

CONSTITUTION and BYLAWS of the STEM CENTER for OUTREACH, RESEARCH, & EDUCATION

ARTICLE I – NAME

The name of this organization shall be the Texas Tech University Science, Technology, Engineering, and Mathematics (hereinafter referred to as STEM) Center for Outreach, Research, & Education, hereinafter referred to informally as STEM CORE.

ARTICLE II – VISION

STEM CORE will be a nationally recognized resource that performs and facilitates collaborative and interdisciplinary activities in STEM education, outreach, and research.

ARTICLE III – MISSION

The mission of STEM CORE is to integrate and deepen the impact of STEM education, outreach, and research at Texas Tech University and beyond.

ARTICLE IV – STRUCTURE

STEM CORE is composed of three stakeholder groups, each with different interests, missions, and purposes. The stakeholders can be grouped broadly according to their functions: (1) internal oversight, (2) practitioners, and (3) extramural and extra-disciplinary education and outreach. The stakeholder groups are delineated below:

ARTICLE IV – GOVERNANCE

4.1 Director

4.1.1 Duties

The Director will oversee the general activities of STEM CORE and have fiduciary responsibilities for the center, in addition to the below listed responsibilities:

- Enable and foster teams for multidisciplinary outreach, research, and education
- Facilitate grants for research and education in STEM
- Assist others in grant development through broader impacts and boilerplate information
- Administer outreach activities consistent with the interest of STEM CORE

- Support and provide educational opportunities in STEM
- Disseminate information through multiple venues, including a seminar series and updates
- Interact with and inform Texas Tech upper administration in areas of STEM outreach, research and education.

4.1.2 Term of Office

The Director serves at the pleasure of the Provost. A typical term of office will be three Years, beginning June 1st, with annual assessments conducted by the office of the Provost, unless the assessments inform the Provost of a need to replace the Director.

4.2 Associate Directors

4.2.1 Number

The number of Associate Directors shall be no less than six typically composed of faculty members from the following: two (2) from the College of Arts and Sciences, one or two (1-2) from the College of Education, one (1) from the College of Engineering, one (1) from the College of Agricultural Science and Natural Resources, one (1) from the College of Human Sciences, one (1) from the College of Business.

4.2.2 Duties

The duties of the Associate Directors are listed as the bullet points above.

4.2.3 Term of Office

Each Associate Director will serve for a three-year term beginning September 1st. One third of the Associate Directors shall be elected each year. No member of the Associate Directors shall serve consecutive full terms without the consent of the Director and a majority positive vote (if petitioned) by the remaining Associate Directors.

4.2.4 Removal from Office

If an Associate Director is not fulfilling their responsibilities as outlined in the Scope and Structure document, the Director shall visit with the Associate Director and suggest a mechanism for remediation. If, after a period has elapsed (to be determined by the Director and Associate Director), the Associate Director is still not fulfilling responsibilities, an Associate Director may be removed from office by an affirmative vote of two-thirds of the Director/Associate Director collective.

4.3 Senior Program Administrator

4.3.1 Duties

The duties of the Senior Program Administrator are listed below:

- Help to develop, coordinate and facilitate new and existing outreach programs for K-12 students, perspective/current TTU students and international students
- Support grant writing in STEM areas
- Website development, design and upkeep for new and current STEM outreach, research, and education programs and initiatives
- Administer budget and financial aspects of programs and the Center
- Coordinate monthly seminars
- Assist, facilitate, and support the development of STEM outreach, research, and education grants that are supported by the Center
- Act as a liaison between STEM CORE and its constituency groups
- Maintain historical information related to STEM CORE and general STEM activities on campus

4.3.2 Liaison Role

The Senior Program Administrator will act as a liaison between STEM CORE and its constituency groups, including the Associate Directors, Executive Council, and Practitioner groups, as appropriate

ARTICLE V – EXECUTIVE COUNCIL

5.1 Membership

5.1.1 The Executive Council shall consist of stakeholders who provide K-12 or informal science education within the community and non-STEM practitioners on the TTU campus.

5.2 Affiliation

5.2.1 There is no set number of members of the Executive Council, but each member must have an affiliation not related to STEM CORE.

5.3 Duties

5.3.1 The group will meet quarterly and members will:

- Act as an advisory body concerning issues related to general STEM education and informal STEM practices within the community
- Serve as liaisons between the TTU campus and the broader community
- Help evaluate the efficacy and utility of proposed K-12 outreach and education activities, especially those proposed for grants
- Aid TTU faculty and staff in matters of STEM outreach, education, and research
- Provide outreach and educational opportunities for TTU faculty and staff involved in grant and grant writing activities
- Participate in at least one STEM CORE related activity per year

ARTICLE VI – GENERAL MEMBERSHIP

- 6.1 To be considered for membership in STEM CORE, applicants must complete the application procedure posted on the STEM CORE website. New members are selected by the Director and Associate Directors as either an Affiliate, a Member, or a Fellow.
- 6.2 The requirements for Affiliates, Members, and Fellows are outlined in the Scope and Structure document.
- 6.3 The general membership group collectively will hereinafter also be referred to as the practitioner group

ARTICLE VII – MEETINGS

- 7.1 STEM CORE will have at least two full-membership business meetings per year.
- 7.2 The Director and Associate Directors will meet once a month during the academic year, or as needed.
- 7.3 The practitioner group, or their subgroups, will meet at least once a semester for fellowship or as needed, depending upon the specific activities with which they are engaged.
- 7.4 The Executive Council will meet at a minimum once a quarter.

ARTICLE VIII – STANDING COMMITTEES

Each committee will be chaired by an Associate Director and will be comprised of 5-7 people. These are committees of the whole, one representative from the Associate Directors, Executive Council, Affiliate, Member, and Fellow group.

- 8.1 Membership Committee: The purpose of the membership committee is to assess potential STEM CORE members for membership as an Affiliate, Member, or Fellow. The committee will meet as needed, but at least once a semester. Meetings will be called by the Associate Director overseeing the committee. The committee will develop specific rubrics for assessment as needed, and will review them annually. The term of office shall be staggered, and will last for three years.
- 8.2 Outreach Committee: This committee will oversee and suggest outreach activities, including those for K-12 outreach and informal science activities. This committee will liaison with the Executive Council as needed where outreach activities overlap between the community and Texas Tech. This committee can suggest and maintain contacts and best practices for running outreach programs, as well as lists of faculty and graduate students wanting to provide content for outreach activities.
- 8.3 Education Committee: The education committee will work with the Associate Director

group to develop aspects of STEM education. The committee can also suggest seminar speakers for the STEM Seminars, and promote new pedagogical techniques as appropriate. The education committee will also work with various faculty and centers on campus to promote STEM education.

8.4 Research Committee: The research committee will work with the Associate Director group to develop grant proposals related to STEM. The research committee will also work and partner with various faculty and centers on campus to promote STEM education research and STEM research as appropriate. The research committee will also act to facilitate “broader impact” statements for grant writers seeking help from STEM CORE.

8.5 Seminar Committee: The seminar committee will help to facilitate the development and execution of an annual STEM Seminar Series, with speakers presenting at least once a month. The committee will provide information concerning the speakers for use in advertising. The committee may develop theme-based seminar series as appropriate. The committee will also act as a sounding board for suggestion of speakers from STEM faculty.

ARTICLE IX – AD-HOC COMMITTEES

8.1 The Director and Associate Directors may create ad-hoc committees, as needed.

ARTICLE X – PARLIAMENTARY PROCEDURE

In the absence of any provision to the contrary in the Bylaws, all business meetings of STEM CORE, and of appointed committees, are governed by the parliamentary rules and usages contained in the current edition of Robert’s Rules of Order.

ARTICLE X– AMENDMENTS

Proposed amendments to these Bylaws may be initiated by any STEM CORE member and must be submitted in writing to the Director and Associate Directors. The proposed amendments may be adopted by a two-thirds vote of the Director and Associate Directors.

ARTICLE XI – ADOPTION

Adoption of these Bylaws was conducted using email vote sent to the Director and Associate Directors.