

**Mason Gross School of the Arts
Department of Visual Arts - By Laws**

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Mason Gross School of the Arts - Visual Arts Department
New Brunswick - New Jersey 08903 - 201/932-9078

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MASON GROSS SCHOOL OF THE ARTS
VISUAL ARTS DEPARTMENT BY-LAWS

PREAMBLE

These By-Laws, prepared and adopted by the Visual Arts faculty of the Mason Gross School of the Arts, are intended to govern the affairs of the Visual Arts Department in accordance with University Regulations. In the event of any conflict or inconsistency between these By-Laws and University Regulations, the University Regulations shall prevail.

ARTICLE I. ORGANIZATION

Section 1. The Visual Arts Department shall be a strong and autonomous department of the School, head by a Chair who, under the Dean shall have general administrative responsibility for the academic programs in the department, delegating directorial responsibilities to Graduate and Undergraduate Directors, as indicated in Article V. Officers.

ARTICLE II. FACULTY MEMBERSHIP

A. Members of the MGSA Visual Arts Department shall include:

Section 1. The Dean of the School.

Section 2. All Visual arts faculty who hold an academic appointment in the School; including faculty members on leave; faculty who hold "Fellow" status in other units of the University but whose tenure is in the Mason Gross School of the Arts.

Section 3. All visiting and/or coadjutant faculty who hold an academic appointment in the School.

B. Voting membership in the Visual Arts Department shall be those faculty members who occupy 50 percent or more of an academic position in the current year, and who hold the rank of Instructor or above. Half-time faculty members shall not have a vote during their first year of service.

ARTICLE III. STUDENT MEMBERSHIP

Section 1. B.F.A. and M.F.A. students shall comprise the MGSA Student Association. B.A., B.F.A. and M.F.A. students shall comprise the Visual Arts Assembly.

Section 2. Two graduate (one from each year) and four undergraduate (two B.A. and two B.F.A.) students will be elected, each from their own constituency in the degree program, to serve as student representatives to the faculty for a period of one year.

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Section 3. Elected Student representatives shall have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University Regulations proportionate to a total vote of three. This proportion or total vote may be changed as the growth of the faculty warrants by the ammendment process.

ARTICLE IV. MEETINGS

Section 1. There shall be at least one meeting of the MGSA Visual Arts Faculty each semester. Meetings can be called by the Chair, the Undergraduate Director, the Executive Committee or by written petition of 15% of the voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. There shall be at least one meeting of the MGSA Undergraduate faculty each semester. Meetings can be called by the Undergraduate Director, or by written petition of 15% of the Undergraduate voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting. Items in Article IV, Sections 3 to 10 apply equally to Undergraduate Faculty meetings.

Section 3. Meetings shall be conducted by Robert's Rules of Order.

Section 4. The Chair shall preside at all meetings of the MGSA Visual Arts Department and the Executive Committee except those of the Graduate Faculty.

Section 5. A quorum shall consist of 33% of the voting members.

Section 6. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Secretary.

Section 7. Additions to the agenda can be made by a 50% vote of the voting faculty members present.

Section 8. A meeting shall ordinarily last no longer than 90 minutes. After 85 minutes, the Secretary shall inform the Chair and the faculty that 5 minutes remain. After 90 minutes the Chair must advise the faculty that he/she will entertain a motion to adjourn. The motion must be carried by a simple majority.

Section 9. There will be no absentee balloting at any time except when authorized by a 2/3 vote and for the voting to seat the Executive Committee or Committee Memberships. All other matters may, however, if necessary be referred to a mailed ballot on the request of 1/3 of the voting members.

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Section 10. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving the preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee. The faculty may rescind any decision of the Chair or the Executive Committee by a 2/3 vote.

Section 11. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

ARTICLE V. OFFICERS

Section 1. Chair.

He/she will address problems of the Department with the upper administration, the Dean of the School and the Dean's associates and assistants. He/she acting in the interests of, and following the recommendations of the Executive Committee and the voting faculty at large will be in charge of personnel, scheduling, the allocation of the below-the-line budget and the physical spaces allocated to the Department. He/she in concert with the recommendations from the Graduate Faculty or their delegate(s) will allocate all coadjutants, Teaching Assistantships, technical and visiting artists funds. He/she shall delegate reasonable and appropriate responsibilities to the Graduate and Undergraduate Directors and assure that these responsibilities are fulfilled.

Section 2. Undergraduate Director.

The Undergraduate Director shall perform those functions delegated by the Chair, the Executive Committee and the voting faculty. He/she shall convene the Admissions, Curriculum, Gallery Committees and oversee the fulfillment of their goals. He/she shall oversee advising for both the B.A. and B.F.A. students and will be responsible for the coordination and development of academic aspects of those programs including making all necessary recommendations for the development of the programs to the Chair, the Executive Committee and the voting faculty.

Section 3. The slate of nominees for Chair and Undergraduate Director shall contain all names proposed by members of the Executive Committee, and any additional names placed in nomination by written petition of three voting members of the faculty.

Section 4. There shall be a secret ballot.

Section 5. The Chair and Undergraduate Director shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 6. Each shall be a tenured member of the faculty, and the administrative position shall not in any way affect that tenured faculty status.

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Section 7. Each shall serve a term of three years with an option of two renewal years up to a maximum of five years. Any Leaves of Absence shall be included in these terms.

Section 8. Each shall concurrently hold no more than one administrative post in the Department.

Section 9. Each shall have the same voting privileges as any voting member.

Section 10. Each shall be subject to recall as described in Robert's Rules of Order.

Section 11. In case of the illness or absence of the Chair, the Undergraduate Director shall become Acting Chair pro tem. In case of extended absence or leave, the faculty shall nominate an Acting Chair for appointment by the Dean of the School.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the Chair, the Undergraduate and Graduate Directors and additional faculty elected at large from the voting members of the MGSA to represent program areas not covered by the Chair and Directors.

Section 2. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 3. The Chair will carry out the will and initiative of the Executive Committee and voting faculty. Any programs or policies proposed by the Chair shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Chair or the Executive Committee by a 2/3 majority secret written ballot.

Section 4. The Executive Committee shall meet as often as a majority of the Committee or the Chair deems necessary, but at least two times each semester.

ARTICLE VII. COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee with the exception of the Search Committee which will be elected by the members of the Department. However, there shall be standing committees for admissions, budget, curriculum (incorporating inter-intra-media studies), personnel, gallery and space.

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Section 2. Membership on all committees except the Executive Committee shall be nominated and elected each new academic year. The Executive Committee will serve for a period of two years, with a staggered membership.

ARTICLE VII. BALLOTING

Section 1. There shall be a provision for secret balloting on the call of any member.

ARTICLE IX. BUDGET

Section 1. Below-the-line budgets shall be open to the inspection of any voting member upon request.

ARTICLE X. AVAILABILITY OF INFORMATION

Section 1. Information concerning procedures, financial resources, promotions or any other matters involved in the day-by-day operations of the University is available to all voting faculty members with the exception of that information considered confidential in accordance with the By-Laws of the University.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws which have been approved by a majority of the voting members of the faculty may be amended at any meeting provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members of the Department two weeks before the meeting. Amendments may be initiated by written petition to the Executive Committee of the Chair by three voting members of the Department or by the Chair. Amendments must be approved by 1/3 of the members voting.