ARTICLE I: OBJECTIVES

Neuroscience is the study of the cellular organization, structure, and function of the nervous system. The Graduate Group in Neuroscience (hereafter referred to as the Group) is organized primarily to establish and administer graduate training leading to the M.S. and Ph.D. degrees in Neuroscience, in conformance with the rules and procedures of the Graduate Council and the Office of Graduate Studies of the Davis Campus of the University of California.

Neuroscientists at UC Davis are distributed among several departments, schools and colleges. This group also serves the indispensable function of arranging for their periodic assembly, of providing a forum for them and for others with interests in neuroscience, and of representing neuroscientists collectively to the University administration and to other academic groups.

The organization and operational characteristics of the Group are construed broadly enough to permit consideration of all academic aspects of this field of science and all other matters affecting the position and programs of this discipline of the Davis Campus.

ARTICLE II: MEMBERSHIP

A. Criteria for Membership in the Graduate Group

The Group shall consist of those persons on the Davis Campus qualified to guide candidates for the Ph.D. degree in Neuroscience who hold either a Professorial, an Adjunct Professorial, or an In Residence appointment at UCD, and must currently be devoting major research effort to problems in neuroscience, and research that is appropriate for publication in one of the major contemporary journals in the field.

Voting Rights: All active members are eligible to vote.

B. Application for Membership:

Faculty may self-nominate or be nominated by an existing member of the Group. Members are expected to serve willingly in the administration of the Group and on committees for the Group. The applicant must also agree to actively participate in group activities directed toward graduate education and training (see II.D. For specifics).

Admissibility shall be determined by a Membership Committee and ratified by the Executive Committee. If the Executive Committee does not concur with the decision
of the Membership Committee, the final decision will be made through the joint consideration of the two committees. A majority vote of the joint committee would then decide the applicant’s membership status.

C. Emeritus

Emeritus faculty are not members of the group. They will not serve on standing, qualifying examination, or thesis committees, may not have graduate students, and are not financially obligated to the group.

D. Review of Membership

Membership must be renewed every three years, with one-third of the members reviewed each year. When membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will make the decision. The Membership Committee shall initiate this review by sending, during Fall Quarter, a questionnaire to each member scheduled for review.

Continued membership requires that the member contribute significantly to the training of graduate students or postdoctoral scholars in neuroscience. Contributions should include evidence of participation in at least one of the following:

a. Qualifying exam or PhD Dissertation Committees (chair/member)
b. Teaching a core course or elective that is taken predominantly by students of the Graduate Group.
c. Committee service in the Group, service as a graduate adviser, or related service that furthers the Graduate Group.
d. Participation in graduate group activities including graduate student orientation, Formal graduate group activities, recruitment orientation, and retreat.

A faculty member will be considered to have resigned from the Group under the following circumstances:

1. A written letter of resignation to the Chair of the Group.
2. Resignation from the faculty of the University.
3. Failure to return two consecutive questionnaires sent within one year while the member is in residence.

E. Membership Appeal Process

Denial of membership may be appealed to the Executive Committee. A written statement containing a rebuttal of the reasons for denial must accompany the appeal within 30 days of written notice of denial.

Applicants denied membership or renewal of membership may make a 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 Chair will be appointed in accordance with the Academic Personnel Manual policy UCD-245.B and the policies and procedures of the Graduate Council and the Office of Graduate Studies.

The Executive Committee will be serve as the Nominating Committee to solicit, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. Those nominated will then be contacted regarding their willingness to serve. The names of the nominees who have indicated 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 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, 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 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 for the Executive Committee. The Chair shall call and preside over meetings of these bodies; shall appoint, with approval of the Executive Committee, standing committees and special committees; and shall maintain liaison with related groups on the Davis campus, with neuroscience groups on other campuses, and with professional organizations of neuroscience.

ARTICLE V: COMMITTEES

A. Executive Committee:

The Executive Committee will include the Chair of the Group, the Master Advisor, the Chairs of the Admissions Committee, the Membership Committee, and the Education Policy Committee, plus four additional members elected from the faculty body. The Chair of the Group will serve as Chair of the Executive Committee.
Two student representatives will be appointed by the Group Chair for a one-year term and shall not have a vote on faculty membership.

The members of the Executive Committee shall be elected for three-year terms. Members will be elected when a vacancy arises. No members may serve more than two consecutive terms. Nominations for the Executive Committee shall be made either by e-mail or mail. Elections shall be conducted by e-mail or mail ballot and completed at least two weeks before the end of the spring quarter. At election time, each member of the Group shall vote for not more than the number of positions to be filled on a ballot provided, without weighting of choice. Those receiving the most votes will be declared elected. Ties will be resolved by lot. Election results shall be e-mailed to members of the Group promptly. Elected members shall assume their duties on July 1.

Duties:

1. Determine and implement policy for the good of the Group and to represent the interests of the Group generally to various University and other agencies.

2. Meet at least quarterly. Additional meetings and executive sessions may be held as deemed necessary, or upon petition by five members of the Group.

3. Appoint interim replacements for the remainder of the current year, if vacancies arise on the Executive Committee or other committees of the Group.

4. Select for the Group, a Master Advisor, from the appointed Advisers. The Master advisor will serve in the absence of the Graduate Group Chair.

B. Membership Committee

1. The Membership Committee shall consist of a Chair and two members appointed by the Group Chair for three year terms. A member may not serve for more than two consecutive terms.

2. The function of this committee shall be to screen the admissibility of applicants and to recommend to the Executive Committee qualified applicants for membership. The membership committee shall also review the participation of one-third of the membership each year, and recommend the renewal of active members.

C. Graduate Advisory Committee

1. Appointments of graduate advisers 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. Adviser appointments are for two years. No members shall serve for more than two consecutive terms. The Master Adviser shall serve as the chair of the committee.
2. There shall be a ratio of graduate students to advisors of 15:1 including the Master Advisor.

3. The function of this committee is to advise graduate students admitted to the Neuroscience Graduate Group, in accordance with the policies and procedures of the Graduate Council and the Office of Graduate Studies, and to act as an Advisory Committee for all students who have not yet established a dissertation committee.

4. The advisors shall oversee the application of the Mentoring Guidelines.

5. As coordinator of the Graduate Advisors Committee, the Master Advisor will serve as the primary advocate for current students. It is expected that the Master Advisor will normally serve a three-year term.

D. Educational Policy Committee

1. The Educational Policy Committee shall consist of a Chair, two faculty members appointed by the Group Chair for three-year terms with no members serving more than two consecutive terms. One student representative will be appointed by the Group Chair for a one-year term.

2. The functions of this committee shall include consideration of course offerings in Neuroscience, monitoring the quality of courses offered under the auspices of the Graduate Group in Neuroscience, supervision of teaching assignments and teaching experience of graduate students and overseeing the qualifying examination process.

E. Admissions Committee

1. The Admissions Committee shall consist of a Chair and four faculty members appointed by the Group Chair in consultation with the Executive Committee for two-year terms. The Admissions Officer is Chair of the Admissions Committee. The Chair rotates on a yearly basis. A member may not serve for more than two consecutive terms. To maintain continuity of admissions procedures, membership should be staggered so that not more than two new members are appointed in any year. One senior student representative will be appointed by the Group Chair for a one-year term.

2. The functions of this committee shall include recommending to the Office of Graduate Studies students for admission, and recommending students for fellowship consideration. The committee shall also be responsible for recruiting graduate students, and shall enlist the services of an ad hoc recruitment committee for this task.

F. Preliminary Examination Committee

1. The Preliminary Examination Committee shall consist of a Chair and five members. Each member shall be nominated by the Group Chair, for approval by the Educational Policy Committee, and shall represent each of the major group disciplines. Each member shall serve on the committee for two years.
2. The functions of this committee shall be to administer the Preliminary Examination for the first-year students, including creating and scheduling the written and oral components of the exam, grading the results, and passing, not pass or failing the students as appropriate.

ARTICLE VI: STUDENT REPRESENTATIVES

Student representatives shall serve as a member of the Executive Committee, Educational Policy Committee and the Admissions Committee. Student representatives are elected each year by the Neuroscience Graduate Student Association during the NGSA annual meeting, and then appointed by the Group Chair.

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 ADVISERS

Graduate Advisers are appointed for two years, in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. The Group Chair nominates advisers to the Office of Graduate Studies.

Duties:

The Graduate Advisers serve as members of the Graduate Advisory Committee and represent the Group in its dealings with graduate students in the group, with the following specific duties: to keep track of the progress of each graduate student in the Group; to provide advice on how the student may best complete the requirements of the Group; to determine whether and how graduate student work satisfies group requirements; to administer required examinations; to advise the Group concerning scheduling of courses relevant to the Graduate Group, and to communicate to students their standing in the Group.

ARTICLE VIII – MEETINGS

An annual meeting of the full membership shall be held during the spring quarter. Other meetings may be called as frequently and for such purposes as deemed desirable by the Executive Committee or at the request of five members of the group. Notification of meetings shall be given at least one week beforehand, by electronic mail. Faculty members of the Graduate Group away from campus may participate in meetings by submitting in advance written comments, and by casting proxy votes. Minutes of the meetings shall be distributed upon request and made available at the next annual meeting.

ARTICLE IX. QUORUM

A quorum for the purpose of modifying bylaws or establishing graduate group policy must be greater than 50% of the faculty members who are eligible to vote.
Passage of proposals must require a supporting vote greater than 50% of the members who actually vote. Balloting can be done either in a meeting of the group, via mail or via e-mail. If via e-mail, a one-week time for expression of opinions about the proposal must be allowed prior to the acceptance of votes.

**ARTICLE X. ORDER OF BUSINESS**

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

1. Call to Order  
2. Approval of Minutes  
3. Reports of Officers  
4. Reports of Standing Committees  
5. Reports of Special Committees  
6. Unfinished Business  
7. New Business  
8. Adjournment

In the event of adjournment before all business is complete, another regular meeting shall be held on the next available date.

**ARTICLE XI. AMENDMENTS**

Amendments to these Bylaws may be made in accordance with program’s quorum policy, and require a 2/3 majority of the vote to pass. Voting is conducted via a mail or electronic mail ballot and the modified bylaws are submitted to the Graduate Council for review and approval.

Amendments to the bylaws may be proposed by any member of the Group by submitting the proposed amendment to the Group Chair. Amendments shall be circulated to the faculty via electronic mail. Voting on any proposed amendment shall take place no earlier than three weeks and no later than six weeks following its submission to the Chair.