

February 23, 2010

CHRIS BENNER, Chair

Graduate Group in Community Development

RE: Bylaws for the Graduate Program in Community Development

Dear Chris:

At its meeting of February 22, 2010, Graduate Council considered and approved the Bylaws for the graduate program in Community Development.

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 and post to your page at: http://www.gradstudies.ucdavis.edu/programs/program_detail.cfm?id=26.

Thank you for your efforts on behalf of graduate education.

Sincerely,



André Knoesen, Chair
Graduate Council

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Enclosure

cc: Graduate Program Staff Huff

Graduate Group in Community Development Bylaws

Administrative Home: Human and Community Development

Revised: 1982, 2010

Approved by CDGG Membership: February 4, 2010

Graduate Council Approval: February 22, 2010

Article I - Objective

- A.** The Graduate Group in Community Development (hereafter referred to as the Group) is organized to establish and administer a graduate program of instruction and research leading to the Master of Science degree in Community Development in conformance with the regulations of Graduate Studies of the University of California, Davis. The course offerings and research activities will be broadly based and will draw upon the interests and talents of Group members from various campus departments.
- B. Discipline:** The course of study provides a strong theoretical background in Community Development derived from a multi-disciplinary approach that includes City and Regional Planning, Sociology, Anthropology, Political Economy, Geography, Environmental Science, Landscape Architecture, and other social sciences, combining both their theoretical as well as applied aspects. The program helps students link conceptual knowledge with cutting-edge practical experience so they can influence the social, economic, cultural, and political forces that affect the well-being of people living in community settings whether small towns or large cities, whether in the United States or elsewhere in the world. The combination of theoretical knowledge and applied practical skills are specifically geared towards community development interventions that most effectively can help under-served populations.
- C. Mission:** The community development program is designed to prepare students for careers in community and human services as administrators, designers, planners, researchers and technicians. The core program emphasizes social analysis of communities, community design and planning, microeconomic planning, program development and nonprofit management, community action research and skills for community change. Specializations include rural communities and agricultural issues, community design and planning, housing, women's issues in the community, minority communities, community health and human services, and environmental issues.

Article II – Membership

A. Criteria for Membership in the Group

1. Membership in the Group shall be confined to those persons who have an expertise, interest and background in some aspect of the discipline of community development, who desire to participate in the Group, and who are willing to

advise and guide the work of the Group's graduate students. Members in the Group must hold an appropriate academic title, per Graduate Council policy as: (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical "___", Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

2. Members must be actively engaged in research related to the discipline of community development.
3. All active members are eligible to vote.

B. Application for Membership

1. How to apply: Any member of the Group may propose nominations for new membership at any time.
2. A nomination consists of a letter of interest from the nominee along with their CV, which is presented by a current member to the Executive Committee. The Executive Committee presents the nomination to the Group for a vote.
3. Nominees shall be deemed elected upon receiving a majority vote of the members. Upon the election of a new member, said person shall be sent a letter of invitation by the Secretary of the Group and be considered a member only in the event of an affirmative reply.
4. The anticipated contributions the Group expects of a member include:
 - a. Taking an active role in the administration of the Group by serving on administrative committees, as a graduate adviser (not to be confused with being a major professor), or as an administrative officer; or
 - b. Providing graduate level instruction in a community development core course or a recommended elective course (instructors may petition the chair to include their course as a recommended community development course); or
 - c. Serving on community development comprehensive exam and thesis committees; or
 - d. Actively mentoring community development students, including (but not limited to hiring community development students as graduate student researchers (GSRs), or offering independent study courses.

- C. Emeritus Status: Emeritus members retain full member rights, including voting and serving on student committees, as other active members.

D. Review of Membership

Membership includes a periodic review of each member based on the anticipated contributions stated in II.B.4 above. Review of each member will be conducted by the Executive Committee on a three-year cycle, with one third of the membership reviewed each year.

E. Membership Appeal Process

Applicants denied membership or current members denied a renewal of membership, may submit a written appeal to the Group for consideration. Should the majority of the Group vote to deny the appeal, a final appeal may be made to the Dean of Graduate Studies.

Article III - Organization and Administration of the Group

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

Article IV – Graduate Group Chair

A. Chair Appointment Process

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://manuals.ucdavis.edu/apm/245b.htm>.

A "Nominating Committee" will be named by the Executive Committee or Chair to solicit the name(s) of nominees for Graduate Group Chair from the faculty and graduate students of the Group. The name(s) of the nominee(s) indicating a willingness to serve will then be submitted to the Group's faculty and graduate students for comments. All comments will kept confidential by the Nominating Committee and the Dean of Graduate Studies.

The Nominating Committee will forward at least one nominee to the Dean of Graduate Studies along with all commentary received on the nominee(s). If there are multiple nominees, the Group may express a preference and, if it does, should indicate the basis for determining that preference. After interviewing the nominee(s), the Dean of Graduate Studies will forward his/her recommendation to the Chancellor. The normal term of the Chair's appointment is a maximum of 3 years; however, shorter terms are possible, based on the nominee's willingness to serve.

B. Duties of the Chair

The principal responsibilities of the Chair, which may not be delegated, are met with the assistance from the Executive Committee and are as follows: to determine and implement policy for the Group; to receive and act upon petitions from students and faculty; and, to represent the interests of the Group to various University and other organizations. The Chair is expected to seek advice from the Group membership in a systematic way and to provide for the conduct of Group affairs in an orderly fashion through meetings of the faculty and of standing and special committees. The Chair is also expected to seek student advice on matters of concern to Group students. The Chair appoints, in consultation with the Executive Committee, standing committees and special committees. The Chair calls and presides over meetings of these bodies. The Chair shall recommend to the Dean of Graduate Studies adviser appointments, with approval of the Executive Committee, in accordance with policies and procedures of the Graduate Council and the Office of Graduate Studies. The Group Chair shall annually inform the Graduate Division of the membership of the group.

Article V – Committees

A. Executive Committee

The Executive Committee consists of the Chair of the Group (who is Chair of the Committee), four faculty members of the Group, the Graduate Adviser, and a student representative for a total of seven members. Faculty members of the Executive Committee will be elected for two-year terms, two members normally being elected each year; members may be elected for consecutive terms. A graduate student representative elected each year shall be an ex officio member of the Group with voting privileges. All other members are voting members with the exception of the Graduate Adviser who is an ex officio and non-voting member.

Nominations of faculty candidates for the Executive Committee shall be submitted to the Chair at least five weeks before the end of spring quarter. Elections shall be conducted by email ballot and completed two weeks following the nomination period. Ties in the election results will be resolved by action of the Executive Committee. Election results will be announced to the membership by email. Newly elected members shall assume their duties on July 1. Faculty vacancies on the Executive Committee arising through resignation or other causes will be filled by appointment by the Chair.

Responsibilities of the Executive Committee:

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 Group meetings and to carry on correspondence as directed.

2. To recommend to the Dean of Graduate Division a candidate(s) for the position(s) of Graduate Adviser.
3. To appoint such standing committees and ad hoc committees as it deems necessary to properly administer the activities of the Group.
4. To prepare recommendations regarding the curriculum and degree requirements and to prepare announcements for the University General Catalogue and announcements to the Office of Graduate Studies pertaining to graduate study and research in Community Development.
5. Oversees the Group's mentoring guidelines and application within the program.
6. Initiates, collects and distributes to the Group nominations of new members. Conducts periodic reviews of the membership and maintains a membership list. Assures the maintenance of high standards of performance by Group members in both instruction and research.

All actions taken by the Executive Committee are subject to approval by the Group, except appointment of its sub-committees, and matters in which authority has been delegated by the group.

B. Curriculum Committee

The Curriculum Committee consists of at least four faculty members of the Group members and 2 graduate student representatives. Members are appointed by the Chair, with nominations solicited from graduate group members. Curriculum Committee members serve a term of two years, and may be reappointed for consecutive terms. All members are voting members. The Chair of the Committee is appointed by the Graduate Group Chair.

Responsibilities of the Curriculum Committee:

Review course curriculum, and make recommendations regarding degree requirements to Graduate Council for approval.

C. Admissions & Fellowship Committee

The Admissions & Fellowship Committee consists of four faculty members of the Group. Members are appointed by the Chair, with nominations solicited from graduate group member. Admissions and Fellowship committee members serve a term of two years and may be reappointed for consecutive terms. All members are voting members. The Chair of the Committee is appointed by the Graduate Group Chair.

Responsibilities of the Admissions & Fellowship Committee:

Once the completed application, all supporting material, and the application fee have been received, the application will be submitted to the Admissions &

Fellowship Committee. Based on a review of the entire application, a recommendation is made to accept or decline an applicant's request for admission. That recommendation is forwarded to the Dean of Graduate Studies for final approval of admission. Notification of admissions decisions will be sent by Graduate Studies. The committee also considers and recommends students for fellowship funding.

Article VI – Student Representatives

Student representatives are elected by their peers for service on the Executive and Curriculum Committees. Students are voting members on both committees, and serve for one year and may be elected for consecutive terms on the same committee. Student representatives are invited to attend the Group's annual meeting.

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 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 number of advisers appointed will generally reflect a 1:15 ratio of advisers to students in the program.

The Graduate Adviser will serve as an ex-officio member of the Executive Committee with no voting privileges. The Adviser shall fulfill the duties as outlined in the Graduate Studies Adviser's Handbook, University of California, Davis campus. In addition, s/he shall arrange with each graduate student for an appropriate major adviser to be appointed from the Group membership in accordance with the student's research interest. The Adviser is responsible for advising students on a regular basis concerning degree requirements and appropriate course options, as well as approving elective courses until a course guidance committee is formed for each student.

Article VIII – Meetings

1. The Group Chair shall call such regular and special meetings of the Group as are deemed necessary or desirable by the Executive Committee. The Chair shall call at least one regular meeting per year, this meeting to be held during the first month of fall quarter.

2. The Chair shall call a special meeting of the Group at any time s/he is so requested by the written notice of three or more members of the Group.
3. Members shall be notified of meetings at least two weeks in advance via email. Minutes of the meetings shall be distributed within twelve calendar days following the day of the meeting.
4. Faculty away from campus may participate via teleconference or webconference.

Article IX – Quorum

All issues requiring a vote must:

1. be voted on by 50+% of the eligible members
2. be passed by a 50+% supporting vote of the members voting

Article X – Amendments

Amendment to the Bylaws may be proposed by any member of the Group; the member should provide the written amendment with justification to the Executive Committee for distribution to the Group for consideration. The Bylaws may be amended at any regular or special meeting by a two-thirds vote of all voting members, provided a quorum is established. Written notice of the amendment shall have been sent by mail or email to each member of the Group at least five calendar days prior to the meeting at which the amendment is to be made. All amendments and revisions must be submitted to the Graduate Council for review and approval.