

## URCI Committee Bylaws

### A. Responsibilities of the Committee

The committee shall:

1. facilitate, encourage, and support undergraduate research and creative inquiry across the university.
2. facilitate the exchange of information, programs, strategies, events, etc. among different colleges.
3. establish and oversee university-wide grants and programs for undergraduate research and creative inquiry according to agreed upon criteria.
4. oversee university-wide events showcasing student work (e.g., the "Forum").
5. advise and work cooperatively with the Faculty Director of Undergraduate Research and Creative Inquiry and the Office of the Provost on matters relating to the committee's purview.
6. play an advisory role in the selection of Faculty Director for Undergraduate Research and Creative Inquiry as provided by the provost.

### B. Membership of the Committee

1. Committee members shall be full-time faculty (tenured and tenure-track faculty, librarians, lecturers, senior lectures, and clinical faculty).
2. Faculty representatives from each college are appointed for a maximum of two, four-year terms. Representatives' terms shall be staggered to ensure continuity. In rare instances Deans may appoint representatives for longer than the designated term limits. The Deans are encouraged to appoint faculty who are not already serving in an ex officio capacity on the committee.
3. Each college Dean shall appoint two faculty representatives to the committee. Representatives from each college shall be from different departments or programs within the college.
4. The Dean of University Libraries shall appoint up to two representatives to the committee.
5. The Faculty Director of the Honors College or designate shall represent the Honors College and serve in an ex officio voting capacity on the committee. The Director or designate shall serve without term limit.
6. The Faculty Director and Assistant Director for Undergraduate Research and Creative Inquiry shall serve as a member in an ex officio, non-voting capacity.
7. The Faculty Director for Fellowships and Awards shall serve as a member in an ex officio, non-voting capacity.
8. The Office of the Provost may designate up to two additional members to serve in an ex officio, non-voting capacity.
9. In the case of absences due to sabbatical or leave:
  - a. If a semester long absence, a substitute for is not required but may be appointed.

- b. For absences exceeding one semester, a substitute shall be appointed by the member's Dean.
- c. If the Committee Chairperson is absent: the Vice Chairperson will temporarily succeed as committee Chairperson and a special election held at the next regularly scheduled meeting for an interim Vice Chairperson.
- d. If the Vice Chairperson is absent: a special election shall be held at the next regularly scheduled meeting to elect an interim Vice Chairperson

#### C. Leadership of the Committee

1. Leadership of the committee shall consist of a Faculty Director, Chairperson, and Vice Chairperson.
2. The Faculty Director shall oversee the committee's budget, perform routine administrative tasks including organizing committee events and administering grants, and serve as committee liaison to the Office of the Provost.
3. The Chairperson shall serve for a two-year term.
4. The Chairperson shall perform the duties and responsibilities for presiding over the committee, including setting committee agendas in consultation with the Faculty Director and conducting meetings.
5. The Vice Chairperson shall serve for a two-year term and automatically succeeds to Chairperson after the expiration of the Chairperson's two-year term and affirmative endorsement of the committee.
6. In the event that the Chairperson or Vice Chairperson are unable or unwilling to complete a term to which they have been elected, a special election shall be held at the next regularly scheduled meeting of the committee.
7. The Chairperson and Vice Chairperson may not be ex-officio members of the committee and shall not represent the same college.
8. Elections for Vice Chairperson shall occur at the first Fall meeting of the committee.
9. Members are eligible to run for Vice Chairperson again after a period of at least 2 years has been spent out of office.
10. Vice Chairpersons shall have the responsibility of assisting the Chair and presiding over meetings in the Chair's absence.

#### D. Responsibilities of the Membership

1. Perform tasks necessary to advance the committee mission as described in Part A.
2. Faculty representatives from each college are responsible for communicating and liaising with their respective college councils, college undergraduate research committees, and/or library leadership.
3. Participate in committee related activities (e.g., review of applications) and events (such as the "Forum") that support student research related to initiatives of the Committee.

#### E. Establishment of Subcommittees

1. In order to fulfill the committee's responsibilities, the Chairperson may create or abolish subcommittees.
2. Subcommittees should be constituted with a balance of representation from different colleges in mind.

F. Meetings

1. The committee shall meet at least once a month during the regular school year, normally on the second Thursday of each month. At least one-half of the voting membership shall constitute a quorum.
2. When necessary, the committee shall convene at other times, normally on Thursdays, throughout the school year to address specific issues that may arise.
3. Meetings shall be conducted according to Robert's Rules of Order and decisions shall be arrived at by a simple majority vote.
4. The agenda shall be determined by the Chairperson in consultation with the Faculty Director of Undergraduate Research and Creative Inquiry. Committee members may submit agenda items for consideration, though the Chairperson retains authority to defer or decide against inclusion of agenda items.
5. Minutes of committee meetings and other documentation shall be posted to an appropriate SharePoint site, or equivalent.

G. Amendments

1. Amendments to these bylaws may be proposed by two-thirds of the membership of the Committee.
2. Amendments shall be ratified by a vote, with a two-thirds majority of those eligible constituting a quorum. A two-thirds majority vote of ballots cast is required to ratify the amendment.