ARTICLE I: MEMBERSHIP

A member of the Department of Mathematics is any person holding a regular, visiting or term appointment as a professor of mathematics, associate professor of mathematics, assistant professor of mathematics, or instructor of mathematics. Members holding visiting or term appointments may participate in discussions but may not vote on departmental motions or in departmental elections, and may not serve on search or peer review committees.

ARTICLE II: EXECUTIVE OFFICERS OF THE DEPARTMENT

The executive officer in the Department of Mathematics is the Chairperson. The Chairperson's duties are as described in the University Handbook.

ARTICLE III: DEPARTMENT MEETINGS

The Department of Mathematics shall meet at least once each semester (except summer). These meetings will be called by the Chairperson, who may also call additional meetings when deemed appropriate. A department meeting may also be called at the written request of at least one-fourth of those department members holding regular appointments. The Chairperson will preside over department meetings, and may in addition participate as a department member. Any department meeting will be announced at least one week in advance. Department members may submit to the Chairperson topics for discussion; this shall be done no later than twenty-four hours before the meeting.

A quorum for department meetings is a majority of the number of department members eligible to vote and not currently on leave. Only department members eligible to vote shall be counted toward meeting a quorum. Proxy voting is prohibited under all circumstances; a member must be physically present to vote. Minutes shall be taken during each department meeting by a recording secretary appointed by the Chairperson; copies shall be made available to each department member.
The rules contained in Robert's Rules of Order, Revised, shall govern any department meeting insofar as they do not conflict with these departmental, or with College or University by-laws or with the collective bargaining agreement.

ARTICLE IV: DEPARTMENTAL COMMITTEES

1. All meetings of committees shall be open to members of the department except meetings of the search and the peer review committees. The Chairperson of the department shall be ineligible to chair any standing committee.

2. Elected Standing Committees. The department shall elect five standing committees from its membership, except that the Peer Review Committee for Promotion to Full Professor shall include outside members, as noted in (iii), below. A person who will be unavailable for any significant portion of time during which a search or peer review committee conducts its business may not be elected to that committee. No person may serve on a peer review committee that will act on that person's case. If a vacancy occurs for any reason, another member shall be elected to fill the remainder of the term. This election shall be held as promptly as possible at a department meeting. Each of these committees shall elect its own chairperson and determine its own manner of operating.

(i) Search Committee. This shall consist of five department members of the bargaining unit elected by the department members of the bargaining unit. Three members will be elected each year at a spring semester department meeting; the two candidates receiving the greatest number of votes shall serve two-year terms. The candidate receiving the third-largest number of votes shall serve a one-year term. Run-off elections shall be held when necessary. The committee shall serve for one year beginning the fall semester following the elections. Decisions on whom to interview and recommendations on whom to hire will be made, as described in the collective bargaining agreement. In addition, the committee shall serve as the search committee for term and visiting appointments.
(ii) Peer Review Committee for Tenure (PRCT). This shall consist of five tenured department members of the bargaining unit elected by the department members of the bargaining unit. Three members will be elected each year at a fall semester department meeting; the two candidates receiving the greatest number of votes shall serve two-year terms. The candidate receiving the third-largest number of votes shall serve a one-year term. Run-off elections shall be held when necessary. The committee shall serve for one year beginning February 1 following the election. The committee shall be responsible for departmental personnel actions other than appointments and promotion to full professor, including the review of professional leave requests as mandated in the collective-bargaining agreement.

(iii) Peer Review Committee for Promotion to Full Professor (PRCF). This shall consist of six tenured members of the bargaining unit elected by the department members of the bargaining unit. Four are to be chosen from the mathematics department with at least two of these holding the rank of Professor and two are to be chosen from outside the department with both of these holding the rank of Professor, in accordance with University and College of Arts and Sciences policy. Two department members shall be elected each year at a fall semester department meeting for two-year terms; two outside members shall be elected at the same meeting for one-year terms. Run-off elections shall be held when necessary. The committee shall serve for one year beginning February 1 following the election. The committee shall be responsible for personnel actions concerning promotion to the rank of full professor.

(iv) Undergraduate Program Committee. This shall consist of five department members. Three members will be elected each year at a spring semester department meeting; the two candidates receiving the greatest number of votes shall serve two-year terms. The candidate receiving the third-largest number of votes shall serve a one-year term. Run-off elections shall be held when necessary. The committee shall serve for one year beginning the fall semester following the
election. The responsibilities of the Undergraduate Program Committee shall be to review the undergraduate mathematics curricula and course offerings, and to recommend changes when deemed appropriate.

(v) Graduate Program Committee. This shall consist of five department members. Three members will be elected each year at a spring semester department meeting; the two candidates receiving the greatest number of votes shall serve two-year terms. The candidate receiving the third-largest number of votes shall serve a one-year term. Run-off elections shall be held when necessary. The committee shall serve for one year beginning the fall semester following the election. The responsibilities of the Graduate Program Committee shall be to review the graduate mathematics curricula and course offerings, and to recommend changes when deemed appropriate.

3. Appointed Standing Committees. The Chairperson shall appoint a Library Committee and a Colloquium Committee, as well as the chairperson of each. The responsibilities of the Library Committee shall include purchasing new books and periodicals, as well as reviewing and changing, when deemed appropriate, current periodical subscriptions. The Colloquium Committee shall be responsible for arranging regular colloquium speakers each semester.

4. Other Appointed Committees. The department Chairperson may, in addition, appoint other committees as deemed appropriate.

ARTICLE V: AMENDMENTS

These by-laws may be amended during the first year after their adoption provided the amendment has been presented and discussed at two successive department meetings and receives affirmative votes from a majority of those department members eligible to vote. The by-laws may be amended thereafter provided the amendment has been presented and discussed at two successive department meetings and receives affirmative votes from a two-thirds majority of those department members eligible to vote.
ARTICLE VI: ADOPTION

These by-laws shall be submitted to the department by a mail ballot. They shall become effective after receiving affirmative votes from a majority of those department members holding regular appointments and approval by the Faculty Affairs Committee of the College of Arts and Sciences. Previously adopted departmental motions shall remain in effect insofar as they do not conflict with these by-laws.