

University of North Carolina at Chapel Hill Network for Research Professionals Organization By-Laws

- I. Name
 - II. Purpose
 - III. Organization
 - IV. Officers
 - V. Committees
 - VI. Membership
 - VII. Meetings
-

I. Name

The organization name shall be voted on by its steering committee members. The organization name should convey the organization's purpose and be inclusive of its intended audience. As the organization evolves, changes to the name may be made as necessary, though changes should be kept to a minimum to ensure continuity of the organization over time.



II. Purpose

The organization's steering committee shall review the mission and vision statements on an annual basis or as needed. The mission and vision statements shall be updated to stay true to the purpose of the organization based on its evolution.

The organization shall establish clear goals on an annual basis based on the current state of affairs and/or requests made by the research professionals at large or research leadership at UNC.

The organization's mission, vision and goals shall be finalized after review and voting by steering committee members. The organization's mission and vision statements shall be made public to the UNC research professionals at large.

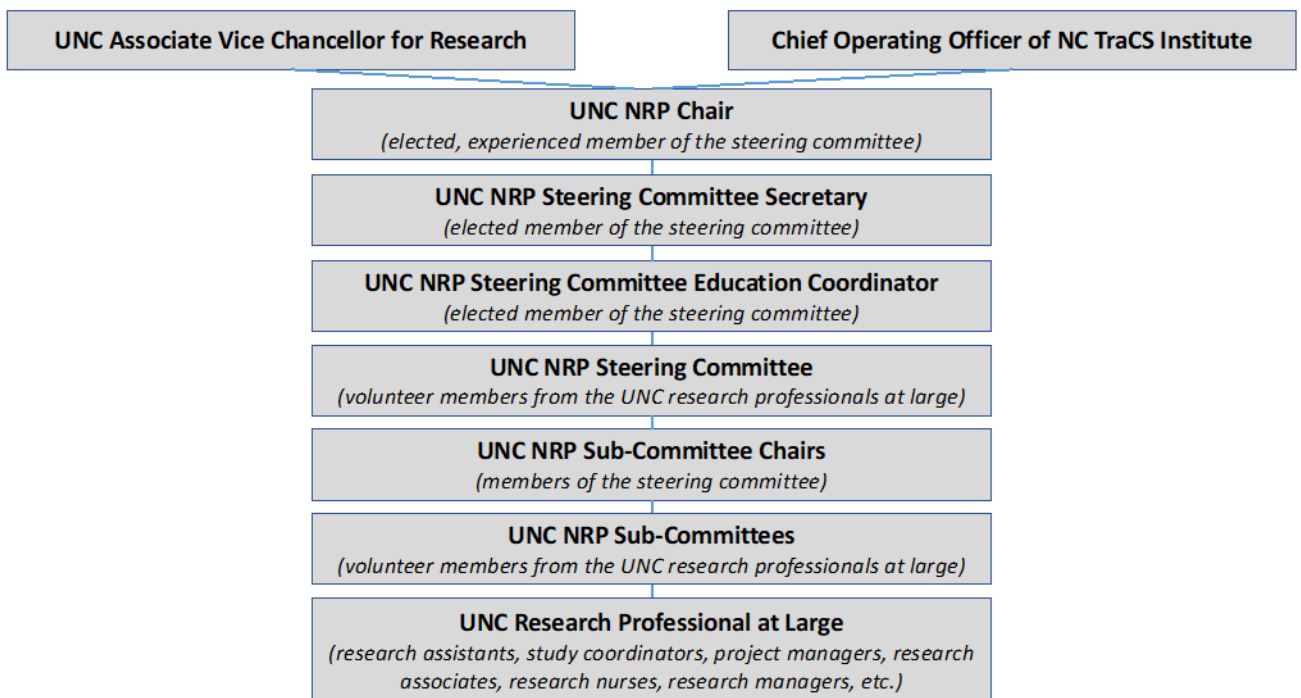
Mission: To foster a distinguished research community among UNC-Chapel Hill and its affiliates through education, communication, and collaboration. *(Revised November 2018)*

Vision: To engage and empower individual research personnel at UNC-Chapel Hill and its affiliates, creating a collaborative and preeminent research community.
(Revised November 2018)

III. Organization

The NRP steering committee shall be governed independently and internally by its members and elected leaders. The NRP steering committee and its mission and activities shall benefit from oversight by Associate Vice Chancellor for Research and Chief Operating Office of NC TraCS Institute.

The organization of the NRP is represented in the chart below.



IV. Officers

Chair

A new Chair shall be elected every 2 years. The Chair’s primary duties include:

- Serve as liaison between steering committee and Office of Vice Chancellor for Research and NC TraCS; meet with leadership as needed to review progress; and/or prioritize initiatives

- Serve as representative of the NRP and promote the best interests of the NRP in a fair and unbiased manner on broader platforms
- Organize and lead steering committee meetings
- Prioritize steering committee focus of work
- Finalize annual organizational budget request and gain approval for annual budget from Associate Vice Chancellor for Research and Associate Director of TraCS, revising as necessary; track and report expenditures
- Communicate to research professionals at large as requested or deemed beneficial
- Manage NRP listserv mailings (review, approve, redirect, etc.)
- Manage Steering Committee listserv (membership)
- Maintain comprehensive list of all committee members and roles
- Organize and lead steering committee strategic planning retreats (as needed, recommended once every 2 years)
- Ensure mission, vision, and goals are up to date and in focus
- Communicate regularly with steering committee and sub-committee members to monitor and document progress and provide additional resources or guidance where needed
- In collaboration with steering committee members, produce NRP annual report at the end of each fiscal year
- In collaboration with NC TraCS communications specialists, keep NRP website up to date

Secretary

Steering Committee Secretary shall be elected every 2 years. The Secretary's primary duties include:

- Assist in scheduling steering committee meetings (reserve meeting space and teleconference lines, send calendar invitations, etc.)
- Record notes and prepare meeting minutes to be distributed to steering committee members
- Assist in communicating action items to steering committee members as applicable
- Manage NRP listserv (membership)

Education Coordinator

Education Coordinator shall be elected every 2 years. The Education Coordinator's primary duties include:

- Secure speakers on various research topics for monthly Education Sessions (obtain credentials, learning objectives and submit for ACRP credit)

- Scheduling monthly Education Session open to the UNC community (reserve meeting space/Zoom Call , create event registration, submit evaluation request, send out event announcements over listserv)
- Facilitate/Moderate Education Sessions and assist presenter with soliciting questions and reminding attendees of administrative items (eg. Evaluations)
- Disseminate attendance certificates and submit slides/learning materials for posting to NRP website
-

Immediate Past Chair

In the 1 year following his/her term as Chair, the Immediate Past Chair shall serve in an advisory role to the Chair and remain an active member of the Steering Committee.

Chair-Elect

Every 2 years, a Chair-Elect will be elected. Ideally, the Chair Elect will begin his/her term as Chair-Elect 6-12 months prior to transitioning into Chair. During his/her time as Chair-Elect, this individual will work closely with the active Chair to ensure a smooth transition to his/her upcoming position as Chair.

Sub-Committee Chairs

Each active Sub-Committee shall elect a Committee Chair or one may be appointed by the NRP Chair. Sub-Committee Chairs for standing sub-committees are asked to commit to a minimum 1 year of holding the position. Ad hoc sub-committee Chair's are asked to commit to the duration of the sub-committee. The term may be longer at the discretion of the Sub-Committee members and willingness of the Chair. Primary duties of Sub-Committee Chairs include:

- Serve as liaison between the sub-committee members and the steering committee
- Organize sub-committee meetings
- Prioritize sub-committee focus of work
- Delegate tasks to sub-committee members as necessary

V. Committees

Sub-committees may be standing or on an ad hoc basis. Committees within the steering committee shall be added or eliminated as the members see fit throughout the course of the evolution of the committee and its priorities. Each sub- committee shall seek and maintain a committee Chair. Sub-committees shall function to achieve goals set by the steering committee. Past sub-committees included:

- Education
- Pediatric Research
- NRP Professional Development Award
- NRP Clinical Research Day
- Clinical Research Best Practices

VI. Membership

NRP membership is open to all UNC research professionals at large and all are welcome and encouraged to join. Membership is achieved by joining the NRP listserv.

Steering committee members are accepted on an ongoing basis. The steering committee

shall strive to maintain a minimum of 15 members.

- All steering committee members are expected to participate in meetings members are expected to participate in a minimum of 50% of the meetings each fiscal year or equivalent effort contribution
- Contribute to the organization's mission in a way that is fair and unbiased
- Foster productive communications
- Treat colleagues with respect
- Participate in projects and/or in sub-committees as needed

Criteria for steering committee membership:

- At least one year experience working in a research capacity
- Desire and ability to support the mission of the NRP

VII. Meetings

The President and Secretary shall work together to organize meetings of the steering committee every 2 months or more frequently if needed. Meetings shall have a clear agenda and set out to achieve goals in an efficient manner. Additional meetings may be scheduled or meetings may be canceled as recommended by the committee members, so long as goals are being achieved.