

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF BLACK AND PUERTO RICAN STUDIES

BY-LAWS

ARTICLE I - DEPARTMENT ORGANIZATION

Section 1. Membership

The following persons shall be members of the Department:

- a) All members of the instructional staff of the Department.
- b) There shall be parity representation between students who are majors/minors in the Department and those who take no less than six credits in the Department

Section 2. Officers

The officers of the Department shall consist of:

- a) The chairman shall be elected by the Department in accordance with BHE By-Laws for a tenure of ~~two~~ ³ years and shall be limited to two consecutive terms in office. The chairman can be hired from outside of the Department or the School with budget approval of the President.
- b) A Director of the Black Sequence shall be elected by the constituency of the Sequence, for a period of one year, from a slate of nominees selected by the Sequence constituency. All nominees must be submitted to Chairman before election. Alternately, Directors can be hired from outside of the Department or Hunter College, provided there is budget approval from the President.
- c) A Director of the Puerto Rican Sequence shall be elected by the constituency of the Sequence, for a period of one year, from a slate of nominees selected by the Sequence constituency. All nominees must be submitted to Chairman before election. Alternately, Directors can be hired from outside of the Department or Hunter College, provided there is budget approval from the President.
- d) A Secretary who shall be appointed by the Chairman and who shall have the responsibility of recording the minutes of departmental meetings.
- e) A School of General Studies Faculty representative who, unless the Chairman serves in this capacity, shall have the responsibility of

(cont'd) representing the Department and acting for the Chairman when and as necessary in Evening Session matters.

Section 3. Committees

The Department shall establish the following committees:

- a) Such committees as are mandated by the board of Higher Education By-Laws.
- b) The Personnel and Budget Committee (BHE By-Laws, 4/71, 9.1 (D))
- c) A Joint Departmental Policy Committee whose duties shall include, among others, monitoring the adequacy of departmental governance and initiating proposals for change, composed of:
 1. The Chairman, who shall be the Committee chairman.
 2. Four members of the instructional staff, two from each Sequence, elected by the instructional staff.
 3. Two Day students elected by the major/minors from among their ranks in the Spring Semester to serve one full year beginning the following September.
 4. Two SGS student elected by and from among those taking courses in the Department (min. 9 cr.).
- d) A Department Curriculum Committee composed of:
 1. Four members of the instructional staff - one from each sequence elected by that sequence.
 2. Two major/minor day session students.
 3. Two SGS students taking courses in the Department (at least 6 cr. already taken).
- e) A Department Committee on the Evaluation of Teaching composed of:
 1. Six day students and two SGS students, majors of voting members of the department.
 2. The Chairman or an elected designated alternate shall be an ex-official member of the committee.

(cont'd) The department shall provide resources to the committee upon request.:

3. The functions of the committee are as follows:

- a. To assure the proper conduct of the evaluation of teaching in the Department.
 - b. To transmit promptly the results of completed evaluations to the chairman.
 - c. To assure that results of the evaluation of teaching are playing an important role in reappointments and promotions.
 - d. To be available to the Departmental Personnel and Budget Committee for Consultation in hiring of new faculty.
 - e. To make formal recommendation to the chairman in these matters.
- d) Other Departmental Committees may be established as deemed necessary.

Section 4. College Governance Representatives

In accordance with the Hunter College Governance Charter, the Department shall elect representatives to the following college bodies:

- a) Hunter College Senate - Faculty and Student representatives nominated and elected by their respective constituencies
- b) Evening Session Council - Two faculty member elected by and from among faculty teaching in the Evening Session; two student members elected by and from among SGS affiliated students
- c) Divisional Committee on Curriculum - one faculty member and one student elected by and from their constituencies

ARTICLE II - DEPARTMENTAL MEETINGS

Section 1. Meetings

- a) Department and Sequence meetings shall be called respectively at the discretion of the Chairman of the Department or at the request of 1/3 of the Joint Departmental Policy Committee or 1/3 of the voting members of the Department or 1/3 of the respective Sequences or at the request of Sequence Directors.

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- b) Written notification of the departmental and sequance meetings shall be sent to all members of the Department and/or Sequence at least one week before the meeting is held. A statement of the agenda of the meeting shall be included in the notification.
 - c) Meetings of the Department, Sequences and committees shall be so scheduled so that no member shall be constrained by his regular duties to miss more than one half of the meetings in a given semester.

Section 2. Procedures

- a) A quorum of the Department shall consist of a majority of each of the Sequences.
- b) A quorum of the Sequences shall consist of a majority of their respective membership.
- c) A quorum of the Joint Departmental Policy Committee shall consist of a majority of each of the two delegations constituting the Committee.
- d) A quorum of standing Departmental committees shall consist of a majority of their respective membership.
- e) The presiding officer at all Department meetings shall be Chairman or the Chairman's designate. In the absence of the Chairman, a presiding officer shall be elected pro tempore by the voting members of the Department.
- f) Except where provisions of these By-Laws decree otherwise or where a majority of the voting members elect otherwise, Robert's Rules of Order shall prevail.

ARTICLE III - AMENDMENT

Section 1. Initiation of Amendments Any member of the Department may propose an amendment to these By-Laws.

Section 2. Procedure

- a) All proposed amendments to the Department By-Laws shall be submitted in writing to all members of the Department at least five working days prior to the meeting at which the proposal is to be considered.
- b) An amendment to the By-Laws shall become effective when approved by two-thirds of the voting members of the Department.