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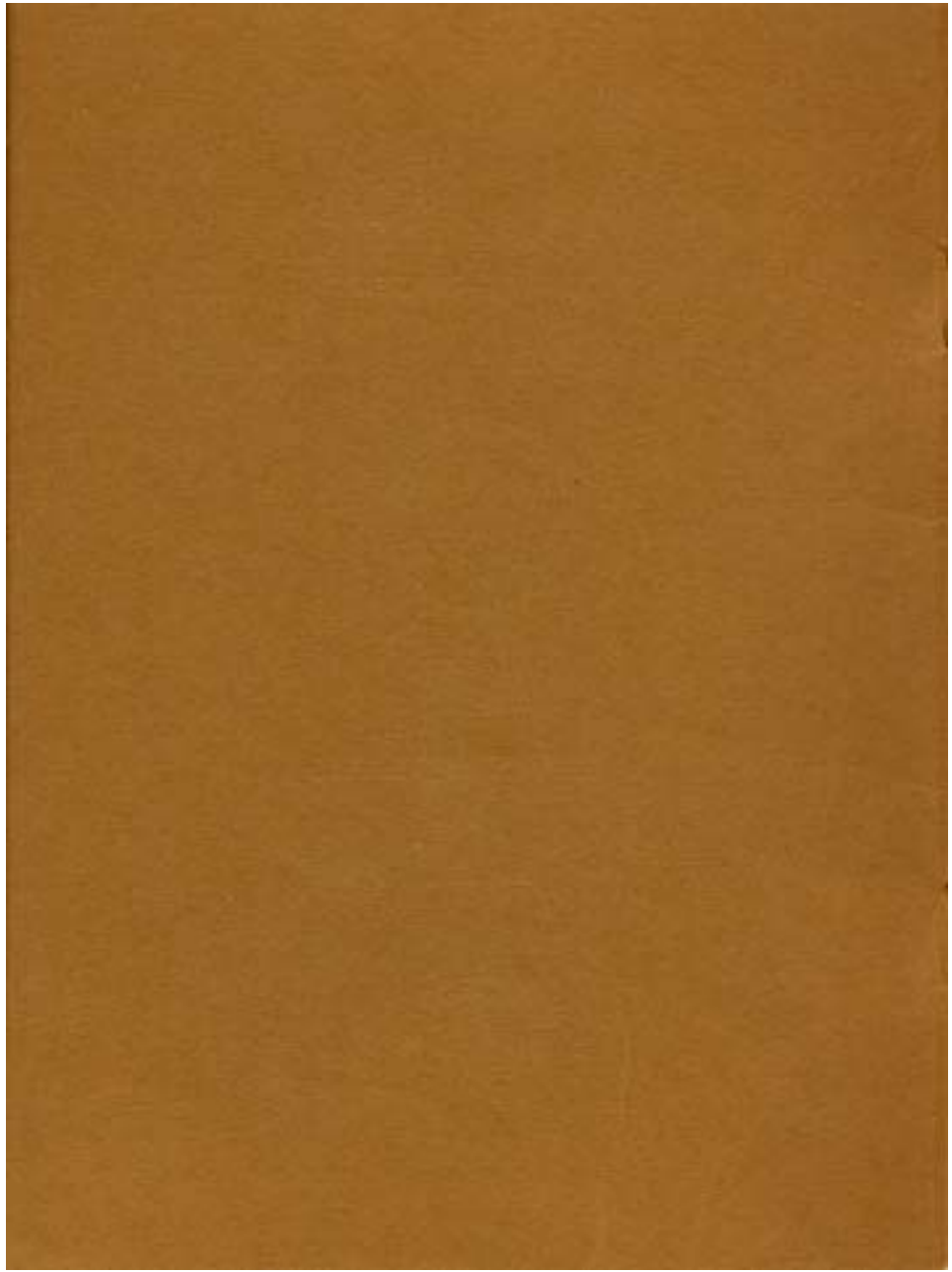
The College of the City of New York

THE CITY COLLEGE



FACULTY BY-LAWS

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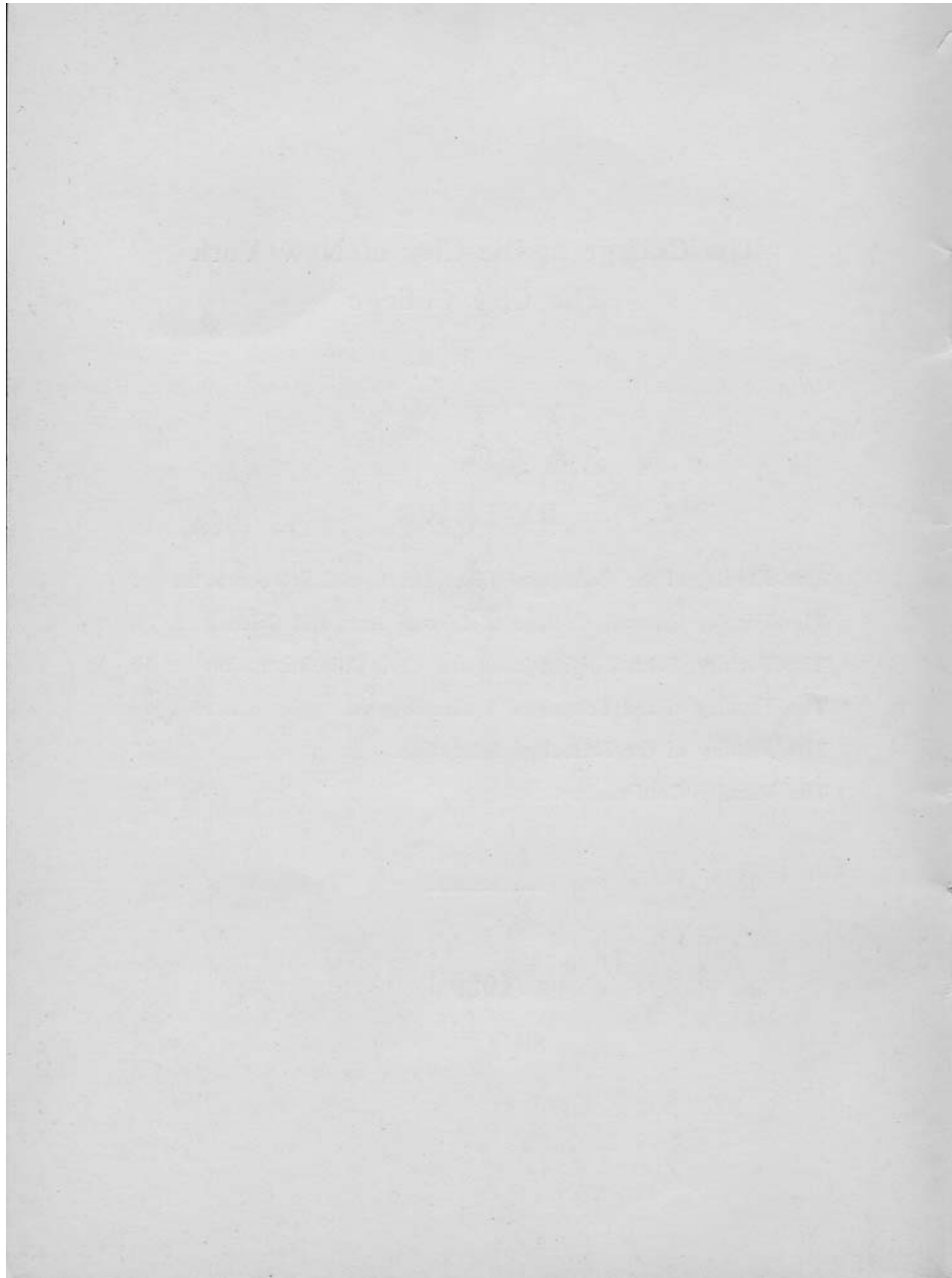


The College of the City of New York
The City College

BY-LAWS

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1939



**THE FACULTY OF THE
COLLEGE OF LIBERAL ARTS AND SCIENCE**

Article I—Membership

In addition to those designated by the by-law of the Board of Higher Education, the membership of the Faculty of the College of Liberal Arts and Science shall include the Curator, the Bursar, the Recorder, the Recorder of the Evening Session, the Librarian and all Associate and Assistant Librarians serving at the Main center. ✓

Article II—Meetings and Rules of Order

Section 1. Stated meetings of the Faculty shall be held on the first Thursday of October, the third Thursday of February and the Monday preceding Commencement. Should the day set for a stated meeting be a holiday, the meeting shall be held on the preceding Tuesday. The notice of the meeting shall be sent six days in advance of the meeting and shall include a statement of new business. ✓

Section 2. Special meetings shall be held on the call of the President or on the written request of ten per cent of the membership of the Faculty. The purpose of such meetings shall be stated in the notice of the meeting. ✓

Section 3. A quorum shall consist of a majority of the membership. ✓

Section 4. The Secretary of the Faculty shall be elected annually at the October meeting.

Section 5. In the absence of the President, the Dean of the College, and in his absence, the senior Professor present, shall preside. If the Secretary is absent, the presiding officer shall appoint a Secretary *pro tempore*. ✓

✓ **Section 6.** The presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the Faculty. Such appeal shall prevail if sustained by a majority of those present.

Section 7. The order of business at every stated meeting shall be as follows:

1. Record of attendance.
2. Reading of the minutes.
- ✓ 3. Communications from the Trustees.
4. Communications from College authorities.
5. Elections.
6. Degrees.
7. Reports of committees.
8. Unfinished business.
9. New business.
10. Miscellaneous.

Section 8. The minutes of each meeting of the Faculty shall be transmitted to the Secretary of the Faculty Conference and to the members of the instructional staff. Whenever practicable, committee reports shall be transmitted to the members of the Faculty prior to the meeting at which action is proposed.

Section 9. The regular order of business may at any time be suspended by a two-thirds vote of the members present. ✓

Section 10. All resolutions shall be presented in writing.

Section 11. Notice of intention to propose review of an action of the Council shall be sent in writing to the Secretary at least ten days before the meeting at which the review is to be proposed, and the Secretary shall draw up an ordered list of such proposals and send copies thereof to the members together with the notice of the meeting.

Section 12. Consideration of new business introduced either by a member or by a committee, unless notice of such business has been given to the Secretary for inclusion in the call for the meeting, shall be postponed to the following meeting upon the objection of twenty members.

Article III—Amendments

Section 1. Any by-law may be adopted, amended, or repealed by a two-thirds vote of the members present, provided notice of the proposed change has been given at the preceding meeting, and provided further that the text of the proposed change has been included in the notice of the meeting at which the change is to be acted on.

Section 2. Any by-law may be suspended at any meeting by a three-fourths vote of the membership.

**THE FACULTY COUNCIL OF THE
COLLEGE OF LIBERAL ARTS AND SCIENCE**

Article I—Meetings and Rules of Order

Section 1. Stated meetings of the Council shall be held on the second Thursday of October, December, March and May. Should the day set for a stated meeting be a holiday, the meeting shall be held on the preceding Tuesday. The notice of the meeting shall include a statement of new business.

Section 2. Special meetings shall be held on the call of the President, or on the written request of five members of the Council. The purpose of such meetings shall be stated in the notice of the meeting.

Section 3. A quorum shall consist of a majority of the membership.

Section 4. In the absence of the President, the Dean of the College, and in his absence, the senior Professor present, shall preside. If the Secretary is absent, the presiding officer shall appoint a secretary *pro tempore*.

Section 5. The presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the Council. Such appeal shall prevail if sustained by a majority of those present.

Section 6. The order of business at every stated meeting shall be as follows:

1. Roll call.
2. Reading of the minutes.
3. Communications from the Trustees.
4. Communications from College authorities.

5. Elections.
6. Reports of committees.
7. Unfinished business.
8. New Business.
9. Miscellaneous.

Section 7. The minutes of each meeting of the Council shall be transmitted to the Secretary of the Faculty Conference and to the members of the instructional staff of the College of Liberal Arts and Science. Whenever practicable, committee reports shall be transmitted to the members of the Faculty prior to action by the Council.

Section 8. The regular order of business may at any time be suspended by a two-thirds vote of the members present, provided the number be a quorum.

Section 9. All resolutions shall be presented in writing. Resolutions by any member of the Faculty may be transmitted to the Council through its Secretary.

Section 10. New business introduced either by a member or by a committee shall be postponed to the next meeting if five members object to its consideration, unless notice of such business has been given to the Secretary for inclusion in the call for the meeting.

Article II—Committees

Section 1. There shall be the following standing committees which shall be elected at the stated meeting in October in each year :

1. COMMITTEE ON COMMITTEES, consisting of five members, nominated by members of the Council and elected by secret preferential ballot by the Council, to nominate candidates for the elective offices of the Council and for membership on the standing committees. The Committee shall present its report at the May meeting of the Council.
2. COMMITTEE ON COURSE AND STANDING, consisting of five members, to have supervision of, and, except where it is vested in other

bodies, authority in, all matters of scholastic standing and course of study of students.

3. COMMITTEE ON CURRICULUM, consisting of seven members, to consider all aspects of the course of study and to report thereon to the Council.

4. COMMITTEE ON HONORS COURSES, consisting of six members, to formulate the general principles for Honors work, to approve the selection of coadjutors and to coordinate Honors work in the several divisions and departments.

5. COMMITTEE ON ELECTIVE CONCENTRATION, consisting of six members, to formulate principles for elective concentration by the students, to approve the designation of departmental representatives and to coordinate this work in the several departments.

6. COMMITTEE ON RESEARCH, consisting of seven members, to foster research by members and groups of the staff, to recommend means for the extension of research, and regularly to publicize the research work of the staff.

7. COMMITTEE ON INTERDEPARTMENTAL COOPERATION, consisting of five members, to encourage and plan joint activities among the departments and divisions of the College, for the enlargement and enrichment of the course of study.

8. COMMITTEE ON STUDENT WELFARE, consisting of five members, to survey and report on the conditions affecting student welfare.

9. COMMITTEE ON STAFF WELFARE, consisting of five members, to survey and report on all conditions within the College affecting the welfare of the teaching staff, and to receive and report on all suggestions concerning these matters submitted to the Council by non-Faculty agencies.

10. COMMITTEE ON PUBLIC RELATIONS, consisting of five members, to have supervision of the use of lecture funds and of public functions of the College of Liberal Arts.

Section 2. There shall be a Committee on Faculty Personnel and Budget, as defined in the by-laws of the Board of Higher Education.

Section 3. There shall also be elected at the stated October meeting in each year, at the nomination of the Committee on Committees, the number of members hereinafter designated to the following joint committees:

Committees of the Council of the College of Liberal Arts and Science, The School of Business and Civic Administration, the School of Technology and the School of Education:

1. COMMITTEE ON CEREMONIAL OCCASIONS: two members from the College of Liberal Arts and Science.
2. COMMITTEE ON ADMISSIONS: six members.
3. COMMITTEE ON ATHLETICS: two members.
4. COMMITTEE ON EMPLOYMENT: one member.
5. COMMITTEE ON THE LIBRARY: three members.
6. COMMITTEE ON PUBLIC RELATIONS: one member.

Committees of the College of Liberal Arts and Science, the School of Technology and the School of Education:

1. COMMITTEE ON STUDENT ACTIVITIES: fifteen members from the College of Liberal Arts and Science.
2. COMMITTEE ON DISCIPLINE: one member.
3. ADVISORY COMMITTEE ON PLANT: one member.

Article III—Amendments

Section 1. Any by-laws may be adopted, amended, or repealed by a two-thirds vote of the members present, provided notice of the proposed change has been given at the preceding meeting and provided further that the text of the proposed change has been included in the notice of the meeting at which the change is to be acted on.

Section 2. Any by-laws may be suspended at any meeting by a three-fourths vote of the membership.

**THE FACULTY OF THE
SCHOOL OF BUSINESS AND CIVIC ADMINISTRATION**

Article I—Meetings and Rules of Order

Section 1. There shall be held at least two meetings of the faculty each term, to be called by the Dean or the President—the first meeting to be in the first half of the term, and the second in the second half of the term.

Section 2. Special meetings shall be called on the written request of five members of the faculty. The object of a special meeting shall be stated in the call, and no business other than that which is so stated shall be transacted at the said meeting except by vote of two-thirds of the members present.

Section 3. A majority of the faculty shall constitute a quorum.

Section 4. The presiding officer at meetings of the faculty shall be the President of the College, the Dean, the senior Professor or the Secretary, in the order stated. When the Secretary presides or when he is not present, the Chairman shall appoint a Secretary pro-tem.

Section 5. The presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the faculty.

Section 6. The presiding officer may offer resolutions and explanations from the chair.

Section 7. The order of business at every meeting provided for in Section 1 shall be as follows:

1. Roll call.
2. Reading of the minutes.

3. Communications from the Board.
4. Communications from the President.
5. Communications from the Dean.
6. Elections and recommendations for degrees.
7. Reports from committees.
8. Unfinished business.
9. New business.

Section 8. The regular order of business may at any time be suspended by a two-thirds vote of the members present.

Article II—Committees

Section 1. There shall be the following standing committees appointed by the President, upon the recommendation of the Dean and an Advisory Committee on Committees elected by the Faculty, at the beginning of the Fall Term, the committees to serve for the academic year:

COMMITTEE ON COURSE AND STANDING: To review students' scholastic records; to consider appeals from administrative rulings affecting students' educational status.

CURRICULUM COMMITTEE: To consider changes in or additions to the curriculum.

GROUP SPECIALIZATION COMMITTEE: To advise students and to approve a selection of specialization courses.

LIBRARY COMMITTEE: To recommend to the Library the choice of books and periodicals and to make any suggestions regarding the management of the Library.

M. B. A. COMMITTEE: To pass upon the admission of candidates for the M. B. A. degree and to approve the program of study selected.

RESEARCH COMMITTEE: To correlate research activities of the teaching staff and of the students; to control student contacts with outside persons or institutions.

Section 2. Special committees shall be organized from time to time for special purposes.

Section 3. The President and the Dean shall be members ex-officio of all committees.

Article III—Amendments to the By-Laws

Section 1. Any by-law may be adopted, amended or repealed by a two-thirds vote of the members present, provided two-thirds shall be at least a majority of the entire faculty, and provided that notice has been given in writing at least two weeks before a vote shall be taken upon any proposed amendment. Any by-law may be suspended by a three-fourths vote of the members present.

THE FACULTY OF THE SCHOOL OF TECHNOLOGY

Preamble

These By-Laws are adopted for the guidance of the Faculty of The School of Technology, and shall not be interpreted in conflict with the By-Laws of the Board of Higher Education.

Article I—Membership, Meetings, and Rules of Order

Section 1. The Faculty of *The School of Technology* shall include: (a) The President of the College, The Dean of The School of Technology, and all members of the Departments of The School of Technology (Drafting; Chemical, Civil, Electrical, and Mechanical Engineering) who meet the qualifications for faculty membership as stated in the By-Laws of the Board of Higher Education, and in addition (b) representatives from The College of Liberal Arts and Science as follows: two representatives each of the departments of Chemistry, Mathematics, and Physics, and one representative of each of the other academic departments upon which The School of Technology draws in its curriculum (Biology, Economics, English, Geology, German, Government, History, Hygiene, Public Speaking, Romance Languages). The departmental representatives shall be elected by the members of the Faculty in each department and shall serve for three-year terms beginning October 1, 1938. It shall also include (c) the following members ex-officio, viz: The Dean of Men, The Director of the Evening Session, The Director of the Summer Session, The Director of the Personnel Bureau, The Librarian, The Curator, and The Bursar.

Section 2. All members of the Faculty shall have the right to vote, except that the voting privileges of Instructors shall be as prescribed by the By-Laws of the Board of Higher Education.

Section 3. Meetings of the Faculty shall be held at least once in each semester at a time and place approved by the President, upon call by the President or the Dean of The School of Technology. The President shall preside at meetings, or in his absence the Dean of The School of Technology. In the absence of both the Faculty shall elect a Chairman *pro tem*. When the Secretary is not present the Chairman shall appoint a Secretary *pro tem*.

Section 4. Special meetings shall be held upon petition to the President by not less than ten per cent of the members of the Faculty. Notice of such petition shall be given to the Secretary of the Faculty. The object of the special meeting shall be stated in the call, and no business except that which is so stated shall be transacted at said meeting, except by a two-thirds vote of the voting members present.

Section 5. A majority of the voting members of the Faculty shall be necessary to constitute a quorum.

Section 6. The presiding officer shall decide all questions of order in accordance with accepted parliamentary rules and usage, subject to an appeal to the Faculty. Such appeal shall not prevail unless sustained by a majority of the voting members present.

Section 7. The regular order of business at meetings shall be as follows:

1. Roll call.
2. Reading of the minutes.
3. Communications from the Board of Higher Education.
4. Communications from the President of the College.
5. Communications from the Dean of The School of Technology.
6. Elections.
7. Recommendations for Degrees.
8. Reports of Committees.
9. Unfinished business.
10. New business.
11. Adjournment.

Section 8. The regular order of business may at any time be suspended by a two-thirds vote of the voting members present.

Section 9. A copy of any resolution expressing the policy of the Faculty, or putting the Faculty on record, or designed for transmission to the Board of Higher Education, or for publications, shall be sent to each member of the Faculty by the Secretary at least six days before the meeting at which it is presented for action.

Section 10. Proposed changes in the Curriculum shall be referred to the Curriculum Committee for report. For adoption such changes shall require an affirmative vote by a majority of the voting members of the Faculty. At least six days before the vote shall be taken upon any proposed change, a copy of the proposed change in writing shall be sent to each member of the Faculty by the Secretary.

Section 11. The Secretary of the Faculty shall be elected from the Faculty at the first regular meeting of each college year.

Section 12. In any election a majority vote of the voting members present shall be required to elect.

Article II—Committees

Section 1. For the consideration of all matters affecting a student's course and standing in the school, and for the admission to the school, there shall be a Committee on Course and Standing of eight, consisting of the Dean of The School of Technology, Chairman ex-officio, one member from each of the five departments of The School of Technology, and two members at large from the representatives of The College of Liberal Arts and Science, all elected by the voting members of the Faculty as a whole for three-year terms beginning October 1, 1938.

Section 2. For the consideration of the curriculum and the revision of required and elective courses, there shall be a Curriculum Committee of ten, consisting of the Dean of The School of Technology, member ex-officio, one member from each of the five departments of

The School of Technology, and four members at large from the representatives of The College of Liberal Arts and Science, all elected by the voting members of the Faculty as a whole for three year terms beginning October 1, 1938.

Section 3. Other Committees of the Faculty may be constituted as need or occasion demands.

Section 4. The Faculty shall elect for one-year terms representatives to the various Joint Committees as established by The Faculty Conference.

Article III—Amendments to the By-Laws

Section 1. Any By-Law may be adopted, amended or repealed by a two-thirds vote of the voting members present provided that the two-thirds shall be at least a majority of the voting members of the entire Faculty, after notice has been given at a preceding meeting, and provided also that, at least six days before the vote shall be taken upon any proposed amendment or change, the Secretary of the Faculty shall have sent to each member of the Faculty a copy of the proposed amendment or change.

Section 2. Any By-Law may be suspended during any meeting for a specific purpose by a three-fourths vote of the voting members present, provided that the three-fourths shall be at least a majority of the voting members of the entire Faculty.

THE FACULTY OF THE SCHOOL OF EDUCATION

Article I—Meetings and Rules of Order

Section 1. Stated meetings of the Faculty of the School of Education shall be held on the fourth Thursday of October, November, February, and May. The notice of the meeting shall include a statement of new business.

Section 2. Special meetings shall be held on the call of the President or on the written request of five members of the Faculty of the School of Education. The purpose of such meetings shall be stated in the notice of the meeting.

Section 3. A quorum shall consist of a majority of the membership.

Section 4. In the absence of the President, the Dean of the School of Education, and in his absence, the senior professor present, shall preside. If the Secretary is absent, the presiding officer shall appoint a secretary *pro tempore*.

Section 5. The presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the Faculty of the School of Education. Such appeal shall prevail if sustained by a majority of those present.

Section 6. The order of business at each stated meeting shall be as follows:

1. Roll call.
2. Reading of the minutes.
3. Communications from the Board of Higher Education or its Committees.
4. Communications from the President of the College.

5. Communications from the Dean of the School of Education.
6. Other communications.
7. Elections.
8. Reports of committees.
9. Unfinished business.
10. New business.
11. Miscellaneous.

Section 7. The minutes of each meeting of the Faculty shall be transmitted to the Secretary of the Faculty Conference and to the members of the Faculty of the School of Education. Whenever practicable, committee reports shall be transmitted to the members of the Faculty of the School of Education prior to action by the Faculty.

Section 8. The regular order of business may be suspended at any time by a two-thirds vote of the members present.

Section 9. All resolutions shall be presented in writing.

Section 10. New business introduced either by a member or by a committee may be laid on the table by a one-third vote of the members present, unless notice of such business has been given to the Secretary for inclusion in the call of the meeting.

Article II—Officers and Committees

Section 1. There shall be a Secretary of the Faculty of the School of Education who shall be elected by that Faculty. The Secretary shall be charged with the usual duties of a secretary of a faculty. He shall, in addition, prepare the agenda of each stated meeting of the Faculty of the School of Education in consultation with the President, the Dean of the School of Education, and the Committee on Educational Policies of the School of Education.

Section 2. There shall be the following standing committees:

- a. COMMITTEE ON COMMITTEES AND BY-LAWS. The Committee on Committees and By-Laws shall consist of the Dean of the School of

Education and five members of the Faculty of the School of Education to be elected by that Faculty. The Committee on Committees and By-Laws shall nominate candidates for the elective offices of the Faculty and for membership on the Committees enumerated in Sections 2 through 4 of this Article, with the exception of the Committee on Committees and By-Laws. The Committee on Committees and By-Laws shall also consider proposals for the amendment of the By-Laws of the School of Education and shall report thereon to the Faculty. Where the size of a committee is expressed as a range, the Committee on Committees and By-Laws shall determine the size of such committee for the year following its election.

b. COMMITTEE ON EDUCATIONAL POLICIES. The Committee on Educational Policies shall consist of the Dean of the School of Education and from five to seven members of the Faculty to be elected by that Faculty. The Dean of the School of Education shall be chairman of the Committee on Educational Policies. The Committee on Educational Policies shall be charged with the following and related responsibilities: (1) to formulate broad plans for the development of the School of Education and (2) to coordinate the various activities of the School of Education.

With respect to the formulation of broad plans, the Committee on Educational Policies shall: (1) explore areas of service insufficiently developed by the School of Education, (2) study reports of trends and programs in other schools of education, (3) survey pre-service and in-service needs as expressed by students or personnel in the educational system of the city, (4) receive suggestions for improvement from the College or from other sources, (5) consider problems and formulate plans with respect to plant and equipment, and (6) formulate programs resulting from its deliberations for presentation to the Dean of the School of Education, to the Faculty of the School of Education, or to committees of that Faculty.

With respect to coordination, the Committee on Educational Policies shall: (1) receive reports from the several committees of the Faculty of the School of Education and from supervisory officers of the staff

and (2) review the activities of the several committees with a view toward a clarification of their respective functions.

The activities of the Committee on Educational Policies shall be confined to investigation, recommendation, and report, unless the Faculty of the School of Education specifically authorizes it to act with respect to designated problems.

c. COMMITTEE ON CURRICULUM. The Committee on Curriculum shall consist of the Dean of the School of Education and six members of the Faculty of the School of Education to be elected by that Faculty. The Committee on Curriculum shall: (1) consider proposals for revision of course offerings and report thereon to the Faculty of the School of Education, (2) consider proposals for revision in course requirements for degrees, in matriculation requirements, and in prerequisites, and report thereon to the Faculty of the School of Education, (3) study course content subsequent to the introduction of courses with a view toward maintaining adequate alignment of offerings, and (4) study the general problems of curriculum construction as they arise in the School of Education.

d. COMMITTEE ON PROFESSIONAL RELATIONS. The Committee on Professional Relations shall consist of the Dean of the School of Education and from five to seven members of the Faculty of the School of Education to be elected by that Faculty. The Committee on Professional Relations shall deal with the professional relations of the School of Education. It shall be charged with such responsibilities as the following: (1) to maintain relations with the New York City Board of Education and other official educational agencies, (2) to develop and maintain an adequate publicity program for the School of Education, (3) to stimulate and coordinate such activities as the planning of public lectures and staff attendance at professional conventions, (4) to maintain relations with alumni, (5) to propose measures designed to enhance the prestige of the School of Education, (6) to protect the professional interest of students and graduates, (7) to gather and disseminate information concerning opportunities

for professional employment, and (8) to cooperate with the College Joint Committee on Employment with respect to the problems of placement of students and graduates of the School of Education.

e. COMMITTEE ON RESEARCH AND PUBLICATION. The Committee on Research and Publication shall consist of the Dean of the School of Education and three to five members of the Faculty of the School of Education elected by that Faculty. The Committee on Research and Publication shall: (1) encourage research and publication on the part of the staff and students of the School of Education, (2) assist in the administration of such publication funds as the School of Education may have, (3) explore the possibilities of a School of Education or City College Press and, (4) formulate professional principles governing acknowledgments, allocation of royalties, and related matters likely to arise in connection with cooperative research or publication.

f. COMMITTEE ON LIBRARY. The Committee on Library shall consist of from three to five members of the Faculty of the School of Education to be elected by that Faculty. The Committee on Library shall: (1) survey and improve library collections available to students in the School of Education, (2) survey library facilities and propose improvements therein and, (3) coordinate the activities of the several Course Committees with respect to matters pertaining to the library.

g. COMMITTEE ON STUDENT-FACULTY RELATIONS. The Committee on Student-Faculty Relations shall consist of from five to seven members of the Faculty of the School of Education to be elected by that Faculty. The Committee on Student-Faculty Relations shall be charged with the responsibility of improving student-faculty relations and shall: (1) advise students in the conduct of clubs, honor fraternity, and similar organizations, (2) arrange, or assist students in arranging, social functions and, (3) propose improvements in facilities affecting students' recreation and comfort.

h. COMMITTEE ON STUDENT PERSONNEL. The Committee on Student Personnel shall consist of from five to ten members of the

Faculty of the School of Education to be elected by that Faculty. The Committee on Student Personnel shall determine the eligibility of students for admission to teacher-training courses. It shall collect data and prepare and administer such qualifying examinations as may be necessary. The Committee on Student Personnel shall cooperate with the various Departments of the School of Education and with other divisions of the College of the City of New York with a view to improving both the bases on which students are to be admitted to teacher-training courses and the facilities that are available for aiding students to overcome their inability to meet the standards set by the Committee on Student Personnel. The Committee on Student Personnel may furnish information to appointing boards or agencies which are gathering data with reference to the professional and personal competence of present or former students who are candidates for positions.

i. GRADUATE ADVISORY COMMITTEE. The Graduate Advisory Committee shall consist of from ten to twenty members of the Faculty of the School of Education to be elected by that Faculty. The Graduate Advisory Committee shall, in accordance with the regulations and precedents of the School of Education, assist candidates for the degree of Master of Science in Education in planning their programs of study with respect both to courses which may be needed to meet matriculation requirements and to courses which may be needed to satisfy requirements for the Master's degree itself. The Graduate Advisory Committee may subdivide itself into sub-committees in accordance with the various professional fields in which graduates may major. Each course shall be approved by the appropriate advisor before a student may be permitted to credit it toward the degree.

The recommendations and rulings of the individual members of the Committee, when questioned, shall be referred to the Chairman of the Committee, from whose ruling an appeal may be taken to the Graduate Committee on Course and Standing.

j. GRADUATE COMMITTEE ON COURSE AND STANDING. The Graduate Committee on Course and Standing shall consist of from three to five members of the Faculty of the School of Education to be elected by that Faculty. The Graduate Committee on Course and Standing shall consider and rule on all appeals of students whose requests are related directly to graduate matters. Requests for deviation from requirements and rulings of the School of Education shall be considered appropriate matter for the Graduate Committee on Course and Standing.

k. UNDERGRADUATE COMMITTEE ON COURSE AND STANDING. The Undergraduate Committee on Course and Standing shall consist of from three to five members of the Faculty of the School of Education to be elected by that Faculty. The Undergraduate Committee on Course and Standing shall consider and rule upon all appeals of students whose requests are related directly to undergraduate matters of course and standing and who are matriculated in the School of Education. Requests for deviations from requirements and rulings of the School of Education shall be considered appropriate matter for consideration by the Undergraduate Committee on Course and Standing.

Section 3. There shall be a COMMITTEE ON FACULTY PERSONNEL AND BUDGET. The Committee on Faculty Personnel and Budget shall consist of the President of the City College, who shall be the Chairman, the Dean of the School of Education, the Director of the Educational Clinic, and twelve members of the Faculty of the School of Education to be elected by that Faculty. The elected members of the Committee on Faculty Personnel and Budget are to be selected on the basis that each member shall represent one of the following divisions in the offerings of the School of Education:

- (1) Educational History, Philosophy and Principles
- (2) Educational Psychology, Measurements and Guidance

- (3) Elementary School Teaching and Supervision
- (4) Supervised Observation and Practice Teaching
- (5) Fine and Applied Arts
- (6) English Language and Literature
- (7) Foreign Languages
- (8) Social Studies
- (9) Science and Mathematics
- (10) Secondary School Teaching and Supervision
- (11) Health Education
- (12) Commercial Education

The Committee on Faculty Personnel and Budget shall function in an advisory capacity to the Dean of the School of Education and to the President of the City College with respect to all matters of faculty personnel and budget.

Section 4. There shall also be elected from the Faculty of the School of Education the number of members hereinafter designated to the following Joint Committees:

a. Committees of the College of Liberal Arts and Science, the School of Business and Civic Administration, the School of Technology, and the School of Education:

- (1) Committee on Ceremonial Occasions: one member
- (2) Committee on Admissions: two members
- (3) Committee on Athletics: two members
- (4) Committee on Employment: one member
- (5) Library Committee: one member
- (6) Committee on Public Relations: one member

b. Committees of the College of Liberal Arts and Science, the School of Technology, and the School of Education.

- (1) Committee on Student Activities: two members
- (2) Committee on Discipline: one member
- (3) Advisory Committee on Plant: one member

It shall be the responsibility of members elected to the aforementioned Joint Committees to inform the Secretary of the Faculty of the School of Education and the Chairman of each standing committee of the School of Education to whose functions the matter may be appropriate, of such actions of the Joint Committees as may concern the School of Education.

Section 5. Elections of elective officers of the Faculty of the School of Education and of members of the committees enumerated in Sections 2 through 4 of this Article and of the delegate or delegates to the Faculty Conference shall be conducted in the following manner:

a. All of the elections shall be held on the fourth Thursday in October, except where, due to resignation or other reasons, a vacancy occurs.

b. The Secretary of the Faculty of the School of Education shall cause to be circulated at least six days prior to the elections the report of the Committee on Committees and By-Laws containing the Committee's nominations to all positions except those of delegates to the Faculty Conference and membership on the Committee on Committees and By-Laws. The report of the Committee on Committees and By-Laws shall contain a proposed order of elections together with such other proposals regarding the conduct of elections as do not violate any regulation set forth in these By-Laws. Such of the aforementioned proposals as are not voided by a negative majority vote shall apply to the election at hand without further action by the Faculty.

c. Nominations for election as delegate to the Faculty Conference and to membership on the Committee on Committees and By-Laws shall be from the floor. Election to all positions shall be by secret ballot except in cases where the number of nominations is not in excess of the number of positions to be filled.

d. All standing committees and elective officers shall be authorized to continue their functions until the Monday immediately following the election of their successor, or successors, by the Faculty of the School of Education, except in the case of the Committee on Faculty Personnel and Budget. The term of office of this committee shall begin with the passage by the Board of Higher Education of the budget pending at the time of election of the Committee and shall end with the passage of the next subsequent annual budget of the Board of Higher Education.

THE FACULTY CONFERENCE

The Faculty Conference, consisting of the President, the Deans, and three members elected by each of the four school faculties, is authorized by the Board of Higher Education to act as the "coordinating body with respect to problems of administration, budget and educational policy as these affect the inter-relation of the several schools."

The Faculty Conference has authorized the following committees:

a. Joint Committees of the four schools.

ADMISSIONS. Sixteen members: six from the College of Liberal Arts and Science, four from the School of Technology, four from the School of Business and Civic Administration, and two from the School of Education.

ATHLETICS. Ten members: two from each of the four schools, an alumni representative *ex officio*, and the Faculty Manager of Athletics *ex officio*.

CEREMONIAL OCCASIONS. Five members: two from the Faculty Council of the College of Liberal Arts and Science, and one from each of the other three schools.

EMPLOYMENT. Six members: one from each of the four schools, one Faculty member named by the Students' Aid Association, and the Director of the Personnel Bureau *ex officio*.

LIBRARY. Seven members: The Librarian, *ex officio*, three from the College of Liberal Arts and Science, and one from each of the other three schools.

PUBLIC RELATIONS. All the Deans, the Director of the Evening Session, and one representative from each of the four schools.

- b. **Committees for the three up-town schools.** (Similar committees are authorized for the School of Business.)

ADVISORY COMMITTEE ON PLANT. Three members: one from each of the three up-town schools.

DISCIPLINE. Seven members: One from each of the three up-town schools, three student members, and a chairman elected from the Faculty by the six members.

STUDENT ACTIVITIES. Twenty-one members: fifteen from the College of Liberal Arts and Science, three from the School of Technology, two from the School of Education, and the Dean of Men *ex officio*.

The President is a member ex officio of all committees.

Each committee elects its own chairman, except for the Library Committee, where the chairman is elected from among the three Liberal Arts representatives, and the Discipline Committee, in which the Faculty and student members select an additional Faculty member as the chairman.

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