

CONSTITUTION and BYLAWS of the STEM CENTER for OUTREACH, RESEARCH, & EDUCATION (STEM CORE) (edited November 2023)

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 entity 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 and intersectionality of STEM education, outreach, and research in West Texas and the Lubbock region.

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 letters of support
- Plan and administer outreach activities, and support faculty who are doing the same
- Support and provide educational opportunities for underrepresented students in STEM
- Disseminate research and scholarship results through scholarly outputs
- Grow the STEM CORE network across and beyond Texas Tech
- 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 Vice President for Research in the Office of Research & Innovation. In the event the Director's staff position is vacant, the Faculty Associate Directors and STEM CORE staff will elect a hiring committee who will fill the position. The VPR will approve the offer and new hire.

4.2 Faculty Associate Directors

4.2.1 Number

The number of Faculty Associate Directors shall be no less than six, typically composed of the following faculty members: 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 Davis College of Agricultural Science and Natural Resources, and one (1) from the College of Human Sciences.

4.2.2 Duties

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

- Support grant writing in STEM areas
- Coordinate monthly meetings
- Support the development of STEM outreach, research, and education by participating in events
- Act as a liaison between STEM CORE and affiliated departments and colleges
- Maintain historical information related to STEM CORE and general STEM activities on campus
- Participate with the Undergraduate STEM Center by promoting and using events

4.2.3 Term of Office

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

4.2.4 Removal from Office: Non-voluntary or at End of Term

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

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

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

The number of STEM CORE staff will include, but are not limited to:

- Outreach Coordinator
- Business Coordinator
- LSAMP Program Coordinator

4.3.2 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 resources
- Support grant writing in STEM areas
- Website and social media design and implementation
- Administer budget and financial aspects of programs, grants and the Center
- 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
- Administer the LSAMP Scholars Program and the Undergraduate STEM Center

4.3.2 Liaison Role

The STEM CORE staff will act as a liaison between STEM CORE and its constituency groups, including the Faculty Associate Directors and Practitioner groups, including undergraduate students and the community at large, 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 Membership will be open at three different levels: Affiliates, Members, and Fellows.
- 6.3 The general membership group collectively will hereinafter also be referred to as the membership group.

ARTICLE VII – MEETINGS

- 7.1 The Director, staff and Faculty Associate Directors will meet once a month during the academic year, or as needed.
- 7.2 The Faculty Associate Directors, Directors and staff will meet annually each spring in a yearly professional development retreat.
- 7.2 The membership group 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. Collaboration communities will be established and created as needed. Each collaboration community will be led by an Faculty Associate Director or member of the membership group. These are committees as a whole are designed to allow faculty and staff from across the campus to think-tank transdisciplinary projects, proposals and/or programs.

ARTICLE IX – 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. These will be reviewed every three years. The proposed amendments may be adopted by a two-thirds vote of the Director and Associate Directors.