

**BYLAWS
DEPARTMENT OF DESIGN|MEDIA ARTS**

I. Functions

The Faculty of the Department of Design shall conduct the government of the Department of Design | Media Arts.

II. Membership

Membership in the Faculty of the Department of Design | Media Arts consists of those faculty whose appointment confers membership in the Academic Senate.

Non-Senate faculty (Lecturers, Visiting, Adjunct or Acting Titles) may be invited to meetings and asked to consult on selected departmental issues.

III. Officers

The Chair of the Department shall be appointed by the Chancellor following regular University procedures. The Chair shall appoint other officers as may be needed to conduct the business of the Department.

IV. Meetings

The Faculty shall meet once each month or at the call of the Chair.

Minutes shall be taken at all regularly scheduled meetings. Upon approval, they shall be kept on file in the Department Office.

V. Voting

Voting on Personnel matters shall be as outlined in Academic Senate By Law 55.

Effective 12/1/97, associate professors shall vote on all personnel actions of full professors, associate professors, assistant professors, studio series appointments, lecturers and senior lecturers with Security of Employment (SOE).

VI. Quorum

A quorum shall consist of 50% plus 1 of Senate members. If a Senate Member is on sabbatical, he/she shall not be counted in determining the quorum.

VII. Committees

The Chair shall appoint committees to conduct various aspects of Departmental business. The Chair shall be a member ex-officio of all committees, with full voting privileges.

Committees shall hold office for a term of one academic year or until successor committees are appointed thereafter.

Committees shall consist of a Chairperson and at least one other member. Faculty may be appointed to more than one committee during the academic year.

The regular standing committees of the Department follow. Other Committees may be established on an ad hoc basis as needed.

Planning and Curriculum

Faculty Recruitment

Schedule

Financial Aid

Graduate Admissions

Undergraduate Admissions

Student Exhibitions - Graduate MA/MFA Thesis and Undergraduate

In addition, members of the Faculty will be selected to serve on the Legislative Assembly of the Academic Senate and on the Faculty Executive Committee of the School of the Arts and Architecture.

VIII. Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern provided that they are not inconsistent with these Bylaws or the Bylaws of the Academic Senate, or the Bylaws of the School of the Arts.

IX. Amendment of Bylaws

The Bylaws may be amended by a two thirds vote either at any duly constituted meeting, or if by mail, a majority of returned ballots, provided notice shall have been sent to each member at least five days previous to the meeting, or ten days prior to the deadline for receipt of the mail ballot.

X. Suspension of Rules

The rules of the Faculty may be suspended by a vote of the Faculty, provided not more than two voting members present object to such suspension.