



January 9, 2013

To: Jose Wudka, Chair
Riverside Division

Fr: Ziv Ran, Chair
Committee on Rules and Jurisdiction

Re: SoBA Executive Committee Bylaw Change

The Committee on Rules and Jurisdiction discussed the SoBA Executive Committee Bylaw change and finds the proposed changes to be in line with the senate bylaws, but suggest the following revisions:

- 2.1.2, 2.1.3 replace 'committee's' by 'committee'
- 3.1 Must specify who schedules regular (Friday) meetings.



December 7, 2012

To: Ziv Ran, Chair
Committee on Rules and Jurisdiction

Fr: Jose Wudka, Chair
Riverside Division 

Re: SoBA Executive Committee Bylaw Change

Please see the attached proposal for a bylaw change by the Executive Committee of the School of Business Administration. I also attach for reference, the earlier submittal by SoBA and the previous R&J ruling.

Delete

Add

~~Moved to another location~~

Moved from another location

Justification

Proposed revision to SoBA bylaws	
Current	Proposed Revision
SOBA Bylaws	SOBA Bylaws
SOBA1 Membership	SOBA1 Membership
<p>SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case; (g) such other Senate members as may be specified by the bylaws of the Division.(Am Feb. 15 2011)</p> <p>Justification: No need because we have only one dept.</p>	<p>SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case <u>who are assigned to the School of Business Administration</u>; (g) such other Senate members as may be specified by the bylaws of the Division.(Am Feb. 15 2011)</p>
<p>SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.(Am Feb. 15, 2011)</p>	<p>SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.(Am Feb. 15, 2011)</p>
SOBA2 Officers	SOBA2 Officers
<p>SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.(Am Feb. 15, 2011)</p>	<p>SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.(Am Feb. 15, 2011)</p>
<p>SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately. To assure orderly transition, the Chair of the</p>	<p>SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately- <u>unless his/her previous term lasted for less</u></p>

<p>Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.(Am Feb. 15, 2011)</p> <p>Justification: To accommodate the case where the Chair was elected to serve the unexpired term of the previous chair.</p>	<p><u>than one year.</u> To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one months<u>month</u> conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair (Am Feb. 15, 2011)</p>
<p>SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its membership. The term of office expires at the end of committee membership.(En Feb. 15, 2011)</p> <p>Justification: Language</p>	<p>SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its membership<u>members</u>. The term of office expires at the end of committee<u>his or her term of committee's</u> membership (En Feb. 15, 2011)</p>
<p>SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its membership. The term of office expires at the end his or her term of committee membership.(Am Feb. 15, 2011)</p> <p>Justification: Language</p>	<p>SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its membership<u>members</u>. The term of office expires at the end his or her term of committee<u>committee's</u> membership (Am Feb. 15, 2011)</p>
<p>SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.(Am Feb. 15, 2011)</p>	<p>SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.(Am Feb. 15, 2011)</p>
<p>SOBA2.1.5 The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon</p>	<p>SOBA2.1.5 The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon</p>

<p>appointment.(Am 20 Nov 07)(Am Feb. 15, 2011)</p>	<p>appointment.(Am 20 Nov 07)(Am Feb. 15, 2011)</p>
<p>SOBA3 Meetings</p>	<p>SOBA3 Meetings</p>
<p>SOBA3.1 Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of five voting members of the Faculty, the Chair must call a meeting. Regular Meetings of the faculty are scheduled on the Friday of the second week of class in the fall term, the first Friday in February in the winter term, and on the Friday of the tenth week of class in the spring term. At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty, which items, at the discretion of the chair, may be included in the meeting agenda. At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting. The Dean of the School of Business Administration may schedule a Special Meeting. Special Meetings are intended for the purpose of addressing a limited agenda (normally one item) and require at least one week prior notice to the faculty.(Am Feb. 15, 2011)</p>	<p>SOBA3.1 <u>Regular Meetings of the faculty are scheduled on a Friday during the first month of classes in the Fall term, on a Friday during the first month of classes in the Winter term, and on a Friday during the last month of classes during the Spring term.</u> <u>Under the above scheduling constraints, the meeting will be scheduled to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee.</u> At or by the written request of five voting members of the Faculty, the Chair must call a meeting. Regular Meetings of the faculty are scheduled on the Friday of the second week of class in the fall term, the first Friday in February in the winter term, and on the Friday of the tenth week of class in the spring term.</p>
<p>Justification:</p>	<p><u>SOBA3.1.1</u> At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty, which items, at. The Chair has the final discretion of the chair, may be included in the meeting to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.</p>
<p>1. First, we distinguish between “Regular Meeting” and a “Special Meeting” and specify below different “rules of engagements” for these meetings.</p> <p>Second, we soften the mandatory dates for the Regular Meetings.</p> <p>2. This only applies to Regular Meeting. The Chair has no such authority if it is a Special meeting that was not called by the Chair.</p> <p>3. This is dealt with in 3.1.1 and 3.1.3</p> <p>4. Since Special meetings are to discuss</p>	<p><u>SOBA3.1.2</u> At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting. The Dean of the School of Business Administration may schedule a Special Meeting. Special Meetings are intended for the purpose of addressing a limited agenda (normally one item) and require at least one week prior notice to the faculty.(Am Feb. together with all pertinent documents to each member of the Faculty.15, 2011)</p>
	<p><u>SOBA3.1.3</u> Special Meetings are intended for the purpose of addressing urgent agenda</p>

<p>“urgent” matter (and typically only 1 item) we propose to shorten the required period of announcement and distributing relevant materials</p>	<p><u>and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty. (Am Feb. 15, 2011)</u></p>
<p>SOBA3.1.1 A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting.(Am Feb. 15, 2011)</p>	<p><u>SOBA3.1.4</u> A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting (Am Feb. 15, 2011)</p>
<p>SOBA3.1.2 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.</p>	<p>SOBA3.1.2<u>5</u> A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.</p>
<p>SOBA3.1.3 The Chair must send, at least five business days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not change curricular requirements or regulations of the school or its departments or change these bylaws at the meetings at which such proposals for change are first made or make any other main motion, unless notice is previously given to all members of the Faculty in a call to the meeting. Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.(Am Feb. 15, 2011)</p> <p>Justification: This is dealt with in 3.1.2 for Regular Meeting and 3.1.3 for Special Meeting</p>	<p>SOBA3.1.63 The Chair must send, at least five business days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not <u>vote on any main motion (e.g., change curricular requirements</u>or, change regulations of the school or its departments or structure, change these bylaws) <u>at the meetings</u>a meeting at which such proposals for change are first made or make any other main motion, unless notice is previously given to all members of the Faculty in a call to the meeting.</p> <p><u>SOBA3.1.7</u> Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced (Am Feb. 15, 2011)</p>
<p>SOBA3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of</p>	<p>SOBA3.1.<u>8</u> These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of</p>

<p>Business Administration. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by <i>The Standard Code of Parliamentary Procedure (4th Edition)</i>.(Am Feb. 15, 2011)</p>	<p>Business Administration. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by <i>The Standard Code of Parliamentary Procedure (4th Edition)</i> (Am Feb. 15, 2011)</p>
<p>SOBA3.1.5 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee shall be sent to every member of the Faculty within ten business days after the meeting.(Am Feb. 15, 2011)</p> <p><i>Justification: Language</i></p>	<p>SOBA3.1.59 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee shall<u>will</u> be sent<u>made available</u> to every member of the<u>all</u> Faculty within ten business days after the meeting (Am Feb. 15, 2011)</p>
<p>SOBA4 Committees</p>	<p>SOBA4 Committees</p>
<p>SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, the Dean of the School, and the elected members of the Faculty as provided in SOBA4.1.1, as voting members, and the associate Dean(s) of the School as ex officio members unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises.(Am 25 Jan 79)(Am 27 May 93)(Am 30 May 06)(Am Feb. 15, 2011)</p> <p><i>Justification: Note that by definition an “ex officio” member is a voting member (unless specify otherwise)</i></p>	<p>SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, the Dean of the School, and the elected members of the Faculty as provided in SOBA4.1.1, as voting members. <u>In addition, the Dean of the School is an ex officio member</u> and the associate Dean(s) of the School asis/are non-voting <u>membersmember(s)</u> unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises (Am 25 Jan 79)(Am 27 May 93)(Am 30 May 06)(Am Feb. 15, 2011)</p>
<p>SOBA4.1.1 The elected membership of the committee shall include one member chosen</p>	<p>SOBA4.1.1 The elected membership<u>members</u> of the committee shall</p>

<p>from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Management Science, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty. (Am 30 May 06)(Am Feb. 15, 2011)</p> <p>Justification: Clarity of presentation</p>	<p>include one member chosen from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Management Science, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty. (Am 30 May 06)(Am Feb. 15, 2011)</p> <p>SOBA4.1.1.1 <u>The election for the Executive Committee is conducted as provided in Chapter 7 of the bylaws of the Division.</u></p>
<p>SOBA4.1.1.1 The term of office of members of the Executive Committee is two years.</p>	<p>SOBA4.1.1.2 The term of office of members of the Executive Committee is two years.</p>
<p>SOBA4.1.2 The Executive Committee has the following functions:</p>	<p>SOBA4.1.23 The Executive Committee has the following functions:</p>
<p>SOBA4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.</p>	<p>SOBA4.1.23.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.</p>
<p>SOBA4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.</p>	<p>SOBA4.1.23.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.</p>
<p>SOBA4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.(Am Feb. 15, 2011)</p>	<p>SOBA4.1.23.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division (Am Feb. 15, 2011)</p>
<p>SOBA4.1.2.4 The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors</p>	<p>SOBA4.1.23.4 <u>Unless otherwise mandated by Senate bylaws, policies, and procedures,</u> the Executive Committee acts for the Faculty</p>

and minors within the school Justification: This change has been requested by the Committee on Rules and Jurisdiction (November 29, 2010)	in the establishment, modification, and discontinuation of majors and minors within the school (Am Feb. 15, 2011)
SOBA4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.	SOBA4.1. 23 .5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.
SOBA4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals for the establishment of new departments or modifications of existing departments and reviews the status of all interdisciplinary programs.(Am Feb. 15, 2011)	SOBA4.1. 23 .6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals for to restructure the establishment of new departments or modifications of existing departments <u>School</u> and reviews the status of all interdisciplinary programs (Am Feb. 15, 2011)
SOBA4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.	SOBA4.1. 23 .7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.
SOBA4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration.(Am Feb. 15, 2011)	SOBA4.1. 23 .8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration (Am Feb. 15, 2011)
Justification: moved from SOBA4.2.2.2 for a more logical order of topics	<u>SOBA4.1.4 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. (En Feb. 15, 2011)</u>
SOBA4.2 The School of Business Administration academic programs shall be guided by two Standing Committees, one for masters' level graduate programs and one for the undergraduate programs. The master's level Programs Chair will be selected from the Faculty of the School of Business Administration. The undergraduate Academic Programs Chair will be selected from the Faculty of the School of Business Administration. The Dean of the School of	SOBA4.2 The School of Business Administration academic programs shall be guided by two Standing Committees: <u>the Undergraduate and the Master level committees. The master's level Programs Chair will be selected from the Faculty of the School of Business Administration. The undergraduate Academic Programs Chair will be selected from the Faculty of the School of Business Administration. The Dean of the School of Business</u>

<p>Business Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</p> <p>Justification: Dealt with in 4.2.2</p>	<p>Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</p>
<p>SOBA4.2.1 The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. (En 5 May 77)(Am Feb. 15, 2011)</p>	<p>SOBA4.2.12 The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. (En 5 May 77)(Am Feb. 15, 2011) <u>The Dean of the School of Business Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</u></p>
<p>SOBA4.2.2 The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)</p>	<p>SOBA4.2.23 The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)</p>
<p>SOBA4.2.2.1 The term of office of the master's level Academic Programs Committee is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011)</p> <p>Justification: Simplification</p>	<p>SOBA4.2.2.13 The term of office of the master's level Academic Programs Committees is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011)</p>
<p>SOBA4.2.2.2 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. (Suggestion was made that all new programs be approved by the</p>	<p>SOBA4.2.2.2 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. (Suggestion was made that all new programs be approved by the</p>

faculty.)(En Feb. 15, 2011)	faculty.)(En Feb. 15, 2011)
Justification: Simplification	<u>SOBA4.2.4 All</u> new programs <u>must</u> be approved by the faculty <u>of the School of Business Administration.</u>)(En Feb. 15, 2011)
SOBA4.3 The Executive Committee may appoint additional committees as needed.(En Feb. 15, 2011)	SOBA4.3 The Executive Committee may appoint additional committees as needed.(En Feb. 15, 2011)
SOBA5 Revisions and Amendments	SOBA5 Revisions and Amendments
SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division. (En 24 Apr 75)	SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division. (En 24 Apr 75)

APPROVALS of proposed changes:

Endorsed by the Executive Committee of SoBA on May 8, 2012



December 19, 2011

TO: KAMBIZ VAFAI, CHAIR
RULES AND JURISDICTION

FM: MARY GAUVAIN, CHAIR
RIVERSIDE DIVISION

RE: PROPOSED CHANGES TO SOBA BYLAWS

Attached for your review are the proposed changes to the SoBA Bylaws for your review.

Please submit your response to me by **Friday, January 13, 2012.**

Proposed revision to SoBA bylaws	
Current	Proposed Revision
SOBA Bylaws	SOBA Bylaws
SOBA1 Membership	SOBA1 Membership
<p>SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case; (g) such other Senate members as may be specified by the bylaws of the Division.(Am Feb. 15 2011)</p> <p>Justification: No need because we have only one dept.</p>	<p>SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, <u>the number and departmental affiliation of such members to be specified by the Faculty of the school at a regular meeting in each case who are assigned to the School of Business Administration</u>; (g) such other Senate members as may be specified by the bylaws of the Division.(Am Feb. 15 2011)</p>
<p>SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.(Am Feb. 15, 2011)</p>	<p>SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.(Am Feb. 15, 2011)</p>
SOBA2 Officers	SOBA2 Officers
<p>SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.(Am Feb. 15, 2011)</p>	<p>SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.(Am Feb. 15, 2011)</p>
<p>SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one months conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term</p>	<p>SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately- <u>unless his/her previous term lasted for less than one year</u>. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one <u>monthsmonth</u> conduct an election in accordance with the</p>

<p>provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.(Am Feb. 15, 2011)</p> <p>Justification: To accommodate the case where the Chair was elected to serve the unexpired term of the previous chair.</p>	<p>procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair (Am Feb. 15, 2011)</p>
<p>SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its membership. The term of office expires at the end of committee membership.(En Feb. 15, 2011)</p> <p>Justification: Language</p>	<p>SOBA2.1.2 The Vice Chair of the Faculty is chosen by the Executive Committee from among its <u>membershipmembers</u>. The term of office expires at the end of <u>committeehis or her term of committee's</u> membership (En Feb. 15, 2011)</p>
<p>SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its membership. The term of office expires at the end his or her term of committee membership.(Am Feb. 15, 2011)</p> <p>Justification: Language</p>	<p>SOBA2.1.3 The secretary of the Faculty is chosen by the Executive Committee from among its <u>membershipmembers</u>. The term of office expires at the end his or her term of <u>committeecommittee's</u> membership (Am Feb. 15, 2011)</p>
<p>SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.(Am Feb. 15, 2011)</p>	<p>SOBA2.1.4 The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.(Am Feb. 15, 2011)</p>
<p>SOBA2.1.5 The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon appointment.(Am 20 Nov 07)(Am Feb. 15, 2011)</p>	<p>SOBA2.1.5 The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon appointment.(Am 20 Nov 07)(Am Feb. 15, 2011)</p>
<p>SOBA3 Meetings</p> <p>SOBA3.1 Meetings may be called by the Chair of the Faculty or by the Executive Committee. At the written request of five voting members of the Faculty, the Chair must call a meeting. Regular Meetings of the faculty are scheduled on the Friday of the</p>	<p>SOBA3 Meetings</p> <p>SOBA3.1 <u>Regular Meetings of the faculty are scheduled on a Friday during the first month of classes in the Fall term, on a Friday during the first month of classes in the Winter term, and on a Friday during the last month of classes during the Spring term.</u></p>

Comment [RZ1]: See Justification 1

<p>second week of class in the fall term, the first Friday in February in the winter term, and on the Friday of the tenth week of class in the spring term. At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty, which items, at the discretion of the chair, may be included in the meeting agenda. At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting. The Dean of the School of Business Administration may schedule a Special Meeting. Special Meetings are intended for the purpose of addressing a limited agenda (normally one item) and require at least one week prior notice to the faculty.(Am Feb. 15, 2011)</p>	<p><u>Under the above scheduling constraints, the meeting will be scheduled to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty or, by the Executive Committee. At or by the written request of five voting members of the Faculty, the Chair must call a meeting. Regular Meetings of the faculty are scheduled on the Friday of the second week of class in the fall term, the first Friday in February in the winter term, and on the Friday of the tenth week of class in the spring term.</u></p>
<p>Justification:</p>	<p><u>SOBA3.1.1</u> At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty, which items, at. <u>The Chair has the final discretion of the chair, may be included in the meeting to include or exclude any proposed agenda item from a Regular Meeting.</u></p>
<p>1. First, we distinguish between “Regular Meeting” and a “Special Meeting” and specify below different “rules of engagements” for these meetings.</p>	<p><u>SOBA3.1.2</u> At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting. <u>The Dean of the School of Business Administration may schedule a Special Meeting. Special Meetings are intended for the purpose of addressing a limited agenda (normally one item) and require at least one week prior notice to the faculty.(Am Feb. together with all pertinent documents to each member of the Faculty.15, 2011)</u></p>
<p>Second, we soften the mandatory dates for the Regular Meetings.</p>	<p><u>SOBA3.1.3</u> <u>Special Meetings are intended for the purpose of addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty. (Am Feb. 15, 2011)</u></p>
<p>2. This only applies to Regular Meeting. The Chair has no such authority if it is a Special meeting that was not called by the Chair.</p>	<p><u>SOBA3.1.4</u> A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus</p>
<p>3. This is dealt with in 3.1.1 and 3.1.3</p> <p>4. Since Special meetings are to discuss “urgent” matter (and typically only 1 item) we propose to shorten the required period of announcement and distributing relevant materials</p>	<p>A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus</p>

Comment [RZ2]: See Justification 2

Comment [RZ3]: See Justification 3

Comment [RZ4]: See Justification 4

<p>faculty. A quorum is necessary to conduct any official business at such meeting.(Am Feb. 15, 2011)</p>	<p>faculty. A quorum is necessary to conduct any official business at such meeting (Am Feb. 15, 2011)</p>
<p>SOBA3.1.2 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.</p>	<p>SOBA3.1.25 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.</p>
<p>SOBA3.1.3 The Chair must send, at least five business days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not change curricular requirements or regulations of the school or its departments or change these bylaws at the meetings at which such proposals for change are first made or make any other main motion, unless notice is previously given to all members of the Faculty in a call to the meeting. Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.(Am Feb. 15, 2011)</p> <p>Justification: This is dealt with in 3.1.2 for Regular Meeting and 3.1.3 for Special Meeting</p>	<p>SOBA3.1.63 The Chair must send, at least five business days before each meeting, copies of the call for a meeting together with all pertinent documents to each member of the Faculty. The Faculty shall not <u>vote on any main motion (e.g., change curricular requirements or, change regulations of the school or its departments or structure, change these bylaws)</u> at <u>the meetingsa meeting</u> at which such proposals for change are first made or make any other main motion, unless notice is previously given to all members of the Faculty in a call to the meeting.</p> <p><u>SOBA3.1.7</u> Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced (Am Feb. 15, 2011)</p>
<p>SOBA3.1.4 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by <i>The Standard Code of Parliamentary Procedure (4th Edition)</i>.(Am Feb. 15, 2011)</p>	<p>SOBA3.1.8 These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by <i>The Standard Code of Parliamentary Procedure (4th Edition)</i> (Am Feb. 15, 2011)</p>
<p>SOBA3.1.5 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee shall be sent to every</p>	<p>SOBA3.1.59 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee shall will be sent<u>made</u></p>

<p>member of the Faculty within ten business days after the meeting.(Am Feb. 15, 2011)</p> <p>Justification: Language</p>	<p>available to every member of the Faculty within ten business days after the meeting (Am Feb. 15, 2011)</p>
<p>SOBA4 Committees</p> <p>SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, the Dean of the School, and the elected members of the Faculty as provided in SOBA4.1.1, as voting members, and the associate Dean(s) of the School as ex officio members unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises.(Am 25 Jan 79)(Am 27 May 93)(Am 30 May 06)(Am Feb. 15, 2011)</p> <p>Justification: Note that by definition an “ex officio” member is a voting member (unless specify otherwise)</p>	<p>SOBA4 Committees</p> <p>SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty, the Dean of the School, and the elected members of the Faculty as provided in SOBA4.1.1, as voting members. <u>In addition, the Dean of the School is an ex officio member</u> and the associate Dean(s) of the School asis/are non-voting <u>member(s)</u> ex officio unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises (Am 25 Jan 79)(Am 27 May 93)(Am 30 May 06)(Am Feb. 15, 2011)</p>
<p>SOBA4.1.1 The elected membership of the committee shall include one member chosen from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Management Science, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to</p>	<p>SOBA4.1.1 The elected membership <u>members</u> of the committee shall include one member chosen from each designated academic area in the School. The five currently designated academic areas are Accounting and Information Systems, Finance, Management Science, Marketing, and Management. <u>The election is conducted as provided in Chapter 7 of the bylaws of the Division.</u> The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs</p>

Comment [RZ5]: Move to 4.1.1.1

recommend appropriately to the Faculty. (Am 30 May 06)(Am Feb. 15, 2011)	change and to recommend appropriately to the Faculty. (Am 30 May 06)(Am Feb. 15, 2011)
Justification: Clarity of presentation	SOBA4.1.1.1 The election for the Executive Committee is conducted as provided in Chapter 7 of the bylaws of the Division.
SOBA4.1.1.1 The term of office of members of the Executive Committee is two years.	SOBA4.1.1.2 The term of office of members of the Executive Committee is two years.
SOBA4.1.2 The Executive Committee has the following functions:	SOBA4.1.23 The Executive Committee has the following functions:
SOBA4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.	SOBA4.1.23.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.
SOBA4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.	SOBA4.1.23.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.
SOBA4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.(Am Feb. 15, 2011)	SOBA4.1.23.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division (Am Feb. 15, 2011)
SOBA4.1.2.4 The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school.(Am Feb. 15, 2011)	SOBA4.1.23.4 The Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school (Am Feb. 15, 2011)
SOBA4.1.2.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.	SOBA4.1.23.5 The Executive Committee acts for the Faculty in making recommendations to the Division regarding courses.
SOBA4.1.2.6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals for the establishment of new departments or	SOBA4.1.23.6 The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals for to restructure the establishment of new departments or

<p>modifications of existing departments and reviews the status of all interdisciplinary programs.(Am Feb. 15, 2011)</p>	<p>modifications of existing departments<u>School</u> and reviews the status of all interdisciplinary programs (Am Feb. 15, 2011)</p>
<p>SOBA4.1.2.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.</p>	<p>SOBA4.1.23.7 The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.</p>
<p>SOBA4.1.2.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration.(Am Feb. 15, 2011)</p>	<p>SOBA4.1.23.8 The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration (Am Feb. 15, 2011)</p>
<p>SOBA4.2 The School of Business Administration academic programs shall be guided by two Standing Committees, one for masters' level graduate programs and one for the undergraduate programs. The master's level Programs Chair will be selected from the Faculty of the School of Business Administration. The undergraduate Academic Programs Chair will be selected from the Faculty of the School of Business Administration. The Dean of the School of Business Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</p> <p>Justification: Dealt with in 4.2.1 and 4.2.2</p>	<p>SOBA4.2 The School of Business Administration academic programs shall be guided by two Standing Committees, one for masters' level graduate programs and one for the undergraduate programs.The master's level Programs Chair will be selected from the Faculty of the School of Business Administration. The undergraduate Academic Programs Chair will be selected from the Faculty of the School of Business Administration. The Dean of the School of Business Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</p>
<p>SOBA4.2.1 The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. (En 5 May 77)(Am Feb. 15, 2011)</p>	<p>SOBA4.2.1 The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. (En 5 May 77)(Am Feb. 15, 2011) <u>The Dean of the School of Business Administration will be an ex officio member of the committees. (En 5 May 77)(Am Feb. 15, 2011)</u></p>
<p>SOBA4.2.2 The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of</p>	<p>SOBA4.2.2 The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of</p>

Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)	Business Administration and approved by the Executive Committee.(Am 8 Jun 78)(Am Feb. 15, 2011)
SOBA4.2.2.1 The term of office of the master's level Academic Programs Committee is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011) <i>Justification: Simplification</i>	SOBA4.2. 2.13 The term of office of the master's level <u>and undergraduate level</u> Academic Programs Committee <u>Committees</u> is two years. The term of office undergraduate Academic Programs Committee is two years. (En 5 May 77)(Am Feb. 15, 2011)
SOBA4.2.2.2 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. (Suggestion was made that all new programs be approved by the faculty).(En Feb. 15, 2011) <i>Justification: Simplification</i>	SOBA4.2. 2.24 Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. <u>Changes or revisions in theor</u> undergraduate <u>level</u> programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. (Suggestion was made that all <u>SOBA4.2.5. All</u> new programs <u>must</u> be approved by the faculty <u>of the School of Business Administration.</u>)(En Feb. 15, 2011)
SOBA4.3 The Executive Committee may appoint additional committees as needed.(En Feb. 15, 2011)	SOBA4.3 The Executive Committee may appoint additional committees as needed.(En Feb. 15, 2011)
SOBA5 Revisions and Amendments	SOBA5 Revisions and Amendments
SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division. (En 24 Apr 75)	SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division. (En 24 Apr 75)

APPROVALS of proposed changes:

Endorsed by the Executive Committee of the School of Business Administration on 11/10/2011



January 17, 2012

To: Mary Gauvain, Chair
Academic Senate

From: Kambiz Vafai, Chair
Committee on Rules and Jurisdiction

Re: SoBA bylaw changes

The Committee on Rules and Jurisdiction has reviewed the revision submitted by the SoBA Executive Committee, and although the bulk of the bylaws are consistent with the code of the Academic Senate, we nonetheless remain concerned with what was previously section 4.1.2.4 and is now 4.1.3.4. In our memo of November 29, 2010, the Committee raised our objection, but the newly submitted document (including the published bylaw which shows an amendment date of February 15, 2011) does not seem responsive to that concern. R&J suggested specific language in the memo of November 29, 2010, a copy of which is attached here. If the School does not want to make this change, some rationale/explanation seems called for.



November 29, 2010

To: Mary Gauvain, Chair
Academic Senate

From: Kambiz Vafai, Chair
Committee on Rules and Jurisdiction

Re: SoBA bylaw changes

The Committee on Rules and Jurisdiction discussed the above referenced item and finds the proposed changes to be in line with the senate bylaws except for the following:

4.1.2.4 on the establishment, modification, and discontinuation of majors and minors, appears to be in conflict with senate bylaws and should be revised.

Regarding the above-mentioned point, it should be noted that there are Divisional and System-wide rules that govern the establishment, modification, and discontinuation of academic programs that under some circumstances may require consultation with the faculty involved with the program. A rewording like: "Unless otherwise mandated by Senate bylaws, policies, and procedures, the Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school" would be sufficient.

In addition, we offer a point of clarification in reminding the SoBA that the term "ex officio" does not imply "non-voting" (as in SOBA 4.1).