

Department of Political Science
Departmental By-Laws

Article I.

Officers:

1. 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 by-laws and regulations of the Board.
2. The secretary shall take and preserve minutes of all departmental meetings.

Article II.

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 prohibitions of the Governance Charter for Baruch College.
2. There will be the following standing committees:
 - A. Such committees as are required by the by-laws of the Board of Trustees and set forth in Article IX of the Governance Charter for Baruch College.
 1. The Departmental Executive Committee shall consist of five members.
 2. The Departmental Student Advisory Committee shall consist of five students from whom it shall select its own chairman who may appear before the Departmental Executive Committee.
 - B. The Committee on Undergraduate Curriculum, which shall consist of three departmental members elected by the department and shall make recommendations to the department regarding proposed alterations of departmental course offerings.

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Political Science Department By-laws

Article III.

Meetings:

1. Departmental meetings shall be held at least once each semester.
2. Special meetings may be called by the Chairman or in petition signed by one-fourth 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 Chairman at any meeting, the Chairman may designate a permanent member of the Department to preside in 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. Whenever a question of procedure arises which is not adequately covered by these by-laws, the most recent edition of Robert's Rules of Order shall be the final authority.

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Political Science Department By-laws

Article IV.

Elections:

1. All elections provided for in these by-laws and for which the time and method are not specifically provided in the rules of higher authorities shall be held at the May meeting, and persons then elected shall take office on the first day of the Fall semester immediately following.
2. Voting shall be by secret ballot unless some other method is agreed upon by two-thirds of the voting members present. The candidate (or candidates if more than one position is to be filled) receiving a majority of votes shall be declared elected. Balloting shall be continued if necessary until the required number of persons has been elected. But if, in any election, because of absence of members from a meeting, no candidate has received the minimum vote required for election, it shall be in order to request the Chairman to conduct the balloting by mail.

Article V.

Amendments:

1. These by-laws 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 deposited in members' mailboxes at least a week before 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 by-laws may be suspended at any meeting for the duration of that meeting or a part thereof by unanimous consent of the voting members present.

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Article II. 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 Governance Charter for Baruch College.
2. There shall be the following standing committees:
 - A. Such committees as are required by the by-laws of the Board of Higher Education and set forth in Article IX of the Governance Charter for Baruch College.

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 1. The Departmental Executive Committee shall consist of five members.
 2. The Departmental Student Advisory Committee shall consist of five students from whom it shall select its own chairman who may appear before the Departmental Executive Committee.
 - B. The Committee on Undergraduate Curriculum, which shall consist of **three** departmental members appointed by the department chairman and of two student members appointed by the Political Science and Public Administration Society, and shall make recommendations to the department regarding proposed alterations of departmental course offerings.
 - C. Special committees may be created by the department at any time, the appointments thereto being made by the department chairman.

Article III. Meetings

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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. New business, committee reports proposing departmental action, and material pertinent thereto shall be presented to the members at least forty-eight hours prior to the meeting, except where two thirds of the members at the meeting agree to consider such business and reports.
7. Whenever a question of procedure arises which is not adequately covered by these by-laws, the most recent edition of Robert's Rules of Order shall be the final authority.

Article IV. Elections

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Article V. Amendments

1. These by-laws 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 deposited in members' mailboxes

at least a week before the meeting. As soon as practicable after adoption, copies of amendments shall be distributed by the Secretary to all members of the Department.

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THE BERNARD M. BARUCH COLLEGE

Intradepartmental Memorandum

To: Dean Martin Stevens

Date: March 12, 1980

From: Thomas Halper, Chairman

Subject: By-Laws.

TH

In reference to your memorandum of February 29, attached please
find the by-laws of the Department of Political Science.

TH:md
Att.

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