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BY-LAWS
OF
THE FACULTY

OF THE

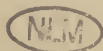
Bellebue Hospital Medical College,

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BY-LAWS OF THE FACULTY

OF THE

Bellevue Hospital Medical College,

SECTION I.

ORGANIZATION OF THE FACULTY.

1. THE organization of the Faculty of the Bellevue Hospital Medical College shall consist of seven Departments, to be designated as follows :

PRINCIPLES AND PRACTICE OF MEDICINE.

SURGERY AND SURGICAL ANATOMY.

OBSTETRICS AND DISEASES OF WOMEN AND CHILDREN.

MATERIA MEDICA AND THERAPEUTICS.

PHYSIOLOGY AND MICROSCOPY.

DESCRIPTIVE AND COMPARATIVE ANATOMY.

CHEMISTRY AND TOXICOLOGY.

2. *Vacancies.*—In case of the death or resignation of any member or members of the Faculty, the vacancy or vacancies shall be filled by the remaining members, the election to be determined by ballot.

3. *Election of Professors.*—At all elections to fill vacancies in the Faculty of the Bellevue Hospital Medical College, a majority of the Faculty must be present, and at least four of the departments be represented. A negative vote of three members of the Faculty shall reject a candidate.

4. No candidate can be balloted for unless his name has been presented to the Faculty, and each member notified of the nomination, by the Secretary, at least four weeks before the election.

5. *Removals.*—Since a certain harmony of action on the part of the Faculty is not only highly important, but necessary to the well-being of the Institution, any Professor may be declared no longer a member of the Faculty by vote of the remaining members of the Faculty. For this purpose, it shall be necessary that the majority of the Faculty be present, and at least four departments be represented; when the Professor may be removed by a vote, taken by ballot, of all but two of those present at the meeting, notice having been served by the Secretary upon

the said Professor, of the time and purpose of such meeting, one month previously.

6. Members of the Faculty who may be prevented, by circumstances entirely beyond their control, from attending meetings for the election of Professors, or for the purpose of voting on the removal of a member of the Faculty, may send in their votes in writing; which votes shall be received by the Faculty, upon the solemn assurance of the members thus voting that they are unable to attend the meeting.

7. *Officers.*—The officers of the Faculty shall consist of a President, Secretary, and Treasurer, who shall be elected at each annual meeting, by ballot.

8. *President.*—The President shall preside at all the meetings of the Faculty, and, in matters not specified in the By-Laws, shall govern the Faculty according to ordinary parliamentary usage. It shall also be his duty to request the Secretary to call meetings of the Faculty, on the written application of two members of the Faculty, with the object of the meeting specified.

9. *Secretary.*—The Secretary shall keep accurate minutes of all Faculty meetings; shall attend promptly to all the correspondence of the College; shall preserve all documents and letters relating to the Institution; and

shall call meetings of the Faculty, at the request of the President.

10. *Treasurer.*—The Treasurer shall have the charge and management of all the funds of the Institution; shall pay all accounts properly audited by the Executive Committee; and shall keep an accurate record of all moneys received and disbursed. It shall be the duty of the Treasurer to immediately notify the President of any deficiency in the Treasury, and, upon such notification, the President shall, as soon as practicable, direct a meeting of the Faculty to be called.

11. *Meetings of the Faculty.*—Seven members, or a majority of the Faculty, shall constitute a quorum for the transaction of ordinary business.

12. *Order of Business.*—The following shall be the Order of Business at meetings of the Faculty:

1. Reading of Minutes of the last meeting.
2. Reports of Officers of the Faculty.
3. Report of the Executive Committee.
4. Reports of other Committees.
5. Unfinished Business.
6. Miscellaneous Business.
7. Reading of Minutes.
8. Adjournment.

13. *Annual Meeting.*—An Annual Meeting of the Faculty shall take place on the first Tuesday in April, for the election of officers, election and appointment of committees, and hearing the annual report of the Executive Committee.

SECTION II.

STANDING COMMITTEES.

1. *Executive Committee.*—A Standing Committee of three members of the Faculty shall be elected by ballot at the annual meeting, which, with the Secretary, shall constitute the Executive Committee.

2. The Executive Committee shall organize by the election of a Chairman and Secretary, shall meet regularly every two weeks during the winter session of lectures, and shall make a report at every meeting of the Faculty.

3. It shall be the duty of the Executive Committee to attend to all the business of the Institution not provided for by special committees, or comprehended in the specified duties of the officers of the Faculty.

4. All expenditures connected with the various departments of instruction, excepting the annual expenses of the departments of Chemistry and Physiology, and

disbursements directly ordered by the Faculty, must be sanctioned by the Executive Committee, which shall also audit all accounts presented to the Faculty, before they can be paid by the Treasurer.

5. The Executive Committee shall each year make a careful examination of the accounts of the Treasurer, and make a report to the Faculty, at the regular annual meeting.

6. Questions which may not be deemed by the Committee to be of sufficient importance to be referred to the Faculty, may be determined by them and reported to the Faculty at the next meeting; but the Committee shall not have the power to deviate, in any way, from the terms on which students are received into the Institution, without previously receiving authority from the Faculty.

7. *Lecture Committee.*—A Standing Committee of two shall be appointed by the President, with the consent of the Faculty, at each annual meeting, whose duty it shall be to arrange the Lectures to be given in the Institution.

8. *Lectures.*—Every member of the Faculty is expected to begin his Lecture at the hour named in the announcement of Lectures, and, in all cases, with the exception of Clinical Lectures, to terminate at the expiration of the hour allotted to him.

9. In case any member of the Faculty be unavoidably prevented from giving his Lecture at the prescribed hour, he is, if practicable, to cause his hour to be filled by some other member of the Faculty, or give timely notice to the Lecture Committee.

10. No one but members of the Faculty shall deliver a Lecture or Lectures in the College building, unless by special invitation from the Faculty.

11. *Publishing Committee.*—A Standing Committee of three shall be appointed by the President, with the consent of the Faculty, at each annual meeting, which shall have charge of the issue of the circulars, catalogues, and all other publications by the Faculty, as well as all notices and advertisements in medical and secular journals.

SECTION III.

INTRODUCTORY AND VALEDICTORY ADDRESSES.

1. Four weeks or more before the opening or closing of the regular Winter session, some member of the Faculty shall be elected, by ballot, without nomination, to give the Introductory or Valedictory Address.

2. The Graduating Class shall be permitted to elect one of their number to give a Valedictory Address at

the close of each Winter session; which address must first be submitted to the Executive Committee, and must not occupy more than twenty minutes in its delivery.

SECTION IV.

DEMONSTRATOR, PROSECTORS, AND ASSISTANTS.

1. *Demonstrator of Anatomy.*—The Demonstrator of Anatomy is to be nominated by the Professor of Anatomy, and appointed by the Faculty. He is to take charge of the preparations for the Professor of Anatomy, and the dissecting-room; and allow no one to dissect who has not matriculated and taken out the ticket of Practical Anatomy, without instructions from the Executive Committee.

2. The Demonstrator of Anatomy shall issue a ticket of Practical Anatomy, and receive the fees therefor.

3. *Prosectors and Assistants.*—Prosectors to the chairs of Surgery and Surgical Anatomy, and an Assistant to the department of Principles and Practice of Medicine, may be nominated by the Professors and appointed by the Faculty.

SECTION V.

FEES AND EXPENSES.

1. Each department may issue, and receive the money for, its own ticket; but the Treasurer or Secretary may

also receive the fees for full or partial courses, crediting to the different departments their share of the fees.

2. The Matriculation and Graduation Fees shall be set aside by the Treasurer for the current expenses of the Institution; and any excess that there may be over the estimate of expenses for the year, shall be divided, *pro-rata*, among the various departments.

3. The Executive Committee shall, at the regular annual meeting of the Faculty, make a report of the current expenses of the past year, and present an estimate of the expenses for the following year.

SECTION VI.

CANDIDATES FOR GRADUATION.

1. Before any candidate for the degree of Doctor of Medicine be admitted to an examination, he shall be required to present his thesis, with the graduation fee, to the Secretary, exhibit his tickets of previous courses of lectures, or his diploma, and file his certificates of period of study, age, and moral character. The Secretary shall then give him a written certificate that he has fulfilled all the requirements of the Institution, and is entitled to an examination. But no student shall be examined by any member of the Faculty, who has not received such a permit from the Secretary.

2. No member of the Faculty shall give any intimation to any candidate, in writing or otherwise, of the result of his examination, previous to the final vote of the Faculty and its official announcement.

AMENDMENTS AND ALTERATIONS.

These Articles may be amended or altered, by a vote of a majority of the entire Faculty, after four weeks' notice of the proposed amendment has been served by the Secretary on every member of the Faculty.

AUSTIN FLINT, JR., }
 BENJ. W. McCREADY, } *Committee.*



