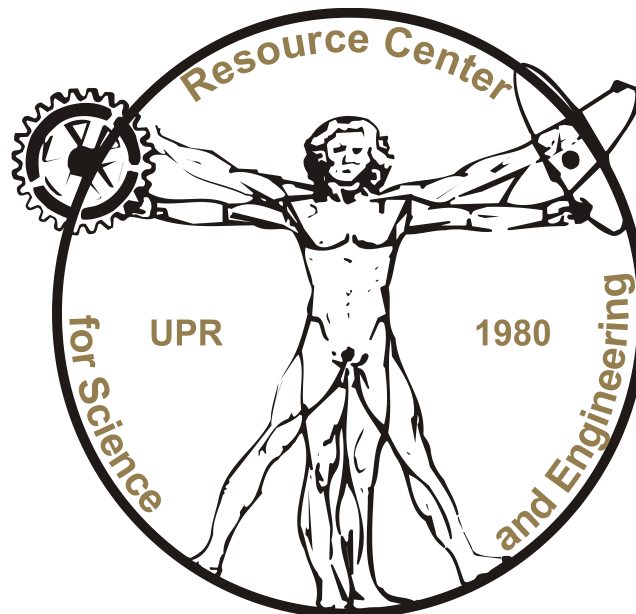


# UPR-RCSE Governing Board Bylaws

## Resource Center for Science and Engineering (RCSE)



University of Puerto Rico  
Central Administration  
San Juan, PR 00936

## **Article I: Introduction and Identification**

### **Section 1: Introduction**

On June 16, 1980, the University of Puerto Rico (UPR) was awarded a \$2.7M grant from the National Science Foundation (NSF) to establish a Resource Center for Science and Engineering in the Jurisdiction of Puerto Rico. The University of Puerto Rico contributed with \$2.4M in matching funds. Although physically located at the UPR Río Piedras Campus, the multi institutional, multi-disciplinary nature of the Center called for the organizational structure of the RCSE to be ascribed to the UPR Central Administration. The RCSE responds directly to the UPR President through the Office of the Vice President for Research and Technology (VPRT). In 2013 a special commission was appointed by the UPR Interim President, Dr. Jose Lasalde, to evaluate the RCSE. Recommendations included the creation of a new structure of governance for the RCSE, in which the Director reports through a Governing Board to the VPRT.

#### **Section 1a: Board Identification**

The name of the Board will be University of Puerto Rico Resource Center for Science and Engineering Governing Board (UPR-RCSE Governing Board).

## **Article II: Purpose**

The purpose of the UPR-RCSE Governing Board is to advise the UPR-VPRT Office in governing the RCSE. The UPR-RCSE Governing Board will propose and develop strategies that will help focus activities to increase multi-university, multi-disciplinary and EPSCoR Research activities at UPR and the Jurisdiction. The Governing Board shall help determine which programs, federal, commonwealth or private, should be targeted to foster research growth at UPR and the Jurisdiction. These activities will lead to a pre determined metric for pre-proposal evaluation and submission, in which the RCSE will act as the Pre-and-Post award entity for these awards.

In addition to governing the RCSE, the UPR-RCSE Governing Board will help support the Puerto Rico EPSCoR State Committee. Activities will include assisting the Committee in making recommendations regarding EPSCoR infrastructure and proposals sent to EPSCoR Programs in different agencies, including the IDeA Program at NIH. The Governing Board will help the PR-EPSCoR State Committee establish metric base criteria in selecting EPSCoR Directors or Program Managers of particular EPSCoR agencies, when applicable.

## **Article III: Composition and Selection of the UPR-RCSE Governing Board**

### **Section 1: Composition of Board**

The Committee will consist of eight members, seven of which are voting members, and one an *Ex-Officio* member. The Board will have two members from the UPR-Río Piedras Campus, two from the UPR-Mayaguez Campus, one from the UPR-Medical Sciences Campus, one from the UPR-Cayey Campus and one from the UPR-Humacao Campus. The *Ex-Officio* member will be the RCSE Director.

#### **Section 1b: Selected UPR-RCSE Governing Board Members for YR 2014-2017**

1. Dr. Alberto Sabat, Biology / Río Piedras Campus
2. Dr. Angel López, Physics / Mayaguez Campus
3. Dr. Antonio E. Alegría, Chemistry / Humacao Campus
4. Dr. Carlos A. Jiménez Rivera, Physiology / Medical Sciences
5. Dr. Guillermo Bernal, Institute for Psychological Research / Río Piedras Campus
6. Dr. Isar Godreau, Interdisciplinary Research Institute / Cayey Campus
7. Dr. Jaime Ramirez-Vick, Engineering Science & Materials / Mayaguez Campus
8. Dr. Frederick Just-Agosto, Acting Director of the RCSE / Ex-Officio Member

### **Section 2: Selection of Board Members**

The UPR-RCSE Governing Board should represent the interests of the UPR campuses that are active in research. The RCSE Director and/or Chancellors from the 11 UPR campuses, in consultation with the research community, can nominate possible UPR-RCSE Governing Board members. Selection will be performed by evaluation and approval from the UPR-VPRT office. To ensure continuity, three of the Board members will have a three-year term, and four, a four-year term. Newly appointed members will have four-year tenure. Renewal of active appointed members in the UPR-RCSE Governing Board must be approved by the UPR-VPRT office. The RCSE Director will serve a five-year term upon appointment from the UPR-VPRT Office. If properly justified and approved by the UPR-RCSE Governing Board and the UPR-VPRT Office, the five-year term can be renewed only once.

### **Section 3: UPR-RCSE Governing Board Officers**

The UPR-RCSE Governing Board shall elect a Chair and Co-Chair who will serve a two-year term. Should a Chair resign or be unable to complete a regular term, the Committee, with a majority vote of its members will appoint a Chair to complete the term. The Chair shall preside all Board meetings and shall perform other duties as prescribed by the Bylaws of the UPR-RCSE Governing Board, and shall be an *Ex-Officio* member of all Sub-Committees. The Chair shall attend all meetings of the Board and assure the maintenance of the proceedings, as well as books, documents, and papers. In absence of the Chair, the Co-Chair shall preside.

## **Section 4: Sub-Committees**

At its discretion, the UPR-RCSE Governing Board may constitute and appoint Sub-Committees from among its members to perform such duties and functions as deemed appropriate. To create a Sub-Committee, the Governing Board must provide a specific statement of purpose. Each member of every Sub-Committee shall serve in that role as determined by the UPR-RCSE Governing Board. The UPR-RCSE Governing Board shall appoint one member of each Sub-Committee as its Chairperson. A majority of the whole Sub-Committee shall constitute a quorum.

## **Article IV: Meetings**

### **Section 1: Time**

The UPR-RCSE Governing Board shall have four ordinary meetings per year (Quarterly Meetings). One meeting will be in conjunction with the UPR Vice President of Research and Technology. One meeting shall be a planning/working session to set the UPR-RCSE Governing Board agenda-work-plan for the year. The Chair of the Board shall call extraordinary meetings, in coordination with the RCSE Director, as necessary or at the request of at least one-third of committee members. The agenda and topics to be discussed / addressed will be specified for each extraordinary meeting. Attendance at all meetings can be either in person or via video or teleconference. All attendees will be considered in determining quorum. Meetings should not last more than four hours, but should be fully engaged.

### **Section 2: Notice**

Written notices of each regular meeting shall be given to the UPR-RCSE Governing Board members at least 14 calendar days in advance, but not more than 30 calendar days prior to each meeting. The Chair shall have the meeting notice, agenda, and other materials as required for distribution. Extraordinary meetings require a two-day notice accompanied with an agenda.

### **Section 3: Quorum**

One half-plus-one of the membership shall constitute a quorum for the transaction of business.

When a meeting is called and there is no quorum or if members leave a meeting and quorum is lost, the members that are present may discuss the topics in the agenda, and make motions on matters for which a decision is required. The Chair shall submit the motions of the members of the Board that are present to all members of the Board at the next meeting or by referendum, to attain a vote of support or objection.

Sub-Committee recommendations must be approved by a half-plus-one majority vote of the Governing Board at a meeting where a quorum is present, which constitutes half-plus- one of the total number of members of the Governing Board.

#### **Section 4: Voting**

A simple majority vote (half-plus-one) of those attending shall be necessary for the UPR-RCSE Governing Board or its Sub-Committees to approve an action.

#### **Section 5: Minutes**

A member of the UPR-RCSE Governing Board or assigned assistant shall take minutes of each meeting from the RCSE. Following approval by a majority of the UPR-RCSE Governing Board, or its Sub-Committees, the minutes will serve as the official record or one of its Sub-Committees official records of actions. The UPR-RCSE Governing Board will maintain a copy of the minutes of the meeting at the VPRT.

### **Article V: Amendments to Bylaws**

Bylaws may be altered, amended, or repealed and new Bylaws adopted by two-thirds of all UPR-RCSE Governing Board members at an extraordinary meeting called exclusively for that purpose.

### **Article VI: Reporting**

One meeting will be conducted in conjunction with the VPRT. At that meeting, the UPR-RCSE Governing Board will receive the Annual Report from the RCSE Director.

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