University Research Council By-Laws
Approved March 28, 2016

ARTICLE I

Name

The name of the organization is the University Research Council.

ARTICLE II

Purpose

The purpose of the University Research Council (URC) shall be to serve as an advisory body to the Vice President for Research on matters pertaining to the development of research and creative activities at The University of Southern Mississippi. To this end, the Council is responsible for recommending to the Vice President for Research, policies and procedures which will enhance the ability of The University of Southern Mississippi to realize its potential for distinction in research, creative, and scholarly activities.

ARTICLE III

Relationships and Responsibilities

Section 1. Relationships

The University Research Council makes recommendations about research, creative, and scholarly activities to the Vice-President for Research. The Vice-President makes recommendations regarding research, creative, and scholarly activities to the President. The University Research Council interacts with the Office of Research Integrity and Office of Research Administration and provides those Offices with input regarding policies and procedures that impact the research, creative, and scholarly activities of the University.

Section 2. Responsibilities

The University Research Council responsibilities include but are not limited to the following:

- To serve in an advisory role to the Vice President for Research
- To provide a forum for discussion and to make recommendations to the Office of Research Integrity, Office of Research Administration, and other University Committees, Councils, and Office concerning policies and procedures related to the research enterprise at The University
- To recognize excellence in research, creative activities, and scholarly activities
- To sponsor an annual University Research Awards Day

ARTICLE IV

Members

Section 1. Voting Members

The Voting Members of the University Research Council shall be composed of the elected representatives from the Colleges and University Libraries and one representative from the Faculty Senate. Election date.

Section 2. Non-Voting Members

Non-Voting Members (ex officio) shall be the Vice President for Research, the Director of the Office of
Research Administration (ORA), and the Director of the Office of Research Integrity (ORI). Ex officio representative members from research units on the Gulf Coast and Hattiesburg may be selected as deemed appropriate by the Vice President for Research. Selected members from ORA shall serve as ex officio non-voting members to provide technical and clerical support.

Section 3. Elections and Terms of Service

a. University Research Council members are elected in the spring semester and are part of the Unified Ballot
b. Representatives shall be elected by and from full-time faculty members holding academic rank without any qualifying designation such as “visiting,” “clinical,” or “adjunct.”
c. Unexpired vacancies in URC membership shall be replaced through a special election of the division or by appointment by the Dean of the division
d. The URC Election Committee shall be responsible for insuring qualified faculty members are nominated and included on the Unified Ballot
e. Upon the creation of a new academic division or college, a representative shall be elected at the next regular election date
f. Elected members serve staggered three-year terms of office
g. Terms may be extended, if necessary, to fulfill service obligations of the URC Chair, Chair-elect, and University Research Awards Day Chair

Section 4 Eligibility andQualifications

The pool of candidates for election (or appointment) within each division shall have the following minimum qualifications.

a. Minimum qualifications for membership
   i. A minimum of three years of service at The University of Southern Mississippi with rank of Associate or Professor (in exceptional cases, the Dean of the division may request that this requirement be waived);
   ii. An earned terminal degree
   iii. No qualifying designations: visiting, clinical, or adjunct
b. Preferred qualifications for membership
   i. Experience in directing research, graduate students, and technical staff
   ii. Experience with or participant in funded sponsored program or research as a director, principal investigator, co-director, or co-principal investigator
   iii. Third-year tenure track

Section 5. Responsibilities and Attendance

a. Responsibilities: Members are expected to attend all regularly scheduled meetings of the University Research Council (URC), serve on committees if possible, and communicate the issues raised in the URC to the areas they represent as well as communicating the concerns and opinions of their colleagues back to the URC.

b. Attendance: If an elected representative fails to attend two consecutive regularly scheduled meeting of the URC without supplying a proxy, he/she shall be notified in writing by the Chair of the URC that his/her position will be declared vacant in the event of a third consecutive absence without a proxy. Upon his/her third consecutive absence without a proxy, his/her position shall be declared vacant by the Chair and
filled in the interim by appointment from eligible faculty of the affected collection or division by the Chair with advise and consent of the URC membership.

Section 6. Proxies

On matters requiring votes from URC members, members may designate a proxy and should notify the URC Chair or Chair-elect of their proxy in writing before the scheduled meeting time. Proxies may be a regular or alternate member of the URC. Members of the URC or a proxy may hold no more than two proxies for any given meeting and no more than a total of three votes.

ARTICLE V

Officers

Section 1. Officers

The officers of the University Research Council are the Chair and Chair Elect. Ex Officio members may not hold either of the two offices.

a. Chair (two-year term)
   Any elected member of the University Research Council is eligible to hold the office of Chair. The Chair’s responsibilities and duties include but are not limited to:
   1. Chairing the meetings of the University Research Council
   2. Setting the agenda for the University Research Council
   3. Coordinates the work of the University Research Council
   4. Works with the Vice-President for Research on issues brought forward by any URC member
   5. Appointing chairs and members for the various standing committees of the University Research Council

b. Chair-Elect
   Any elected member of the University Research Council is eligible to hold the office of Chair-Elect. The Chair-elect’s responsibilities and duties include but are not limited to:
   1. Coordinating with the University Research Council Chair on various URC activities
   2. Reviewing official minutes
   3. Maintaining the University Research Council calendar
   4. Sending notice of activities
   5. Counting ballot votes

ARTICLE VI

Meetings

Section 1. Regular Meetings

URC holds monthly meeting during the academic year (August to through November; January– April). The meeting is held the last Monday of the month. The meetings are open to all university faculty.

Section 2. Special Meetings

A “pre-event” meeting is called prior to University Research Awards Day and attended by the session and event chairs; other special meetings maybe be called by the Chair, Vice-Chair, or by the Vice President for Research. At least one week’s notice should be given unless an emergency situation does not permit.

Section 3. Quorum

A simple majority of the voting member of the University Research Council constitutes a quorum,
including those members attending by way of internet or voice call connection when such attendance is approved the chair. In these cases, the members will vote using an email or other electronic communication to the Chair-elect.

Section 4. Agenda

The call for Agenda items is made by the Chair to the URC members 72 hours prior to the regular meeting. The Agenda is composed of the following items:

**Call to order**

**Adoption of the Agenda**

**Approval of the Minutes**

**Reports**

  - VP for Research
  - Director of Research Integrity
  - Director of Research Administration

**Old Business**

**New Business**

**Next Meeting**

Section 5. Minutes

The minutes of the regular meetings are recorded and maintained by the Office of Research Administration. The Office of Research Administration is responsible for maintaining and updated the URC webpages. [http://www.usm.edu/research/university-research-council](http://www.usm.edu/research/university-research-council).

**ARTICLE VI**

Committees

Section 1. Committees

Standing Committees of the university Research Council and their Chairs shall be appointed by the Chair of the University Research Council in consultation with the members and the Vice President for Research following the following process:

A. Each such committee shall consist of at least one elected member of the URC
B. Ex Officio members may also be appointed by the Chair of the URC
C. The remaining members of such standing committee can be selected from the faculty at large to ensure wide input to the deliberations from faculty members having interest and expertise in the matter subject to deliberation
D. Standing Committees are:
   - Bylaws
   - Election
   - Website
   - Innovation Awards
   - University Research Awards Day
     - Displays Session
Section 2. Task Force and Ad Hoc Committees

The Chair in consultation with the Vice President for Research may appoint special task forces and ad hoc committees. At least one member of the Council (elected or ex officio) shall be appointed to each Task Force or Ad Hoc Committee. Additional members shall be selected by the Vice President for Research from the faculty at large to ensure wide input from faculty who have an interest in and expertise in the matter to be deliberated. Appointments expire at the end of the academic year.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the University Research Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rule of order the Council may adopt.

ARTICLE VIII

Amendment of Bylaws

These bylaws can be amended in part or whole through two-thirds majority and voting of those present, provided the amendment has been submitted in writing at the previous regular meeting. Amendments to these bylaws must be approved by the Vice President for Research and the President. These bylaws may be temporarily suspended in part or whole through two-thirds majority and voting of those present in order to conduct business that falls outside Robert’s Rules of Order to conduct any voting done outside the regular meeting setting.