

CONSTITUTION and BYLAWS of the STEM CENTER for OUTREACH, RESEARCH, & EDUCATION (STEM CORE) (adopted November 2020)

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. Currently, STEM CORE's mission and activities align with the three university's primary, comprehensive areas of focus in the strategic plan: 1) Enable innovative research and creative activities; 2) Transform lives and communities through strategic outreach and engaged scholarship; and 3) Provide support mechanisms for educating and empowering a diverse student body.

ARTICLE IV – STRUCTURE

STEM CORE is composed of stakeholder groups, each with different interests, missions, and purposes.

ARTICLE V – 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 is a full-time staff position, who reports directly to the Provost. In the event the staff position is vacant, the Associate Directors will elect a hiring committee who will fill the position. The Provost will approve the offer and new hire.

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, and one (1) from the College of Human Sciences.

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: Non-voluntary or at End of Term

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.

Replacing Associate Directors at the end of their three-year term will be handled in the following way.

- The current (rotating off) Associate Director will suggest faculty members to take his/her position.

- The Associate Directors who are not rotating off will discuss these suggestions and consider the available options. Additional suggestions of faculty will be discussed.
- If no appropriate candidate is identified, a call will be put out to the STEM CORE Network and the STEM CORE Membership.
- The Director will reach out to nominated faculty to gauge their interest. Once interested parties are identified, the Associate Directors will vote on candidates. A positive vote from two-thirds of the Director/Associate Director collective will be needed for appointment.

4.3 STEM CORE Staff Member(s)

4.3.1 Duties

The duties of the STEM CORE staff include, but are not limited to:

- Help to develop, coordinate, and facilitate new and existing outreach programs and educational STEMinars
- Support grant writing in STEM areas
- Website development, design, and upkeep
- Administer budget and financial aspects of programs and the Center
- Coordinate monthly meetings
- 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
- Review and affirm membership applicants; send acceptance information
- Take meeting minutes with Director's meetings as needed

4.3.2 Liaison Role

The STEM CORE staff will act as a liaison between STEM CORE and its constituency groups, including the Associate Directors and Practitioner groups, as appropriate.

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 approved by the Director.
- 6.2 The requirements for Graduate Student Affiliates, 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 The Director and Associate Directors will meet once a month during the academic year, or as needed.
- 7.2 The practitioner group, or their subgroups, will meet as needed, depending upon the specific activities with which they are engaged.

ARTICLE VIII – COLLABORATION COMMUNITIES

At least once annually, STEM CORE will host open forums for the general membership and TTU community at large, centered around outreach, research, and education. Each collaboration community will be led by an Associate Director or member of the membership group. These are committees as a whole, designed to allow faculty and staff from across the campus to think-tang transdisciplinary projects, proposals and/or programs.

8.1 Outreach Collaborative Community: This community forum will develop and discuss suggest outreach activities, including those for K-12 outreach and informal science activities. This committee can suggest, exchange and maintain contacts and best practices for running outreach programs.

8.2 Education Collaborative Community: This community forum will work to suggest seminar speakers for the STEMinars and themes for future STEMinar series. They also can collaborate with connections to various departments' departmental seminars

8.3 Research Collaborative Community: The research community forum will work to develop grant proposals related to STEM. The research committee will also work to develop partnerships through various faculty and centers on campus.

ARTICLE IX – AD-HOC COMMITTEES

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 XI– 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.