

Revised July 2009

## **The University of North Carolina at Chapel Hill Research Administration Support Group (RASG) By-Laws**

### **Mission:**

In support of the University's mission to expand the body of knowledge and teach students of all levels in an environment of research and free inquiry, the RASG will inform, educate, and support individuals involved in research and research administration by providing a forum for discussion and open exchange of ideas and an information network for policies, procedures, and sponsor guidelines.

### **Meetings:**

The RASG holds regular forums promoting open communication and discussion among researchers, research administrators and support personnel, and central University research administrators.

### **Leadership:**

The RASG shall be guided by a Steering Committee.

The primary purpose of the Steering Committee is to identify, plan, promote, and conduct programs of interest to the RASG. In fulfilling its primary purpose, the Steering Committee shall identify and discuss issues concerning research administration, and act as an advocate for improvement/change within the University.

Members of the Steering Committee are expected to:

- Actively participate in Steering Committee activities
- Attend steering committee meetings
- Participate in planning quarterly meetings
- Attend quarterly meetings
- Help with programs
- Identify and introduce speakers, etc.
- Commit to a 2 year term

### **Steering Committee Membership:**

The Steering Committee shall be composed of a maximum of 15 Representatives from general divisions of UNC in a manner similar to that below:

Number of Representatives	Division
4 - 5	School of Medicine
1-2	Centers/Institutes reporting to the Office of the Vice Chancellor for Research & Economic Dev.
1 - 2	Arts and Sciences
1 - 2	School of Public Health
1	School of Social Work
1	School of Dentistry
1-2	School of Nursing
0 - 1	School of Pharmacy
1-2	**Other

\*Representatives for Center/Institute Unaffiliated to School to be chosen from:  
Carolina Population Center  
Frank P Graham Child Development Institute

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Cecil G. Sheps Center for Health Services Research  
Highway Safety Research Center  
Center for Health Promotion and Disease Prevention  
Injury Prevention Research Center  
Institute of Marine Sciences  
H W Odum Institute for Research in the Social Sciences

\*\*Representative for Other to be chosen from:

School of Business Administration  
School of Education  
School of Information Library Science  
School of Law  
Journalism and Mass Communications  
School of Government

Steering Committee members shall serve a 2 year term, with the option to be re-nominated after 2 years. The term shall be the calendar year from the start date with the committee.

A future member of the Steering Committee shall be nominated by the current member from that division, with the majority of the Steering Committee membership agreeing to the appointment.

#### **Steering Committee Officers:**

Steering Committee Officers shall be Committee Chair, Vice Chair, Secretary, Website Delegate, and Communications/Listserv Delegate.

The duties of Officers shall be as follows:

- The Chair shall be responsible for calling steering committee meetings, finding a location, notifying members, preparing the agenda, leading the discussion, officially inviting new members, and corresponding with the office of the Vice Chancellor for Research and Economic Development.
- The Vice Chair shall be responsible for coordinating programs, e.g. locating and confirming meeting rooms and confirming with speakers
- The Secretary shall be responsible for preparing and distributing the meeting minutes and serving as custodian for committee records.
- The Communications Delegate shall be responsible for creating and sending fliers and other marketing information, maintaining the listserv and writing thank-you notes to presenters.
- The Website Delegate shall be responsible for ensuring that the website is updated periodically.

Officers shall be self-nominated or nominated by steering committee members and confirmed by a majority of the steering committee members.

Officers shall serve a term of one calendar year with the possibility of an additional term.

If an officer is unable to perform his/her duty at any meeting or for the duration of his/her term, another member of the Steering Committee shall step forward to assume his/her role with the approval of a majority of the Steering Committee members.

#### **Authority to Conduct Business:**

Steering Committee meetings shall be held as needed to support the mission of RASG, the campus-wide meetings, and the purpose of the Steering Committee. If so indicated, discussions of the

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Steering Committee shall remain confidential, and shall not be discussed with others outside the committee. Committee meetings shall be held when a majority of the membership is present. All committee members present at the meeting may cast a vote, and the majority shall rule. In the case of a tie, the ex officio members shall withdraw his/her vote.