Article I. Objective

A. Degree(s) offered by the Program: The Graduate Group in International Agricultural Development (IAD) administers a graduate program of instruction and research leading to the Master of Science degree in International Agricultural Development in conformance with the regulations of Graduate Studies of the University of California, Davis. The course offerings and research activities are broadly based and draw upon Group members from various departments.

B. Discipline: The course of study, initiated in the 1960s, provides students with a theoretical background in IAD derived from a multi-disciplinary approach that includes agricultural development, natural resource management, and rural community life. The program teaches the student to link conceptual knowledge and skills from a breadth of experience in social, cultural and technological “basics” that underpin development IAD provides the student with the opportunity to specialize in a field that is of particular interest.

C. Mission of the Program: IAD prepares students for careers in global agricultural and rural development, emphasizing issues in developing and less-industrialized regions. The strong multi-disciplinary IAD Master of Science curriculum consists of two major parts—a graduate core combining theory and skills in the agricultural and social sciences, and a field of specialization. The core builds a general base in development studies, while the field of specialization provides technical expertise in a professional field.

Article II. Membership

A. Criteria for Membership in the Graduate Program

1. Appropriate academic and teaching title

   Members must hold an appropriate academic title as outlined in Graduate Council Policy, GC1998-02, “Policy on Membership in Graduate Programs”.

2. Active research appropriate to the discipline(s) encompassed by the program.

   Membership is independent and separate from academic department appointments. Membership is based upon disciplinary expertise and active research, so members throughout campus are eligible for consideration to membership in the group.
3. Voting rights
   All members are eligible to vote on graduate program matters. See GC2011-04, Policy on Quorum, Voting Rights and Responsibility.

B. Application for membership
   1. How faculty may apply:
      A request for membership along with a short statement of interest and a CV is submitted to the Chair of IAD and the IAD Executive Committee for consideration. A 50+ % supporting faculty vote of the members voting shall constitute acceptance.

   2. Anticipated contributions that graduate faculty members will perform as a member:
      a. Active role in the administration of the graduate program includes serving on graduate program administrative committees; as a graduate adviser (not to be confused with being a major professor); or as an administrative officer of the program. Group service may include one or more of the following: (1) service on Group committees as appointed by the Chair; (2) service as a Graduate Adviser in IAD.
      b. Providing graduate level instruction in an organized 200 level course suitable for meeting IAD core requirements, as appropriate, in addition to research instruction.
      c. Service on thesis and master’s comprehensive examination committees.

C. Emeritus Status
   Emeritus faculty with active research programs may remain members of the program and are afforded the following rights: they may attend and participate in program activities (including meetings and administrative committees), may teach graduate courses, and may serve on student committees. Emeritus faculty are afforded the right to vote on policy, bylaws, and issues related to the program.

D. Review of Membership
   The criteria for reviewing members of the program is the same for all members. Each faculty member’s contributions to the program shall be reviewed once every three years for the purpose of identifying faculty members who are not providing a minimal level of contributions to the program.

   This review will be conducted by the Committee on Membership, who shall review on a yearly basis one-third of the membership. The review will focus on the areas defined in Section B. above, “Anticipated Contributions by Members.”

   Faculty whose record reflects poor performance in any of these areas will be subject to non-renewal or to a probationary period in which greater involvement must be demonstrated as a condition of continuing membership.

E. Membership Appeal Process
   If membership is denied or not renewed, faculty can appeal to the Executive Committee for reconsideration. Applicants denied membership or renewal of membership by the Executive Committee may make a final appeal to the Dean of Graduate Studies.
Article III. Administration

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

Article IV. Graduate Program Chair

A. Chair appointment process

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.

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

The Nominating Committee will forward at least 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 for one and, if it does, should indicate the basis for determining that preference. The nominees may be interviewed by the Dean of Graduate Studies (or delegate) and then forward his/her recommendation to the Chancellor for appointment. The normal term of the Chair’s appointment is three years; however, what is recommended will be based on the nominee’s willingness to serve.

B. Duties of the Chair

The Chair: a) provides overall academic leadership for the program; b) develops and implements policies for the program; c) represents the interests of the program to the campus and University administrators; d) calls and presides at meetings of the Executive/Program Committee; e) calls and presides at meetings of the program; f) is responsible for coordinating all administrative matters with the Office of Graduate Studies; g) manages the budgets of the program; h) submits course change or approval forms; i) is responsible for the accuracy of all publications related to the program including web pages and catalog copy; and j) nominates graduate advisers for appointment.

Article V. Committees

A. Executive Committee

The Executive Committee consists of the Group Chair (who is the Chair of the Committee); six at-large members who are appointed by the Group Chair; ex officio member—the Associate Dean for International Programs in the College of Agricultural and Environmental Sciences; and
two student representatives for a total of 10 members. The graduate student representatives will be elected each year and shall be ex officio members of the Committee with voting privileges. At least three academic departments should be represented. The at-large members will serve a two-year term. Graduate advisers are to serve on the Executive Committee as ex officio members (unless they are appointed to membership of the Executive Committee).

The principal duties of the Executive Committee shall be to determine and implement policy for the good of the program, and to represent the interests of the program generally to various universities and other agencies. The Executive Committee is also responsible for distribution of Block Grant and Work Study funds.

The Chair of the Executive Committee may rule that an item of business is inappropriate for discussion in the presence of the student representative. That item of business will be discussed in the absence of the student member of the Committee. More generally, the chair of any committee with a student member must excuse the student representatives from meetings during discussion about personnel actions or disciplinary issues relating to faculty, during rankings of existing students for funding, and for disciplinary issues related to students.

B. Membership Committee

The Membership Committee shall consist of two members appointed by the chair of the program for three-year terms, renewable two times. The Chair of the Membership committee is an Executive committee member appointed by the Chair of the program. The Committee on Membership shall review on a yearly basis one-third of the membership in addition to new applicants.

C. Admissions and Fellowship Committee

1. The Admission and Fellowship Committee shall consist of five faculty members including the Chair, and two graduate student representatives (preferably one first- and one second-year student). The Chair of the Committee is appointed by the Graduate Group Chair.

2. After consultation with the Group Chair and members of the Executive Committee, the Chair of the Admission and Fellowship Committee will appoint four members of the Group to the committee. Selections will be guided to represent academic diversity and breadth within the Group. At least three academic departments should be represented.

3. The Admission and Fellowship Committee consists of Group Chair, graduate faculty advisers, staff adviser, and two student representatives shall evaluate student applications, make recommendations for admission or denial, and the Chair shall forward those recommendations to the Dean of Graduate Studies for final approval of admission status.

4. The Admission and Fellowship Committee shall evaluate and rank applicants for the internal fellowships. The student representatives will be excused from deliberations regarding funding nominations for continuing students.

D. ad hoc Committees

The Chair of Group with the direction of the Executive Committee shall appoint ad hoc committees to study, review, and report to the Executive Committee on topics or issues important to the successful administration and management of the Group.
Article VI. Student Representatives

Student representatives selected by the IAD graduate students shall serve as representatives on the Executive Committee, Admissions and Fellowship Committee, Educational Policy/Curriculum Committee, and ad hoc committees. Student representatives are invited to attend the Group’s annual meeting. Student representatives to the Executive committee have voting privileges at general meetings of the graduate group.

The Chair of any committee with attending student members must excuse the student representatives from meetings during discussion about other students, personnel actions or disciplinary issues relating to faculty and for disciplinary issues related to students.

Article VII. Graduate Advisers

Graduate Advisers are recommended for appointment by the Chair of the Group in consultation with the Executive Committee, and are appointed by the Dean of Graduate Studies in compliance with the policies and procedures of the Graduate Council. A normal term of appointment is two years, and advisers may serve multiple terms.

The Graduate Adviser will serve as an ex officio member of the Executive Committee (unless appointed to membership of the Executive Committee). The Adviser shall fulfill the duties as outlined in the Graduate Studies Adviser’s Handbook, UC Davis Campus. The Adviser is responsible for advising students on a regular basis concerning degree requirements and appropriate course options, as well as approving the numerous forms required of a graduate student.

Article VIII. Meetings

A. Regular meetings of the Group shall be held once a year during Spring Quarter.

B. Other meetings of the Group may be called as necessary when deemed desirable by the Executive Committee.

C. The Group Chair is required to call a meeting of the full membership at the written request of four or more Group members.

D. Minutes of all meetings shall be taken and distributed to the membership within ten working days following the meeting.

Article IX. Quorum

All issues that require a vote must be:

- Voted on by 50+% of the membership
- On graduate program matters other than amendment/revision of bylaws: passage requires a 50+% supporting vote of the members voting.
- On amendments and revision of bylaws: passage requires a 2/3rds supporting vote of the members voting.

Balloting to establish/revise bylaws or graduate program policy can be done either in a meeting of the program, or via e-mail, or other web-based balloting technology. The balloting may be
done either publicly (such as a voice vote or show of hands), or anonymously. Any member can make a public or confidential request to the program chair for anonymous balloting at any time.

If balloting is conducted via e-mail or web-based technology, 7 days must be provided for expression of opinions about the proposal prior to the acceptance of votes, and the program must allow 7 days for votes to be returned or before the polls are closed.

**Article X. Order of Business for Meetings**

A. The order of business at all regular meetings of the Group shall be:

1. Call to order
2. Reading of minutes
3. Reports of officers
4. Reports of standing committees
5. Reports of special or *ad hoc* committees
6. Unfinished business
7. New business
8. Call for adjournment

B. 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**

Amendments to these bylaws may be made in accordance with program’s quorum policy in Article IX. Program members may propose amendments by petition to the program Chair. The program Chair, or relevant program committee, may ask for revisions from the faculty who submitted proposed amendments before forwarding the revisions to the membership for review and voting. Quorum, voting and passage is prescribed in Article IX. All amendments and revisions must be submitted to the Graduate Council for review and approval; changes in the bylaws will become effective upon approval by the Graduate Council.