ARTICLE I. OBJECTIVE

The Graduate Group in Molecular, Cellular and Integrative Physiology (hereafter referred to as MCIP or the Group) is organized primarily to establish and administer graduate education leading to the MS and PhD degrees in Molecular, Cellular and Integrative Physiology, in conformance with the rules of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

The diversity of MCIP is reflected in the areas of specialization within the graduate group. These include the general areas of cellular/molecular physiology and systemic physiology as well as the more specialized cardiovascular physiology, comparative physiology, endocrinology, exercise physiology, neurophysiology, reproductive physiology, and the physiology of domestic animals. MCIP serves the indispensable function of arranging for the periodic assembly of physiologists and for others with interests in physiology, and of representing physiologists collectively to the University administration and other academic groups.

The purpose of the Group is to promote graduate training and research in the discipline of Molecular, Cellular and Integrative Physiology at UC Davis by providing a forum which facilitates interaction of graduate students, fellows and faculty with research interests in the general area of physiology.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership in the Graduate Group

Membership in the group is open to all faculty on the Davis Campus qualified to guide candidates for the MS or PhD degrees in Physiology, and in compliance with Graduate Council’s policy on Membership in Graduate Programs.

All active members are eligible to vote.

B. Application for Membership

1. Admission to Group Membership

Qualifications for admission to membership shall be determined by recommendations of a Committee on Membership to the Executive Committee of the Group. Members must maintain an independent research program and actively educate graduate students in research, such as by serving as the major professor. Members must also contribute to the graduate course curriculum and serve on committees or assist in other group functions (e.g., Qualifying Examination Committee, Thesis Committee).

C. Emeritus

A member who retires from the University of California, Davis may elect to continue active participation in the Group by submitting a written request to the Chair of the Group. Emeritus members retain all privileges of membership in the group, including voting rights.
D. Review of Membership

Membership of the Group must be reviewed every three years, with one third of the members reviewed each year, by the Membership Committee. When membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will make the decision.

Maintenance of membership requires demonstration of all of the following activities during the period of review:
   a) Active independent meritorious research in physiology, unless the nature of the academic appointment precludes research.
   b) Evidence of contribution to teaching graduate MCIP students.
   c) A record of participation in group activities (e.g., group committee activities, participation on Qualifying Examination or Thesis Committees).

Members with non-research appointments will be required to satisfy the latter two activities (teaching and service).

A probationary period of up to one year may be allowed for a member whose performance in any of the categories above of activity is determined by the Executive Committee to be unsatisfactory.

E. Membership Appeal Process

Faculty who fail to secure membership or renewal of membership may appeal the decision. The written appeal will be forwarded to the Executive Committee, who may with a majority vote overturn the Committee on Membership's decision. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The administration of the Group and its activities will be vested in the Group Chair and the Executive Committee.

ARTICLE IV. GRADUATE GROUP 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; website: http://www.mrak.ucdavis.edu/web-mans/apm/245b.htm

A Nominating Committee will be named by the Executive Committee to solicit, from the faculty and graduate students of the group, the names of nominees for Graduate Group Chair. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees indicating a willingness to serve will be submitted to the Group's faculty and graduate students for comment. All comments will remain confidential.

The Nominating Committee will forward two names to the Dean of Graduate Studies along with all comments received on the nominees. All comments solicited from faculty and students of the group will be treated as confidential information by the Group’s Nominating Committee and by the Office of Graduate Studies.

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.

Duties: The Chair shall be the chief officer and spokesperson for the Group and the Executive Committee. The Chair shall call and preside over meetings of these bodies. The Chair shall appoint, with the approval of the Executive Committee, standing committees and ad hoc committees, and shall recommend to the Dean of Graduate Studies the appointment of Graduate Advisors and the Admissions Officer. Graduate Advisors and the Admissions Officer shall be appointed for a two year period, and may be reappointed. The Chair shall maintain liaison with physiology groups on other campuses of the University and with related groups on the Davis Campus.

Vice Chair

A Graduate Group Vice-Chair will be nominated by the Group Chair from the membership of the Executive Committee and be approved by a majority vote of the Executive Committee.

Duties: The Group Vice-Chair will serve as a Chair of a Standing Committee and act as Chair of the Executive Committee in the absence of the Group Chair or when designated by the Group Chair. The Vice-Chair shall call for nominations, arrange elections and supervise their conduct, and submit matters of the Group requiring its decision to the Executive Committee.

ARTICLE V. COMMITTEES

1. Executive Committee

The Executive Committee is chaired by the Group Chair and made up of at least six members of the Group. In addition, from one to three Members-At-Large shall be appointed by the Executive Committee for one to three year terms. A member of the Student Executive Committee of the Group will constitute an additional non-voting member.

To assure broad participation and representation, the Executive Committee shall have members chosen from at least three schools, divisions or colleges (Tri-College Rule). No more than two members of a given department shall be on the Executive Committee.

The members of the Executive Committee shall be elected for three year terms, except as noted below. Two members shall be elected each year. No member may serve more than two consecutive terms.

Nominations and elections shall be made by e-mail or regular mail and completed at least three weeks before the end of Spring Quarter. 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, with possible exceptions arising from the Tri-College Rule, will be declared elected. Ties will be resolved by lot. Election results shall be announced at the subsequent regular Spring Quarter meeting of the Group. 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 Group, and to represent the interests of the Group generally to various University and other agencies. The Executive Committee shall meet at the call of the Chair or any member of the Executive Committee or upon petition of five members of the Group to consider matters placed
before them. The Executive Committee shall fill interim vacancies for the remainder of the current year.

When the Chair of the Group is replaced, the immediate past Chair shall remain on the Executive Committee for one year as an Ex Officio Member, unless re-elected as a regular member of the Executive Committee.

A) Committee on Membership

The Committee on Membership shall consist of six members. The Committee Chair is appointed by the Group Chair. The membership is appointed by the Committee Chair. Membership is for three years with ability of reappointment.

Duties: Screen and, as appropriate, submit to the Executive Committee applications for membership. If the Committee on Membership reaches a unanimous decision, either pro or con, regarding the admissibility of the applicant, this shall be considered representative of the consensus of the membership and shall constitute the Graduate Group’s decision. If the committee decision is not unanimous, the application will be submitted to the Executive Committee for a vote and decision.

The Committee on Membership shall carry out the periodic review of members to determine maintenance of membership.

B) Committee on Educational Policy

The Committee on Educational Policy shall consist of a minimum of four members and a Chair appointed by the Chair of the Group and shall include the Graduate Advisors. The Chair of the Group will be an ex officio member of this committee. Membership is for two years with ability of reappointment. A member of the Graduate Student Executive Committee will serve for one year and will constitute an additional non-voting member.

The committee will act in an advisory capacity to the Executive Committee by recommending educational policy for the education of its graduate students. The Executive Committee will decide when policy changes are significant enough to warrant a vote by the Group membership. The functions of this committee shall include consideration of course offerings in MCIP, laboratory rotations, supervision of graduate student teaching assignments and teaching experience, formulation of Qualifying Examination committees, and review of admissions requirements, advising policy, and curricular requirements and implementation of the graduate program in MCIP.

C) Committee on Admissions

The Committee on Admissions shall consist of a minimum of three members and a Chair who shall be appointed by the Group Chair for two year terms with no restriction on the number of consecutive terms that may be served. Additionally, the Executive Committee will appoint a student who has advanced to candidacy to serve as a non-voting member of this committee for a one year term. The functions of this committee shall include review and determination of applicants for admission to the Group.

D) Committee on Recruitment

The Committee on Recruitment shall consist of at least three faculty members appointed by the Recruitment Committee chair. The Committee Chair is appointed by the Group Chair. Term of
service shall be for three years. The Executive Committee will appoint a student who has advanced to candidacy to serve as a non-voting member of this committee for a one year term. The committee is charged with development and modification of plans for identifying and recruiting outstanding students for the PhD degree program, including advertising the program and organizing local recruitment activities.

D) Committee on Support

The Committee on Support shall consist of at least three faculty members appointed by the Chair of the Committee on Support. The Committee Chair is appointed by the Group Chair. Term of service shall be for three years. The committee will determine allocation of funding for support of incoming graduate students and explore means for obtaining funds from the University and sources outside the University for the support of graduate students in the PhD program and vigorous implementation of attempts to obtain such funds. The functions of the committee will include nomination and ranking of students for consideration of university fellowships and awards and identification of students to receive tuition waivers.

E) Committee on Seminars

The Committee on Seminars shall consist of at least three members appointed by the Seminar Committee Chair for a one year term with no restriction on the number of consecutive terms that may be served. The Committee Chair is appointed by the Group Chair. The role of this committee is to promote intellectual interaction among Group members and with the public. The activities of the committee may include but not be limited to the following:

1) Planning and implementing a series of general seminars (public lectures) of interest to the Group that will take place on a regular basis throughout the Academic year.

2) Obtaining from the University, and from sources outside the University, funds to support these seminars, including support for speakers.

3) Identifying faculty volunteers willing to present a series of topical seminars to graduate students throughout the year as part of the graduate curriculum.

4) Providing an opportunity, such as colloquia or exit seminars, for graduate students to present their PhD thesis research to other students and Group members.

5) Providing an opportunity for members of the Group to present ongoing research.

ARTICLE VI. STUDENT REPRESENTATIVES

In consultation with the Group’s graduate students, the Chair appoints student representatives to the Executive Committee, the Educational Policy Committee, the Admissions Committee, and the Recruitment Committee, for a one-year term. The student representatives have no voting rights. 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 or staff, during rankings of existing students for funding, and for disciplinary issues related to students.
ARTICLE VII. GRADUATE ADVISORS

Graduate Adviser appointments are made in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Executive Committee will provide nominations to the Office of Graduate Studies. Term of service is two years, with ability of reappointment.

The Executive Committee will nominate a Master Adviser who serves as an advising resource for other advisers and presides over meetings of the advisers as a group.

ARTICLE VIII. MEETINGS

An annual meeting shall be held during Spring Quarter, called by the Group Chair. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee or upon petition of five members of the Group.

Faculty members of the Program away from campus may participate in meetings by submitting in advance written comments, and by casting proxy votes. Notification of meetings shall be given at least two weeks before hand by electronic mail. Minutes of meetings shall be distributed in a timely fashion, but not to exceed thirty days of the meeting date.

ARTICLE IX. QUORUM

All issues that require a vote must be voted on by 50% plus one of the eligible members (a quorum, defined by Graduate Studies policy). Passage requires a 50% plus one supporting vote. Voting may be done by e-mail or regular mail ballot. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

ARTICLE X. ORDER OF BUSINESS

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

1. Reports of officers and/or Standing Committees
2. Reports of Special Committees
3. Unfinished business
4. New business

In the event of adjournment before all business is complete, another regular meeting shall be held within ten days.

ARTICLE XI. AMENDMENTS

Amendments to the bylaws may be proposed by any faculty member of the Graduate Group, and submitted to the Executive Committee for submission to the faculty for vote. The amendment(s) will be circulated by email a minimum of one week in advance of a vote. An affirmative vote of at least two-thirds of the entire membership is required for passage. All amendments and revisions must be submitted to Graduate Council for review and approval.