

Department of French & Italian
College of Liberal Arts and Sciences
THE UNIVERSITY OF KANSAS
LAWRENCE, KS 66045
Bylaws of the Department

Article I Membership and Voting Privileges in the Department

- A. The voting membership of the Department shall consist of the faculty of the Department of French & Italian with the rank of Assistant Professor and above who are either tenured or on tenure-track appointments, without regard to percentage of time; lecturer or instructor, with 100 percent appointments of more than one year; Assistant Professor and above with term appointments of more than one year; emeritus faculty, living in Lawrence and the surrounding area, who declare themselves voting members each year; one elected representative of lecturers or instructors with less than 100 percent appointments; two elected representatives of the students (graduate and/or undergraduate) when that constitutes approximately 20% of the voting department.
- B. All members of the “voting Department” have one vote each, with the following exception:

In the case of faculty appointments from the outside, and lecturer appointments to teach at the 300-level or above, tenured and tenure-track faculty only may vote, and each tenured and tenure-track faculty member has one vote.

Student views on faculty appointments are important and therefore encouraged. Student representatives will serve on departmental search committees for outside faculty, but when the vote is called, the student representatives will not participate in voting.”

- C. Emeritus faculty need to submit a letter advising the Department of their desire to be a voting member each year. Each year the Chair of the Department will submit a letter to each emeritus faculty requesting they state whether or not they wish to be a voting member.
- D. Visiting and courtesy professors cannot vote.

Article II. Meetings of the Department

- A. The Department shall meet at the beginning of each semester and subsequently as the business of the Department justifies. In no case shall the Department meet fewer than three times each semester. Upon a petition of three or more members of the Voting Department, the Chair shall call a meeting.
- B. Meetings of the Departments shall be open, except when closed by a two-thirds vote of the members present and voting.
- C. The Chair shall receive items for the agenda from the committees and members of the Department, and shall distribute the agenda at least three days prior to the

meeting. No new business that affects policy shall be acted upon at any meeting that has not been announced to members, in writing, at least one week prior to the meeting. The Chair shall rule on whether or not an item is a policy item, but her/his ruling may be overturned by any three members, present and voting.

- D. A quorum of thirty percent of the membership shall be present before any business may be transacted, except that, if any item could not be acted upon for a lack of a quorum at two successive meetings, then the membership present shall constitute a quorum for the purpose of acting on that particular item.

Article III. Officers of the Department

- A. The Chair or the Chair's designated representative shall preside at all meetings of the Department.
- B. The Secretary of the Department shall be appointed by the Chair.
- C. The Chair may appoint a parliamentarian.

Article IV. Powers of the Voting Department

Subject to the provisions of the law and the Rules of the Board of Regents, and consistent with the policies established by the Code of the University Senate and the Constitution and Bylaws of the College of Liberal Arts and Sciences of the University; the Voting Department has the power to:

- A. Establish rules for the conduct of its business.
- B. Establish committees of its choosing and assign functions and responsibilities to such committees.
- C. Propose to the appropriate bodies (College Assembly, Graduate Assembly) requirements for graduate and undergraduate degrees offered by the Department of French & Italian, and forward for approval other academic regulations.
- D. Approve or disapprove course changes or new courses proposed to be offered for credit in the Department, and forward those recommendations to the appropriate bodies.
- E. Consider such other matters as the College, Graduate School, or other offices of the University may assign or delegate to the Department. Additionally, the Department shall consider matters placed before it by a petition signed by two-thirds (2/3) of the voting membership of the Department.

- F. Supplement its membership with appropriate representation from minority groups.

Article V. Appointed Committees

- A. The Chair shall appoint such committees as the business of the Department may require and shall solicit names of possible appointees from the voting members.
- B. The provisional membership of committees shall be announced at the first meeting that takes place after their appointment. Approval by the Department, by majority vote; shall be required.
- C. Committees may be appointed and approved (or rejected) at one and the same meeting of the Department. No waiting period is required.

Article VI. Appointed Directors of Department Programs and Activities

- A. Each of the following programs shall have an appointed director each academic year:
 - 1. The Graduate Program.
 - 2. The Undergraduate Major Programs in French and in Italian.
 - 3. The Elementary and Intermediate Language Program in French.
 - 4. The Elementary and Intermediate Language Program in Italian.
- B. Each of the following activities shall have an appointed representative, liaison person, or coordinator:
 - 1. The Honors Reception. (Coordinator)
 - 2. Kansas University Languages Across the Curriculum (KULAC). (Coordinator and Liaison Representative)
 - 3. Study Abroad. (Liaison Representative)
 - 4. Library. (Liaison Representative)
 - 5. *Le cercle français*. (Faculty Adviser)
 - 6. *Il circolo italiano*. (Faculty Adviser)

- C. The Chair shall appoint, before the last meeting of the spring semester, each of the persons to fill the positions listed in A and B for the following academic year. The Department will review and approve or reject each appointment at the last meeting of the spring semester.

Article VIII. Curricular Changes

- A. Proposals for new courses or course changes shall be submitted, in writing, to the Voting Department at least one week in advance of the meeting at which the proposal(s) will be acted upon.
- B. Proposals for changes in the degree requirements (M.A., Ph.D., or B.A.) may be introduced by an individual member at a meeting, but must then be referred to a committee, which will report and make specific recommendations to the Department at the following meeting. The Graduate Faculty may submit, in writing, recommendations for changes in the M.A. or Ph.D. programs at any time, but always at least one week prior to the meeting at which the change(s) will be acted upon.

Article IX. Parliamentary Procedures

The latest revised edition of Roberts Rules of Order shall constitute the rules of order of the meetings of the Department.

Article X. Changes in Bylaws

A motion to change the Bylaws of the Department requires a two-thirds majority for passage and shall be put to a vote when:

- A. The motion was originally presented at the preceding meeting of the Department, or earlier, and
- B. It has been distributed to the Voting Department in writing at least one week prior to the meeting at which the vote is to be taken.