PROFESSOR CHRISTOPHER CALVERT, Chair
Graduate Group in Nutritional Biology
Department of Animal Science

RE: Approved Bylaws – Graduate Group in Nutritional Biology

The Bylaws Committee has completed their review of the bylaws for the Graduate Group in Nutritional Biology. Graduate Council considered and approved these bylaws at their meeting on December 15, 2005.

Attached is a copy of the Committee’s December 13, 2005 memo to Council outlining their review of the bylaws and recommendation for approval; and a copy of the bylaws reflecting Council’s approval date.

An electronic copy of this transmittal letter and the approved bylaws will be emailed to you to be retained in your files and used for future revisions. A copy of the bylaws will be posted on the Graduate Council web-page. We encourage you post your bylaws on your web page and to add a link on your program’s web site to Council’s bylaws page at http://gradstudies.ucdavis.edu/gradcouncil/bylaws. This link will allow easier access to the bylaws for the faculty and students of your graduate program.

Sincerely,

Andrew L. Waterhouse, Chair
Graduate Council

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cc: Kathy Garcia
    Karen Kornelly
    Evan Watkins
    Lee Wilce
PROFESSOR ANDREW WATERHOUSE, Chair
Graduate Council

RE: Bylaws – Graduate Group in Nutritional Biology

The Bylaws sub-committee has completed the review of the bylaws for the Graduate Group in Nutritional Biology and is forwarding the attached bylaws for Graduate Council’s final review and approval.

Professor Kay Dewey, Chair, submitted the Group’s bylaws for review in 2002. The Committee reviewed the bylaws and forwarded a memorandum to the Professor Dewey, on January 16, 2002. Due to a change in leadership and the discussion and approval of two items (procedures for termination of membership and emeritus faculty participation) the program did not formally respond back to the Committee until February 2005. The response was forwarded by the Chair, Professor Kent Erickson. The Committee requested minor wording revisions/clarification and met with Professor Chris Calvert, a member of the Group’s Executive Committee, on December 2 to finalize the bylaws.

The Group was asks to revise the document to comply with the Bylaws Guidelines, to provide clarification on the criteria for applying for membership, on the administration of the Group, on the Chair and Vice Chair appointment process and duties, on Committees of the Group including procedures for membership and the term of service, and on the quorum policy.

Sincerely,

Evan Watkins, Chair
Courses and Bylaws Committee

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Enclosure
Graduate Group in Nutritional Biology Bylaws
Administrative Home: Department of Nutrition
Revised: February 2005
Graduate Council’s Approval Date: December 15, 2005

Article I – Objective
The objective of the Graduate Group in Nutrition is to promote graduate training in the field of nutrition. It is the responsibility of the Group to establish standards and requirements for the M.S. and Ph.D. in Nutrition and certify satisfactory completion of these by candidates.

Article II - Membership

A. Criteria for Membership
Membership in the Group consists of members of the Academic Senate, those members holding adjunct faculty research titles or the equivalent, and those members in the agricultural extension series with an active commitment to graduate nutrition education and research. All active members are eligible to vote.

B. Application for Membership
Applications are submitted to the Membership Committee for review for completeness and compliance with membership policies. If approved by a majority vote of the Membership Committee, the application packets shall be submitted to the membership to be voted on by e-mail ballot. A favorable vote of the majority of the membership shall constitute acceptance.

C. Emeritus Status
Upon retirement from the University, emeritus faculty members can choose to continue regular membership or change to “emeritus” membership. Those emeritus faculty who choose active membership will have the same voting privileges and responsibilities for participation as all other regular members. Those emeritus faculty who choose “emeritus” membership in the Graduate Group in Nutrition can choose to serve on Group committees and to complete the duties associated with mentoring their current graduate students as they complete their degrees, but will not have voting privileges and will not take on new graduate students.

D. Review of Membership
In order to retain membership in the Graduate Group in Nutrition each member of the group shall be required to be actively involved in Nutrition-related research with resources and within an environment conducive to the training of graduate students AND do at least one of the following: (1) lead a quarter graduate seminar class in Nutrition e.g., Nutrition 290 or 291, at least once every three years, (2) serve as a graduate adviser in nutrition, or as a member of a standing committee for the group, (3) participate in an organized 200 level course suitable for meeting Nutrition course requirements to the extent of 10 lectures every three years, or (4) serve on oral exam committees at least 6 times every three years.

The membership process includes periodic review for continuation of membership. Reviews are normally on a three-year cycle, with one third of the membership reviewed each year. If a member does not meet the
criteria above for continued membership, the Membership Committee will send a letter informing the member of this. The letter will indicate that if the member does not respond within one year with a plan for increased participation, membership will be terminated and the member will have to re-apply for admission if so desired.

E. Membership Appeal Process

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, Executive Committee, and several Standing Committees.

Article IV – Graduate Group Chair

A. Chair Appointment Process

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, from the faculty and graduate students of the group, names of nominees for Graduate Group Chair. The names of the nominees indicating 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.

B. Duties of the Chair

Duties of the Chair are to: a) call and preside at meetings of the Graduate Group and the Executive Committee; b) be responsible for the advising of students in choosing courses and developing study plans; c) be responsible for administrative matters with the Office of Graduate Studies; c) submit course change or approval forms, proof-read catalog copy, and advise on the assignment of responsibility for teaching graduate Nutrition courses.

Bylaws – Graduate Group in Nutritional Biology
Graduate Council Approval: December 15, 2005

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C. Vice Chair

The Vice Chair is elected by the Group for a term of 3 years, after which time she may be re-elected. Candidates are nominated by the Executive Committee and elected by majority in an e-mail ballot. The duties of the Vice Chair are to assist the Chair in advising and to serve as Acting Chair 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

A. Executive Committee

1. The Executive Committee consists of the Chair, Vice Chair, the elected President of the Nutrition Graduate Student Organization, the master graduate adviser (ex officio), the Chair of the Admissions Committee (ex officio) and three faculty members, one to be elected by majority vote of those present at the Fall Meeting each year for a three-year term. The newly elected member from the faculty will serve as Secretary.

2. The Executive Committee guides and counsels the Chair on matters of policy and administration in meeting the objectives of the Group, consistent with policies and procedures of the Graduate Council, the Office of Graduate Studies and the University.

B. Admissions Committee

The Admissions Committee shall be appointed by the Chair of the Group and shall consist of at least 6 members who represent several different departments or units. Each member shall serve for 3 years, two new members will be appointed each year. Members may be reappointed. The master graduate adviser will serve as ex officio. The Committee shall be responsible for evaluating applicants, determining the availability of departmental affiliations for the applicants and recommending to the Dean of Graduate Studies the admission of those whom they feel are qualified to undertake graduate study in nutrition in either the M.S. or the Ph.D. programs. The Committee shall also nominate candidates for fellowships available for new students and award block grant funds allocated to new students.

C. Curriculum Committee

The Curriculum Committee shall be appointed by the Chair and will consist of 3 or more faculty members, at least 1 of whom will be an instructor in the core courses, and one graduate student representative. The Chair will serve ex officio. Each member shall serve for 3 years, with 2 new members appointed each year. Members may be reappointed. The Committee shall be responsible for periodically reviewing the courses offered to graduate students in the group and proposing changes in the curriculum and in the degree requirements.

D. Seminar Committee

The Seminar Committee shall be appointed by the Chair and will consist of 4 faculty members and one graduate student representative. Each member shall serve for 4 years, with one new member being appointed each year. Members may be reappointed. The Committee shall be responsible for organizing the weekly Graduate Group in Nutrition Seminar.
E. Membership Committee

The Membership Committee shall be appointed by the Chair and will consist of 4 members. Each member shall serve for 3 years, with one or two new members being appointed each year. Members may be reappointed. The Committee shall be responsible for reviewing: a) new faculty applications for membership, and b) participation of continuing faculty in group activities (one-third of the membership each year).

F. Fellowship Committee

The Fellowship Committee shall consist of the Vice Chair, Master Adviser, and two other members appointed by the Chair. Each appointed member will serve for 3 years. Members may be reappointed. The committee shall rank applications of continuing students for fellowships and other awards, and award block grant funds allocated for continuing students.

G. Social Committee

The Social Committee shall consist of one or more members and one or more graduate students appointed annually by the Chair. The Committee shall be responsible for planning social activities of the Group.

Article VI - Student Representatives

The Graduate Group recognizes the graduate student organization - Nutrition Graduate Student Association (NGSA). The president and two other representatives shall be elected by NGSA and have voting privileges at general meetings of the Graduate Group. The president serves on the Executive Committee. Student representatives shall be appointed by the Chair to serve on the Curriculum, Seminar and Social Committees.

The Chair of any committee with student members must excuse the student representatives from meetings during discussions 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:

The Chair has the overall responsibility for the advising of students in Nutrition. He/she is assisted by a master adviser and three or more graduate advisers. The Executive Committee provides nominations for adviser appointments in accordance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. Advisers normally serve four year terms, after which they may be appointed for one additional term.

The master graduate adviser shall be responsible for coordinating actions of advisers in evaluating the adequacy of preparative course work, interpreting requirements and appointing guidance and exam committees. Towards this end, the master graduate adviser will call and preside at meetings of advisers as required or at least once per year in the Fall Quarter.
Article VIII - Meetings

Regular meetings of the Group shall be held during the Fall and Spring Quarters. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee. The Chair shall be required to call a meeting at the written request of three or more members of the Group. Minutes of the meetings shall be distributed within ten working days following the meetings.

Article IX - Quorum

Twenty percent of the active members of the Group shall constitute a quorum for meetings. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date. For establishing graduate group policy, the quorum shall be greater than 50% of the non-emeritus faculty members who are eligible to vote. Passage of proposals requires a minimum of more than 50% of the members who actually vote. Balloting may be done either in a meeting of the group or via e-mail. If via e-mail, a one-week time for expression of opinions about the proposal shall be allowed prior to the acceptance of votes. Members shall be given a period of 14 days from the date of mailing to return ballots.

Article X - Order of Business

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

1. Reading of minutes
2. Reports of officers
3. Reports of standing committees
4. Reports of special committees
5. Unfinished business
6. New business

In the event that all business is not completed in the time allocated, the meeting shall be recessed and reconvened within 20 days.

Article XI - Amendments

Adoption of these bylaws and amendments to the bylaws shall require that at least 50%+1 of the active members vote in an e-mail ballot. Passage of proposals requires a minimum of 50% + 1 of the members who actually vote. Members shall be given a period of 21 days from the date of mailing to return ballots. Revised bylaws shall be submitted to the Graduate Council for review and approval.

Revision Dates:
Approved: 12 May 1971
Amended: 7 June 1972, 30 April 1973, 10 January 1979, 6 July 1979
Revised and Amended: 17 January 1980
Amended: 22 July 1986