

# Faculty of Genetics Bylaws

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July 2009

## **Article I: Description**

The Faculty of Genetics of Texas A&M University is an interdisciplinary faculty composed of members from various academic departments in several colleges and the Texas A&M Health Science Center.

## **Article II: Purpose and Intent**

The principal function of the Faculty of Genetics is the administration of the graduate programs leading to the Master of Science and Doctor of Philosophy degrees in Genetics, in conformance with the rules of the Office of Graduate Studies of Texas A&M University – College Station. The organization also serves to promote and facilitate communication among geneticists and to foster the development of genetics at Texas A&M University. The Faculty of Genetics arranges for the periodic assembly of geneticists and provides a forum for them and for others with interests in genetics. The organizational and operational characteristics of the Faculty of Genetics are intended to be broad enough to permit consideration of all academic aspects of genetics and all other matters affecting the position and progress of the discipline at Texas A&M University. The Faculty of Genetics participates in the direction and teaching of the undergraduate program in genetics.

## **Article III: Membership**

1. Admission to membership on the Faculty of Genetics shall be determined by the Executive Committee after nomination by the Head of the faculty member's administrative department and the receipt of a positive recommendation by the Committee on Membership of the Faculty of Genetics.
2. Only members of the Graduate Faculty of Texas A&M University – College Station with significant academic or service activities in genetics are eligible to be Members of the Faculty of Genetics. Active involvement in academic, service, and recruiting activities of the Faculty of Genetics as described below is required to maintain membership.
3. The activities of each member of the Faculty will be reviewed on a rotating, three-year cycle in order to maintain active status. Each faculty member is expected to support and help to sustain the academic genetics community on campus as indicated below. To remain in good standing, each faculty member must satisfy at least one of the criteria from EACH of the Academic, Service and Recruiting Activities. Faculty are expected to attend Genetics Faculty Meetings.

### A. Academic Activities

- 1) Teach a graduate lecture, seminar, or laboratory genetics course, or other related graduate courses with a clearly defined and substantive genetics component;
- 2) Serve as the chair or member of a graduate committee of a genetics student or students;
- 3) Function as the supervisor for GENE 685 students involved in specialized studies, research in genetics, or performing a genetics rotation.

## B. Service Activities

- 1) Hosting of a Faculty of Genetics mini-symposium or seminar speaker;
- 2) Active participation in Genetics Faculty standing or ad hoc committees or serving on a College/University committee as a Genetics Faculty representative.
- 3) PI/Co-PI for a Grant/Award that supports Genetics Program Activities, for example a training grant, conference grant, REU grant.

## C. Recruiting Activities

- 1) Participate in at least one of the recruiting weekend events such as the Welcome Dinner, Interviews, Lunch Function, Research Symposia, Social Event.
- 2) Participate in independent recruiting activities such as handing out Genetics Program recruiting materials to potential student recruits at conferences or seminar presentations at other academic institutions.

Members of the Graduate Faculty of Genetics are eligible to:

- a) Chair the advisory committee of a Genetics graduate student
- b) Teach graduate GENE courses
- c) Serve on the TAMU Faculty of Genetics Executive Committee
- d) Vote on matters requiring a vote of the Faculty of Genetics
- e) Serve on standing or ad hoc committees of the Faculty of Genetics

## **Article IV: Election to the Executive Committee**

1. A nominating committee composed of three Members shall be elected by the Executive Committee prior to the Spring Faculty meeting. No person who is a member of the Executive Committee may be a member of this committee.
2. The Nominating Committee shall recommend at least two candidates for each vacant position on the Executive Committee. Further nominations may be made from the floor at the Spring Faculty meeting.
3. Elections shall be conducted by email ballot to be distributed to Members after the Spring Faculty of Genetics meeting. Each Member shall vote for no more candidates than the number of positions to be filled. Those persons receiving the most votes will be declared elected. Election results shall be emailed to the members promptly. Elected members shall assume their duties on June 1 following their election.

4. Should the terms of the Past Chair, Chair, or the Chair-elect be scheduled to end during their administrative cycle, those terms will be automatically extended to the end of their administrative term as Chair. At that time, their position will be filled so as to re-establish the normal re-election cycle.

#### **Article V: Executive Committee**

1. The Executive Committee shall consist of nine Members of the Faculty of Genetics.
2. The Executive Committee shall include one designated representative from each of the colleges of Agriculture and Life Sciences, Science, Veterinary Medicine & Biomedical Sciences, and the Health Science Center that participate in the Faculty of Genetics and five additional members at large. The designated representatives shall be elected by the Members of the Faculty of Genetics of each college and the Health Science Center. The at large members of the Executive Committee shall be elected at-large by all of the Members of the Faculty of Genetics.
3. Members of the Executive Committee shall serve for three years, and; three members will be elected each year. Their service on the Executive Committee will begin June 1 of the year elected.
4. In June, after the annual election of new members, the Executive Committee shall elect from among its membership a Chair-elect who will serve for 1 year, after which they assume the Chair position for 1 year.. The previous chair will serve as the past chair for 1 year.
5. The Executive Committee shall fill any vacancies that may occur in its membership or offices between the annual elections by a majority vote of the Executive Committee.
6. The President of the GGSA will be invited to attend meetings of the Executive Committee as a non-voting participant. He/she will be excused from the meeting during any discussions of a sensitive matter.

#### **Article VI: Functions of the Executive Committee**

1. The principal functions of the Executive Committee shall be to:
  - a. Determine and implement Faculty and Graduate Student Operating Procedures for the good of the faculty members and students in the Faculty of Genetics and represent the interests of the Faculty generally to various University authorities and leaders of other agencies.
  - b. Establish the Faculty of Genetics Standing Committees and ad hoc committees as needed.

- c. Develop the budget for graduate-level functions in Genetics.
- d. Conduct all additional business deemed necessary for the proper functioning of the Faculty.

### **Article VII: Functions of the Officers**

#### 1. Chair

The chair is the chief officer and representative of the Executive Committee and the Faculty of Genetics. The chair's primary responsibility is the execution of those administrative functions that are delegated to the Faculty of Genetics. The chair shall:

- a. Chair the Executive Committee meetings of the Faculty of Genetics.
  - b. Provide leadership in short- and long-term planning for the program and represent the faculty group in College and University meetings, as appropriate.
  - d. Work closely with the University Administration to secure support for students in the discipline.
  - c. Approve degree programs, thesis and dissertation proposals, and theses and dissertations of genetics graduate students for the Genetics Faculty.
  - d. Approve expenditures on behalf of the Genetics Programs.
2. Past-Chair: The past-chair shall serve as chief officer of the Faculty of Genetics in the absence of the chair or when designated by the chair.
3. Chair-elect: The Chair-elect shall serve (in “apprenticeship”) for assuming the function of the Chair.

### **Article VIII: Meetings**

- 1. The Spring meeting of the Faculty of Genetics shall be held during the first two weeks of the month of May each year.
- 2. Special meetings of the Faculty of Genetics may be held at the call of the chair or by written application to the Executive Committee by five Members of the Faculty of Genetics.
- 3. A regular meeting of the Executive Committee shall be held each month in the Fall and Spring semesters. Other meetings of the Executive Committee may be held as frequently and for such purposes as are deemed desirable by the Executive Committee.

4. The minutes of each Faculty and Executive Committee meeting shall be distributed to all members of the Faculty of Genetics by email within 10 days after approval by the Executive Committee.
5. At Executive Committee and Faculty of Genetics meetings, Robert's Rules of Order shall be followed in matters of parliamentary procedure.
6. A quorum for Executive Committee meetings shall consist of five members of the Committee. Twenty-five percent of the Members shall constitute a quorum for meetings of the Faculty of Genetics.
7. Voting can also take place outside of the Faculty of Genetics Meetings by email ballots within 7 days of receipt of such ballots.
8. Items requiring a faculty vote will pass by a simple majority vote of responding faculty (25% minimum must respond to satisfy the quorum requirement).
9. Changes to the bylaws will pass by a 2/3 majority vote of responding faculty (25% minimum must respond to satisfy the quorum requirement).

#### **Article IX: Standing Committees**

The members of each standing committee shall be appointed in June of each year and shall serve from July 1 through June 30 of the following year.

##### **1. Committee on Membership**

The committee on membership shall consist of at least 3 members and will screen applications for membership in the Faculty of Genetics and make a recommendation to the Executive Committee as to the acceptability of each applicant. Membership shall be conferred by approval of the Executive Committee. The Committee on Membership shall also review the active status of all members on a three-year basis.

##### **2. Graduate Recruiting Committee**

The Graduate Recruiting Committee shall consist of at least 3 members and will include two non-voting student liaisons as nominated by the GGSA. It shall serve as an advisory committee to the Executive Committee by screening and evaluating the applications of prospective students for acceptance into the Genetics program and as candidates for Genetics teaching assistantships. The committee shall facilitate the processing of files of acceptable candidates through Faculty review and Office of Graduate and Professional Studies notification.

##### **3. Advising Committee**

The Advising Committee shall consist of at least 3 members and will be responsible for advising and counseling of students in selecting their academic course work, managing their first year experiences, selecting a research laboratory, and continued advising to ensure satisfactory academic progress and career development. The advising committee will review the annual report of activities from each graduate student and provide additional mentoring

as needed. If student progress is identified as being unsatisfactory, the Advising Committee will notify the student, thesis committee, and the executive committee who will take appropriate action.

4. Graduate Curriculum Committee

The Graduate Curriculum Committee shall consist of at least 3 members and will also include two student representatives as nominated by the GGSA. It shall have responsibility for coordination of the graduate curriculum in genetics. Requests for new courses and course cross-listings will be reviewed by this committee who will then make recommendations to the Executive Committee for approval.

5. Faculty and Student Awards Committee

The Faculty and Student Awards Committee shall consist of at least 3 members and will also include two additional student representatives as nominated by the GGSA. It shall be responsible for the nomination of faculty and students for local and national awards, as well as the judging of any local student competitions and awards.

6. Seminar Committee

The Seminar Committee shall consist of at least 3 members and will also include three student members as nominated by the GGSA. It shall coordinate speaker invitations and arrangements for the presentation of seminars and symposia on genetics topics.

**Article X: Amendments**

Proposed amendments to the Bylaws shall be submitted to the Members of the Faculty of Genetics for approval or disapproval following either (1) approval of a motion to do so by majority vote of the Executive Committee or (2) written petition to the Executive Committee by a minimum of five Members of the Faculty of Genetics. Approval by two-thirds or more of the responding Members voting in an email ballot is required to adopt amendments (25% minimum must respond to satisfy the quorum requirement).

Adopted: May 27 1982  
Revised: October 1984  
March 1985  
August 1986  
December 1989  
April 1994  
September 1998  
May 2006  
July 2009  
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