

# ANDERSON GRADUATE SCHOOL OF MANAGEMENT

## BYLAWS

(En 27 May 82)

### **M1**            *Membership*

**M1.1**            The Faculty of the Graduate School of Management, Riverside consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the Graduate School of Management; (e) all members of the Academic Senate who are members of the department(s) assigned to the Graduate School of Management; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case; (g) such other Senate members as may be specified by the bylaws of the Division.

**M1.2**            Only voting members of the Academic Senate are eligible to vote in the Faculty of the Graduate School of Management.

### **M2**            *Officers*

**M2.1**            The Officers of the Faculty consist of a Chair and a secretary.

**M2.1.1**            The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within two months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the secretary of the Faculty will serve as Chair.

**M2.1.2**            The secretary of the Faculty is chosen by the Executive Committee from among its membership. The term of office is two years.

**M2.1.3**            The election of the Chair of the Faculty shall be conducted as provided in chapter 7 of the bylaws of the Division.

**M2.1.4**            The Chair assumes office on the first day of the academic year following his/her election at a regular election or immediately upon completion of the ballot count at a special election. The secretary takes office immediately upon appointment.

**M3**            *Meetings*

**M3.1**            Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of four voting members of the faculty, the Chair must call a meeting. He must call at least one meeting each regular term in each year.

**M3.1.1**        A quorum consists of one-half the members of the faculty

**M3.1.2**        A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.

**M3.1.3**        The Chair must send, at least five days before each meeting, copies of the call for the meeting together with all pertinent documents to each member of the faculty.

**M3.1.4**        These bylaws constitute primary rules of order for meetings of the Faculty and of the committees of the faculty. The order of business is that prescribed in chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by *Robert's Rules of Order, Newly Revised*.

**M3.1.5**        The minutes of every meeting of the Faculty shall be sent within ten days by the secretary to every member of the faculty.

**M4**            *Committees*

**M4.1**            There shall be an Executive Committee consisting of five voting members and up to two non-voting members. The voting members shall be the elected Chair of the Faculty, the Dean of the school, and three elected members of the Faculty as provided in M4.1.1. The Chairs of the undergraduate Business Administration and Master of Business Administration programs shall be non-voting members of the Executive Committee unless, in either or both cases, he/she is an elected member. (Am 25 Jan 79)(Am 27 May 93)

**M4.1.1**        The members of the Executive Committee shall be elected by caucus of the Faculty of the Graduate School of Management

**M4.1.1.1**     The term of office of members of the Executive Committee is two years.

**M4.1.2**        The Executive Committee has the following functions:

**M4.1.2.1**     The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

- M4.1.2.2** The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.
- M4.1.2.3** The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.
- M4.1.2.4** The Executive Committee makes recommendations to the Faculty regarding the establishment, modification, and discontinuation of curricula, fields of interest, majors and minors within the school.
- M4.1.2.5** The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.
- M4.1.2.6** The Executive Committee reviews and makes recommendations to the Dean of the Graduate School of Management regarding proposals for the establishment of new departments or modifications of existing departments.
- M4.1.2.7** The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.
- M4.1.2.8** The Executive Committee assists the Dean on his/her request in matters relating to the administration of the Graduate School of Management.
- M4.2** The Business Administration/Administrative Studies Program will be guided by a committee consisting of the program Chair selected from the Faculty of the Graduate School of Management and five Faculty members, of whom at least one each shall have appointment in the Departments of Economics, Political Science, and Sociology, and at least one shall have appointment in the Graduate School of Management. The Deans of the Graduate School of Management and of the College of Humanities, Arts, and Social Sciences will be *ex officio* members of the committee. (En 5 May 77)
- M4.2.1** The members of the Business Administration/Administrative Studies Program Committee will be appointed by both Executive Committees. (En 5 May 77)

**M4.2.2** The Chair of the Business Administration/Administrative Studies Program Committee will be appointed by the Dean of the Graduate School of Management after consultation with the Business Administration/Administrative Studies Program Committee and approved by the two Executive Committees. (Am 8 Jun 78)

**M4.2.2.1** The term of office of the Chair of Business Administration/Administrative Studies is two years (En 5 May 77)

**M4.2.3** Changes or revisions in the Business Administration/Administrative Studies curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committees of the College of Humanities, Arts, and Social Sciences and the Graduate School of Management. (En 5 May 77)

**M4.2.4** Changes in the bylaws or regulations of the College of Humanities and Social Sciences, which affect general degree requirements within the college, will automatically apply to degree requirements within the Business Administration/Administrative Studies Program. (Am 8 Jun 78)

**M5** *Revisions and Amendments*

**M5.1** These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division. (En 24 Apr 75)