

Bylaws: Department of Economics
Hunter College, C.U.N.Y.
695 Park Avenue
New York, N.Y. 10021

ARTICLE I: Purpose

1.1 The body to which these bylaws apply shall be the Department of Economics, Day Session, School of General Studies, and Graduate Program, of Hunter College, City University of New York.

1.2 The Department of Economics shall carry out the functions of an academic department as set forth by the bylaws of the Board of Higher Education and the Charter for a Governance of Hunter College.

1.3 These bylaws, as amended, shall set forth the procedures for the establishment and operation of departmental committees, election of department officers and representatives, and shall provide a framework for the formulation of department policy affecting its educational mission.

ARTICLE II: Membership

2.1 All members of the instructional staff shall be deemed members of the Department of Economics.

2.2 Membership and voting privileges shall be apportioned as follows: Each member holding the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Instructor, Lecturer, (full time), shall have one full vote. Members with the rank of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor, and all other part-time members of the teaching staff not also serving on a full-time appointment shall meet annually to elect, from their number, representatives to exercise voting privileges for the part-time faculty. These elected representatives shall have one full vote. The number of voting part-time faculty representatives shall be determined each year by the number of full-time teaching lines that are being taught by part-time faculty. For example, if the normal teaching load for a full-time faculty member were 12 hours and 60 hours of department courses were being taught by several part-time instructors, those instructors collectively would be entitled to 5 representatives exercising a full vote in department

matters. If the number of part-time representatives should be a fraction, the representation will be to the nearest whole number; when the fraction is $\frac{1}{2}$, the representation will be reduced to the next lowest whole number. 1.
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2.3 Each member of the department shall have equal opportunity to participate in all activities of the department, to serve as department officers, representatives, as committee members, and to vote, subject to the applicable qualifications and provisions of the appropriate by-laws and charters governing the respective offices, committees, and elections. 5.
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ARTICLE III: Officers and Representation 11.

3.1 There shall be a Department Chairman, department representatives to the Hunter College Senate, a representative (or representatives) to the Evening Session Council, and a representative (or representatives) to the Divisional Committee on Curriculum of the Social Sciences. The Department Secretary shall serve as secretary-treasurer unless another be designated by the Chairman to serve as secretary-treasurer. For purposes of election and replacement, members of the Personnel and Budget Committee shall be considered Department officers. 12.
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3.2 The Department Chairman shall be elected for a three-year term. All other department officers and representatives shall be elected for one-year terms, or for a period provided in the by-laws applicable to the body to which they are elected. 21.
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3.3.1 Nomination and election shall be by secret ballot. The Chairman shall distribute to all members of the department a list of all those members who are eligible for election no later than one week in advance of each election. On each round of balloting the candidate receiving the least number of votes shall be dropped from the list. Balloting shall continue until one candidate has a majority of the votes cast and is elected. Voting shall be in accordance with 2.2. 25.
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3.3.2 The Personnel and Budget Committee shall have four members elected for 3-year terms. Nomination and election shall be by secret ballot. Balloting for the four positions shall be done simultaneously. On each round of voting the candidate receiving the least number of votes will be dropped from the list until four persons shall have received a majority of the votes cast and be elected. The Personnel and Budget Committee shall per- 33.
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form all the functions of a Personnel and Budget Committee as set forth in the By-laws of the Board of Higher Education and the Charter for a Governance of Hunter College. Department Majors and matriculated graduate students may elect one non-voting student representative, from among the majors and matriculated graduate students who shall be privileged to attend all meetings of the Personnel and Budget Committee except Executive meetings. The Department Chairman shall serve as chairman of the Personnel and Budget Committee.

3.3.3 All elected department officers shall be subject to recall election on petition of the members of the department. Voting shall be in accordance with 2.2, and an officer shall be considered recalled if the petition receives 70% of the votes cast. Should an officer be recalled, his office shall be immediately vacant, and an election for his unexpired term held within two weeks.

3.4 The Department Chairman may appoint an Acting Chairman as his temporary replacement for a period of three consecutive months. Should the Chairman's absence be of longer duration, a temporary Chairman shall be elected as in 2.2 and 3.3.1 who shall serve until the elected Chairman is able to resume his duties. In the event the office of Department Chairman is vacated for any reason, The Personnel and Budget Committee shall elect a temporary Chairman to serve until an election can be held; in not more than two weeks if the vacancy occurs during the summer. Election of a new Chairman shall be as in 2.2 and 3.3. The Department Chairman elected by this procedure shall serve until the next regular election date.

3.5 Replacement of other elected department officers shall be according to 2.2 and 3.3 with not less than two weeks notice as in 5.2.

ARTICLE IV: Committees

4.1 The Department of Economics shall have the following standing committees whose members and chairmen are appointed by the Department Chairman and approved by the members of the Department, except as otherwise provided.

4.1.1 The Undergraduate Curriculum and Policy Committee shall consist of 4 faculty members and 4 undergraduate student majors. It shall concern itself with all matters of undergraduate curric-

- ulum and policy. 1.
- 4.1.2 The Graduate Curriculum and Policy Committee shall consist of 3 faculty members, at least one of whom shall be a member of the Undergraduate Curriculum and Policy Committee and 3 matriculated graduate students. It shall concern itself with all matters pertaining to graduate curriculum and policy. 2.
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- 4.1.3 The Committee on Economics Principles Courses and Policy shall consist of 3 faculty members and 3 undergraduate student majors, and shall concern itself with all matters dealing with Economics principles courses. One faculty member of this committee shall also be a member of the Undergraduate Curriculum and Policy Committee. 7.
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- 4.1.4 The Committee on Accounting Curriculum and Policy shall consist of 3 faculty members, at least one of whom shall be a member of the Undergraduate Curriculum and Policy Committee, and 3 student majors in the B.S. in Accounting Program. It shall concern itself with all matters pertaining to accounting curriculum and policy. 12.
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- 4.1.5 The Department Committee on Facilities and Services shall consist of 3 faculty and 3 student members elected from majors and matriculated graduate students and shall concern itself with facilities for study and research, faculty-student contact, special events and departmental communications. It shall work actively to improve library, computer, and study facilities. It shall prepare a report on professional placement and the job market for graduates of programs, and opportunity for advanced study, which the department will make available to all majors. 18.
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- 4.1.6 The Department Committee on Honors and Awards shall consist of three faculty members who shall recommend qualified students for honors courses and programs, scholarships and prizes, and advise student majors of stipend and award opportunities. 28.
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- 4.1.7 The Department Committee on the Evaluation of Teaching shall be composed of 6 student majors, one faculty member, and one faculty alternate. It shall proceed according to ARTICLE XII, Section 3, Charter for a Governance of Hunter College, September, 1970. 33.
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- 4.2 Student members of all committees shall be selected by student majors and matriculated graduate students in the department. If there is no representative student organization, election shall be at meetings called by the Department Chairman, held at times that make it possible for Day, S.G.S. and Graduate students to have the opportunity to participate. Policy committees shall include at least one student representative of any session in which courses are offered. Unless otherwise provided by the students, student members of the Evaluation of Teaching Committee shall be elected for overlapping terms to insure continuity and familiarity with procedures. 1.
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- 4.3 Each standing committee shall meet and report to the Department at least once each semester. 11.
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- 4.3.1 All standing and ad hoc committees acting under these by-laws, shall make public approved minutes of their meetings, excluding there from references which deliberating members or persons referred to might not wish to be made a part of public record. 13.
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- 4.3.2 Recommendation for changes and review of department educational policy from the respective policy committees shall be forwarded to the Chairman and Department for action and implementation, subject to approval of the Hunter College Senate. 17.
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- 4.4 Ad hoc Committees may be appointed by the Department Chairman or the Department meeting from time to time as the need may arise. Membership shall be determined in the same manner as de jure committees. 21.
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- 4.5 A de jure committee may appoint sub-committees, some of whose members need not be members of the parent committee. If this be done, the reports of such sub-committees must be approved by the members of the parent committee before transmittal to the Department. 24.
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- 4.6 Faculty members of committees insofar as possible shall be volunteers. No member of the Department should be required to serve on more than a total of three departmental committees, ad hoc and de jure. 29.
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4.7 One member of each permanent Department Committee shall be appointed by the Chairman to review the adequacy of the respective areas of committee responsibility and department governance. These members shall meet at least once annually as a separate Department Committee on Governance Policy to review department by-laws, governance, and procedures. This Committee on Governance Policy may recommend and initiate changes where deemed necessary and desirable in accordance with Article VIII. Membership of this committee shall be equally apportioned between faculty and student representatives from the other permanent Department Committees.

ARTICLE V: Meetings

5.1 There shall be a regular meeting of the members of the department at least once each semester to receive reports of committees, and to take such action as may be required. Meetings shall be scheduled in such a way that no member shall be constrained by his regular duties to miss more than one half of these meetings each year. Special meetings may be held on the motion of the Department Chairman, the Personnel and Budget Committee, or petition of one-third of the members of the department.

5.2 A quorum at both regular and special meetings shall be a majority of full-time members of the department. Members shall be given two weeks written notice of regular or special meetings. In case of emergency, special meetings may be called after 24-hour telephone notification of department members. Voting shall be in accordance with 2.2.

5.3 Department meetings shall be open to all faculty members and committee representatives of student majors and matriculated graduate students. Only members may have the privilege of the floor, except by invitation of the Chairman or the majority of the members of the department present and voting.

5.4 The order of business shall be determined by the Chairman. In matters not covered by these bylaws, the authority shall be Robert's Rules of Order, latest edition. The Chairman shall appoint one of the voting members of the Department to act as parliamentarian.

- 5.5 Elections shall be held at regular meetings or as provided in the Board of Higher Education Bylaws or in the Charter for a Governance of Hunter College. 1.
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- ARTICLE VI: Courses and Teaching Assignments 4.
- 6.1 All efforts shall be made to accommodate requests of department members as to courses taught and hours scheduled. 5.
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Where members cannot be accommodated, they shall be notified in advance of the date the Schedule of Classes must be submitted. In the event of conflicting requests, there shall be consultation with the department members involved before final determination is made. 7.
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- ARTICLE VII: Dues and Contributions 12.
- 7.1 There shall be no system of regular dues, but the department may from time to time vote a specific assessment for special activities, if alternative sources of financing do not exist. 13.
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- ARTICLE VIII: Amendment: 16.
- 8.1 Amendment of these bylaws may be affected at a regular or special meeting of the department. 17.
- 8.2 Members shall have received written notice of the proposed amendment at least one week in advance of the meeting, except where such written notice is waived by two-thirds of the total membership of the department. 18.
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- 8.3 An amendment may be adopted by two-thirds affirmative vote of the members voting, provided that at least one-half of the members of the department vote in favor. Changes that affect the number or percentage of student representation must also be approved by a two-thirds vote of the student majors. 22.
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- 8.4 These bylaws may be adopted by the procedures in 8.1 to 8.3, voting as in 2.2, and shall take effect immediately. 27.
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