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## BY-LAWS

### Administrative Management Group (ADMAN)

Revised: May 20, 2019

Revised: August 11, 2017

Revised: March 31, 2015

Approved: April 15, 2015

Supersedes: July 8, 2008

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#### ARTICLE I - NAME

The name of this organization shall be the Administrative Management Group (ADMAN). This is a formally recognized organization of the University of California at Davis.

#### ARTICLE II - PURPOSE AND OBJECTIVES

- A. To improve communication among teaching, research, service and administrative offices of the Davis and Sacramento campuses.
- B. To provide a forum for discussion of common concerns.
- C. To study administrative problems for the purpose of finding ways to improve and simplify operations at all levels.
- D. To provide an effective and informed advisory resource to central administration and campus units.
- E. To assist members to improve the operation of their departments and units.
- F. To orient new members to UC Davis operations, policies and procedures.
- G. To promote and recognize the professional identity of department and unit administrators and managers.
- H. To cooperate with other University groups (i.e., Staff Assembly, ASUCD, UC AMP, etc.) on all appropriate matters.
- I. To promote professional development.

#### ARTICLE III - MEMBERSHIP

- A. New Regular Membership. Membership shall consist of administrative and business leaders whose current positions have independent responsibilities and decision making authority for the operation of teaching, research, administrative, or academic functions within their department/unit and are not represented by an exclusive bargaining agent. These managers include those who report to any of the following:
  - 1) Academic/Clinical Department Chair;
  - 2) Director, Associate Director or Assistant Director;
  - 3) Division Chief;
  - 4) University Librarian or Associate University Librarian;
  - 5) Chancellor, Vice Chancellor, Associate Vice Chancellor or Assistant Vice Chancellor;

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6) Dean, Associate Dean or Assistant Dean.

Individuals who express an interest and desire to be included in the membership will submit an application and a position description with an organizational chart to the Membership/Historian. If the Membership/Historian feels the applications need additional review and discussion in order to comply with the membership bylaws they will be sent to the Co-Chairs and Vice Chair for review to determine if the above criteria have been met before the application goes out to a vote of the Board of Directors (Board) for approval/denial. Exceptions can be made and approved by the Board. Majority vote of the Board will decide if the applicant is admitted as an ADMAN member.

B. Membership Expectations:

1. Attend and participate in monthly meetings which are open to the membership. Regular attendance is encouraged.
2. Read emails sent out through the ADMAN listserv, forward the information, and create discussions within their organization, so the ideas can be shared openly within departments and feedback can be brought back to ADMAN.
3. Respond on behalf of their unit to inquiries sent out through the ADMAN listserv.
4. Participate on committees for which ADMAN representation is requested.
5. Act as a representative and leader for UC Davis.

C. Membership Review: Board members will review the ADMAN membership roster annually to determine if current members remain eligible for membership.

## ARTICLE IV – MEETINGS

- A. Board meetings are held monthly, and all members are invited and encouraged to attend. Board meetings conducted in Executive Session will be called as needed and are open only to Board members. The Board reserves the right to go into Executive Session during the monthly board meetings as needed.
- B. Guidelines for invitation to the annual UC AMP meeting: Since each campus has limited spaces available, the UC AMP Steering Committee will use the following criteria (in this priority order) to determine who will be invited to attend the UC AMP conference: ADMAN members who are 1) managers of Academic Departments, ORU's or Centers; 2) managers in Deans' or Vice Chancellors' Offices; 3) managers in other central units; 4) single representative from each unit; and 5) remainder of names on our membership mailing list will be reviewed by ADMAN UC AMP representatives to ensure that an ADMAN member with registration priority receives the proper invitation to attend. If spaces are available, people who are not ADMAN members may be invited to attend.
- C. Guidelines for invitation to the annual UC Davis ADMAN Conference: Registration will be open to ADMAN members for several days prior to open registration for both campuses. Once conference registration is full, interested participants are encouraged to register and will be put on a waiting list for registration on a first come, first served basis.

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## ARTICLE V - GOVERNMENT

- A. The Administrative Management Group shall be governed by a Board consisting of two elected Co-Chairpersons, one Vice Chairperson (Chairperson-Elect), a Past Chairperson, and appointed positions of Secretary, Membership/Historian, Treasurer, Communicator, ADMAN Conference Chair (or co-chairs), and representatives from campus units as follows (number of representatives follows in parentheses):
- College of Agricultural and Environmental Sciences (1)
  - College of Engineering (1)
  - College of Letters and Science
    - Humanities, Arts, and Cultural Studies (1)
    - Mathematical and Physical Sciences (1)
    - Social Sciences (1)
  - College of Biological Sciences (1)
  - School of Medicine (1)
  - UCD Health (1)
  - School of Education (1)
  - School of Nursing (1)
  - School of Veterinary Medicine (1)
  - Student Affairs (1)
  - Graduate Studies (1)
  - Graduate School of Management (1)
  - Law School (1)
  - At-Large Representatives (3) from other units, with eligible membership, not named above.
- B. Executive Board: Within the full Board of Directors, the Executive Board consists of the Co-Chairpersons, Vice Chairperson, Secretary, Membership/Historian, Treasurer, Communicator, ADMAN Conference Chair (or Co-Chairs), and Past Chair.
1. Co-Chairs
    - a. Facilitates ADMAN Board meetings with Vice-Chair; coordinates ADMAN meetings, both monthly and Executive Session meetings; acts as liaison for ADMAN to campus administration for the purpose of bringing high level administrators to Board meetings to disseminate information and receive feedback; reaches out to unit heads to ensure the Board has representation for all (listed above, Article III (A)); onboarding of new Board member; and other leadership duties as they arise.
    - b. The incoming Co-Chair will assume office in August, after a Vice Chair has been elected, serving for two years, following their prior years' service as Vice Chair. This position is voted in by the ADMAN membership (normally as Vice-Chair to begin a three year term.) If it is necessary for a Co-Chair to vacate the position mid-term, the Vice Chair will assume the position of Co-Chair, and an election will take place for a new Vice Chair.
  2. Vice Chair
    - a. Assists with Co-Chair duties in the absence of the Co-Chairs and when tasks are beyond the capability of the Co-Chairs alone. Assumes the role of the ADMAN

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- Annual Conference Chair in the event there is none for that year.
- b. The Vice Chair will be elected annually for a three-year term, serving the first year as Vice Chair and the second and third years as Co-Chair, with the term of office beginning in August. This position is voted in by the ADMAN membership.
3. Past Chair
    - a. The Past Chair will be invited to serve in a non-voting, ex-officio capacity on the Executive Board for one year following service as Co-Chair.
  4. Secretary
    - a. Prepares minutes of all meetings; posts minutes on the ADMAN website after they are approved by the Board; assists Co-Chairs in drafting correspondence; and assists with the updating and maintenance of the ADMAN website.
    - b. This position will be recruited from the ADMAN membership and appointed by the Board by a majority vote of respondents for a term of two years.
  5. Membership/Historian –
    - a. Serves as Membership Coordinator to the Board. Provides application instructions to prospective members. Once a membership application is submitted, the Membership/Historian sends the completed application to the Board for review, and a ballot is created to collect votes to approve or deny membership to the applicant. The Membership/Historian also maintains the membership roster, the ADMAN listserv, the official letterhead, and keeps permanent records and an account of the history of the organization.
    - b. To maintain the records, the best interests of the group are served by continuity in this position. This position will be recruited from the ADMAN membership and appointed by the Board by a majority vote of respondents for a time until the Board deems it is necessary to replace the position with another member.
  6. Treasurer
    - a. Provides oversight, governance, and account management of ADMAN funds. Provides the billing for annual ADMAN Conference and other ADMAN functions that might necessitate billing functions. Provides input and advice regarding funding for other ADMAN endeavors (such as participation in other campus events).
    - b. This position will be recruited from the ADMAN membership and appointed by the Board by a majority vote of respondents for a term of two years.
  7. Communicator
    - a. Provides communications from administrators on campus, and within ADMAN, to the ADMAN community. Shares information, increases visibility, and facilitates networking of ADMAN among its members and the campus administration. Items such as updates on general meetings, committee progress, profiles of members, problem-solving, and current events that affect our members are included. Maintains relevant information on the ADMAN web page.
    - b. This position will be recruited from the ADMAN membership and appointed by the Board by a majority vote of respondents for a term of two years.

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8. ADMAN Conference Chair
    - a. The ADMAN Conference Chair (or Co-Chairs) will be appointed annually by the Board and will be responsible for coordinating the ADMAN Conference. The term for this appointment will be a minimum of one year. If no one is appointed as Conference Chair, the Vice Chair will assume this role.
- C. Board of Directors Duties: The Board's duties shall include, but are not limited to, the following:
1. Attending monthly Board meetings as the liaison to their unit and disseminating information to teams to ensure staff are well informed.
  2. Responding, in an advisory capacity, to inquiries from central administration and other units.
  3. Establishing committees and the designation of committee members.
  4. Identifying and addressing important issues involving administrative processes, and initiating collaborative action toward resolution with central administration.
  5. Reviewing new and/or revised policy drafts and making recommendations to central administration.
  6. Facilitating supportive relationships and open dialogue between members.
  7. Serving as the official representative of ADMAN for purposes of communication with campus administrative officers, other Campus organizations and their officers, and news media.
  8. With the exception of the Membership/Historian, individuals may serve in the same appointed Executive Board position for no more than two consecutive terms. Exception may be granted by a majority vote of the Board.
  9. All elected and appointed Board members will have an official vote on business matters.
- D. Board Member Terms of Office
1. Board representatives are selected by the Assistant Dean of the College, School or Division or equivalent within the administrative units to serve on the Board. The Co-Chairs send a written request to the Assistant Dean or equivalent, requesting that vacancies to the Board be filled by their appointment of a representative to the ADMAN Board. Candidates for At-Large representatives are solicited from non-academic units. Based upon the response from non-academic units, the Board will vote on the appointment of the At-Large members. The term of service is two years.
  2. Elected Board members (Vice-Chair and Co-Chairs) have a term of three years, with elections held annually to fill positions for those whose terms expire or are vacated.
  3. With the exception of the Membership/Historian, the term of office for appointed Executive Board members will be two years, with reappointments held when the terms expire or positions are vacated. For continuity, the Membership/Historian position will be appointed until the Board deems it is necessary to replace the position with another member.
  4. An elected Board Member unable to continue serving on the Board shall be replaced by the first runner-up in the election until the normal term has expired. If there was no runner-up, the Executive Board may appoint an alternate to serve out the term, if deemed appropriate, and will be voted on by the Board, with majority vote of respondents determining the appointment.

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## **ARTICLE VI – QUORUM AND VOTING**

- A. Quorum: Quorum at Board meetings shall exist when at least five Board members are in attendance. If quorum is not met, items requiring a vote must wait until the next scheduled Board meeting, unless determined an online (email or voting system) vote is appropriate.
- B. Voting at Board of Directors' Meetings: During Board meetings, to pass a vote, there must be a proposed motion by a Board member, a second by a Board member, and a vote must be called for those in favor, against, and abstaining. For a motion to pass, a simple majority of Board members voting must vote in favor.
- C. Voting Outside of Board Meetings: If a vote cannot wait for the monthly Board meeting, such as the appointment of a Board member (Treasurer, Secretary, etc.), the vote may take place through email or the online voting system, with the outcome of the vote passing or failing based on the overall majority of Board respondents.

## **ARTICLE VII – ELECTIONS**

Elections will be held in the month of May to elect a Vice Chair and Co-Chair (if applicable), with new Board Members taking office in August. A majority vote of voting respondents will be required for election of an individual.

## **ARTICLE VIII - COMMITTEES**

- A. Ad Hoc Committees and Campus Representatives:

Ad hoc committees shall be formed by the Executive Board, and ADMAN representatives shall be appointed to campus committees at the discretion of the Executive Board in order to complete short-term projects or to represent the Board.

ADMAN representation is recommended on campus committees such as Staff & Diversity Administrative Advisory Committee (SDAAC), Campus Council on Community & Diversity (CCCD), Human Resources Committee (HRAC), and other campus committees that are created for needs at that time. Chairs of ADMAN ad hoc committees and ADMAN representatives serving on campus committees will be expected to attend monthly ADMAN Board meetings to report on the status of their activities.

Chairs and representatives will serve as ex-officio members of the Board and will be accorded a consultative vote.

- B. Standing Committees

1. Standing Committees shall be formed at the discretion of the Executive Board for specific on-going purposes. Chairs of these Committees will be expected to attend Board meetings and report on the status of their activities. Chairs of standing committees who are not already serving as a member of the Board, will serve as ex-officio members of the Board and will be accorded a consultative vote.

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2. ADMAN Conference Committee – Organize and oversee the planning of the annual ADMAN Conference. The Chair (or Co-Chairs) of the ADMAN Conference is selected by the Executive Board and voted upon by the Board.
  3. UC AMP – Two appointees will represent the Davis campus on the University-wide UC AMP Steering Committee. Representatives will be appointed for three years. Before each term expires, the Executive Board will select their replacement, and consideration will be given to rotating college/school representation, as deemed appropriate.

## **ARTICLE IX - LEGISLATION AND AMENDMENTS**

- A. The By-Laws of the Administrative Management Group are accessible on the ADMAN website and may be added to, amended, or repealed only by a two-thirds majority of the voting respondents of the full ADMAN membership.
- B. No proposal relating to introduction, amendment, or repeal of ADMAN legislation may be presented for a vote of the general membership unless:
  1. Such a proposal shall have been reviewed previously and approved by the full ADMAN Board or a designated Ad Hoc Committee whose authority shall be limited to matters of form and the coordination of related changes in the By-Laws of ADMAN; and
  2. The membership of ADMAN has received written notice of the proposal fifteen (15) working days prior to the established date for the vote.
- C. Whenever a question of procedure cannot be settled within reasonable time, as determined by the Co-Chairs, Robert's Rules of Order (current edition) shall govern the Administrative Management Group.