

University of North Carolina at Chapel Hill Network for Research Professionals (UNC NRP) Organization By-Laws

**Version: 2.0
16Jun2026**

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1 Organization 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.

2 Purpose

Mission: To foster a distinguished research community among UNC-Chapel Hill and UNC Health through education, communication, and collaboration. *(Revised January 2024)*

Vision: To engage and empower individual research personnel at UNC-Chapel Hill and UNC Health, creating a collaborative, connected, and preeminent research community. *(Revised January 2024)*

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.

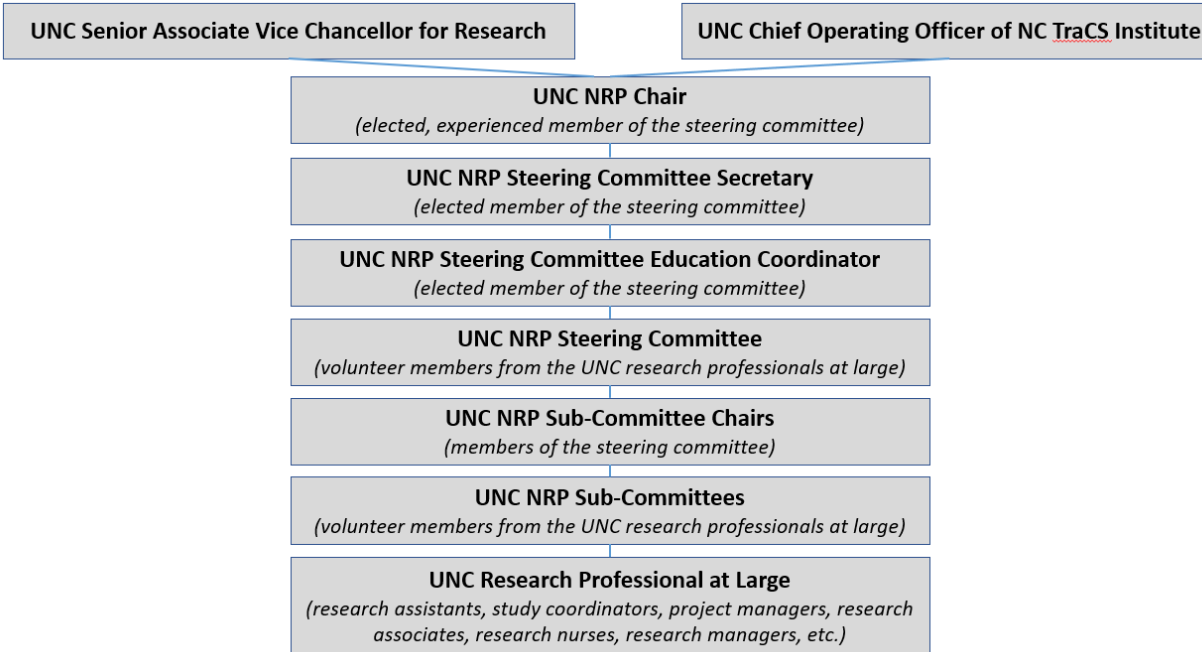
The organization shall establish clear goals annually based on the current state of affairs, including requests made by the advisory committee, research professionals at large, and university and healthcare system research leadership.

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

3 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 Senior Associate Vice Chancellor for Research and Chief Operating Officer of NC TraCS Institute. In addition to its oversight and membership, there is an advisory board to review, monitor, and assess the success of the NRP. The NRP Chair will engage the Advisory Board at least annually.

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



3.1 Advisory Board

The Steering Committee should select a number of individuals that it sees fit to serve on an advisory board that includes representatives from across the university and health care system. The Chair should engage the advisory board at least annually to provide feedback on the performance of the NRP through an annual report. In addition, the Chair should engage with the board to solicit input in aligning initiatives for subsequent years with the current research environment.

There is no specified term for advisory board members.

3.2 Officers

Officers are elected for a term of 2 years, which corresponds to the University's fiscal years (July to June). Once elected, the newly elected officers will serve as officer-elects until their official term begins. During this time, both the current officers and officer-elects will work closely together to ensure a smooth transition of duties

Detailed responsibilities for each role are outlined below.

If an officer vacates their position prior to the completion of the term, a new election will be held by the steering committee members to fill the vacancy for the remaining portion of the term. Until the vacancy is filled, the other officers will assume the duties of the vacated role. If the vacated role is the Chair, then the Secretary will become the acting chair until a replacement chair is elected.

3.2.1 Chair

The Chair's primary duties include:

1. Administrative:

- a. Serve as liaison between the steering committee the advisory board, and funders.
- b. Meet with leadership and advisory committee as needed to review progress; and/or prioritize initiatives.
- c. Organize and lead steering committee meetings.
- d. Review and approve meeting minutes.
- e. Assist with managing NRP listserv mailings (review, approve, redirect, etc.).
- f. Manage NRP Steering Committee membership including:
 - i. Adding/removing members to the Outlook Group/Microsoft Team,
 - ii. Maintaining a comprehensive list of all committee members and roles in Teams,
 - iii. Corresponding with potential new members, and
 - iv. Providing new member orientation to new steering committee members.
- g. Manage access to the nrp@unc.edu inbox and monitor the inbox, responding to inquiries to the NRP.
- h. Write and maintain governance documents and other standard operating procedures of the Steering Committee and NRP.
- i. Organize and lead steering committee strategic planning retreats (as needed, recommended once every 2 years).
- j. Ensure mission, vision, and goals are up to date and in focus.
- k. Communicate regularly with steering committee and sub-committee members to monitor and document progress and provide additional resources or guidance where needed.
- l. In collaboration with NC TraCS communications specialists, keep NRP website up to date.
- m. Manage surveys used by the NRP (Qualtrics, REDCap) that are not managed by other leadership roles.

2. Financial:

- a. 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.
- b. Manage finances of the NRP, including tracking budget expenditures and developing financial reports.
- c. Make NRP purchases and reconcile purchases per guidance from current NRP funders.

3. Outreach:

- a. Communicate to research professionals at large as requested or deemed beneficial.
- b. Serve as representative of the NRP and promote the best interests of the NRP in a fair and unbiased manner on broader platforms. This includes participating in UNC initiatives and UNC committees related to human subjects research when called upon and as availability allows to represent the NRP and its members.

4. Governance

- a. Prioritize steering committee focus of work.
- b. One year following the end of their elected term, serve as an advisor to the newly elected chair and remain an active member of the Steering Committee.
- c. If applicable, notify steering committee members of their removal as a member of the steering committee.
- d. Serve as chair of sub-committees for key NRP initiatives (Ex. professional development awards) when there are no other volunteers.
- e. Facilitate, organize, and implement key NRP initiatives (Ex. professional development awards, annual NRP research conference).

3.2.2 Communications Coordinator

The Secretary's primary duties include:

1. Assist in scheduling steering committee meetings (reserve meeting space and teleconference lines, send calendar invitations, etc.)
2. Record notes and prepare meeting minutes to be distributed to steering committee members including roll call of attendees.
3. Assist in communicating action items to steering committee members as applicable
4. Assist in scheduling leadership meetings with the leadership team.
5. Develop and write content for monthly newsletter announcements, ensuring necessary approvals and regulations are met (e.g. federal digital accessibility guidelines, on-campus approvals)
6. Create and send additional NRP communications (e.g. conference highlights, year in review) ensuring necessary approvals and regulations are met (e.g. federal digital accessibility guidelines, photograph use requirements)
7. Primary manager and moderator of NRP communications – internal (ex. review, approver, redirect, moderate NRP listserv communications) and external (ex. social media, if applicable).
8. Serve as chair of communications-related sub-committee(s) if another volunteer does not present themselves.
9. If the current NRP chair vacates their position, serve as acting chair until a replacement chair is elected.

10. One year following the end of their elected term, serve as an advisor to the newly elected Secretary and remain an active member of the Steering Committee.

3.2.3 Education Coordinator

The Education Coordinator's primary duties include:

1. Secure speakers on various research topics for monthly Education Sessions (obtain credentials, learning objectives used for registration/announcements).
2. 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, and submit for continuing education credits when applicable)
3. Facilitate/Moderate Education Sessions and assist presenter with soliciting questions and reminding attendees of administrative items (e.g., evaluations). Ensure presenter slides are obtained in advance of session and incorporate NRP slides pre/post.
4. Submit slides/learning materials/recordings for posting to NRP website
5. Collaborate with NC TraCS to develop and manage evaluation surveys used for education sessions and approved by presenter. Ensure method for distributing certificates post session has been selected in advance (attached to eval, sending out to participants).
6. Document attendance for documentation in UNC Registration system and reconciliation of food purchase (in-person).
7. Serve as chair of education-related sub-committee(s) if another volunteer does not present themselves.

3.2.4 Removal

Any Officer may be removed from office by the majority of the Steering Committee members at any regular or special meeting called for that purpose, or for conduct detrimental to the interests of the NRP. Any Officer proposed to be removed shall be entitled to at least five (5) days' notice of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Steering Committee at such meeting.

3.2.5 Elections

Elections will be held on a biennial basis with incoming officers elected prior to the biennial retreat. Members should be allowed to nominate steering committee members. The current Chair will contacted nominees to solicit their acceptance for their nomination(s) before adding their names to the ballot, including confirmation of support from the nominee's supervisor for them to serve in the role. Support from supervisor can be self-reported by the nominee and does not require formal written confirmation directly from the supervisor. Nominees are free to decline their nomination. If an individual is nominated for more than one role, then they may be added to the ballot for whichever

role(s) they accept. Individuals nominated for the role of Chair will be asked to provide a vision statement to be provided with the ballot.

Elections may be held in person during a convened meeting of a quorum (defined below) or may be collected via electronic ballot provided to all members of the steering committee where individuals are given at least a period of 14 days to respond. Approval by ballot is valid only if the total number of votes cast by ballot equals or exceeds the number of votes that would be required to approve the action at a meeting. In the event that an insufficient number of votes are cast, the timeline may be extended only once, and then subsequent votes should be conducted at a convened meeting. If insufficient votes are still not received, then those Steering Committee members who have not voted should be contacted directly by the current chair regarding their continued interest and availability in serving as a steering committee member and if appropriate may be removed as a member of the steering committee. Once elected, incoming officers should meet with the active officers to allow a smooth transition of duties.

If an individual is elected for more than one role, then they will be asked to select the role for which they want to serve, and another election will be held for the role they declined with the nominees remaining.

If there are not enough nominees to fill all leadership roles, then the current chair and leadership team can decide best path forward, which may include sending a request for nominees from the NRP community via the NRP listserv.

3.3 NRP Steering Committee

Steering committee members are accepted on an ongoing basis at the discretion or invitation of the chair. The steering committee shall strive to maintain a minimum of 15 members.

1. All steering committee members are expected to participate in meetings
2. Members are expected to attend a minimum of 75% of meetings each fiscal year or equivalent effort contribution
3. Contribute to the organization's mission in a way that is fair and unbiased
4. Foster productive communications
5. Treat colleagues with respect
6. Participate in projects and/or in sub-committees as needed
7. Secure supervisor support for serving in this role

Criteria for steering committee membership:

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

3.3.1 Removal

Any steering committee member failing to meet the requirements to maintain their membership shall be removed from the Steering Committee by the Chair. In addition, the Steering Committee may elect to remove individuals from the steering committee by the affirmative vote of the majority at a duly constituted meeting.

3.3.2 NRP Steering Committee Meetings

At all meetings, the Chair or Secretary shall preside. In the event of an absence of these individuals, the Chair may select another individual to preside over a specific meeting.

3.3.2.1 *General Business*

The Chair 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. Minutes and action items from the meeting will be recorded by the Secretary and reviewed by the Chair prior to distribution to the rest of the Steering Committee.

3.3.2.2 *Biennial Retreat*

The steering committee members will convene for a retreat once every two years to review goals, performance, current bylaws, and other practices of the NRP. The retreat should be held after elections in years where new officers are selected to allow for the incoming chair to provide greater input and adequate time for cross-training.

3.3.2.3 *Special Meetings*

Special meetings may be called by the Chair or Secretary to address any immediate needs that arise.

3.3.2.4 *Quorum*

A quorum of at least half (odd # would round-up, even would be half plus 1) of the current steering committee members must be present in order to vote on any matter of business for the committee. If there is an odd number of total steering committee members, then a quorum is calculated as half the total number of members rounded up to the nearest whole number. If there is an even number of total steering committee members, then a quorum is calculated as half the total number of members plus one. In the event that a quorum is not present, the majority of the members in attendance may elect to adjourn the meeting. The Chair may elect to provide the opportunity for members to contribute via electronic ballot. The ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by ballot is valid only if the number of votes cast by ballot

equals or exceeds the number of votes that would be required to approve the action at a meeting.

When bringing a motion to the table in lieu of an electronic ballot, the chair or other steering committee member will ask for all those in favor to say “aye” or raise their hand, and all those opposed to say no or raise their hand. Motions and approvals during meetings will be documented in meeting minutes.

3.4 NRP Sub-Committees

Sub-committees may be standing or held on an ad hoc basis and members do not have a term.

Subcommittees 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 sub-committee Chair. Sub-committees shall function to achieve objectives set by the steering committee. Past sub-committees included:

1. Education
2. Mentoring
3. Pediatric Research
4. NRP Professional Development Award
5. NRP Clinical Research Day
6. Clinical Research Best Practices

Sub-committee members do not need to be members of the NRP Steering Committee.

3.4.1 Sub-Committee Chairs

Each active Sub-Committee shall elect a Sub-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 of 1 year of holding the position. Ad hoc sub-committee Chairs 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 Sub-Committee Chair. Primary duties of Sub-Committee Chairs include:

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

3.5 NRP Membership

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

4 Maintenance of the Bylaws

The bylaws may be revised and updated with the input of the Steering Committee members. All changes must be reviewed and approved by a quorum, as detailed above, or may be collected via electronic ballot provided to all members of the steering committee where individuals are given at least a period of 14 days to respond. The ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by ballot is valid only if the number of votes cast by ballot equals or exceeds the number of votes that would be required to approve the action at a meeting.

5 Approvals

Version	Approvals	Date
1.0 19Mar2025	NRP Steering Committee NRP Chair: Susan Moist NRP Secretary: Summer Choudhury	19Mar2025
2.0 16Jun2026	NRP Steering Committee NRP Chair: Susan Moist NRP Communications Coordinator: Summer Choudhury	16Jun2026



6 Revision History

Version	Section	Item	Rationale
2.0 16Jun2026	2 Purpose	Updated mission and vision statements	An outcome from discussion during the 2026 NRP retreat.
2.0 16Jun2026	3.2 Officers	Clarified roles and duties of elected officers, including updating the role title of the “Secretary” to the “Communications Coordinator” 3.2.1 Chair 3.2.2 Communications Coordinator 3.2.3 Education Coordinator	To clarify scope and expectations of these positions, as well as capturing changes to roles that have evolved over time.
2.0 16Jun2026	3.2.5 Elections	- Added the need to confirm support from the supervisor of anyone nominated for an elected position. - Clarified actions to take if insufficient votes are cast during elections. - Clarified actions to take if an individual is elected for more than one role. - Clarified actions to take if there are not enough nominees to fill leadership roles	To provide greater detail and guidance for the elections process and handling unique situations.
2.0 16Jun2026	3.3.2 Biennial Retreat	Removed reference to conducting the biennial retreat by January 31 st and instead clarified it should be scheduled to allow adequate time for cross-training of the incoming leadership team.	Clarification
2.0 16Jun2026	Entire Document	Formatting updates: - Added approval section (section 5) - Combined revision history and summary of changes (previously section 5) and revision history (previously section 6) into section 6 Revision History.	To document approval and to create one comprehensive history of revisions to the document and not just revisions since the last final version.
1.0 10Mar2025	2 Purpose	Updated Mission: To foster a distinguished research community among UNC-Chapel Hill and UNC Health through education, communication, and collaboration.	Modified “affiliates” to “UNC Health” to align with current language and ONE UNC initiatives
1.0 10Mar2025	2 Purpose	Updated Vision: To engage and empower individual research personnel at UNC-Chapel Hill and UNC Health , creating a collaborative, connected , and preeminent research community.	Modified “affiliates” to “UNC Health” to align with current language and ONE UNC initiatives. Added “connected” to better define NRP’s role within the ONE UNC landscape.
1.0 10Mar2025	2 Purpose	Added reference to the advisory committee	Expanded from prior version in which



		and healthcare system as resources for establishing goals based on current state of affairs.	only UNC was referenced and to incorporate ONE UNC.
1.0 10Mar2025	3 Organization	Updated organization chart	Updated the title of Andy Johns
1.0 10Mar2025	3 Organization 3.1 Advisory board	Provided greater detail regarding the role of the advisory committee and how/when the NRP engages with them	Clarification
1.0 10Mar2025	3.2 Officers	Modified the “elect” position to apply to all officer positions whereas previously there was only a chair elect.	To allow for smooth transition of duties for all officer positions.
1.0 10Mar2025	3.2.1 Chair	Added duties: - Serve as advisor to newly elected chair for one year following their elected term. - Notify steering committee members of their removal	Clarification
1.0 10Mar2025	3.2 Officers 3.2.2 Secretary	Clarified secretary will serve as chair if chair resigns and until a new chair is elected.	Clarification
1.0 10Mar2025	3.2.4 Removal	Added language regarding removal of officers.	Clarification
1.0 10Mar2025	3.2.5 Elections	Clarified when elections should occur (prior to biennial retreat)	Clarification
1.0 10Mar2025	3.3 NRP Steering Committee	Modified meeting attendance expectation from 50% to 75% of meetings	To encourage engagement of steering committee members and ability to reach quorum during scheduled meetings
1.0 10Mar2025	3.3.1 Removal	Added language regarding removal of steering committee members	Clarification
1.0 10Mar2025	3.3.2.2 Biennial Retreat	Clarified the timing of the biennial retreat	Clarification
1.0 10Mar2025	3.3.2.4 Quorum	Defined a “quorum” and used the term in lieu of “majority” as appropriate throughout the document. Provided greater detail on how voting is handled when completed via electronic ballot or in-person.	Clarification
1.0 10Mar2025	3.4 NRP Sub-Committees	Clarified NRP sub-committee members do not need to be steering committee members.	Clarification
1.0 10Mar2025	Entire Document	Throughout document: Removed reference to “affiliates” and updated to “UNC Health”	To align with current language and ONE UNC initiatives
1.0 10Mar2025	Entire Document	Formatting updates: - Added document title page and version number - Use of headers - Inserted table of contents - Added summary of changes and revision history	Ease of document navigation and version control