

# BYLAWS OF THE GRADUATE SCHOOL OF MANAGEMENT UNIVERSITY OF CALIFORNIA, DAVIS

## ARTICLE I. –NAME OF ORGANIZATION

The name of this organization is the Graduate School of Management, University of California, Davis (hereafter, the School).

## ARTICLE II. –PURPOSE OF ORGANIZATION

The purpose of this organization is to be a leader in management research and education, and to pursue significance, excellence and scholarly rigor in research, graduate and undergraduate management teaching, and service to the people of California.

## ARTICLE III. –MEMBERS

### III.1. Faculty

The faculty of the School shall consist of

- a. the President of the University of California;
- b. the Chief Campus Officer of the Davis campus;
- c. the Dean of Graduate Studies of the Davis campus;
- d. the Dean of the Graduate School of Management (hereafter, the Dean);
- e. all members of the Academic Senate who are members of the Graduate School of Management.

### III.2. Voting Faculty

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Voting rights and their extension are governed by Academic Senate Bylaws [SBL 55B and 55C](#), respectively and apply to legislation before the Faculty and its committees. Except as modified by the provisions of Academic Senate Bylaw 55, members of the Faculty who are not entitled to vote retain the right to participate fully in meetings except during consideration of personnel actions.

### III.3. School Policies

The faculty shall determine the institutional policies of the School, and those policies shall be stated in the [Bylaws](#) and in the [Policies and Procedures for Curriculum and Student Affairs](#).

#### **ARTICLE IV.** –OFFICERS

**IV.1. Chair.** The Faculty member receiving the most votes for service on the Executive Committee of the school shall serve as Chair, with ties broken by lot. He or she shall take office on the day the fall term officially begins and shall serve until the beginning of the following fall term. The Chair shall serve as Chair of the Executive Committee, shall preside over all meetings of the Faculty of the School, and have such other secondary duties as the Faculty shall direct. The Chair is authorized to refer directly to the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty.

**IV.2. Secretary.** The Faculty member receiving the second most votes for service on the Executive Committee of the school shall serve as Secretary, with ties broken by lot. He or she shall take office on the day the fall term officially begins and shall serve until the beginning of the following fall term. The duties of the Secretary shall include, but not be limited to, the taking and distribution of minutes for meetings of the Executive Committee and the Faculty, the distribution of all calls to meetings, and the maintenance of a current roster of members of the Faculty. The Secretary is authorized to refer directly the appropriate committee of the Faculty any or all questions, including petitions of students pertaining to College matters, placed in his or her hands for presentation to the Faculty.

**IV.3. Replacements.** If either the Chair or the Secretary is unable to complete his or her term of office, the Executive Committee shall select a replacement. If the Chair is being replaced, the meeting will be called and chaired by the Secretary. The replacement shall serve until the beginning of the next fall term.

#### **ARTICLE V.** –MEETINGS

##### V.1. Regular Meeting

The faculty shall meet at least once each quarter during the academic year. At least one fall quarter meeting shall be held during the month of October.

##### V.2. Special Meeting

The Faculty may meet at such other times as called by the Chair. In addition, upon written request of five members of the Faculty to the Secretary, a special meeting must be called within ten instructional days of receipt of the request. In case of delay in electing the Chair, the immediate Past Chair of the Faculty of the School is empowered to call meetings of the Faculty and to serve as Chair pro tempore.

##### V.3. Attendance and Quorum

It is generally expected that all voting faculty shall attend faculty meetings. Only members of the faculty may be present at faculty meetings during consideration of student petitions for reinstatement, student disciplinary matters, and matters determined to be strictly confidential by the Chair. Guests may be present at other times by the invitation by the Chair. Upon objection, a majority vote is required to allow a guest to be present.

A quorum shall consist of a majority of the voting faculty.

##### V.4. Meeting Agenda

At least five instructional days before a faculty meeting, other than a special meetings, the Chair shall give the faculty and others entitled to attend copies of the agenda and of committee reports and like documents that shall be discussed at the meeting. The agenda shall consist of the following items in this order: minutes of the last meeting, reports of officers, committee reports, unfinished business, and new business. Additional items may be placed on the agenda upon the written request of three voting faculty members, and the revised agenda shall be distributed no less than two instructional days before the meeting.

##### V.5. Voting

- a. A majority vote means more than half of the votes cast by the voting faculty. An abstention is not a vote cast.
- b. Ordinarily, votes shall be cast by voice or show of hands, but any faculty member eligible to vote may require that a vote on a matter be taken by secret ballot.
- c. A member may provide another member with a written proxy for a particular meeting or agenda item.

##### V.6. Amendment of Bylaws and Policies and Procedures

- a. These Bylaws may be added to, amended, or replaced at any regular or special meeting by a two-thirds vote of all the voting members of the faculty present, provided that written notice shall be sent to all members as prescribed in [DD Bylaw 180](#). No change shall be made in the Bylaws that is inconsistent with the Code of the Academic Senate.
- b. The Policies and Procedures for Curriculum and Student Affairs may be added to, amended, or repealed by a majority vote of all the voting members of the faculty, provided written notice shall have been sent to all members as prescribed in [DD Bylaw 180](#). No change shall be made in the Policies and Procedures that is inconsistent with the Code of the Academic Senate.

#### V.7. Procedure

Questions of procedure that are not governed by the Bylaws Policies and Procedures for Curriculum and Student Affairs shall be resolved by Robert's Rules of Order, Ninth Edition (1990).

### **ARTICLE VI. –COMMITTEES AND ADVISORS**

Members of standing committees shall take office on the day the fall term officially begins, or on the date of appointment in the case of a replacement, and shall serve until the beginning of the following fall term. (Am. 10/9/68)

#### VI.1. Executive Committee

- (A) The Executive Committee shall consist of three elected members and the Dean of the College, ex officio. The election shall be by secret ballot administered each spring by the current Chair with ties broken by lot. Each voting member of the faculty is entitled to vote for up to three members of the committee. Each elected member shall serve a one-year term.
- (B) The Executive Committee shall meet as necessary, but at least once per academic term year before the October faculty meeting.
- (C) The Executive Committee shall receive requests that may require committee action and direct such requests to the appropriate committee(s).
- (D) At least half of the membership, excluding vacancies noted in the records of the Secretary, shall constitute a quorum for the transaction of business by the Executive Committee.
- (E) The Executive Committee shall submit to the Faculty each year, at the regular meeting in October, nominations for the members and chairs of all standing committees of the Faculty. The Faculty shall either elect those nominated or make additional nominations from the floor. If additional nominations are made, election for the respective committees shall be by secret ballot at this meeting. The Executive Committee shall appoint members to fill any vacancies occurring during the year.
- (F) The Executive Committee shall appoint members to and designate the Chair of special committees as may be authorized by the Faculty.
- (G) The Executive Committee shall consider administrative matters referred to it by the Dean.
- (H) The Secretary shall provide the Faculty with written minutes of each Executive Committee meeting within ten instructional days. These minutes shall clearly describe all actions taken by the Executive Committee, and may be distributed electronically.
- (I) In the event of a tie vote on matters requiring a vote of the executive committee, the decision shall rest with the chair or acting chair.

#### VI.2. Standing Committees

- (A) The Educational Policy and Curriculum Committee shall advise the faculty and the Dean on changes in the curriculum and other matters of educational policy referred to it by the faculty or Dean. The Educational Policy and Curriculum Committee also shall assist the Graduate Advisor for student affairs as appointed by the Dean of Graduate Studies in determining when students are no longer in academic good standing or academically disqualified from the School, and shall hear and determine petitions from academically disqualified students. This committee shall consist of the Graduate Advisor for student affairs and the Associate Dean as ex officio members, and at least three other faculty members and two student members.
- (B) The Faculty Recruitment Committee shall advise the Faculty and Dean on prospective faculty appointments. The committee shall, by majority vote, approve visiting professors and lecturers for up to a one-year term. The committee will consist of at least five faculty members.
- (C) The Student Admissions Committee shall select the students who enter the programs offered by the School pursuant to the policies and procedures approved by the faculty. This committee shall consist of the Graduate Advisor for admissions, the Undergraduate Advisor for admissions and student affairs, and at least two other faculty members and two student members. An assistant dean of student services shall be included as an ex officio member.
- (D) The Departmental Academic Review Committee shall comprise all tenured faculty members of the School. This committee

shall be the source of members of ad hoc committees appointed by the Associate Dean to prepare a preliminary draft of the departmental letter in accordance with the guidelines approved by the Departmental Academic Review Committee and described in the School's [Procedures and Guidelines for GSM Personnel Actions](#) .

- (E) The Committee on Research shall administer policy regarding research seminars and Ph. D. programs and shall advise the faculty on matters related to research. The committee shall also recommend selection from among competing proposals when necessary. The committee shall consist of a maximum of five faculty members.
- (F) The Undergraduate Programs Committee shall recommend policy regarding programs offered by the School to undergraduates. This committee shall consist of a program director and at least three other faculty members.

Approved by the Faculty of the Graduate School of Management (date):

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Reviewed by the Committee of Elections, Rules, and Jurisdiction (date):

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Approved by UC Davis Representative Assembly (date):

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