

June 16, 2009

PROFESSOR ANDREW SIH, Chair
Graduate Group in Animal Behavior

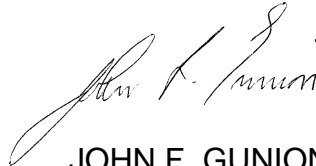
RE: Graduate Group in Animal Behavior Bylaws

Dear Professor Sih:

At its meeting of June 9, 2009, Graduate Council considered and approved the Graduate Group in Comparative Pathology bylaws.

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.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Gunion". The signature is written in a cursive style with a large, sweeping initial "J".

JOHN F. GUNION, Chair
Graduate Council

/aw

Enclosure

cc: Graduate Program Staff Bilheimer

ANIMAL BEHAVIOR GRADUATE GROUP BY-LAWS

Administrative Home: College of Biological Sciences

Revised: 4/14/08

Approval by Graduate Council: June 9, 2009

ARTICLE I. OBJECTIVE

A. Degrees: The Animal Behavior Graduate Group (ABGG) offers a graduate program of instruction and research leading to a Ph.D. degree in animal behavior, in accordance with the rules of the Graduate Council and the Office of Graduate Studies of the University of California, Davis.

B. Discipline: Animal behavior is the study of behavior from multiple perspectives, including evolutionary, ecological, physiological, genetic, theoretical and applied perspectives.

C. Mission of the Program: Academic personnel identified with the field of animal behavior are distributed among several colleges and schools on the campus, and an important function of this group is therefore to arrange for their periodic assembly, provide a forum for discussion and expansion of knowledge in the area of animal behavior and collectively represent animal behaviorists to the University administration and other academic groups.

ARTICLE II. MEMBERSHIP

A. Criteria for Membership

The Group shall consist of individuals on the UC Davis campus who are actively engaged in research or scholarship in animal behavior and who are therefore qualified to guide candidates for the PhD degree in Animal Behavior. Membership in the Group shall be open to individuals who hold an appropriate academic title on the Davis campus of the University of California, as outlined in the UC Davis Graduate Council Policy on Membership in Graduate Programs, and who are deemed qualified by the Executive Committee of the ABGG.

Voting rights: All active members are eligible to vote.

B. Application for Membership

Applicants will be evaluated in terms of their research interests in animal behavior, current teaching commitments and potential for graduate student guidance in the discipline of animal behavior. The individual's potential for contributing to the Group's course offerings and graduate student advising will also be considered. The application will be voted upon by the Executive Committee either at a convened meeting or by email. A simple majority of the Executive Committee must vote in favor in order for a prospective member to be admitted to the group. The applicant will be notified of the Executive Committee's decision by the Chair.

C. Emeritus Status

Emeritus members who inform the Executive Committee in writing of their desire to maintain membership in the Group will be allowed to do so. Emeritus Members may participate in teaching, graduate student mentoring, and service on administrative, Qualifying Examination, and Thesis committees within the Group.

D. Review of Membership

Membership in the Group shall be reviewed every three years by a membership subcommittee of the Executive Committee. The minimum criterion for maintaining membership is participation in one or more of the following activities: 1) active engagement with graduate students; 2) directing or assisting with graduate student research; 3) teaching graduate courses or upper division courses with enrolled graduate students that are relevant to the Group; 4) service on graduate program committees. All members of the Group who mentor graduate students are also expected to follow the Mentoring Guidelines of the Graduate Council in order to maintain their membership.

E. Membership Appeal Process

Faculty denied membership or renewal of membership may appeal to the Executive Committee as a whole, which may overturn the denial by a majority vote. If the denial is upheld, the applicant 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 and the Executive Committee.

Article IV. GRADUATE GROUP CHAIR

A. Chair Appointment Process

The Chair will be appointed in accordance with current Graduate Council and Academic Personnel Manual policies, APM Section UCD-245B.

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

The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received about 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 will be three years although this may vary depending upon the nominees' willingness to serve.

B. Duties of the Chair

The duties of the chair include: 1) providing academic leadership for the program by developing and implementing program policies; 2) representing the interests of the program to campus and university administrators; 3) calling and presiding at meetings of the Executive Committee; 4) calling and presiding at meetings of the Group; 5) being responsible for coordinating all administrative matters related to the Group with the Office of Graduate Studies; 6) managing the Group's budget; 7) submitting course change or approval forms; 8) being responsible for the accuracy of all publications related to the Group, including web pages and catalogue copy; 9) managing program reviews and other administrative tasks for the Group; 10) nominating Graduate Advisors for appointment; 11) appointing Group committee and subcommittee members.

ARTICLE V. COMMITTEES

A. Executive Committee

The management of the Group shall be vested in the Executive Committee consisting of at least five voting faculty members and two graduate students. Two faculty members will be elected by the membership to serve two-year terms. Nominations for these faculty members will come from the Executive Committee (or a Nominating Subcommittee of the Executive Committee) and from the general membership. The faculty members will be elected by membership of the Group by e-mail ballot at least three weeks before the end of spring quarter. Election results will be announced to the membership by e-mail, and newly elected members will assume their duties on July 1. Vacancies on the Executive Committee will be filled by appointment by the existing committee. The Chair of the Graduate Group serves on the Executive Committee as its chair. The remaining faculty members of the Executive Committee will be the Master Adviser and the Chairs of the Masters Comprehensive Examination, Seminar, and Admissions Committees. These individuals may also delegate another faculty member from their committee to represent them at Executive Committee meetings. Two student members will be elected by the ABGG student body to serve staggered two-year terms. The senior student representative will have voting rights. When the Chair of the Group is replaced, the immediate Past Chair shall remain on the Executive Committee for one year as an Ex Officio member, unless re-elected as a regular member of the Executive Committee.

The principal responsibilities of the Executive Committee are to: 1) represent the Group in official matters pertaining to the Group, both within and outside of the University; 2) determine and implement policies for the group; 3) review membership in the Group and develop programs to maintain an active group in this field; 4) review and modify course requirements as necessary; develop a slate of nominations for the Group's committees.

B. Seminar Committee

The Seminar Committee will consist of at least one faculty member and at least one student, appointed by the Group Chair. The faculty member serves as the chair of the committee. The primary function of this committee is to organize the Group's seminar series by providing a platform for presentations by outside speakers, animal behavior graduate students giving their exit seminars, and campus faculty working in animal behavior or related areas. This committee is also charged with obtaining funds from the University and outside sources to help support the seminar series. The term of service for the faculty member(s) is two years, while that of the student member(s) is one year.

C. Admissions, Fellowship and Recruitment Committee.

This committee will consist of at least three faculty members appointed by the Group Chair, one of whom will serve as the chair of the committee, and one student member. The student member will be selected by the students and appointed by the Group Chair for a 1-year term. The functions of this committee are to: 1) review, rank and admit applicants to the Group; 2) develop and coordinate recruitment activities; 3) rank applicants for fellowships and awards. This committee will also work with the Chair on issues related to allocation of new and continuing student support within the Group. The term of service is two years. Students will be excused from discussions regarding: 1) support for continuing students, 2) personnel issues.

D. Masters Comprehensive Examination Committee

This committee, which will be appointed by the Group Chair, will consist of three faculty members with expertise in the following disciplinary areas within animal behavior: behavioral physiology, ecology/evolution, behavioral methods. The purpose of this committee is to write, administer and grade the Masters Comprehensive Examination. The term of service is 2 years.

E. Graduate Advising Committee.

This committee will consist of the Master Advisor, two Graduate Advisors, and three Student Advisors. The Student Advisors are selected by the Master Advisor. Terms of appointment for the faculty are two years with the possibility of reappointment. Terms of appointment for the student advisors are two years. The purpose of the Graduate Advising Committee is to: 1) serve as members of each student's Course Guidance Committee 2) review admissions requirements, advising policy, and curricular requirements, and 3) assist and make recommendations to the Chair and the Executive Committee in implementing the graduate program.

Article VI. Student Representatives

Student representatives to the Executive Committee and the Admissions, Recruitment and Fellowship Committees shall be selected by the students and appointed by the Chair. The student representative to the Seminar Committee shall be chosen by the chair of that committee, and the Student Advisors shall be selected by the Master Advisor. The Chair of any committee with student members must excuse the student representatives from meetings during discussion 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 Advisors

Graduate Advisors will be appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. There shall be three faculty advisors, one of whom will be the Master Adviser. Terms of service will be two years with the possibility for reappointment. The three advisors will serve staggered terms. The most senior advisor shall serve as the Master Advisor. All advisors will serve on the Graduate Advising Committee. The duties of the Master Advisor are to assign students in the group to their faculty and student advisors and to convene periodic meetings of the Graduate Advising Committee.

The advisers' primary responsibility is to ensure that the students in their charge have completed the requirements of the program, and to act as an advocate for each student in their charge. Advisers will carry out their duties in accordance with policies of the Group, the Graduate Council, and the Office of Graduate Studies.

Article VIII. Meetings

The Chair will call meetings of the faculty and students of the Group as deemed necessary by the Executive Committee. There shall be at least one annual meeting per year in the spring quarter. This meeting will be called by the Chair and announced at least two weeks in advance via e-mail. The Chair will call a special meeting of the Group at any time he/she is so requested by written notice from five or more members of the Group.

Article IX. Quorum

All issues that require a vote, whether that vote occurs at a convened meeting or via e-mail ballot, must be voted upon by more than 50% of all eligible members, with passage requiring more than 50% supporting vote of the members voting.

Article X. Order of Business for Meetings

Meetings will be conducted in accordance with generally accepted procedures including reading of the minutes of the previous meeting, report of the Executive Committee, report of the Graduate Advisor, reports of other committees and subcommittees as appropriate, unfinished business and new business.

Article XI. Amendments

Amendments to the by-laws may be made by an affirmative vote of two-thirds of the membership during a meeting or by e-mail or regular mail ballot. A notice of all proposed changes to these by-laws must be sent to the members at least a week prior to the vote, and all approved amendments and revisions must be submitted to Graduate Council for review and approval.