

BY-LAWS

Administrative Management Group (ADMAN)

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 effect improved communication among teaching, research, service and administrative offices of the Davis Campus and UCDHS.
- 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 in Campus and UCDHS 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, Status of Women Committee, ASUCD, Academic Staff Organization, etc.) on all appropriate matters.
- I. To promote professional development.

ARTICLE III - MEMBERSHIP

New Regular Membership. Membership shall consist of managers who have independent responsibilities for the operation of a teaching, research or administrative function and are not represented by an exclusive bargaining agent. These managers include those who report to an: 1) Academic Department Chair; 2) Director, Associate Director or Assistant Director; 3) Manager of Functional Area; 4) Division Chief; 5) Chancellor, Vice Chancellor, Associate Vice Chancellor or Assistant Vice Chancellor; and 6) Dean, Associate Dean or Assistant Dean. At UCDHS, membership is open to all managers reporting directly to: 1) an Associate Director, Hospital & clinics; 2) Assistant Director, Hospital & clinics; 3) Medical Sciences Clinical Department Chair or Division Chief; 4) the Hospital Medical Director; or 5) the Hospital Director. Individuals who express an interest and desire to be included in the membership will submit an application and a job description with organizational chart to the Membership Chair. Membership will be approved by the Executive Board. Exceptions can be made and approved by the Executive Board.

ARTICLE IV – MEETINGS

- A. General meetings will normally be held once per quarter from October through June, and at other times when deemed necessary and appropriate by the Executive Board. General meetings are open to all ADMAN members.
- B. 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.
- C. Guidelines for invitation to the annual University-wide ABOG meeting: Since each campus has limited spaces available, the ABOG Steering Committee will use the following criteria (in this priority order) to determine who will be invited to attend the ABOG 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 the ADMAN Executive Board to ensure that someone who should be invited gets invited. If spaces are available, people who are not ADMAN members who express an interest to attend may be invited.

ARTICLE V - GOVERNMENT

- A. The Administrative Management Group shall be governed by an Executive Board consisting of an elected Chairperson, Vice Chairperson (Chairperson-Elect); one representative from each of the following Colleges/Schools: Letters and Science, Agricultural and Environmental Sciences, Engineering, School of Medicine/UCDHS (combined), Veterinary Medicine, Biological Sciences, and a Representative at-Large for any and all members who do not have school or college representation.
 - 1. The Executive Board's duties shall include but not be limited to:
 - a. Responding, in an advisory capacity, to inquiries from central administration and other units.
 - b. Establishment of committees and designation of members.
 - c. Serving as a place for managers to identify and address important issues involving administrative processes, and initiate action toward resolution with central administration.
 - d. Reviewing new and/or revised policy drafts and making recommendations to central administration.
 - e. Molding supportive relationships and open dialogue between members.

2. The Executive Board shall act as the official representative of the Administrative Management Group for purposes of communication with campus administrative officers, other Campus organizations and their officers, and news media.
3. No individual may serve in the same elected Board position for more than two consecutive terms, unless the Executive Board approves an exception.
4. All elected Board members will have an official vote on business matters.

B. Representatives

1. The term of office of elected Board representatives will be two years, with elections held annually to fill positions for those whose terms expire.
2. 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.

C. Vice Chair

1. The Vice Chair will be elected annually for a two-year term, serving the first year as Vice Chair and the second year as Chair.

D. Chair

1. The Chair will assume office in June, serving for one year, following their prior year's service as Vice Chair.
2. The Chair will be invited to serve in a non-voting, ex-officio capacity on the Executive Board for one year following service as Chair.

ARTICLE VI - ELECTIONS

Elections will be held in the Spring to elect a Vice Chair and replace any Representatives who have served two years, with new officers taking office in June. A majority of those voting will be required for election. The full membership of the Administrative Management Group will be eligible to vote for the Vice Chair (Chair-elect). Only the constituents of a given College, School or Division may vote for that representative; members who do not have school, college or division representation will vote for the Representative-At-Large. In case of a tie, the incoming Chair may poll the Executive Board individually for input and then make the final decision.

ARTICLE VII - COMMITTEES

A. Ad Hoc Committees

1. Ad Hoc Committees shall be formed at the discretion of the Executive Board to complete short-term projects. Chairs of these Committees will be expected to attend Executive Board meetings and report on the status of their activities. Chairs will serve as ex-officio members of the Board, and will be accorded a consultative vote.

B. Standing Committees

1. Newsletter - Serves as a vehicle to creatively increase visibility and facilitate 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. The Newsletter will be maintained on the ADMAN web page.
2. Membership/Historian - The Executive Board recruits new members. The Membership Chair sends out applications, on request, and presents completed applications to the Executive Board for approval of new members. The Chair also maintains the membership roster, the ADMAN listserv, the official letterhead and keeps permanent records and an account of the history of the organization. To maintain the records, the best interests of the group are served by continuity in this position. Accordingly, the Chair of this committee will be appointed by the Executive Board, as necessary.
3. Mid-Management Conference - Organize the annual ADMAN Mid-management Conference. Chair of this Committee is always the Vice Chair of ADMAN.
4. Programs - Organize and present short programs for the general membership.
5. ABOG – Two appointees will represent the Davis campus on the University-wide ABOG 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.
6. Recorder/Secretary - Serves as Secretary to the Executive Board. Prepares minutes of all meetings; posts minutes on web after each meeting; assists Chair in drafting correspondence; updates and maintains ADMAN web page. This position will be recruited from the membership, appointed by the Executive Board, and will be of indefinite term.

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 Executive Board meetings and report on the status of their activities. Chairs will serve as ex-officio members of the Board, and will be accorded a consultative vote.

ARTICLE VIII - LEGISLATION AND AMENDMENTS

- A. The By-Laws of the Administrative Management Group are accessible on the ADMAN web page and may be added to, amended, or repealed only by a two-thirds majority of the members voting.

- B. No proposal relating to introduction, amendment, or repeal of Group legislation may be presented for vote of the general membership unless:
 - 1. Such a proposal shall have been reviewed previously and approved by the Executive 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 the Group; and

 - 2. The membership of the Group 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 Chair, Robert's Rules of Order (current edition) shall govern the Administrative Management Group.