

**UCSF GRADUATE COUNCIL**  
**Bylaws Policy for Graduate Programs**  
Approved – 03/17/2022

**INTRODUCTION**

All graduate programs must have approved bylaws. Graduate programs may not operate under bylaws that have not been reviewed and approved by Graduate Council. The Bylaws Committee, a sub-committee of the Graduate Council, reviews and forwards bylaws to Graduate Council for approval. The Committee developed this policy to expedite the development, revision, and review of bylaws.

Once approved, every program must post its bylaws in a publicly accessible place, such as its website. Approval is not finalized until Graduate Council sees that the bylaws have been posted.

There is a bylaws Word template that can be used for graduate groups, augmented graduate groups, and designated emphases which can be found at: <https://senate.ucsf.edu/committee/9>.

**CONTACT INFORMATION**

Graduate Council Analyst  
<https://senate.ucsf.edu/academic-senate-staff>

**FORMAT**

The bylaws should be prepared as a Word document and be formatted according to the layout and order of information in the guidelines, and in the template. Web addresses have been provided for Graduate Council or APM policies that apply to the information requested. If specific wording is required, it is noted by the highlighted color in the document.

**Required text:** This text must be included verbatim.

**Suggested text for a required response:** If this text is not used, something else must be inserted in its place

**Optional text:** This text/section not required. If this text is not used, something else can be used instead, or the text/section can be deleted.

**SUBMITTING BYLAWS FOR REVIEW**

New and revised bylaws must be approved by a 2/3rds majority vote by the graduate program membership voting, provided a quorum is met, before submitting the document to Graduate Council for approval. A cover memo from the program Director and the bylaws in Word format should be forwarded by email to the Graduate Council Analyst in the Academic Senate Office. Please consult the Graduate Council page on the Academic Senate website to find the email address of the Academic Senate Staff: <https://senate.ucsf.edu/committee/9>

For a new program, the bylaws will be developed as part of the program proposal process. When the proposal is submitted to Graduate Council for review and approval, an electronic file of the bylaws should also be provided. This file will be forwarded to the Bylaws Committee.

**Cover memo:** A cover memo from the graduate program Director or delegated faculty member should include:

1. The date and manner in which the program approved the proposed bylaws changes, (e.g., in a program meeting or by an e-mail ballot), including the vote.
2. If the proposed changes are in response to a recommendation in the program's recent Program Review Committee (PRC) report, address this in the memo and provide the date of the PRC report.
3. Bylaws approved after July 1, 2022: Provide a summary of the revisions.
4. Bylaws approved prior to July 1, 2022: a summary is not required as the whole document will be reviewed to assure compliance with the Guidelines and with the policies and procedures of the Graduate Council.

### **Bylaws Committee Review**

The Graduate Council Analyst will review the revised document for compliance with the Guidelines and will either return to the program for revisions, or forward to the Bylaws Committee. The Committee reviews bylaws in the order received.

If revisions or clarifications are required, the Committee will communicate with the graduate program Director. Once the Committee has completed the review, the document will be forwarded to Graduate Council for final review and approval.

Informal review: A program may request an informal review of their bylaws before submitting them to their faculty for vote. The Graduate Council Analyst will conduct this review and provide feedback. Please note: this is not a formal review by the Committee.

### **Graduate Council Review**

Graduate Council will conduct a final review of the bylaws transmitted by the Committee. The Council may approve the document as submitted or may request additional edits or clarification. In the case that the bylaws are approved contingent upon the edits being made or clarification received, the graduate program Director will be notified of the Council's action. Once the program has complied with the Council's request, the document is then considered approved. Additionally, approval for all programs is not finalized until Graduate Council sees that the bylaws have been posted by the program in a publicly accessible place, such as its website.

The final approved document, reflecting the Council's approval date, will be forwarded to the program via email with a cover memo from Graduate Council approving the document; the approved document will also be kept by the Graduate Division and the Academic Senate. The program will be instructed to maintain a copy of the bylaws and the Council's approval letter in their files.

Approved bylaws for a proposed program will be inserted in the final version of the program proposal and approved contingent upon the program being approved.