

**Draft Bylaws
Center/Institute**

Adopted: November

- I. The Center for XX (hereafter referred to as the Center) shall operate in accordance with the following principles, including the Mission statement and Vision:
- A. [MISSION STATEMENT]
 - B. [VISION]

II. Overview

The Center is housed within the structure of the Department/School of XX in the College of YY (hereafter referred to as XX) at Illinois State University. The Center was established in 20XX.

- A. The Center is governed by the Center Director, who reports to XX.
- B. The Center is governed by this document, as well as those of the Department, College and the University. Where inconsistencies arise, the higher-level bodies' policies prevail.

III. Organizational Structure

- A. Center Director is responsible for:
 - Oversee day-to-day operations of the center
 - Seek funding to meet the needs of the center
 - Identify XX-related needs in Illinois and beyond
 - Identify and bring together individuals from academia, practitioners, and the community to address those needs
 - Be familiar with ISU procedures for grant submission and with IRB guidelines to assist those seeking funding
 - Develop short-term and long-term strategies for advancing the mission of the center
 - Hire and monitor support staff and student workers as needed
 - By January 10 of each year the Director will submit an annual report of Center-related activities to the Department Chair
 - [Other appropriate responsibilities]

- B. Selection of the Center Director
The Center Director will be chosen by the Chairperson/Director of the Department/School in consultation with tenure-track faculty in the Department. The Director serves at the pleasure of the Department Chair/Director, College Dean, and Provost and may be removed at any time by the Department Chair/Director. By January 10 of each year the Director

will submit an annual report of Center-related activities to the Department Chair/Director.

The Center Director is expected to have the following qualifications:

- Ph.D. preferred
- Experience in grant writing and securing external funds
- Ability to work across academic disciplines and with practitioners and community members
- Ability to work with key stakeholders, including criminal justice agencies
- Ability to manage the fiscal and personnel resources of the Center

The Center Director will receive the following for performing their assigned duties:

- [Reassignment of time? Remuneration?]

C. Faculty Affiliates

Faculty affiliates are recognized as formally associated with the Center. They agree to utilize the Center and provide the Director with input regarding Center operations. Faculty affiliates agree to have their names, research skills, areas of interest, and contact information presented on the Center website and on social media.

Faculty affiliates are tenure-track faculty from [CRITERIA, e.g. Department] who choose to become affiliated with the. The Center Director may elect to have as affiliates non-tenure track faculty and faculty from other departments and from other institutions. [Other types... Emeritus? Visiting? Or may be included as a separate classification]

D. Center Staff and Student Workers

Hiring staff and student workers for the Center is the responsibility of the Center Director, with approval of the Chairperson of the Department of Criminal Justice Sciences. The Center Director is responsible for assigning tasks and monitoring the work of staff and student workers.

E. Advisory Board

[A description of the (external) advisory board could be inserted here, or a mention of it. There are often an additional set of by-laws for an advisory board depending on the responsibilities and expectations.]

IV. Review

A. Monitoring

[Monitoring progress specifics along the lines of those outlined in guidelines. Annual review to unit and AVP since new unit. Any IBHE or other external party monitoring may be here, too.] All centers are also subject to periodic auditing by the University's Office of Internal Auditing. The schedule for internal audits is established by the Office of Internal Auditing with input from the Office of the Provost.

B. Disestablishment

[Procedure to disestablish when Center itself is proposing it is often included in bylaws.]

V. Indirect Funds

Indirect funds generated through Center activity and directed to the [XX] Department will be divided [equally between the Center and the Department. This is in recognition of the support services provided to the Center by the Department]. This allocation of indirect funds will be reviewed annually by the Center Director and Department Chairperson to make certain the allocation remains equitable.

VI. Amendments to the Bylaws

- A. Amendments to these by-laws must first be disseminated to the Center's faculty Affiliates and to administrative professionals and civil service personnel, (if it affects their work or work assignments), before a formal vote can be taken on them.
- B. An affirmative vote by a majority of faculty affiliates, administrative professional, and civil service personnel (if it affects their work or work assignments), in the Center is needed to amend the bylaws.
- C. Voting must be done in person. Voting by proxy is only allowed for Faculty Affiliates who are not members of the Department of XX and who live outside of McLean County. [This was written pre-COVID-19]
- D. Any changes to the document should be made using track changes.
- E. The changes should be discussed in a Center meeting.
- F. These changes shall be submitted to the XX Chairperson.