Article I. Objective

The Master of Advanced Study (MAS) Program in Maternal and Child Nutrition is a part-time, self-supporting, departmentally-based graduate program. The objective of the program is to provide specialized training in maternal and child nutrition for working professionals in the health care and nutrition education sectors. Graduates will be awarded the MAS degree.

Article II. Membership

1. Faculty. Membership in the program consists of the Chair of the Department of Nutrition, and faculty who actively participate in the teaching or administration of the program. Initial faculty members were chosen based on their extensive research and teaching experience in maternal and child nutrition.

2. Application for Membership. Faculty members who are qualified to provide lectures in maternal and child nutrition and are interested in participating in the program are eligible for membership. All academic level appointees are potentially eligible for membership including Academic Senate, Academic Federation, and Adjunct faculty. Individuals wishing to become members of the program will submit an application to the Advisory Committee for review and approval.

3. Retention. The membership is reviewed every three years. Members must play an active role in the program by serving as a graduate adviser, teaching in the program, or serving on a program committee. Emeritus faculty will remain members, with voting privileges, if they remain actively involved in the program (advising, teaching or serving on a committee).

4. Termination of Membership. Termination of membership will occur at the member’s request or when the member is no longer eligible. Individuals denied membership or renewal of membership in the Graduate Program may appeal that decision to the Dean of Graduate Studies.

Article III. Organization and Administration

The administration of the program and its activities will be vested in an Advisory Committee consisting of 5 program members and chaired by the program Chair (or delegate).
Article IV. Graduate Program Chair

1. The program Chair is the Chair of the Department of Nutrition. The Chair is responsible for overall supervision of the program but may delegate the day-to-day responsibilities to one or more faculty members.

Article V. Committees

The Advisory Committee is the only standing committee and consists of the program Chair (or delegate), the 3 lead instructors of the core courses, and one other faculty member appointed by the program Chair (or delegate). Members serve a 3-year term that may be renewed.

1. The Advisory Committee guides and counsels the Chair (or delegate) on matters of policy and administration in meeting the objectives of the program, consistent with the requirements of the University and the Department of Nutrition. The Advisory Committee will also nominate faculty advisers.

2. The Advisory Committee will also serve as the admissions committee. Its members will be responsible for evaluating applicants, determining availability of space in the program and recommending to the Dean of the Graduate Studies the admission of those whom they feel are qualified to undertake graduate study in the MAS program.

Article VI. Student Representatives

There will be one student representative on the Advisory Committee. The student representative will be a second year student, elected by the students enrolled in the MAS program. When confidential matters regarding other students are discussed, the student representative will be asked to step out of the meeting.

Article VII. Graduate Adviser

1. The Chair of the Graduate Council approves graduate adviser appointments. The program’s Advisory 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. Advisers will be appointed to a 3-year term, which can be renewed.

2. The Graduate Adviser has the overall responsibility for the advising of students in the program, including evaluation of the adequacy of preparative coursework, interpretation of requirements, and appointment of guidance committees.
Article VIII. Meetings

The annual meeting of the Program will be held during the Fall Quarter and the Advisory Committee will meet during the Spring Quarter. Other meetings may be called as frequently and for such purpose as deemed desirable by the Chair (or delegate) or a member of the Advisory Committee. The Chair (or delegate) shall be required to call a meeting at the written request of two or more members of the program faculty. Minutes of the meetings shall be distributed within 10 working days following the meetings.

Article IX. Quorum

Fifty percent plus one of the members of the program shall constitute a quorum for the conduct of business. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date. All issues that require a vote must be voted upon by at least 50 + 1% of the members, and passage requires that at least 50 + 1% of those who vote support the motion. Voting may be done by e-mail ballot.

Article X. Order of Business

At all regular meetings, the order of business shall be as follows:

1. Approval of minutes.
2. Reports of officers.
3. Reports of committees.
4. Unfinished business.
5. New business.

Article XI. Amendments

All amendments and revisions of the bylaws must be submitted to Graduate Council for review and approval. Adoption of these bylaws and amendments to the bylaws shall require that at least 50% + 1 of the faculty members vote in an e-mail ballot, and that a minimum of 50% + 1 of the members who vote are in favor of the changes. Members shall be given a period of 21 days from the date of mailing to return ballots.