

AVIAN SCIENCES GRADUATE GROUP BYLAWS

Administrative Home: Animal Science Department

Revision Date:

Graduate Council Approval Date:

Article I. Objective

The Graduate Group in Avian Sciences (hereafter referred to as the Group) administers graduate education leading to the M.S. degree in Avian Sciences, in accordance with the policies and procedures of the UC Davis Graduate Council and the Office of Graduate Studies. Avian sciences is the discipline that develops and teaches knowledge related to the unique biology of Aves. Provide broad training in the underlying principles of the biology of birds (class Aves) to students who wish to obtain a Masters of Science degree. Offer graduate students an interdisciplinary program of research with emphases ranging from cellular and molecular sciences, to organismal sciences, to environmental sciences. Prepare students for careers in industry, state and federal agencies, or further academic training towards a PhD or professional degree to meet the needs of stakeholders in California and the nation.

Article II. Membership

A. Criteria for Membership

The Group shall consist of those persons affiliated with UCD that are qualified to guide candidates for the M.S. in Avian Sciences. Members should hold an appointment in the Professor or CE Specialist with lecturer (without security of appointment) ranks series. Membership may also be given to other University employees whose appointment authorizes the direction of graduate work with approval from the Executive Committee.

Admission shall be determined by a majority vote of the members of the Group, based on a recommendation of the Executive Committee.

All members are eligible to vote on Group business.

B. Application for Membership

A person who wishes to become a member of the Group should apply in writing to the Chair of the Group.

Applicants must have an active and productive program of research in a field related to avian sciences. Recent success in competition for extramural research grants, or other evidence of an active research program, may also be used to establish this point.

There must be evidence that the applicant can provide an appropriate research environment for graduate students and also that the applicant will participate in Group activities directed toward graduate education and training, such as committee service, seminars, and teaching as appropriate.

C. Emeritus Status

A member who retires from the University of California, Davis may elect to continue active participation in the Group as an "emeritus member" by submitting a written request to the Chair of the Group. Criteria for membership and continued participation in the group for Emeritus Members is identical to that of all other members of the Group. Emeritus members retain all privileges of membership in the group, including voting rights.

D. Review of Membership

Membership will be reviewed every three years by the Executive Committee to determine if a member still meets the criteria for membership. Criteria for continued membership will be: continued active research in the discipline of avian science and willingness to participate in Group activities. Participation is evidenced by: service on examination/and or thesis committees, service on Group administrative committees, and instruction in relevant courses related to avian biology. Members not fulfilling membership criteria will be notified and if a plan to reestablish these criteria is not instituted, membership will be terminated.

E. Membership Appeal Process

Applicants for new membership or for renewal who do not meet the criteria will be denied membership into the Group. Applicants denied membership or renewal of membership may appeal to the Chair of the Graduate Group. Following the outcome of this appeal applicants may appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The management of the Group shall be vested in an Executive Committee of six members as Follows: The Chair of the group, at least one Graduate Advisor, three members appointed by the present Executive Committee, and a graduate student. The chair shall be the chief officer and spokesman for the group.

ARTICLE IV. GRADUATE GROUP CHAIR AND VICE CHAIR

A. Chair Appointment

The Chair will be appointed in accordance with the Academic Personnel Manual policy UCD-245.B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

The Executive Committee will serve as the Nominating Committee to solicit names of nominees for Graduate Group Chair from the faculty and graduate students of the group. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will remain confidential.

The Executive Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group's Nominating Committee and by the Office of Graduate Studies.

The Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominees the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is three years, however what is recommended will be based on the nominees' willingness to serve.

B. Chair Duties

The Chair shall call and preside over meetings of the Group and of the Executive Committee. The Chair shall faithfully execute and implement recommendations of the Group and the Executive Committee.

The Chair shall appoint, with the approval of the Executive Committee, members of special committees. The Chair shall recommend to the Dean of Graduate Studies, following approval of the Executive Committee, appointment of graduate advisers.

IV. Graduate Program Chair: The GGAVS Chair will be nominated in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B.

ARTICLE V. COMMITTEES

A. Executive Committee

The Executive Committee is comprised of six members: the Group Chair, at least one Graduate Advisor and three members appointed by the Executive Committee. The student representative is a voting participant of the Committee. The appointed Graduate Advisor and the three appointed members of the Executive Committee shall each serve a two-year term. There are no term restrictions.

The principal duties of the Executive Committee shall be to determine and implement policy for the Group and to represent the interests of the Group generally to various Universities and other agencies. The Executive Committee will serve as the Membership Committee, the Admissions Committee, and the Fellowship Committee. The Executive Committee may appoint Special Committees for specific purposes as deemed necessary.

The Executive Committee shall meet quarterly. Any member of the Group may submit to the Chair matters requiring Executive Committee action. Additional Executive Committee meetings may be held at the Chair's discretion, or upon a petition by three members of the Group. The Chair will ensure that the minutes of each meeting of the Executive Committee are prepared and sent to all members of the Group within two weeks after each Executive Committee meeting. Four members of the Executive Committee shall constitute a quorum for transacting the business of the Executive Committee.

ARTICLE VI. STUDENT REPRESENTATIVE

The Chair of the Group will annually appoint one student representative who has been nominated by the students currently enrolled in the Group. The student representative will serve as a voting member of the Executive Committee and of the Group.

The Chair of the Executive Committee must excuse the student representative from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

ARTICLE VII. ADVISERS

Adviser appointments will be made in accordance with the policies and procedures of the Graduate Council and the Office of Graduate Studies.

There shall be one or more advisers selected from the membership of the Group. Recommendations for the advisers shall be made by the Chair of the Group to the Office of Graduate Studies, on the advice of the Executive Committee.

Graduate Advisers are appointed for a two year term.

The adviser's primary responsibility is to ensure that the students in their charge have completed the requirements of the program, and to act as an advocate for each student in their charge. Advisers will carry out their duties in accordance with policies of the Group, the Graduate Council, and the Office of Graduate Studies.

ARTICLE VIII. MEETINGS

The Group shall meet in the Spring quarter (referred to as the annual meeting) and as often as deemed necessary by the Executive Committee. Members will be notified by e-mail with the meeting date and agenda at least one week prior to the meeting date. Members away from campus on the meeting date may make arrangements with the Chair prior to the meeting in order to participate via conference call or other appropriate mechanism. Meetings may also be called by petition of five or more members.

ARTICLE IX. QUORUM

More than 50% of the members of the Group shall constitute a quorum for transacting business at Group Meetings, including the Annual Meeting. At the Group Meetings, in the absence of a quorum, any Group member may also move to conduct a mail or email ballot of the entire Group in order to approve Group business. A 50+% supporting vote of the members voting is required to approve these mail or e-mail ballot measures.

ARTICLE X. ORDER OF BUSINESS FOR GROUP MEETINGS

The suggested order of business for all Group meetings shall be as follows:

1. Reading of the minutes
2. Reports of the Chair
3. Reports of the Executive Committee (admissions, fellowships, membership)
4. Reports of special committees.
5. Unfinished Business
6. New Business

ARTICLE XI. AMENDMENTS

Amendments to the Bylaws may be proposed to the membership by a majority of the Executive Committee, or in writing to the Secretary by any three members of the Group. The Secretary shall conduct a mail or e-mail ballot within one quarter; upon approval by at least a two-thirds majority of those voting, all amendments and revisions will be submitted to Graduate Council for review and approval.