

Bylaws

The City College of New York

Bernard & Anne Spitzer School of Architecture

Preamble

These bylaws articulate the structure and practices of the Bernard and Anne Spitzer School of Architecture at The City College of New York, which functions within the governance structure of the City University of New York. Founded in 1969, the Spitzer School of Architecture is dedicated to preparing students to design for the betterment of our shared global community. The school acts in the spirit of the City College of New York's historic Ephebic Oath: "To transmit the city, not only not less, but greater, better, and more beautiful than it was transmitted to us."

Article I: Membership meetings and rules of order

Section 1

The Faculty Council of the Bernard and Anne Spitzer School of Architecture shall consist of the Faculty of the School and shall include:

- a. All members of faculty rank, tenured or on tenure-bearing lines, as defined in the Governance Plan of The City College, who teach in the Spitzer School of Architecture; and lecturers and instructors who have received notice of reappointments on an annual salary basis for a third or later year of continuous full-time service.
- b. The following with voice but without vote:
 - i. The President, Vice Presidents, the Registrar, the Dean of the School, and the Librarian in charge of the architecture collection, ex-officio.
 - ii. Adjunct faculty, other lecturers, and CLTs.
 - iii. The staff of the Spitzer School of Architecture.

Section 2

Meetings of the Faculty Council shall be held at least twice in each semester, upon call by the Dean of the School. The Dean shall preside at meetings; or in the Dean's absence the Chair. When the secretary is not present the presiding officer shall appoint a Secretary pro tem.

Section 3

The Secretary of the Faculty Council shall be elected for a term of three years at the last regular Faculty Council Meeting of the spring semester preceding the expiration of the term.

Section 4

Special meetings of the Faculty Council shall be held upon petition to the Dean by not less than ten percent (10%) of the voting members of the Faculty. Notice of such petitions shall be given to the secretary of the Faculty Council. 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.

Section 5

A quorum of the Faculty Council shall consist of a majority of the voting members.

Section 6

The presiding officer shall decide all questions of order in accordance with the current Robert's Rules of Order, except where in contravention of these By-laws, subject to appeal to the Faculty Council. Such appeal shall not prevail unless sustained by a two-thirds majority of the voting members present.

Section 7

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

- a. Roll call
- b. Reading of the minutes.
- c. Communications from the Board of Trustees.
- d. Communications from the President of the College.
- e. Communications from the Dean of the School of Architecture.
- f. Report of the Chair.
- g. Departmental elections.
- h. Reports of Committees.
- i. Unfinished business.
- j. New Business.
- k. 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

New business introduced by a faculty member shall be referred to the appropriate committee. Action on the committee's report shall be postponed to the next meeting at which it is presented for action.

Section 10

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

Section 11

Notice of each meeting shall include the agenda and written committee recommendations. Minutes of each meeting shall be sent to each member of the Faculty Council of the Spitzer School of Architecture.

Section 12

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

Section 13

The Faculty Council shall conduct the educational affairs customarily cared for by a College Faculty. It shall be responsible for the formulation of policy relating to the admission and retention of students subject to guidelines of the Board of Trustees. It shall be responsible for curriculum, awarding of College credits, and granting of degrees. When a vacancy occurs in the position of dean, the Faculty Council shall share its assessments of the needs of the School with the President and Provost.

Article II: Organization and standing committees

The chairs of all committees referred to in this Article II shall be responsible for convening meetings and maintaining documents related to the committees' work. The spirit of these standing committees is to share information with members whenever possible, except with confidential issues related to personnel and student matters from the Committee on Personnel and Budget, and the Committee on Course and Standing.

Section 1

The Dean of the School, who is appointed by the President, shall be responsible for appointing graduate program directors and assessing them annually.

Section 2

There shall be a Personnel and Budget Committee for the Bernard and Anne Spitzer School of Architecture consisting of the Dean, who shall serve as Chair with voice but without vote, the Department Chair, one member of faculty rank elected from and by each of the following programs: Masters of Architecture; Urban Design; and Landscape Architecture, and two faculty members elected at large. Faculty membership in the respective programs shall consist of those holding faculty rank, designated by the Dean, and such membership shall constitute eligibility for office and the electorate for each program. All elections shall be for a three (3) year term concurrent with the election of Department Chair and Executive Committee. Members elected to the Personnel and Budget Committee may not hold concurrent elected office on the Departmental Executive Committee.

The responsibilities of the Personnel and Budget Committee are:

- a. Personnel matters: The committee reviews recommendations from the Department for full-time faculty reappointments (with and without tenure or Certificate of Continuous Employment for Lecturers), promotions, leaves, and special salary increments, and forwards its recommendations to the Dean of the School.
- b. Budget matters: The committee discusses all matters related to the School of Architecture budget and makes recommendations, budget requests, and budget allocations to the Dean of the School.

Section 3

There shall be a Committee on Course and Standing consisting of five faculty members from the School of Architecture elected by the Faculty Council for three-year terms. The Committee shall elect its own Chair. The undergraduate and graduate advisors sit with voice, but not vote on this committee.

The responsibilities of the Course and Standing Committee are:

- a. It shall consider all matters affecting a student's standing in the School. It shall consider and rule on all individual appeals of students in School of Architecture courses and standing including deviations from requirements and rulings of the School of Architecture at the undergraduate and graduate levels.
- b. It shall also consider all matters relating to services and policies affecting student life in the School. It will make its recommendations to the Dean, whose determination shall be final and not subject to further appeal.

Section 4

There shall be a Justice, Equity, Diversity, and Inclusion (JEDI) Committee, consisting of the Department Chair, two staff members, three faculty members, and three students (representing undergraduate and graduate programs). All members, with the exception of the Department Chair, are selected by the Dean, who also selects the Chair of this committee. The term of service is two years for faculty and staff and one year for students, with the possibility of renewal for a second term.

The responsibility of this committee is to advance justice, equity, diversity, and inclusion at the Spitzer School of Architecture. The committee meets monthly and makes an annual report to the Spitzer School community, which includes its recommendations to the Dean.

Section 5

There shall be a Student Scholarships and Financial Need Committee, consisting of five people appointed by the Dean in consultation with faculty and staff.

This committee's responsibilities are to review and provide oversight on scholarships and student requests for emergency financial aid on the basis of need. It makes its recommendations to the Dean. This may include guidance on the composition of selection committees for scholarships.

Section 6

There shall be a Fellowships and Awards Committee, consisting of five people appointed by the Dean in consultation with faculty and staff.

This committee's responsibilities are to review and assess applications for fellowships and awards offered by the Spitzer School of Architecture to faculty and students, and to make recommendations to the Dean. It is convened by the Dean on as need basis.

Section 7

Other committees of the Faculty Council may be constituted by resolution of the Faculty Council or by appointment by the Dean as occasion demands.

Article III: Amendments to the Bylaws

These Bylaws may be amended 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 Council a copy of the proposed amendment or change.

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Adopted: April 7, 2022

Approved by the President: May 3, 2022