December 13, 1996

To: Erin Wheeler
    Graduate Studies

Fr:  L. Jay Helms
     Graduate Program Chair, Economics

Re: By-Laws for the Graduate Program in Economics

Attached is a set By-Laws for the Graduate Program in Economics. These By-Laws were unanimously approved by the faculty in Economics on November 25, 1996. Please let us know if any changes are necessary to conform with Graduate Studies requirements.
GRADUATE PROGRAM IN ECONOMICS
BY-LAWS

Article I. Objective
The Graduate Program in Economics ("Program") is organized to establish and administer a graduate program of instruction and research leading to graduate degrees in economics in conformance with the regulations of the Graduate Division of the University of California, Davis.

Article II. Membership
1. Membership in the Program shall be limited to faculty associated with the Davis campus who are qualified to guide candidates for the M.A. and Ph.D. degrees in Economics and who are willing to participate in the administration of the Program. Membership is based on disciplinary expertise and is independent of specific department appointment and of Academic Senate membership.

2. Any Program member may nominate for membership faculty who wish to become members of the program. Each candidate shall be evaluated by the Membership Committee. The Committee’s evaluation, a vita and a ballot will be sent to members of the Program. Nominees shall be deemed elected upon receiving a majority vote of all members voting. Upon the election of a new member, said person shall be sent a letter of invitation by the Graduate Program Chair and be considered a member only in the event of an affirmative reply.

3. Membership requirements/expectations are as follows:
   a. Having an active research program commensurate with the expectations of the University of California;
   b. Taking an active role in the administration of the graduate program by serving on Program administrative committees; serving as graduate adviser, or serving as administrative officer of the program;
   c. Providing graduate level instruction, where appropriate;

4. Continuation of membership is based on the same criteria as above. The Membership Committee may conduct reviews on a three-year cycle with one third of the membership reviewed each year. Membership may be reconsidered in the event that an individual no longer satisfies the criteria. Membership may then be discontinued by a majority vote of the whole number of members of the Program.

5. Emeritus (non-voting) status may be given by action of the Membership Committee without regard for the above criteria.

Article III. Organization and Administration of the Program
1. The administration of the Program and its activities will be vested in an Executive Committee consisting of three Program members and chaired by the Graduate Program Chair.
2. The graduate home of this Program is the Department of Economics, and the Chair of the Department of Economics shall appoint the Graduate Program Chair and the Program’s Executive Committee.

3. The principal responsibilities of the Executive Committee are the following:
   a. To administer the graduate program.
   b. To recommend appointments of graduate advisers.
   c. To appoint such standing and ad hoc committees as it deems necessary to properly administer the activities of the Program. Standing committees normally include Student Admissions, Student Financial Aid, Membership, and the Graduate Studies Committee.

4. The Graduate Studies Committee, which shall include student representatives, shall be responsible for preparing recommendations, from time to time, regarding minimum requirements for graduate degrees and other programmatic proposals for consideration by the faculty of the Program.

Article IV. Meetings

The Graduate Program Chair shall call such regular and special meetings of the Program as are deemed necessary or desirable by the Executive Committee. A majority of the Program membership in residence shall constitute a quorum of the Program. With the exception of amendments to the By-Laws and membership discontinuations, voting shall be by majority vote of all members voting.

Article V. Amendments

These By-Laws may be amended by a two-thirds vote of all members voting. Written notice of a proposed amendment shall be sent to each member of the Program at least five calendar days prior to a meeting at which the amendment is to be proposed and discussed.