

**HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK**  
**BY-LAWS OF**  
**THE DEPARTMENT OF GEOGRAPHY**  
(Proposal of 5/1/96; rev. 11/25/96, 5/2/97)

**ARTICLE I. ORGANIZATION**

The Board shall mean the Board of Trustees of the City University of New York. The Department shall mean the Department of Geography at Hunter College of the City University of New York. The Chair shall mean the duly elected or acting Chairperson of the department. P&B Committee shall mean the duly elected Department Personnel and Budget Committee.

**Section 1. Membership.**

Subject to the provisions of the Board and unless otherwise specified in these By-Laws, the voting members of the Department shall be those with faculty rank or status, and instructors in third year contract.

**Section 2. Officers.**

The officers of the department shall consist of: a Chair, elected by and from the Department members having faculty rank, in accordance with the procedures defined by the Board, and a Secretary, appointed by the Chair on an annual basis, who shall distribute an agenda and record and circulate minutes of meetings.

**Section 3. Committees:**

The Department shall establish the following committees:

(a) Departmental Committee on Personnel and Budget, to consist of the Chair and four others, elected by and from the Department members having faculty rank, as specified by the Board. The P&B Committee shall have authority on recruiting and hiring decisions under the Department's jurisdiction.

(b) Department Policy Committee shall make recommendations on curriculum and other matters pertaining to the undergraduate and graduate programs of the department. Its membership shall consist of all full time staff having faculty rank or status, two members of the teaching staff not having faculty rank or status who will be elected by their peers during the first two weeks of the fall semester and serve for the entire academic year, and members of the Student Executive Committee consisting of three undergraduate students selected by and from the declared majors in the department and three graduate students selected by and from the matriculated students enrolled in the department's master's program. All student representatives will be selected before the end of the third week of the fall semester and each will serve for the entire academic year. Furthermore, the committee shall consist of two groups.

1. A Department Subcommittee on Research Policy that shall determine policy within the Department on the conduct and proposal of research, administration of the laboratories, and coordination. Membership of the committee shall consist of the Chair, to serve as Committee Chair, the Secretary, all Departmental faculty and staff holding active Research Foundation awards, grants or contracts.

2. A Curriculum and Teaching Subcommittee, that shall make recommen-

dations on curriculum and teaching for the Department, including curriculum revision, course coordination, new courses, requirements, and teacher evaluation. Membership of this committee shall be the Chair, the Secretary, four faculty elected by and from the faculty membership as listed in Article I, Section 1, and four members elected by and from the Student Executive Committee, two each from the undergraduate and graduate divisions.

(c) A Graduate Admissions Committee. The committee shall consider and approve, admissions to the Department's graduate programs. The committee shall consist of the Graduate Advisor (chair) and two other full time faculty.

(d) A Departmental Affairs Committee. The committee shall consider departmental activities, events, funds raising, publicity, and their coordination. The chair and membership of this committee shall be appointed each academic year by the Department Chair, and approved by the faculty as a whole.

(e) Ad-hoc and Special committees to be appointed by the Chair as required by the Department or the Board.

#### **Section 4. Departmental Representation to the College.**

In accordance with the Hunter College Governance Charter, the Department shall elect representatives to the following college bodies in May for the following academic year as needed:

(a) The Hunter College Senate. The number will be determined by the Senate's membership rules. These members shall report to the department faculty at its meetings.

(b) The Faculty Delegate Assembly. The number will be determined by the Faculty Delegate Assembly's membership rules. These members shall report to the department faculty at its meetings.

(c) The Curriculum Committee of the Division of Sciences and Mathematics. One faculty member, to serve for two years, and a student, to serve for one year, each elected by and from the faculty and students respectively. These members are to report on each meeting to the Department Curriculum committee at its meetings.

(d) Other pertinent committees as required by the College.

## **ARTICLE II. OPERATIONS**

### **Section 1. Meetings.**

(a) There shall be at least one meeting of each committee listed in Article I, Section 3, subsections a-d, each semester. Meetings may be called by the Chair, a Committee Chair, or by a request of at least 20% of the committee members. Robert's Rules of Order, as amended, shall prevail at all meetings.

(b) At least one meeting of the full department shall take place each semester, and shall have approval over all matters other than personnel and budget. These meetings shall be open to the elected student representatives (see Article I, Section 3c) as non-voting members.

### **Section 2. Notification.**

Meeting announcements and the agenda are to be circulated at least one week in advance, unless the meeting is determined by the Chair to constitute an "Emergency meeting."

### **Section 3. Quorum.**

A quorum shall consist of the smaller of five members or half the voting members.

**Section 4. Time Limit.**

Meetings lasting more than one and a half hours shall require a majority vote to continue. Failing an affirmative vote, the unfinished business is to be placed on the agenda for the next meeting.

**ARTICLE III. AMENDMENT.**

**Section 1. Initiation of Amendments.**

When requested by the Department Policy Committee or by 50% of the faculty, these By-laws are to be amended or revised and submitted for approval both by the Department P&B and the Department faculty membership.

**Section 2. Action on Amendments.**

(a) A proposed amendment shall be submitted in writing to the members of the P&B at least one week prior to a meeting to approve the amendment.

(b) If a majority of the P&B approves the amendment, the amendment shall be placed on the agenda for the next full department meeting. Approval by the Department shall require a two-thirds majority of the voting members at the meeting.