

BYLAWS  
AGRICULTURAL AND ENVIRONMENTAL CHEMISTRY GRADUATE GROUP

ARTICLE I - PURPOSE

The Graduate Group in Agricultural and Environmental Chemistry (hereafter referred to as the Group) is authorized by Graduate Studies to administer graduate education leading to the M.S. and Ph.D. degrees in Agricultural and Environmental Chemistry.

ARTICLE II - MEMBERSHIP

The Group shall consist of those persons on the Davis campus qualified to guide candidates for the M.S. and Ph.D. degrees in Agricultural and Environmental Chemistry. Admission shall be determined by a majority vote of the Executive Committee, in consultation with the Committee on Membership. A member who retires from the University of California, Davis may elect to continue active participation in the Group as an "emeritus member" by submitting a written request to the Chair of the Group.

Members of the Group shall have a broad training in chemistry and its applications in agricultural and environmental sciences and have a continuing research interest in this field as evidenced by recent publications. Prospective members should have, or anticipate having, graduate students pursuing a program leading to an advanced degree in Agricultural and Environmental Chemistry, or otherwise participate in graduate student instruction in this field.

A person who wishes to become a member of the Group should apply in writing to the Chair of the Group. The application should include a brief biography giving educational background and training, current research interests, and a list of research publications.

Membership must be renewed every three years. At that time, the Membership Committee will determine if a member still meets the criteria for membership set out in these Bylaws. When the membership of a person on the Membership Committee is to be considered for renewal, the Executive Committee will make the decision.

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A member may resign at any time by writing a letter of resignation to the Chair of the Group.

CRITERIA FOR MEMBERSHIP

1. Applicants for membership should hold an appointment in the Professorial series and must presently be devoting major research effort to problems in agricultural and/or environmental chemistry. Membership may also be given to other University appointees with approval from the Dean of Graduate Studies.

2. It is essential that each member have an active and productive program of research in agricultural and/or environmental chemistry. This can best be demonstrated by several recent research papers on agricultural and/or environmental chemistry subjects which have been published in appropriate refereed journals. Recent success in competition for extramural research grants, or other evidence of an active research program, may also be used to establish this point.



3. There must be evidence that the applicant can provide an appropriate research environment for graduate students and also that the applicant will participate in Group activities directed toward graduate education and training.

4. Continued membership requires that the member contribute significantly to the training of graduate students in Agricultural and Environmental Chemistry. Contributions should include participation in relevant courses related to agricultural and environmental chemistry, including lecture, laboratory or seminar courses.

5. Members are expected to serve willingly on standing committees and ad hoc committees for the Group. Continuing members should have demonstrated willingness to serve on qualifying and thesis committees of the graduate students in the Group.

### ARTICLE III - STUDENT REPRESENTATIVES

The Chair of the Group, on the advice of the Executive Committee, will annually appoint student representatives who have been nominated by the students currently enrolled in the Group. The student representatives will serve as participating, but non-voting, observers at meetings of the Executive Committee and of the Group.

### ARTICLE IV - EXECUTIVE COMMITTEE AND OFFICERS

1. The management of the Group shall be vested in an Executive Committee of five elected from the membership.

2. To insure participation commensurate with enrollment, the Executive Committee shall consist of members elected from at least three departments on the Davis campus.

3. The members of the Executive Committee shall be elected for two year terms. Two members shall be elected in odd numbered years, and three in even numbered years. Any vacancy in its membership will be filled temporarily by a Group member appointed by vote of a majority of the remaining members of the Executive Committee.

4. Nominations shall be offered by a three-member ad hoc Elections Committee appointed by, but not including, the members of the existing Executive Committee. Nominations also may be made either by mail two weeks in advance of the Spring Quarter meeting, or from the floor at the regular Spring Quarter meeting of the Group, and shall require a seconding. Elections shall be conducted by mail ballot and be completed at least two weeks before the end of Spring Quarter. 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 mailed to members of the Group promptly. Newly elected members shall assume their duties on July 1.

5. 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 Universities and other agencies. Among its duties, but not restricted to these, are:

(a) To function, with the Advisors, as a Committee on Educational Policy.

(b) To make decisions on student petitions involving additions, deletions, and substitutions to the minimum requirements of the Group. Decisions on these matters will normally be made after consultation with the Advisor and the Professor who has accepted the student for research.



(c) To approve recommendations to the Dean of Graduate Studies for membership on qualifying and dissertation committees, through the appropriate Advisor.

6. The Executive Committee shall meet at least quarterly. Any member of the Group may submit to the Chair matters requiring Executive Committee action. Additional meetings may be held as deemed necessary, or upon petition by five members of the Group.

7. The Executive Committee shall recommend one or more names of persons appropriate to chair the Group. These names will be submitted to the Dean of Graduate Studies for consideration. The Dean will then forward a recommendation to the Chancellor, who will appoint the Chair. The Executive Committee shall select of and for itself a vice-chair and secretary to serve for the ensuing year. The vice-chair shall serve as chief officer of the Group in the absence of the chair.

8. 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 the Group and of the Executive Committee. The Chair shall faithfully execute and implement recommendations of the Group and the Executive Committee. The Chair shall appoint, with the approval of the Executive Committee, members of standing and special committees and shall recommend to the Dean of Graduate Studies, following approval of the Executive Committee, appointment of graduate advisors.

9. The secretary shall prepare and distribute minutes of meetings of the Group and Executive Committee meetings within two weeks after the meeting.

#### ARTICLE V - STANDING COMMITTEES

##### 1. Committee on Educational Policy

The Committee on Educational Policy shall consist of the members of the Executive Committee and the graduate advisors. This committee shall consider and define policy on placement examinations, coursework requirements, courses offered by the Group, special seminars, and other matters relating to the education program of the Group. The Executive Committee shall select one of its members to serve as chair of the Committee on Educational Policy.

##### 2. Committee on Admissions

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The Committee on Admissions shall consist of the graduate advisors and the Chair of the Group who shall select a chair of this committee from among themselves. The functions of this committee shall include recommendations for admission of students to the Group, assistance in securing financial support for the students, and recruitment policy.

##### 3. Committee on Membership

The Committee on Membership shall consist of the vice-chair of the Group as chair of the Committee and two additional members from the members at large appointed by the Executive Committee at the first Executive Committee Meeting of the year. The functions of this committee shall include reviewing membership applications and making recommendation to the Executive Committee and reviewing the current members' activity and participation in the Group.



## ARTICLE VI - ADVISORS

There shall be one or more advisors selected from the membership of the Group. Recommendations for the advisors shall be made by the Chair of the Group to the Dean of Graduate Studies on the advice of the Executive Committee. Advisors will normally be expected to serve for a three-year period.

The advisor shall appoint an appropriate Guidance Committee for each student at the time of first enrollment. The recommendations of the Guidance Committee with respect to courses required of a student will become part of the student's permanent record and will be transmitted in writing to the student. Advisors will carry out other duties in accordance with policies of the Group and Graduate Studies including, with Executive Committee approval, recommendations to the Dean of Graduate Studies on membership of committees for qualifying examinations and dissertations.

## ARTICLE VII - MEETINGS

An annual meeting shall be held during the Spring Quarter with the agenda provided to all members one week prior to the meeting date. Other meetings may be called as frequently and for such purpose as deemed desirable by the Executive Committee. Minutes of the meetings shall be distributed within two weeks following the meeting.

At all regular Group meetings, the suggested order of business will 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 of adjournment before all business is completed, another regular meeting shall be held within ten working days.

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Ten members of the Group shall constitute a quorum for transacting business. In the absence of a quorum, any number shall be sufficient to adjourn to a fixed date.

## ARTICLE VIII - AMENDMENTS

Amendments to the Bylaws may be proposed to the membership by a majority of the Executive Committee, or in writing to the secretary by any five members of the Group. The secretary shall conduct a mail ballot; upon approval by at least a two-thirds majority of those voting, the proposed change will be submitted to Graduate Studies for action.