

Bylaws of the Program for Undergraduate Research Experiences at Western Oregon University

PREAMBLE

The purpose of this document is to define the governance structure of the Program for Undergraduate Research Experiences (PURE) at Western Oregon University (WOU). The Bylaws define the operating principles of the PURE Executive Committee and the roles and expectations of the PURE Executive Committee and Director, respectively.

ARTICLE I: PURE Executive Committee

Section 1. Purpose of the PURE Executive Committee. The Executive Committee is a representative, university-wide body that supports the mission and guides the work of the Program for Undergraduate Research Experiences at Western Oregon University. The PURE Executive Committee meets quarterly during the academic year (or as determined by a majority of the Executive Committee) for the following purposes:

- *Planning*: set strategic directions and programmatic priorities for the Program for Undergraduate Research Experiences; review and analyze progress; modify annual plans, as necessary.
- *Deciding*: make decisions regarding issues related to the Program for Undergraduate Research Experiences.
- *Reporting*: communicate Program for Undergraduate Research Experiences initiatives and accomplishments to the campus governance structure and develop reports, as needed.
- *Advising*: provide ongoing consultation and recommendations to the Director of the Program for Undergraduate Research Experiences.
- *Budgeting*: develop annual budget, in consultation with the Director of the Program for Undergraduate Research Experiences; provide ongoing comments and suggestions regarding annual budgets; ensure that the budget aligns with priorities and planned initiatives; review and modify the budget as necessary; work with the Director to resolve budget-related issues and funding problems.
- *Marketing*: guide the presentation of the Program for Undergraduate Research Experiences and its key initiatives to WOU and the larger community; acting as liaisons for PURE to the community at large.
- *Evaluating*: develop and maintain processes by which the effectiveness and efficiency of Program for Undergraduate Research Experiences operations are assessed periodically; ensure that recommendations for improving the Program for Undergraduate Research Experiences are built into the ongoing planning and review cycle.

Section 2. Membership and Structure of the PURE Executive Committee.

The Executive Committee is in charge of maintaining its membership structure and ensuring that at least 50% of its members are continuing representatives for the next academic year. Executive

Committee members serve one three-year term, beginning July 1 of each year. Executive Committee members may choose to serve one additional three-year term. The majority of the Executive Committee Members must approve an additional three-year term of service. Furthermore, the Executive Committee, in consultation with the Director, may request the resignation of a board member when obvious conflicts of interest arise, such as a consistent failure to support the mission of PURE. The Program for Undergraduate Research Experiences Executive Committee is comprised of the following representatives:

- Director, Program for Undergraduate Research Experiences (Director will vote only in cases of tie)
- Up to four Faculty Representatives from the College of Liberal Arts and Sciences
- Up to three Faculty Representatives from the College of Education
- Up to one Faculty Representative from Library and Media Services
- Up to one Staff representative
- Up to two representatives with a preference for someone who has broad community connections and interest in the Mission of the Program for Undergraduate Research Experiences (e.g., interested faculty member, official from the Office of Public Relations, WOU Foundation, or Teaching Research Institute)
- Honors Program Representative
- Past Director (*ex officio, one year, optional*)
- Managing Editor, PURE Insights
- Shadowing Incoming Director (retains voting rights during shadowing year if a member of the Executive Committee; if not a member of Executive Committee, serves as non-voting *ex officio*)

Section 3. Chair of the Executive Committee. The Director of the Program for Undergraduate Research Experiences will serve as the chairperson of the Executive Committee. The Chair is responsible for organizing meetings, conveying meeting information to Executive Committee members, developing meeting agendas, and conducting Executive Committee meetings.

Section 4. Resignation. An Executive Committee member, excluding the Director (see *Article II, Section 4* below), may resign through written notification to ALL other members of the Executive Committee. In the event of a resignation, the Executive Committee will solicit the appropriate unit for a replacement (see *Section 2. Structure of the Executive Committee* above).

Section 5. Removal. Failure of any Executive Committee member to attend 50% or more of all Executive Committee meetings scheduled in a one year period may result in removal of that member.

ARTICLE II: Director of the Program for Undergraduate Research Experiences

Section 1. Duties of the Director of the Program for Undergraduate Research Experiences. The primary duty of the Director of the Program for Undergraduate Research Experiences is to organize the Academic Excellence Showcase in partnership with the Honor Society of Phi Kappa Phi. Other duties include the following:

- Administer annual PURE budget
- Convene PURE Executive Committee Meetings
- Work with PURE Executive Committee to maintain governing documents (e.g., bylaws)

- Market the value of undergraduate research, scholarship and creative activities at WOU
- Interface with campus units, including Public Relations, Admissions Office, Center for Teaching and Learning, and Teaching Research Institute
- Serve as a liaison with the Council on Undergraduate Research
- Organize working groups to attend Council on Undergraduate Research Workshops

As additional FTE allows and other administrative support becomes available, other duties may include the following:

- Develop and maintain a PURE website
- Publish a newsletter that disseminates information about PURE activities
- Work with PURE Executive Committee to develop and administer a student travel, research, and scholarship fund

Section 2. Term of Service. The Director of the Program for Undergraduate Research Experiences will serve one three-year term beginning on July 1. Additional consecutive terms of office may be held. Upon completing a term of service (or consecutive terms of service), the Director will have the option of continuing service on the PURE Executive Committee as the immediate Past-Director. The Past-Director position is a voting position with a one-year term.

Section 3. Appointment of Director. The Executive Committee will determine the Director of the Program for Undergraduate Research Experiences in collaboration with the current Director. Nominations will be sought by notification of the Western Oregon University Faculty Members. Nominees will submit a cover letter summarizing qualifications for the position of PURE Director and curriculum vita. The Director (or designee in cases where the current Director is seeking a consecutive term of service) will compile materials. The Executive Committee will evaluate and select the Director by vote. Members of the Executive Committee who have been nominated and are seeking the Director position will recuse themselves from the selection process.

Section 4. Resignation. A Director may resign through written notification to ALL members of the Executive Committee. In the event of a resignation, the Executive Committee will appoint an Executive Committee member as interim Director and send out a call for nominations as outlined in Article II, Section 3 above (*Section 3. Appointment of Director*).

Section 5. Removal. The Executive Committee may remove the Director by unanimous vote of the Executive Committee.

ARTICLE III: Additional Committees and Positions

Section 1. Additional committees. The Executive Committee may establish the following committees as needed:

- Ad hoc committees or work groups to accomplish specific tasks
- Standing committees to provide ongoing guidance to the Executive Committee in an area of special interest.

The Executive Committee is responsible for the life cycle of any committee it creates. This responsibility includes providing a charge for the committee (e.g., mission, goals, task), monitoring committee progress, and providing closure to the committee (e.g., hearing final reports, acting on recommendations, recognizing good work).

Section 2. Managing Editor of Pure Insights. The Managing Editor of *PURE Insights* will maintain a professionally produced undergraduate student journal of research, scholarship, and creative activities. The Editor is responsible for the overall quality of the intellectual content of the journal and for overseeing the review process to ensure it is thorough, fair, and timely. This person is responsible for upholding the mission and scope of the journal as articulated by the PURE Executive Committee and for selecting papers that provide new, original, and important contributions to knowledge. The Managing Editor also has a voting seat on the PURE Executive Board. The Managing Editor serves a three-year appointment with possible additional term of 3 years with approval by majority vote of the Executive Committee. The Managing Editor will recuse themselves from this vote.

Section 3. Shadowing Incoming Director. New appointments to the position of PURE Director should be identified over a year in advance of the culminating year of service of the current Director. The selected new appointment will engage in a year of training and orientation during the year immediately preceding their taking over as PURE Director during which time they will be recognized as the “Shadowing Incoming Director”. The Shadowing Incoming Director should attend all PURE Executive meetings and AES Planning meetings, should be included on relevant electronic communications, and should meet with the current Director to receive appropriate training and transfer of program knowledge.

ARTICLE IV: Executive Committee Meetings

Section 1: Quorum. Presence in person or by proxy of a majority of the voting members of the Executive Committee constitutes a quorum.

Section 2: Voting. When a quorum is present, the majority of those members present and voting at a meeting represents the vote of the Executive Committee. Votes may be cast only in person or by proxy for the Appointment of Director (*Article II. Section 3. Appointment of Director*). Other issues may include an electronic voting option if agreed to by a majority of the Executive Committee. The Director will vote in order to break ties.

Section 3: Meetings. There must be majority agreement for Executive Committee meeting times.

Section 4: Minutes. Minutes. Minutes for each meeting will be kept by the Shadowing Incoming Director, Past Director, or rotation among EC members. This will allow the Director to focus on running the meeting. Minutes can be approved at the beginning of the next meeting, or by electronic vote before the meeting, by a majority of the voting members of the Executive Committee. Minutes will be provided to the EC within ten calendar days of completed meetings.

ARTICLE V: Amendments of Bylaws

When a quorum is present, these Bylaws may be amended by a majority vote of the members present at any meeting of the Executive Committee or by electronic vote if agreed upon at an Executive Committee meeting.) Notice and proposed changes to amendments will be submitted in

writing to each member, electronically or in hard copy, at least fourteen calendar days in advance of the scheduled vote.

Ratified on 16 November 2018; effective immediately.