ARTICLE I. OBJECTIVE

The Graduate Group in Biochemistry, Molecular, Cellular & Developmental Biology (hereafter referred to as BMCDB or the Group) is organized primarily to establish and administer graduate education leading to the M.S. and Ph.D. degrees in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California. A function of equal importance is to provide a focus on research in molecular biology by facilitating the research interaction of graduate students, faculty and postdoctorals. Postdoctoral training is considered part of the group mission.

Discipline: The study of fundamental biological problems at a molecular level. Experimental approaches used to address these problems range from the atomic and ultra-structural levels to the cellular and organismal levels. Research in the group reflects traditional disciplinary strengths in biochemistry, molecular genetics, cell and developmental biology, as well as interdisciplinary approaches that combine biology, chemistry, physics, engineering, math and/or computational approaches.

Mission: The Group is organized to administer the graduate group in BMCDB. The Group may consider and act upon any matters pertaining to those programs. The Group functions as a mechanism for curricular structure in training students in molecular biology at UC Davis and fosters interactions and collaborations among faculty pursuing molecular biological research through different academic departments.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Group

1. Disciplinary expertise, research area, and accomplishments.
   The Group consists of those faculty members of the Davis campus qualified to guide candidates for the M.S. and Ph.D. degrees in Biochemistry, Molecular, Cellular & Developmental Biology. Interested faculty having strong interest and expertise in biochemistry, molecular genetics, and cell & developmental biology whose appointment authorizes the direction of graduate work, may be elected to membership in the Group by the Executive Committee.

   Members shall hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “__”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series
are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

2. **Active research-appropriate to the discipline(s) encompassed by the group.**
   Members must have training in fields related to Biochemistry, Molecular Genetics, Cell and/or Developmental Biology and be engaged in an active research that meets the expectations of the University of California in order to provide appropriate guidance to graduate students. A member should have formal training in Biochemistry, Molecular Genetics, Cell & Developmental Biology, as evidenced by M.D., M.S. or Ph.D. degrees or peer-reviewed publications in Biochemistry, Molecular Genetics, Cell and/or Developmental Biology.

3. **Voting rights, per Graduate Council policy and Academic Senate Rule 55.**
   All active members are eligible to vote on graduate matters, except those defined in Section C. Emeritus.

**B. Application Process**

Candidates apply directly to the Membership Committee. Admissibility shall be determined by the Membership Committee with review by the Executive Committee of the Group. If the Executive Committee does not concur with the decision of the Membership Committee, the final decision will be made by joint consideration of the two. A majority vote of both committees would then determine the applicant's membership.

The applicant should provide the following materials to the Membership Committee:

1. BMCDB New Membership Application form and CV which includes the following:
   a. Education, training and prior professional appointments;
   b. The month and year of appointment to the UC-Davis faculty;
   c. Peer-reviewed publications for at least the last three years;
   d. External grant support, including source of funds and principal investigator;
   e. Membership in other graduate groups;
   f. The program enrolled in, year of graduation and current position of all students for whom candidate has served as major professor.

**Anticipated Contributions by Members**

Graduate faulty members are expected to contribute through any of the following:

1. Active role in the administration of the graduate group by serving on administrative committees; as a graduate adviser (not to be confused with a major professor); or as an administrative officer of the group.
2. Providing graduate level instruction, as appropriate, in addition to research instruction.
3. Service on dissertation and qualifying examinations/Master’s comprehensive examination committees, etc.

**C. Emeritus**

Emeritus faculty who are members of the Group are afforded full rights, except Emeritus faculty who no longer run active research programs; they may attend and participate in Group activities, including meetings, but are not afforded the right to vote on policy and
Bylaw issues related to the Group. Emeritus faculty are eligible to teach in graduate courses and serve on student dissertation committees.

D. Verification of Continued Membership.
Each faculty member’s contributions to the Group shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of service to the Group.

This review will be conducted by the Committee on Membership, who will shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, “Anticipated Contributions by Members.”

Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process
If membership is denied, a faculty can appeal to the Executive Committee. Applicants denied membership or renewal of membership may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION
The academic leadership and management of the Group shall be vested in the Group Chair and an Executive Committee. The Chair is the chief officer and spokesperson for the Group and for the Executive Committee. Management of the Group shall be open and democratic.

ARTICLE IV. GROUP CHAIR
A. Appointment of the Chair.
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://manuals.ucdavis.edu/apm/245b.htm.

A “Nominating Committee” will be named by the Executive Committee or Chair to solicit nominations for Graduate Group Chair from the faculty and graduate students of the Group. The name(s) of the candidate(s) indicating a willingness to serve will then be submitted to the Group’s faculty and graduate students for comments. All comments will kept confidential by the Nominating Committee and the Dean of Graduate Studies.

The Nominating Committee will forward candidate(s) name(s) to the Dean of Graduate Studies along with all commentary received on the candidates. 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 a
maximum of 3 years; however, shorter terms are possible, based on the nominee’s willingness to serve.

B. Duties of the Chair.
The chair shall be the chief officer and spokesperson for the Group and for the Executive Committee. The chair is also the chair of the Educational Policy Committee. The chair shall call and preside over meetings of these bodies. The chair shall appoint, with approval of the Executive Committee, standing committee chairs, standing committee and special committee members, and shall recommend to the Dean of Graduate Studies appointment of graduate advisors, with approval of the Executive Committee. Insofar as practicable, graduate advisors shall be appointed for renewable two-year periods with staggered terms.

The chair shall maintain liaison with biochemistry, molecular genetics, cell and developmental biology groups on other campuses of the University and with related groups on the Davis campus.

C. Vice Chair
The Executive Committee shall select of and for itself, and for the Group, a Vice Chair to serve for a three-year term of service. The Vice Chair will vote on all issues brought before the Executive Committee. The Vice Chair will serve as chief officer of the Group in the absence of the Chair, for less than a quarter. If the Chair will be absent from campus for more than a quarter, the Chair appointment procedures must be followed.

ARTICLE V. COMMITTEES

Executive Committee
The Executive Committee shall consist of the chair of the Group, who serves as chair of the committee, plus six faculty elected from the membership, plus the Master Adviser and one student appointed annually by the BMCDB Graduate Students' Association. To ensure broad participation, the Executive Committee shall have members from at least three different departments (tri-department rule) including at least one member each from the College of Biological Sciences and from the School of Medicine. All members have voting rights, including the student representative, unless the student does not participate in the discussion due to the nature of the item (see below). The faculty members of the Executive Committee shall be elected for a three-year term, which is renewable two times. Two members shall be elected each year.

Election of faculty members of the Executive Committee: nomination shall be made either by e-mail or from the floor at the annual Spring Quarter meeting of the Group. Elections shall be conducted by mail or electronic-mail ballot within two weeks of the annual Spring Quarter meeting. At election, each member of the Group shall vote for not more than the number of positions to be filled on a ballot provided, without weighing of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lot. Election results shall be communicated to the members of the Group promptly. Elected members shall assume their duties on July 1.
The principal duties of the Executive Committee shall be to determine and implement policy for the good of the Group, and to represent the interests of the Group generally to various universities and other agencies. The Executive Committee is also responsible for distribution of Block grant and work study funds.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will then be discussed in the absence of the student member of the Committee. More generally, The chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

The Executive Committee shall meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the Group.

The Executive Committee shall fill interim vacancies for the remainder of the current year.

Membership Committee
The Membership Committee shall consist of five members appointed by the chair of the Group for three-year terms, renewable two times. The Chair of the Membership committee is an Executive committee member appointed by the Chair of the Group. The Committee on Membership shall review on a yearly basis one-third of the membership in addition to new applicants.

Educational Policy Committee
The Educational Policy Committee shall consist of the members of the Executive Committee and two graduate advisors. The chair of the Group shall be the chair of the Committee on Educational Policy. The function of this committee shall include consideration of course offerings in biochemistry, molecular biology, cell and developmental biology and recommendations regarding the graduate program in BMCDB and supervision of teaching assignments and teaching experience of graduate students. The faculty members of the Educational Policy Committee will serve for a three-year term renewable two times.

Admissions Committee
The Admissions Committee shall consist of the Vice Chair of the Group, five members appointed by the chair for three-year terms, and one student appointed by the BMCDB Association. The Vice Chair of the Group shall be the chair of the Committee on Admissions. The functions of this committee shall include admission of students to the Group and the preparation of recommendations of their financial support. The faculty members of the Admissions Committee shall serve for a three-year term.

Student Affairs Committee
The Student Affairs Committee shall consist of the chair of the Group, four graduate advisors, and the Master Adviser who shall be the chair of the Student Affairs Committee. The term of appointment encompasses the tenure of the Chair and advisors. This committee shall be responsible for (a) analysis of the results of the placement examinations for new entering
students and determination of what remedial actions may be needed, (b) the assignment of all students to research advisors, (c) the recommendation of student Master's and Ph.D. qualifying exam committees, (d) the active overview of the status of student financial support during their entire period of study, and (e) the coordination of any changes in funding which may occur.

**Fellowship Committee**
The Fellowship Committee shall consist of three faculty members appointed by the chair of the Group for three-year terms renewable two times. The Chair of the Fellowship Committee is an Executive Committee member appointed by the Chair of the Group. The functions of the committee include nomination and ranking of students for consideration of university fellowships and awards and identification of students to receive tuition waivers.

**Recruitment Committee**
The Recruitment Committee shall consist of three members appointed by the chair of the Group for three-year terms renewable two times, and two students appointed by the BMCDB Graduate Students' Association. The Chair of the Recruitment Committee is an Executive Committee member appointed by the Chair of the Group. The functions of the committee are to coordinate the hosting of selected applicants for visitation to the campus, to develop and administer programs for increasing the number, quality and diversity of applicants to the Group, and to generate suitable brochures and web sites to provide information to prospective applicants.

**Student Mentorship Committee**
The Student Mentorship Committee shall consist of three members appointed by the chair of the Group for three-year terms, renewable two times, and two students appointed by the BMCDB Graduate Students' Association. The Chair of the Student Mentorship Committee is an Executive Committee member appointed by the Chair of the Group. The functions of the committee are to oversee: (i) modification of Graduate Council Mentoring Guidelines (http://gradstudies.ucdavis.edu/gradcouncil/mentoring.pdf) to fit the specific circumstances of the Group, (ii) their adoption by the Group, and (iii) distribution and notification to the students and faculty of where the Guidelines are posted.

**ARTICLE VI. STUDENT REPRESENTATIVES**

Student representatives (who shall be in good standing academically) are appointed annually by the BMCDB Students' Association to the Executive, Admissions, Recruitment and Student Mentorship committees and have voting rights except on an item where they are excused from the discussion.

The Chair of any committee with student members must excuse the student representatives 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. GRADUATE ADVISORS**
Graduate Advisers will be appointed in compliance with policies and procedures of the Graduate Council and the Office of Graduate Studies. When selecting Graduate Advisers, nominations shall be solicited from Group members. Comments on nominees shall then be sought from Group members and students. The Chair and Executive Committee will recommend nominees to be forwarded to the Office of Graduate Studies for review and appointment.

A minimum of 6 Graduate Advisers will be appointed. This will include a Master Adviser, a minimum of one adviser each specializing in one of the four tracks (Biochemistry, Molecular Genetics, Cell, Development), and one Master of Science Adviser, who will advise Master’s students. The Master Adviser will oversee and coordinate advising activities and serve on the Executive Committee. Two of the advisers shall serve on the Educational Policy Committee, four advisers will serve on the Student Affairs Committee.

Graduate advisers will be appointed for a 2-year term, which is renewable for as long as the faculty is willing to serve.

**ARTICLE VIII. MEETINGS**

The Group Chair shall call an annual meeting during Spring quarter for the purpose of electing officers and conducting other business. The Chair shall be privileged to call other meetings in the interest of the Group and shall be required to do so at the written request of three or more members. Notification will be emailed at least two weeks before the meeting. Faculty not on campus may participate by telephone.

**ARTICLE IX. QUORUM**

Fifty+ percent of the members of the Group constitutes a quorum for the conduct of business. In the absence of a quorum, issues requiring a vote will be taken up by e-mail balloting.

All issues that require a vote must be: 1) voted on by 50+% of the available members who are eligible to vote (i.e., not on sabbatical or other approved leave), and 2) passage requires a 50+% supporting vote by those voting. Changes to the Bylaws require a two-thirds majority of those voting.

**ARTICLE X. AMENDMENTS**

Amendments to the By-Laws may be proposed to the Group membership by a majority of the Executive Committee, or in writing to the Group Chair by any 5 members of the Group. Amendments to the By-Laws shall be circulated to the membership by mail or e-mail and at least two-thirds of those votes, assuming a quorum as defined above, received within 10 working days of distribution shall be required for an amendment to pass. All such amendments and revisions will be submitted to Graduate Council for review and approval.