

# BY-LAWS

## Administrative Management Group (ADMAN)

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 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, ABOG, 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) University Librarian or Associate University Librarian; 6) Chancellor, Vice Chancellor, Associate Vice Chancellor or Assistant Vice Chancellor; and 7) 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 position 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.

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## 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 Executive Board reserves the right to go into Executive Session during the monthly board meetings as needed.
- B. 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 our ABOG representatives 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.
- C. Guidelines for invitation to the annual UC Davis ADMAN Conference: 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.

## ARTICLE V - GOVERNMENT

- A. The Administrative Management Group shall be governed by an Executive Board consisting of an elected Chairperson, Vice Chairperson (Chairperson-Elect), and Past Chairperson, 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/UCD Health Systems (1)
  - School of Education (1)
  - School of Veterinary Medicine (1)
  - Information and Educational Technology (1)
  - Student Affairs (1)
  - Graduate Studies (1)
  - Graduate School of Management (1)
  - Law School (1)
  - At-Large Representatives (2) from other units, with eligible membership, not named above.

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 collaborative 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.

#### E. Conference Chair

1. The Conference Chair will be appointed annually and will be responsible for coordinating the ADMAN Conference. The term for this appointment will be a minimum of one year.

### **ARTICLE VI – ELECTIONS**

Elections will be held in the month of May to elect a Vice Chair and replace any Representatives who have served two years, with new officers taking office in August. A majority of those voting will be required for election. The full membership of the Administrative Management Group will

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be eligible to vote for the Vice Chair (Chair-elect). Executive Board representatives are selected by the Assistant Dean of the College, School or Division or equivalent within the administrative units to serve on the Executive Board. The Chair sends a written request to the Assistant Dean or equivalent requesting that vacancies to the Executive Board be filled by their appointment of a representative to the ADMAN Executive Board. At-Large bids have been solicited from Campus Development and Shared Services.

## **ARTICLE VII - COMMITTEES**

### **A. Ad Hoc Committees and Campus Representatives**

Ad hoc committees shall be formed and ADMAN representatives 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 Affirmative Action & Diversity Advisory Committee (SAADAC), Campus Council for Information Technology (CCFIT), Campus Council on Community & Diversity (CCCD), and Human Resources Committee (HRC). Chairs of an ADMAN ad hoc committee and ADMAN representatives serving on campus committees will be expected to attend monthly ADMAN Executive Board meetings and to report on the status of their activities. Chairs and representatives will serve as exofficio members of the Board and will be accorded a consultative vote.

### **B. Standing Committees**

1. Communications Committee - Serves as a vehicle to creatively share information, 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. Relevant information will be maintained on the ADMAN web page.
2. Membership/Historian - The Executive Board recruits new members. The Membership/Historian provides application instructions to prospective members on request and presents completed applications to the Executive Board for approval of new members. 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. To maintain the records, the best interests of the group are served by continuity in this position.
3. ADMAN Conference - Organize the annual ADMAN Conference. The Chair of the ADMAN Conference is selected and voted upon by the Executive Board.
4. ABOG – Two appointees will represent the Davis campus on the Universitywide 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.

5. 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 site. This position will be recruited from the membership and voted on by the membership.

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 of standing committees who are not already serving as a member of the Executive Board 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 site 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.