

(Proposed bylaws--Hebrew Division)

Article Three--Departmental Organization for Hebrew Division under HCGC Article XII.

Section 1. Membership.

Voting members of the Hebrew Division shall be (1) all tenured faculty teaching Hebrew. (2) non-tenured faculty, and adjuncts after one year of service teaching Hebrew, (3) one student representative elected by Hebrew majors from among themselves.

Section 2. Officers.

The officers of the Division shall consist of the Chairman of the Division under BHE if Hebrew-teaching, or his designee if not, and a Secretary appointed by him.

Section 3. Committees.

(a) There shall be a Divisional Policy Committee consisting of 1. three Hebrew teaching faculty members of faculty rank (including the Divisional Chairman if possible, or his designee if not) representing DS, SGS, and Graduate Session to be appointed by the Chairman after consultation with the Department P&B, 2. three voting student members representing DS, SGS, and Graduate Session, to be elected by the Hebrew majors for one year.

It concerns itself with all departmental matters not preempted by BHE bylaws, including curriculum review, and reports to the Division as organized under HCGC Article XII.

(b) There shall be a Teaching Evaluation Committee consisting of one Hebrew-teaching faculty member appointed by the Chairman after consultation with the Department P&B and the three student members of the Department Policy Committee.

It carries out the functions assigned to it in HCGC Article XII, Section 3.

Section 4. Meetings.

There shall be at least one Divisional meeting per term open to all Hebrew-teaching faculty and Hebrew majors, with floor privilege (participation in debate).

Additional such meetings shall be called at the discretion of the Chairman (or his designee), or at the request of the Department Policy Committee, or at the request of at least one-third of the members of the Department entitled to vote.

Written notification of departmental meetings shall be given at least one week prior to the meeting, and shall include a statement of the agenda.

The Chairman, or, in his absence, his designee chosen from the faculty members of faculty rank shall preside at all departmental meetings.

Section 5. Amendments.

One faculty member of the Department Policy Committee and one student member of the Department Policy Committee shall be designated by the Department Policy Committee for bylaw review and amendment.

All proposed amendments shall be submitted in writing to all voting members of the Department as organized under HCGC Article XII at least two weeks in advance of the meeting at which such proposals are to be considered.

Amendments are ratified by two-thirds of the members voting on the question.

Section 6. Parliamentary Rules.

A quorum shall exist as soon as both faculty and student members are present and the number of student members is matched by the number of faculty members. In all other matters, Robert's Rules of Order, latest edition, shall govern.

MA/jk
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