

## **BYLAWS OF THE FACULTY**

Adopted February 9, 1972 Last Amended May 25, 1988

### **Article I. Purpose and Functions**

#### **Purpose**

- A. Purpose  
The Faculty of Herbert H. Lehman College shall carry out the functions of a faculty as defined by the Bylaws of the Board of Higher Education. It shall uphold the interests of the members of the Lehman College Faculty.

#### **Functions**

- B. Functions

The Faculty may:

1. Consider any matter related to the interests or welfare of Lehman College;
2. take positions on College issues;
3. deal with any matter related exclusively to faculty interests or welfare not specifically assigned to another body;
4. make recommendations to the Lehman College Senate, and to any agent, department, committee, or organization of the College, and review actions taken in pursuance of its recommendations;
5. elect Senators-at-Large to the Lehman College Senate, as provided by the appropriate sections of the document entitled, "Governance Structure of Lehman College;"
6. elect by secret ballot faculty representatives to the University Faculty Senate, and other bodies or committees as requested;
7. act through referendum in the process of Nullification of Senate Action, in the procedure for Enactment of Legislation by Referendum, and in the method of amendment entitled "Government Structure of Lehman College," as provided in the appropriate sections of that document.

## **Article II. Composition**

### **Composition**

The Faculty of Lehman College shall be composed of all full-time members of the instructional staff, and all others who teach at least six semester hours per week. All such persons shall be entitled to full voting and floor rights at any meeting of the Faculty, and may participate and vote in any election or referendum in which the Faculty participates. Other members of the instructional staff shall have full floor rights in meetings of the Faculty.

## **Article III. Dues and Contributions**

### **Dues and Contributions**

The Faculty may establish a system of dues and contributions to provide a fund for the incidental expenses of the various committees of the Faculty, and for carrying out of projects authorized by the Faculty. Disbursements from such fund shall be made by the Treasurer, in accordance with the appropriations made by the Executive Committee of the Faculty, or by vote of the Faculty.

## **Article IV. Executive Officers**

### **Officers Chairman**

A. Chairman  
The Chairman of the Faculty shall be the President of the College. He shall preside over the meetings of the Faculty and discharge the functions customarily performed by a chairman.

### **Vice-Chairman**

B. Vice-Chairman  
The Vice-Chairman shall be the Dean of the Faculties of the College. He shall preside over the meetings of the Faculty and otherwise perform the duties of the Chairman.

**Secretary**

- C. Secretary  
The Secretary shall keep the minutes of the meetings of the Faculty, and perform the customary duties of a recording and corresponding secretary. Within two weeks after each meeting of the Faculty, the Secretary shall transmit a copy of the minutes of that meeting to each member of the Faculty. The Secretary shall be appointed by the Chairman.

**Treasurer**

- D. Treasurer  
The Treasurer shall be the custodian of all dues and contributions paid to the Faculty, and shall make disbursements as may be authorized by the Executive Committee of the Faculty or by vote of the Faculty. He shall perform the customary duties of a treasurer and shall render an annual report to the Faculty. The Treasurer shall be appointed by the Chairman.

**Parliamentarian**

- E. Parliamentarian  
The Parliamentarian shall be appointed by the Chairman.

**Article V. Meetings****A. Regular Meetings****Regular Meetings**

The Faculty shall hold at least two regular meetings each semester, excluding the summer session. The first meetings of each semester shall be held within four weeks of the beginning of the term. The final meeting of each semester must be held prior to the last full week of classes of that semester. Such meetings shall be called by the Chairman either on his own motion or at the request of the Executive Committee of the Faculty. The agenda for all regular meetings shall be distributed to each member of the Faculty at least seven calendar days in advance of the meeting.

## **Order of Business**

### **B. Order of Business for Regular Meetings**

The order of business of the regular meetings of the Faculty shall be as follows:

1. Action on Minutes
2. Communications and announcements
3. Reports of Officers and Boards
4. Reports of Standing Committees
5. Reports of Special Committees
6. Special Orders
7. Unfinished Business
8. New Business

## **Special Meetings**

### **C. Special Meetings**

Special meetings of the Faculty may be held at the call of the Chairman, or at the request of the Executive Committee of the Faculty, or at the written request of twenty-five (25) members of the Faculty to the Chairman. Special meetings must be called within ten calendar days of the receipt of the request. The agenda for such meetings shall be distributed to each member of the Faculty along with the notice of the meeting. Only the matter for which the meeting is called may be considered at that meeting, except by unanimous consent of the members present.

## **Quorum**

### **D. Quorum**

A quorum for regular and special meetings of the Faculty shall consist of 70 members of the Faculty. Only those members present can vote at a meeting.

## **Procedure**

### **E. Procedure**

In all matters not covered by these Bylaws, all meetings of the Faculty shall be governed by parliamentary rules and usages as set forth in Robert's Rules of Order, latest edition, with the exception that motions to table shall require a three-fifths (3/5s) majority vote of the members present.

## **Attendance of Non-Members**

### **F. Attendance of Non-Members**

Persons not members of the Faculty may be invited from time to time, at the discretion of the Chairman and/or the Executive Committee, and may have floor rights for specific purposes. Observers may be permitted at any meeting by vote of the members present.

## **Article VI. Written Referendum of the Faculty**

### **Referendum Procedures**

- A. A written referendum of the Faculty may be taken on any issue within the jurisdiction of the Faculty (as listed in Article I.B.). An item for referendum may be initiated by vote of a meeting of the Faculty, or by petition to the Executive Committee of at least 25 members of the Faculty.
- B. A written ballot containing the proposition to be voted upon, with exposition of the issues involved, shall be written by the proposers of the referendum, and distributed by the Executive Committee of the Faculty to all members of the Faculty within 10 days of its initiation. The Committee on Elections shall thereupon administer the referendum, provide for the secrecy of the ballot, and certify the results. At least five business days shall be allowed between the distribution of the ballot and expiration of the referendum.
- C. No items for referendum may be initiated unless it is first introduced at a meeting of the Faculty. No item is defeated in a referendum, or its substantive equivalent, may be initiated again in the same semester in which the original referendum was held. The Executive Committee shall determine any disputes arising under interpretation of this provision.
- D. A referendum held on any item not previously decided by a meeting of the Faculty shall be

deemed approved by a majority vote of 25% of the total membership of the Faculty. A referendum to reverse or substantively alter a decision previously made at a meeting of the Faculty shall be deemed approved by a majority vote of 2/3's of the total membership of the Faculty.

## **Article VII. Standing Committees**

### **Executive Committee Composition**

#### **A. Executive Committee**

##### **1. Composition**

The Executive Committee of the Faculty shall consist of seven elected members of the Faculty. At least three of the members shall be from Group A (Professor, Associate Professor, Assistant Professor with tenure), at least one shall be from Group B (Assistant Professor without tenure, Instructor, Lecturer full-time), and at least one shall be from Group C (part-time faculty). The Committee shall elect its own chairman.

### **Functions**

##### **2. Functions**

The Executive Committee of the Faculty shall:

- a. receive routinely, and upon request, from the President of the College and other administrative officials all information relating to the Faculty;
- b. plan the agenda for the regular meetings of the Faculty. Prior to distributing the agenda of a meeting, the Faculty shall be canvassed for proposed items to be included. Any written proposal of an item for inclusion must be submitted at least ten days before the date of the meeting. Items

submitted for New Business must be circulated with the agenda for the meeting. Committee reports, except those of a very routine nature, should ordinarily accompany the agenda of the meeting at which they are to be considered;

- c. make appropriations from the fund in the hands of the Treasurer;
- d. consider proposals for action by the Lehman College Senate, present such proposals to the Faculty, together with its recommendations, and communicate to the Senate such proposals as the Faculty approves;
- e. review actions of any agent, department, committee, or organization of the College taken in pursuance to recommendations made by the Faculty, and report to the Faculty the results of its review, together with any recommendations for further Faculty action;
- f. recommend the creation of special committees to investigate and report to the Faculty on any matter of Faculty interest;
- g. act as a Committee on Committees to nominate for election by the Faculty members of the Faculty to serve on standing or Special Committees.

**Term of Office**

3. Term of Office

Members of the Executive Committee shall serve two-year terms, and shall be eligible for re-election.

**Elections**

4. Method of Election

## Election

- a. **Nomination**

In a secret written nominating ballot, each member of the Faculty may nominate from lists of eligible candidates, as many as seven members of the Faculty, without regards to group. The twelve Faculty members from Group A with the highest number of nominating votes shall stand for election. The four Faculty members from Group B with the highest number of nominating votes shall stand for election. The four Faculty members from Group C with the highest number of nominating votes shall stand for election.
- b. **Election**

The election of the Executive Committee shall be by secret written ballot using the weighted preferential vote system (i.e., a system of voting whereby the voter lists the names of seven candidates in preferential order, and the votes are counted as follows: the candidate in first place on a ballot is give seven points, the candidate in second place six points, etc.). The three candidates from Group A with the highest number of points shall be deemed elected. The one candidate from Group C with the highest number of points shall be deemed elected. After candidates from Groups A, B, and C have been determined, the additional two candidates with the highest number of points shall be deemed elected, without regard to group.

**Vacancies**

- c. Vacancies  
In the case of a vacancy on the Executive Committee of the Faculty, the candidate from the Group in which the vacancy occurs with the next highest number of points in the previous election, shall serve the unexpired term. This procedure shall continue as long as applicable, after which an interim election shall be held to fill the unexpired term(s) of office. Procedures for interim elections shall be determined by the Committee on Elections.

**Time of Election**

- 5. Time of Election  
  
Nomination and election of members of the Executive Committee of the Faculty shall occur during the spring semester of the appropriate year, following the first meeting of the Faculty. They shall assume office upon certification of the election results.

**Meetings**

- 6. Meetings  
  
The Executive Committee shall hold regular monthly meetings during the academic year. It shall render an annual report to the Faculty.

**Standing Committees**

- B. Other Standing Committees
  - 1. Term of Office  
  
Election to all committee memberships shall be for a term of two years or to fill an unexpired term. Members shall be eligible for re-election. Unless otherwise provided by the Faculty, each standing committee shall elect its chairman from among its members.

**Time of Election**

- 2. Time of Election  
  
Members of standing committees other than the Executive Committee shall be elected in the spring semester, at a time following the

election of the members of the Executive Committee.

**Method of Election**

3. Method of Election

Members of standing committees other than the Executive Committee shall be elected in the following manner:

- a. At a regular or special meeting of the faculty, the Executive Committee shall present its recommendations for members of the Faculty to serve on standing committees.
- b. Additional nominations shall then be accepted from the floor.
- c. Members of the Faculty present may vote for members of committees by secret written ballot.

**Community Funds**

4. Committee on Community Funds

- a. The Committee on Community Funds shall consist of four members of the instructional staff elected by the Faculty, together with one member of the administrative staff elected from among its members on permanent tenure. The Committee shall be authorized to co-opt a bonded member of the staff of the Business office.
- b. The function of the Committee on community Funds shall be to collect funds from among members of the college community for such organizations as it deems appropriate, and to distribute them to these organizations.

**Social Affairs**

5. Committee on Social Affairs

- a. The committee on Social Affairs shall consist of four members of the instructional staff together with one member of the administrative staff

elected by the administrative staff from among its members on permanent tenure.

- b. The function of the Committee on Social Affairs shall be to plan and direct the management of such social affairs during the academic year as it deems advisable in consultation with the Executive Committee of the Faculty.

## **Library**

### **6. Committee on the Library**

- a. The Committee on the Library shall consist of four members of the instructional staff elected by the Faculty, together with the Librarian or his delegate.
- b. The Committee on the Library shall meet with the Library representatives from each department to ascertain and promote the needs of the respective departments. It shall recommend guidelines for Library priorities, acquisitions, and procedures.

## **Prizes and Awards**

### **7. Committee on Prizes and Awards**

- a. The Committee on Prizes and Awards shall consist of four members of the instructional staff elected by the Faculty, together with the Business Manager or his delegate and the Dean of Students or his delegate.
- b. The Committee on Prizes and Awards shall prepare and distribute information concerning the availability of prizes, scholarships, awards, and other grants awarded by the College or the Faculty. It shall further recommend and supervise the awarding of prizes, scholarships, awards, and other grants which the Faculty may create.

## 8. Committee on Academic Freedom and Faculty Personnel

### Academic Freedom and Faculty Personnel

- a. The Committee on Academic Freedom shall consist of seven members of the instructional staff elected by the Faculty.
- b. The Committee on Academic Freedom and Faculty Personnel shall study on a continuing basis the employment conditions and status of members of the instructional staff. It shall seek to uphold and safeguard the academic freedom of each member of the Faculty. It may recommend guidelines regarding procedures for personnel actions. It may investigate and report on faculty grievances.

### Educational Policy

## 9. Committee on Educational Policy

- a. The Committee on Educational Policy shall consist of seven members of the instructional staff elected by the Faculty.
- b. The Committee on Educational Policy shall study on a continuing basis and report to the Faculty its recommendations regarding development of curricula, degree requirements, interdisciplinary programs, admission and grading practices and standards, and the awarding of credits, degrees, and honors.

### Elections

## 10. Committee on Elections

- a. The Committee on Elections shall consist of seven members of the instructional staff elected by the Faculty.
- b. The Committee on Elections shall

administer and certify the results of elections of members of committees of the Faculty. It shall further administer and certify the results of any properly authorized written referendum of the Faculty. Members of the Committee shall serve as tellers for all votes taken at meetings of the Faculty.

- c. The Committee shall provide a method for staggering terms of office for all standing committees other than the Executive Committee of the Faculty.

### **Article VIII. Special Committees**

#### **Special Committees**

The Faculty shall establish such special committees as it may from time to time deem necessary or advisable. Special committees shall be chosen by such method of election or appointment as the Faculty may in each case determine. Unless otherwise provided by the Faculty, each special committee shall elect its chairman from among its members. Special committees shall serve for a term requisite to the purpose for which they are created, and shall report to the Faculty during their term of service.

### **Article IX. Amendments**

#### **Amendments**

Amendment of these Bylaws may be effected at any regular or special meeting of the Faculty or by a written referendum authorized by the Faculty, provided that copies of the proposed amendments shall have been distributed to each member of the Faculty at least seven calendar days before the date of the meeting or of the close of the written referendum. An amendment shall be deemed approved by a 2/3's majority vote of those voting, provided that no amendment shall be adopted at a meeting which lacks a quorum, or by a written referendum in which less than a majority of the Faculty participates.

### **Article X. Ratification**

#### **Ratification**

Upon adoption by a majority of the Faculty present at a

Special meeting of the Faculty called for this purpose,  
these Bylaws shall become the Bylaws of the Faculty of  
Herbert H. Lehman College.