be seriatim.

3. Voting Procedure Exclusive of Elections and Promotions

A. Voting on any question shall be by secret ballot, if requested by any regular voting member.

B. Instructional staff members absent on leave shall not be included in calculating the number of regular voting members in the Department, unless present at the meeting.

4. Order of Business and Rules of Order

Order of business and rules of order shall follow the latest edition of Robert's Rules of Order, unless specific exceptions are adopted by majority consent of the voting members present.

ARTICLE VI - Amendments

These bylaws shall be adopted and may be amended by a vote numbering at least two-thirds of the number of regular voting members of the Department, the text of the proposed amendment, with the name of the proposer, shall have been circulated, and distributed to the membership, at least one 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 to all Department members.