BETH ROSE MIDDLETON, Chair
Designated Emphasis in Native American Studies

RE: Bylaws for the Designated Emphasis in Native American Studies

Dear Colleague:

At its meeting of June 3, 2011, Graduate Council considered and approved the Bylaws for the DE-NAS.

Attached is a copy of the bylaws reflecting Council’s approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Thank you for working with Council on the revisions, and for your efforts on behalf of graduate education.

Sincerely,

André Knoesen, Chair
Graduate Council

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Enclosure
Designated Emphasis in Native American Studies Bylaws
Administrative Home: Department of Native American Studies
Revised: 12/8/2010
Approved by the Graduate Council: 6/3/2011

Article I. Objective

A. The Designated Emphasis in Native American Studies (hereafter referred to as DENAS) provides graduate students in affiliated programs the opportunity to supplement their Ph. D. with a specialization in Native American Studies. At UC Davis, the Native American Studies department has a hemispheric focus on the indigenous peoples of the Americas (North, Central and South) and is interdisciplinary in its approach.

B. The current affiliated Ph. D. programs with the DENAS are: Anthropology, Comparative Literature, English, History, Psychology, Performance Studies, Sociology, and Spanish.

C. The mission of the DENAS is to promote and support the interest on the study of indigenous peoples of the Americas of students in other Ph.D. programs.

Article II. Membership

A. Criteria for Membership in the DENAS
   1. Membership in the DENAS shall be confined to those faculty members who have an interest and background in some aspect of Native American Studies (in the Hemispheric sense defined above), who desire to participate in the designated emphasis, and who are willing to advise and guide the work of the DENAS’ graduate students.
   2. Faculty who are members of the Graduate Program in Native American Studies and who are Academic Senate members will automatically be members of the DENAS.
   3. All active members are eligible to vote.

B. Applications for Membership
   1. Any member of the DENAS may present nominations for membership at any regular meeting of the DENAS. A nominee shall be deemed elected upon receiving a majority vote at a regular meeting, provided a quorum was attained. Upon the election of a new member, said person shall be sent a letter of invitation by the Chair of the DENAS and may be considered a member in the event of an affirmative reply.
   2. Anticipated contributions that members will perform include:
      a. Active role in the administration of the DE by serving on the DE Executive Committee.
      b. Providing graduate level instruction to the DE, as appropriate, in addition to research instruction.
      c. Act as an adviser to students participating in the DE.
d. Service on dissertation and qualifying examination committees. At least one faculty from the DE will serve on each student’s QE and Dissertation Committees.

C. Emeritus Rights
Emeriti Professors participating in the DENAS have the same voting rights, duties and privileges as those who are not. Emeriti can continue to teach courses, advise students and to be members of Qualifying Examination and Dissertation Committees.

D. Verification of Continued Membership
Membership in the DENAS will be verified every three years by the Executive Committee; members will be evaluated on their contributions as defined in II.B.2. above. The Chair of the DENAS shall inform Graduate Studies of any changes in such membership.

E. Membership Appeal Process
A faculty member that has been denied membership to the DENAS may appeal this decision by sending a letter to the Chair of the DENAS. Such appeal shall be discussed in a meeting of the DENAS membership as a whole, and will be decided by majority vote, assuming a quorum was attained. 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 DENAS and its activities will be vested in an Executive Committee, chaired by the DENAS Chair, and which includes at least 2 additional members.

Article IV. DENAS Chair

A. Appointment. The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies and the Graduate Council. The Executive Committee of the DENAS will act as the Nominating Committee for the Chair, to solicit nominations from the faculty of the DENAS, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve. The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the DE will be treated as confidential by the DE’s Nominating Committee and by the Office of Graduate Studies. Should the DE membership put forward more than one nominee, it may express a preference for one nominee and, if it does, should indicate the basis for determining that preference. The Dean or her/his delegate will interview the nominee(s) and consult with the lead dean for the DE before finalizing
the appointment. 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.**

1. Verify the faculty members of the DENAS
2. Serve as graduate adviser for the DENAS
3. Provide overall academic leadership for the DENAS
4. Develop and implement policies for the DENAS
5. Represent the interests of the DENAS to the campus and University administrators
6. Call and preside at meetings of the Executive Committee and of the DENAS
7. Be responsible for coordinating all administrative matters with the Office of Graduate Studies
8. Be responsible for the accuracy of all publications related to the DENAS including web pages and catalog copy
9. Meet annually with the chairs of affiliated programs, or as often as needed to maintain a close collaboration

**Article V. DENAS Executive Committee**

A. The DENAS Executive Committee is constituted by the Chair of the DENAS (who is Chair of the Committee), two other members of the faculty of the DENAS, and one student currently enrolled in the DENAS.

B. DENAS Executive Committee faculty members will serve a three-year term and may be re-elected with no limitations.

C. The DENAS Executive Committee faculty members shall be elected by majority vote of all DENAS faculty members, assuming a quorum is attained. Nominations for faculty candidates for the DENAS Executive Committee shall be submitted to the Chair at least five weeks before the end of the spring quarter. Elections shall be conducted by mail/email and voting must be open for two weeks following the distribution of the ballot. Ties in the election results will be resolved by action of the Executive Committee. Election results will be announced to the membership by mail/email within one week of the close of voting. Newly elected members shall assume their duties on July 1.

D. Faculty vacancies on the DENAS Executive Committee may be temporarily filled by appointment by the Chair with the concurrent of a majority of the remaining members of the Executive Committee; temporary appointments should be for no more than one year.

E. The student representative is appointed by the DENAS Chair upon recommendation of the DENAS students, as specified below in Article VI.

F. All members of the DENAS Executive Committee have voting rights, including
the student representative.

G. The principal duties of the DENAS Executive Committee are:
   1. To appoint from among its members a Secretary. The duties of the Secretary
      shall be to record the minutes of the Executive Committee meetings and the
      DE membership meetings. Each member should serve as secretary for a one-
      year term.
   2. To prepare recommendations, from time to time, regarding designated
      emphasis curriculum and admission requirements.
   3. To consider and prepare announcements for the University General Catalog,
      Native American Studies webpage, and announcements of the Graduate
      Division pertaining to the DENAS.
   4. To assist the Chair in verifying membership in the DE, and in advising
      students.

Article VI. Student Representatives

A. The Chair, upon recommendation of the DENAS graduate students, will appoint
   one graduate student representative to the Executive Committee.

B. The DENAS student will serve for two years on this Committee.

C. The same student can be re-appointed one additional term if the students
   request it and the Committee agrees upon it.

D. If the student representative graduates during his/her period of service or for
   any other reason cannot finish his/her term, the Chair of the DENAS will inform
   the DENAS students and they may recommend another representative.

E. The DENAS student representative will attend the meetings of the Executive
   Committee and the general annual meeting of the DENAS membership.

F. The DENAS student representative will have equal voting rights to faculty
   members of the DENAS during the annual meeting, and of the members of the
   Executive Committee.

G. The Chair of the Executive Committee must excuse the student representative
   from meetings covering confidential personnel topics or issues regarding
   student funding.

Article VII. Graduate Advisers

A. The Chair of the DENAS will serve as the Graduate Advisor of the DENAS.

B. Duties of the Graduate Adviser
   1. To meet with the students interested in the DENAS and advise them on
      the steps needed to be admitted into DENAS and to complete the
requirements.
2. To advise the students admitted into the DENAS about classes to take and about faculty members they can work with.
3. To sign the appropriate admission and completion forms for the DENAS.
4. To keep an accurate list of students admitted to the DENAS and of those already graduated with the DENAS.

Article VIII. Meetings

A. The DENAS Chair shall call such regular and special meetings of the DE as are deemed necessary or desirable by the Executive Committee. She/he shall call at least one regular meeting of the entire membership per year; this meeting shall be held during the first month of the fall quarter.

B. The notification of the meeting date will be done via e-mail at least two weeks prior to the meeting date.

C. The Chair shall call a special meeting of the DENAS at any time she/he is requested by the written notice of five or more members of the DENAS.

D. If a faculty member is away from campus and wishes to participate in the meetings, arrangements will be made for a video conference (e.g. via Skype).

E. Minutes or the meetings shall be distributed within twelve calendar days following the day of the meeting.

Article IX. Quorum

A. Fifty percent (50%) plus one of the members of the DE constitutes a quorum for carrying out the business of the DENAS.

B. When a vote is conducted, such votes will be gathered via secret ballot.

C. If a member is absent, she/he will be provided a ballot by mail/email and the ballot will be returned in a sealed envelop to the Secretary of the Executive Committee of the DENAS.

X. Amendments.

A. Amendments to the bylaws must be approved by a quorum vote.

B. Bylaws can be amended at any regular or special meeting provided a written notice of the amendment shall have been sent by mail/email to each member of the DENAS at least 12 calendar days prior to the meeting at which the amendment is to be made.

C. All amendments and revisions must be submitted to Graduate Council for review and approval.
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