ARTICLE I. OBJECTIVE

The primary function of the Graduate Group in Applied Mathematics is the design and maintenance of a graduate program that provides a comprehensive background in the theory and practice of Applied Mathematics to students seeking the Master of Science or Doctor of Philosophy degrees in Applied Mathematics. An important secondary function of the Group is to provide a means for fostering discussion and collaborative research among the members of the Group.

ARTICLE II. MEMBERSHIP

A. Membership in the Group shall be open to those persons who have an active commitment to graduate education in mathematical research and who are qualified to supervise graduate students based on demonstrated expertise and research interests in the field. Members must hold a professorial appointment in Academic Senate titles or as an Adjunct Professor in accord with Graduate Council guidelines (http://gradstudies.ucdavis.edu/gradcouncil/membership.pdf). The normal criteria to be applied in appraising the qualifications of prospective members of the Graduate Group in Applied Mathematics include: (1) the existence of a history of demonstrated interest in mathematical research, either in theoretical or in applied areas, (2) interest and ability in participating in the formulation, maintenance, and administration of graduate programs in Applied Mathematics leading to the M.S. and Ph.D. degrees, (3) interest and ability in teaching courses in the graduate Applied Mathematics curriculum, (4) interest and ability in advising students seeking graduate degrees in Applied Mathematics or students wishing to develop a “minor” program in Applied Mathematics while pursuing a graduate degree in another discipline, and (5) interest and ability in supervising the research of graduate students through membership, as Chair or otherwise, on committees overseeing master's theses or doctoral dissertations in Applied Mathematics. Individuals who feel they can contribute to the Graduate Group in Applied Mathematics through activities such as those mentioned above may apply for membership to the Executive Committee of the Group. Admission to the Group is by majority vote of the Executive Committee. Here and elsewhere in these Bylaws majority means any number strictly greater than one half times the number of those eligible to vote.
B. Every three years, the entire membership of the Graduate Group in Applied Mathematics will be contacted by the Chair of the Executive Committee to ascertain each member's continued eligibility and interest in membership. The Executive Committee will perform the evaluation of each member who expresses interest in continuing based on the criteria for membership listed in part A of this article. All decisions regarding continued membership of the group are made by the Executive Committee by majority vote.

C. Emeriti faculty may retain the full privileges of membership provided that they continue to meet any one of the above membership criteria.

D. Applicants denied admission or renewal of membership in the Group may appeal that decision to the Dean of Graduate Studies.

ARTICLE III. ORGANIZATION & ADMINISTRATION

The administration of the program and its activities shall be vested in the Chair and in the Executive Committee composed of 5 members, including the Chair.

ARTICLE IV. GRADUATE GROUP CHAIR

A. The graduate group chair nomination process will be conducted in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B. http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm.

A “Nominating Committee” will be named by the Executive Committee or Chair to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the group. The names of the nominees indicating a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will remain confidential.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Group may express a preference and, if it does, will 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. The Chair’s responsibilities are:

1. Serve as Chair of the Executive Committee for the term of his/her appointment.
2. Except for membership of the group, admissions of students, courses and program requirements, and the graduate brochure, the Chair shall have full authority to act on behalf of the Executive Committee.

3. Provide overall academic leadership for the Group.

4. Develop and implement policies for the Group.

5. Represent the interests of the Group to the campus and University administrators.

6. Call and preside at meetings of the Executive Committee.

7. Call and preside at meetings of the Graduate Group.

8. Be responsible for coordinating all administrative matters with the Office of Graduate Studies.

9. Organize the preliminary examination.

10. Submit the list of proposed Graduate Advisers to the Chair of Graduate Council for approval.

ARTICLE V. COMMITTEES

A. Executive Committee – Executive Committee will consist of five voting members, who must be members of the Group: four elected members and the Chair of the Group. Members of the Executive Committee are designated Department or non-Department members. Department members must hold an appointment in the Department of Mathematics of at least 50%. Non-Department members must not hold an appointment in the Department of Mathematics equaling or exceeding 50%. The elected members of the Executive Committee will be evenly divided between Department and non-Department members, i.e., in addition to the Chair, there will be two Department members and two non-Department members.

1. In addition to the voting members the following persons will also be invited to attend all Executive Committee meetings: (1) a student, (2) the Graduate Coordinator of the Department of Mathematics, (3) the Chair of the Graduate Program Committee of the Department of Mathematics.

2. Election of new executive committee members will be held during the spring quarter of each year. For the purpose of the nomination process, members of the Group are designated Department or non-Department members based on the same criterion described in the first paragraph of this article. Any three Department members of the group may nominate a Department member for the Executive Committee, and any three non-Department members of the Group may nominate a non-Department member for the Executive Committee. Election of members will be by approval voting by the entire membership of the Graduate Group. The Chair does not vote except in case of a tie. At least 50% of the membership must vote for an election to be valid. No member may be elected for two consecutive terms. The Chair will have responsibility for seeing that the number of Department members nominated for
membership in the Executive Committee exceeds the number of Department faculty vacancies on the Executive Committee, with a similar provision applicable to non-Department faculty. When insufficient nominations have been received for either the Department or non-Department vacancies on the Executive Committee, the Chair shall have the authority to enter into nomination as many names of Group members as is minimally necessary to satisfy the aforementioned provision.

3. The Executive Committee may appoint one of its elected members to preside over its meetings and coordinate its functions, e.g., in the absence of an appointed chair or acting chair, or to facilitate a duty of the Executive Committee where the Chair would have a conflict of interest (such as coordinating the nomination process for chair or to assist the Dean--Graduate Studies in carrying out an administrative review of the chair).

4. Untimely vacancies will be filled by appropriate elections, and members so elected will serve for the unexpired portion of the term associated with the vacancy.

5. The Executive Committee shall have sole responsibility for admissions to membership in the Group, but shall make available to the group any application it receives, along with any supporting material. Such material must be available to the Group at least one week before the Executive Committee takes action on the matter.

6. The Executive Committee may call for a vote of the Group membership on matters of which consultation with the Group as a whole is deemed necessary.

7. The Executive Committee oversees all aspects of the program including criteria for admission of students, the preliminary and qualifying examinations and other program requirements.

8. Actions of the Executive Committee regarding membership of the group, admissions of students, courses and program requirements, and the Graduate Brochure are decided by majority vote. In all other matters, the Chair has full authority to act on behalf of the Executive Committee.

9. All actions of the Executive Committee decided by vote will be recorded in minutes, which, after approval by e-mail by the Executive Committee, shall be distributed to the entire Group membership without delay.

10. Executive Committee will appoint members of the Group to serve as initial advisers for incoming graduate students.
11. Executive Committee will appoint the members of the Admissions Committee.

B. **Admissions**: The Executive Committee will appoint members of the Group to serve for terms of one year on the Admissions Committee. Members may be reappointed. The Executive Committee also appoints the chair of the Admissions Committee. The Admissions Committee will make recommendations to the Executive Committee regarding admission of students to the graduate program in Applied Mathematics and regarding the form of financial assistance, if any, to be offered to students admitted to the program.

**ARTICLE VI. STUDENT REPRESENTATIVES**

A student representative selected by the students of the Group to serve a one-year term, will be invited to attend Executive Committee meetings. The student member will be excused from discussion of sensitive agenda items and will not have voting rights.

**ARTICLE VII. GRADUATE ADVISERS**

The Chair of Graduate Council appoints the graduate advisers, normally for a term of two years. The Executive Committee will provide nominations to the Associate Dean for Programs. The Associate Dean will review and recommend nominees to the Chair of Graduate Council for appointment. The Executive Committee will assign an advisor to each incoming graduate student.

**ARTICLE VIII. MEETINGS**

The Chair will call an annual meeting of the Group during Fall quarter to which all members and all students affiliated with the program, as well as the Chair of the Department of Mathematics, will be invited. The Chair may call special meetings as deemed necessary or desirable by the Executive Committee. A special meeting of the Group can be invoked by a petition of at least 25% of the Group members.

**ARTICLE IX. QUORUM**

Unless stated otherwise in these Bylaws, a vote must be voted on by 50+% of the eligible members and passage requires a 50+% supporting vote.
ARTICLE X. AMENDMENTS

The Bylaws of the Graduate Group may be amended or revised in the following manner. A ballot will be circulated to all members of the Graduate Group stating fully the proposed amendment, including material to be added or to be deleted from the Bylaws. The ballot will be circulated a minimum of twenty-one days (only days during the fall, winter, and spring quarter count towards this minimum) before the deadline for voting on the amendment. The amendment passes if it is approved by a two-thirds majority of the members in the Group. The Executive Committee shall administer and oversee the balloting, apprise the Group of the outcome, and submit the revised Bylaws to Graduate Council for review and approval.