

AGRICULTURAL AND ENVIRONMENTAL CHEMISTRY GRADUATE GROUP  
BYLAWS

Administrative Home: Department of Environmental Toxicology  
Revised 7/15/04

Graduate Council's Approval Date

ARTICLE I – OBJECTIVE

The Agricultural and Environmental Chemistry Graduate Group (hereafter referred to as the AGC) is an interdisciplinary group that encompasses 12 departments, 3 colleges (AES, L&S, ENG), and 1 school (UCDMC). The group is dedicated to the advancement of chemistry applied to the societal needs of California and the world. AGC faculty and students are leaders in analytical-, atmospheric-, biological-, food-, fiber-, polymer-, toxicological-, and wine-chemistry that seek solutions to current and future challenges facing society well into the 21st century. Therefore, AGC's mission is to conduct cutting edge research that includes mentoring students and providing contacts and networks that allow these students to become leaders that also find solutions to societal problems with special emphasis on agricultural and environmental chemistry.

The AGC 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 AGC 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 AGC.

Members of the AGC 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 and serve on the committees of the AGC.

A person who wishes to become a member of the AGC should apply in writing to the Chair of the AGC. 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.

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

#### A. 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. Several recent research papers on agricultural and/or environmental chemistry subjects, which have been published in appropriate refereed journals, can best demonstrate this criterion. 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 AGC 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 on standing committees and ad hoc committees for the AGC. Continuing members should have demonstrated willingness to serve on qualifying and thesis committees of the graduate students in the AGC.

#### ARTICLE III – ORGANIZATION & ADMINISTRATION

The administration of the AGC and its activities will be vested in an Executive Committee consisting of five AGC members and chaired by the graduate group chair.

#### ARTICLE IV – GRADUATE GROUP CHAIR

- A. The Chair shall be the chief officer and spokesperson for the AGC and for the Executive Committee. The Chair shall call and preside over meetings of the AGC and of the Executive Committee. The Chair shall faithfully execute and implement recommendations of the AGC 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.

B. 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://www.mrak.ucdavis.edu/web-mans/apm/245b.htm>.

A “Nominating Committee” should be named by the Executive Committee or Chair to solicit the names of nominees for Graduate Group Chair from the faculty and graduate students of the AGC. The names of the nominees indicating a willingness to serve will then be submitted to the AGC’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 comments received on the nominees. The AGC 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.

## ARTICLE V - COMMITTEES

### A. EXECUTIVE COMMITTEE

1. The management of the AGC 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 an AGC 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 AGC, 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 AGC 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 AGC 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 AGC and to represent the interests of the AGC 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 AGC. 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 AGC 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 AGC.

7. The Chair of Graduate Council approves graduate adviser appointments. The graduate program's executive committee will provide nominations to the Associate Dean for Graduate Programs. The associate dean will review and recommend nominees to the Chair of Graduate Council for appointment.

8. 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 AGC in the absence of the chair.

## B. 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 AGC, special seminars, and other matters relating to the education program of the AGC. The Executive Committee shall select one of its members to serve as chair of the Committee on Educational Policy.

## C. COMMITTEE ON ADMISSIONS

The Committee on Admissions shall consist of the graduate advisors and the Chair of the AGC 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 AGC, assistance in securing financial support for the students, and recruitment policy.

## D. COMMITTEE ON MEMBERSHIP

The Committee on Membership shall consist of the vice-chair of the AGC 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 AGC.

#### ARTICLE VI – STUDENT REPRESENTATIVES

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

#### ARTICLE VII – ACADEMIC ADVISORS

The Chair of Graduate Council approves graduate adviser appointments. (See Article V.) Advisors will normally be expected to serve for a two-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 AGC 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 VIII – 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 or by petition of five or more members. Minutes of the meetings shall be distributed within two weeks following the meeting.

At all regular AGC 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.

## ARTICLE IX – QUORUM

A quorum for the purpose of modifying by-laws or establishing graduate group policy must be greater than 50+% of the non-emeritus faculty members who are eligible to vote. Faculty members are ineligible to vote when they are on sabbatical. Passage of proposals will require a minimum of 50% +1 of the members who actually vote. (Definition in accordance with Policy approved by Graduate Council on March 10, 2000.)

## ARTICLE X – 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 AGC. The secretary shall conduct an e-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. All amendments and revisions must be submitted to Graduate Council for review and approval.