

BYLAWS
UNIVERSITY OF CALIFORNIA, IRVINE
ADMINISTRATIVE MANAGEMENT PROFESSIONALS

ARTICLE I - NAME

The name of this organization will be the Administrative Management Professionals (AMP) and will be convened at the University of California, Irvine.

ARTICLE II - PURPOSE AND OBJECTIVES

Administrative Management Professionals is an organization of principal business and administrative officers at UC Irvine's campus and medical center who gather information about, provide input to, and comment upon policies and practices affecting the operation of academic departments. The following are the specific objectives of AMP:

- To provide a forum for discussion, promote communication, and study common concerns in areas relating to the operations and administrative functions of academic departments;
- To recognize and promote the professional identity of academic department managers and to offer orientation for new managers;
- To cooperate with other University groups on all appropriate matters.

ARTICLE III - MEMBERSHIP

Membership will consist of regular members and ex officio members.

Regular members shall be the senior staff administrative officer of degree granting academic departments and schools/colleges; whose primary responsibilities are administrative, supervisory, and managerial; and, who are not represented by an exclusive agent. Membership shall also include the chief financial officer of each college or school.

Ex Officio membership shall include the senior staff administrative officers of Continuing Education, Graduate Division, Library, Office of Information Technology, Office of Research and Office of the Vice Provost for Teaching & Learning, whose primary responsibilities are administrative, supervisory, and managerial; and, who are not represented by an exclusive agent.

ARTICLE IV - MEETINGS

Meetings of the membership shall be called regularly and at least quarterly.

ARTICLE V - GOVERNMENT

A. EXECUTIVE BOARD:

An Executive Board consisting of four elected representatives and two elected System-wide AMP Steering Committee Representatives will govern AMP at UCI.

B. REPRESENTATIVES:

To convene the Executive Board, representatives shall be elected for a two-year term from each of the clustered schools/colleges at UCI. Elections for representatives from Clusters A1 and A2 will be conducted in even numbered years. Elections for representatives for Clusters B1 and B2 will be conducted in odd numbered years. The following are the School/College Clusters:

- Cluster A1 (even year election)
 - School of Biological Sciences
 - School of Physical Sciences
 - School of Engineering
 - Donald Bren School of Information and Computer Science
- Cluster A2 (even year election)
 - School of Humanities
 - Claire Trevor School of the Arts
- Cluster B1 (odd year election)
 - School of Social Sciences
 - School of Social Ecology
 - Paul Merage School of Business
 - School of Education
 - School of Law
- Cluster B2 (odd year election)
 - College of Health Sciences
 - School of Medicine

The Board has the authority to appoint Representatives for unexpected vacancies or if there is no candidate for an election.

C. CHAIR AND VICE-CHAIR:

A Vice Chair of the Executive Board shall be selected by the Executive Board and shall serve a two-year term. The first year will constitute service as Vice Chair; the second year will constitute service as the Chair.

D. SYSTEM-WIDE AMP STEERING COMMITTEE REPRESENTATIVES:

Two Irvine campus representatives will be elected from the regular and ex officio membership to serve on the Systemwide AMP Steering Committee. Each representative will serve a two-year term, with elections held each year for the purpose of selecting one representative.

ARTICLE VI - ELECTIONS

Elections for Representatives to serve on UCI's AMP Executive Board and the System-wide AMP Steering Committee shall be conducted during the winter quarter with service beginning April 1st. The Executive Board will conduct the annual elections.

ARTICLE VII - COMMITTEES

The Executive Board shall convene committees and work groups as needed.

ARTICLE VIII - LEGISLATION AND AMENDMENTS

The by-laws may be added to, amended, or repealed only by a two-thirds majority of voting members (voting taken during official meetings or by electronic ballot of the entire membership.) No proposal relating to introduction, amendment, or repeal of AMP legislation may be presented for vote of the general membership unless: such a proposal shall have previously been reviewed by the Executive Board; and the membership of AMP will have received written notice of the proposal fifteen (15) working days prior to the established date for the vote.

Revised 5/11/18 Note: unanimous vote at 5/17/18 Spring quarter meeting to change from ABOG to AMP.

3/5/20 Minor revisions to update unit names. No vote needed.