

Bernard M. Baruch College
City University of New York
Department of Psychology

Departmental By-Laws

ARTICLE I. Validity of the By-laws

1. These by-laws as soon as adopted by a majority of the voting members shall take effect immediately, except as provided therein, and shall supersede all previous procedures of the Department inconsistent therewith.
2. If any provision of these by-laws is found to be in conflict with the Governance Charter for Baruch College, such provision so far as it is thus in conflict shall become inoperative.
3. Except as provided in Section 2, all provisions of these by-laws shall remain in effect until amended as provided in Article VII.

ARTICLE II. 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 of Higher Education.
2. All officers in office at the time of the adoption of these by-laws shall continue to hold office for a term of three years beginning on their election date.

3. The Executive Officer of the Department shall be the Department Chairperson who shall be of tenured professorial rank (assistant, associate or full). The Executive Officer shall be elected by a majority of the voting members for a three-year term.
4. The Department Chairperson shall appoint a Deputy Chairperson to serve concurrently with the Chairperson.
5. The Chairperson shall appoint for one year, starting each September, a teaching member of the department as Department Secretary. The Department Secretary shall record the minutes of all pertinent meetings; have a copy of the minutes sent to each member of the department of faculty rank and place a copy of the minutes together with committee reports on file in the Department's office. Upon formal request of a majority of the Executive Committee, the Secretary shall be replaced during the year.

ARTICLE III. Voting Membership

1. Voting members are the members with faculty rank. Members of the Department with faculty rank are those holding the rank of professor, associate professor and assistant professor and those lecturers with C.C.E. Those holding other titles have voice but not the vote.

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, subject to the provisions of the Governance Charter for Baruch College.

2. An Executive Committee shall be elected at the same time as the regular election of the Department Chairperson. The Executive Committee shall consist of the Department Chairperson as Chairperson of the committee and six other members holding faculty rank. A majority of the Executive Committee must be tenured. The six members, in addition to the Chairperson, shall be elected for a three-year term by a majority vote of those persons in the Department holding faculty rank. ~~Two~~ ^{Two}-thirds of the Executive Committee shall not be renominated after a three-year term in office. The ~~two~~ ^{Two}-thirds not to be renominated shall be so designated by a drawing of lots at a departmental meeting by all members of the committee. The Committee shall have the responsibility to make recommendations for original appointments, reappointments, including reappointments with certificate of continuous employment and recommendations for fellowship awards and other leaves of absence. Any member of the Department may make recommendations to the Executive Committee for appointees to fill possible teaching positions. Voting members of the Department shall have access to the minutes of the Executive Committee which shall be on file in the Department office.
3. The Tenure Committee shall consist of all tenured members of the Department plus the Department Chairperson who will serve as Committee Chairperson. This Committee shall consider and make recommendations for reappointments with tenure to the appropriate School Personnel and Budget Committee.

4. The Promotions Committee shall be constituted in a manner prescribed in the by-laws of the Board of Higher Education. For assistant professors, the Promotions Committee shall consist of all professors and associate professors. For associate professors, the Promotions Committee shall consist of all professors. These committees shall transmit their recommendations to the appropriate School Personnel and Budget Committee.
5. A Student Advisory Committee consisting of up to seven students elected from among the department majors and graduate students, shall sit in an advisory capacity to the department. There should be at least two students from among the Department majors for the Day Session; at least one student from the Evening Session and at least two students from the Graduate Division. In no case shall there be more than three students from any one of the groups. The Chairperson of the Student Advisory Committee shall communicate on matters relating to faculty reappointments and promotion with the Department Chairperson and may appear before the appropriate Departmental committee reviewing reappointments and promotional recommendations. The Student Advisory Committee may also communicate directly with the appropriate School and the College Faculty Personnel and Budget Committees and the Academic Review Committee. The Student Advisory Committee members shall serve for terms of one year. It is the policy of Baruch College that departmental committees considering recommendations for reappointment with or without tenure and promotion include in their deliberations the properly gathered results of student evaluations of teaching.

6. Standing Committees - There shall be a number of Standing Committees with its members appointed by the Executive Committee. The members of the Standing Committees shall serve for one year unless reappointed:

- a. Curriculum Committee shall consist of six members of faculty rank. Among the members shall be at least three who are members of the graduate faculty.
- b. Examining Committee for Introductory Psychology shall consist of four members of faculty rank who either lecture or give recitation sections for the introductory courses.
- c. Budget and Equipment Committee shall consist of four members of faculty rank plus the College Laboratory Technician and the Chairperson.
- d. Library Committee shall consist of three members of faculty rank.
- e. Space Committee shall consist of the Chairperson, three members of faculty rank and the College Laboratory Technician.
- f. Test Supplies Committee shall consist of three members of faculty rank and the Chairperson.
- g. Honors Committee shall consist of two members of faculty rank plus the Chairperson.
- h. Inter-Program Center Committee for Special Education and Habilitation Services shall consist of the coordinator of the Special Education Program as Chairperson plus two members of faculty rank and the Department Chairperson.

7. Special Committees may be constituted by the Department Chairperson or a majority of the voting members of the Department.

ARTICLE V. Meetings

1. The Chairperson shall call two meetings each semester. The first meeting in the Fall semester shall be held either just prior to or within the first full week of the semester. The same timing shall hold for the first meeting in the Spring semester. At least two weeks notice shall be given of the second meeting of each semester and the second meeting in the Spring semester shall be held in May. The Chairperson and the Committee Chairperson shall report at all meetings.
2. Special meetings may be called by the Chairperson, or in petition signed by one-third of the voting members. The time and agenda for the meeting will be published on the bulletin board and all voting members notified at least one week in advance of the meeting.
3. At any meeting, a majority of the voting members in residence, those not on leave of any kind, shall constitute a quorum. In the absence of the Chairperson at any meeting, the Deputy Chairman will preside or in his absence the Chairperson may designate a tenured 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 of faculty rank 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 by-laws, the most recent edition of Robert's Rules of Order shall be the final authority.

VI. NOMINATING AND ELECTORAL PROCEDURES

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 in May, and persons then elected shall take office on the first day of the immediately following September.

2. The Department Secretary shall be responsible for the preparation of ballots listing in alphabetical order the names of all candidates eligible for the particular office. These ballots shall be distributed to all voting members of the Department. Each voting member of the Department shall then mark with a check those he or she wishes to place in nomination; one name for the chairperson to be elected by a majority of the voting members of the Department. After the election of the chairperson and an announcement of the fact to the faculty, there shall be nominations for the Executive Committee. Any eligible candidate for the Executive Committee receiving a nomination of at least three votes shall be declared in nomination. Each voting member shall mark his ballot for six members of the Executive Committee. Those candidates receiving a majority of eligible votes shall be declared elected. Those who are elected shall be withdrawn from successive ballots, if needed, until six members of the Executive Committee shall be elected. If no candidate obtains a majority on one of the three ballots, those candidates with the lowest number of votes shall be withdrawn. This procedure shall be followed on each succeeding ballot until each candidate is elected by a majority

ARTICLE VII AMENDMENTS.

1. These by-laws may be amended at any meeting by a two-thirds vote of all the voting members of the Department, the text of the proposed amendment with the name of the proposer thereof having been distributed to each voting member of the Department at least two weeks 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 the governing procedures specified in the 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 providing they constitute a majority of the voting members.