

**BYLAWS**  
**Graduate Group in Quantitative and Systems Biology**  
**Administrative Home: Graduate Division**

**Article I: Objective**

The graduate emphasis in Quantitative and Systems Biology (QSB) is organized to establish and administer a Group of instruction and research leading to M.S. and Ph.D. degrees in conformance with the regulations of the Graduate Council and the Division of Graduate Studies at the University of California, Merced. The QSB Graduate Group (“the Group”) is responsible for establishing standards and requirements for the M.S. and Ph.D. degrees and certifying satisfactory completion by candidates.

The Group function is to provide a focus for graduate training in Quantitative and Systems Biology by facilitating the research interactions of graduate students and faculty. Modern biology is an interdisciplinary enterprise that draws on the life sciences, physical sciences, engineering and computer science. The QSB Group at UC Merced was founded without departments and institutional boundaries, allowing for the development of a unique graduate group in which cell biologists, bioengineers, evolutionary biologists and ecologists can interact easily and regularly, fostering new ideas and exciting research collaborations. This list is not meant to preclude growth into other areas as new faculty are added to the Group. Faculty in QSB share the common interest of applying or developing quantitative methods to better understand biological systems.

**Article II: Membership**

Membership shall be open to faculty who are actively involved in scientific inquiry and scholarship in the life sciences and bioengineering, including but not limited to the traditional disciplines of biochemistry, cell biology, molecular biology, biomedical engineering, and biology-related computational sciences. Membership may include affiliated members from other UC campuses and adjunct faculty from other institutions.

**II.A. Full Members**

Members of the University faculty wishing to be appointed to the graduate faculty in the Group must submit a written request to the Chair indicating their interest in participating in the Group. This should be accompanied by a current CV. Materials will be evaluated by the Executive Committee for the appropriateness of the appointment to the QSB graduate faculty. The Executive Committee will make a recommendation to the Group, and applicants will be admitted to the Group if their application receives a majority vote of the full Group.

Full Members will be expected to actively participate in the Group. The faculty member is responsible for providing the Membership Committee with appropriate documentation of performance. Each member will be reviewed by the Committee every four years, and the Committee will make a recommendation to the Group for continuation or termination

of the individual's membership. Termination of a current member will require a two-thirds vote of the full Group.

### **II.B. Affiliate Members**

Affiliate membership is open to faculty who wish to serve, or are actively serving, on a QSB graduate student's advisory committee. Affiliate members should be proposed by the Chair of the relevant student's advisory committee to the Executive Committee who will then follow the same procedure as that for electing full members. If elected, affiliate membership lasts only for the duration that the member is participating in the graduate student's advisory committee; they have no other duties nor rights.

### **Article III: Organization and Administration**

The Executive Committee will consist of five members who will serve rotating terms of five years. The five members will act as Group chair, Educational Policy Committee chair, Recruitment and Admissions Committee chair, Secretary, and Treasurer. The Group chair will serve as an *ex officio* member of the Committee. It will be the responsibility of the Executive Committee to prepare an annual slate of nominees that will be put before the membership for election to serve on the Executive Committee. Members can be re-elected and serve two consecutive five year terms but must sit out one election cycle before running for a third term. The Executive Committee will make appointments to the standing committees from the membership of the Group.

### **Article IV: Graduate Group Chair**

The Executive Committee will name a nominating committee of three members who will solicit the names of nominees for the Group chair. The names of nominees indicating a willingness to serve will then be submitted to the Group's faculty and students for comments. All comments and votes will remain confidential. The Nominating Committee will forward two names to the Dean of Graduate Studies along with comments received on the nominees. The Committee may express a preference and should indicate the basis for the determination. After interviewing the nominees The Dean of Graduate Studies, in consultation with the candidate's Academic Dean, will submit the recommendation to the Chancellor for appointment. The normal term of appointment will be three years.

The Chair's responsibilities are:

- 1) Call and preside at meetings of the Executive Committee
- 2) Preside over the Group meetings in the Fall and Spring semesters.
- 3) Appoint standing committees and their chairs in consultation with the Executive Committee
- 4) Act as the administrative liaison between the Group and the Division of Graduate Studies.

### **Article V: Committees**

The Executive Committee and Graduate Group chair will appoint members to the following standing committees at the beginning of Fall term. The Executive Committee and Chair may choose to not constitute a particular committee as a separate body, in which case the Executive committee and chair will assume the responsibilities of that committee. Committee formation and appointments will be reviewed on an annual basis.

#### 1) Executive Committee

The Executive Committee (EC) shall, in consultation with the faculty, determine and implement policy for the good of the Group, establish and guide the educational requirements of the Group, and represent the interests of the Group to University and other agencies. To ensure broad participation and input every effort will be made to have EC membership from at least two Schools. The EC will make appointments to the other committees and approve membership in the QSB Graduate Group.

#### 2) Membership Committee

The Membership Committee will be responsible for reviewing applications from faculty who wish to be part of the Group. In addition, the Committee will review the membership of the Group every four years. The Membership committee will recommend approval or denials for membership to the EC.

#### 3) Educational Policy Committee

The Committee on Educational Policy (EPC) is responsible for establishing and guiding the educational Groups of the Group. The EPC will be formed by the Executive Committee as needed and will periodically conduct reviews of the Groups, including the five-year review. The EPC in consultation with the group faculty will determine changes in Groupmatic requirements of the QSB Graduate Group.

#### 4) Recruitment and Admissions Committee

The Recruitment and Admissions committee is charged with the development of recruiting materials for the Group, reviewing applications for admissions, making recommendations for admissions to the Dean of Graduate Studies, exploring graduate student support mechanisms, and allocating intramural financial assistance.

### **Article VI: Graduate Student Representative**

A graduate student representative will be included in all deliberations that revolve around issues having to do with educational policy and curriculum. The Group chair will choose the student representative from the QSB Graduate Group after soliciting all active graduate students in the Group for their interest. Students will serve a one-year term and can be reselected for a second term on the EPC.

**Article VII: Initial Graduate Advisors**

Initial Graduate Advisors who will advise students until such time as they have a graduate research advisor will be chosen from the Group faculty. These will be senior faculty with a broad knowledge of the faculty research interests within the QSB. These individuals will be responsible for the initial advising of graduate students, including dealing with coursework requirements and assisting students to identify research advisors matching their interests.

**Article VIII: Meetings**

The membership of the Group should meet once during the fall and spring semesters. The Group chair is responsible for calling all regular and special meetings of the membership. Faculty can request additional meetings.

**Article IX: Quorum**

Issues that require a vote of the membership need to have a quorum of at least 50% of the total membership present. Voting may be done electronically so as to accommodate members who are off campus for extended period of time. A positive or negative decision requires a simple majority of the vote.

**Article X: Order of Business**

At all regular meetings the suggested order of business shall be as follows:

- 1) Reading of the minutes of the preceding meeting
- 2) Reports from the Chair of the Executive Committee
- 3) Reports from each of the Standing Committees
- 4) Old Business
- 5) New Business

**Article XI: Amendments**

Amendments to the By-Laws require approval by two-thirds of the voting members of the Group. Written notice of the proposed amendment shall be sent to each member at least five working days prior to the meeting at which the amendment is to be discussed. All amendments must also be submitted to Graduate Council for review and final approval.