

# Institute for Policy, Ethics, and Culture Charter and Bylaws

**Adopted: May 15, 2023**

1. **Mission.** The Institute for Policy, Ethics, and Culture (IPEC) pursues scholarly engagement to address the massive changes and disruptive forces driven by emergent technologies. By bringing ethics and culture inãto the center of inquiry vis-a-vis policy implications, IPEC creates collaborative scholarly and research opportunities for its members in order to investigate techno-socio-cultural issues.
2. **Description of Proposed Activities.** IPEC brings together a diversity of knowledge holders—faculty, postdoctoral scholars, graduate students, and staff—to collaborate on and engage in research and scholarship that responds to the emerging techno-social environment. The Institute supports its members through activities, such as, but not limited to, identifying funding opportunities, helping researchers develop externally funded research proposals, assisting in the creation and management of multiple investigator proposals and project teams, assisting with post-award project management and compliance, providing seed funding to support research development, supporting research activities with awards, and providing opportunities to promote collaboration internally and externally.
3. **Governance Structure and Management.**
  - 3.1. **General Membership.** Membership in the Institute is open to all faculty, staff, postdoctoral associates, graduate students, and adjunct faculty participating in research and graduate education. Potential members will submit a membership application to be reviewed by the Institute Director, Associate Director, and the Executive Committee for membership suitability. Members have access to proposal development support as well as marketing for their research, scholarship, and creative activity. Members can apply for internal funding opportunities, grant development and post-award management if engaging in grant submission through IPEC. General Members remain with a non-voting status with regards to IPEC business. All Members are encouraged to attend at least one annual meeting as well as to contribute to the research and scholarship of the Institute. Members are seen as advocates for IPEC to the larger MTU community.
  - 3.2. **Executive Committee.** The Executive Committee as the voting body consists of the Research Leaders and includes the Institute Director and Associate Director. Other Executive Committee Members must be nominated to join the committee, and the current committee shall vote on the appointment. The total number of Executive Committee Members shall not exceed nine. Executive Committee

Members should demonstrate and maintain appropriate expertise in the pertinent areas of inquiry. Executive Committee Members serve a three year term, which can be renewed by the Director. The Executive Committee will meet once per semester or as needed to address urgent issues, including but not limited to budget approval, strategic plan development and approval, annual report approval, and charter revisions

- 3.3. Research Leaders.** Research Leaders organize working groups in their designated research areas, facilitate seed grant distribution, and pursue externally funded grants. Research Leaders are responsible for developing, supporting, and promoting scholarship in their area as well as engaging with the general membership on projects. They are appointed by the Director in consultation with the Associate Director and the Executive Committee.
- 3.4. Director.** The Director will provide general oversight of the Institute. The Director must be a voting member. The Director will serve a four-year renewable term. Should a Director not be able to continue in their role, the Associate Director will act as interim Director and an election process will be initiated by the Executive Committee in collaboration with the Vice President for Research.
  - 3.4.1. Director Responsibilities.** The Director is responsible for meeting the requirements and guidance for Michigan Tech Institutes and Centers as provided by the Vice President for Research Office. The IPEC Director provides leadership in initiatives supporting the mission of the Institute and is responsible for management and coordination of research areas.
    - 3.4.1.1. Specific responsibilities include:**
      - 3.4.1.1.1.** Shaping research direction and promoting overall goals of the Institute
      - 3.4.1.1.2.** Organizing regular Institute activities and meetings
      - 3.4.1.1.3.** Facilitating interdisciplinary collaborations
      - 3.4.1.1.4.** Managing operational duties within the Institute
      - 3.4.1.1.5.** Coordinating internal and external communications
      - 3.4.1.1.6.** Supervising Institute staff
      - 3.4.1.1.7.** Administrating the Institute's financial accounts
      - 3.4.1.1.8.** Preparing and submitting annual report
- 3.5. Associate Director.** The Associate Director will be appointed by the Director and will serve a four-year renewable term.
  - 3.5.1. Associate Director Responsibilities.** The Associate Director will assist the Director in the management of the Institute. Primary responsibilities include corporate and foundation relations.

**3.5.1.1. Specific responsibilities include:**

- 3.5.1.1.1.** Assisting the Director in fulfilling responsibilities
- 3.5.1.1.2.** Cultivating corporate partnerships
- 3.5.1.1.3.** Seeking foundation funding
- 3.5.1.1.4.** Coordinating research clusters
- 3.5.1.1.5.** Supervising Institute staff
- 3.5.1.1.6.** Coordinating internal and external communications

**3.6. Staff.** Staff may be hired using Institute funds to support Institute mission and goals. Positions will be approved by the Executive Committee. The Director and Associate Director will have supervisory authority over all staff. A hiring committee of a minimum of three Executive Committee Members will be formed by self-nomination.

**3.7. Committees.** The Executive Committee or Director may appoint such committees as deemed proper and may prescribe the functions, duties, duration, and terms of membership of such committees. All committees must have a lead individual who is an Executive Committee Member.

**3.8. Financial Management and Resource Allocation.** The Institute is funded through the receipt of Internal Research and Development (IRAD) funding provided by MTU in proportion to the total F&A charged on funded projects submitted through the Institute. The IRAD distribution amount is governed by the MTU policy and has historically ranged between 15.5% and 20%. The Executive Committee will collectively decide how to distribute resources among its programs and activities at the first meeting of each semester of the academic year. Priorities for the distribution will ideally be decided by consensus, but a simple majority vote will be used to make decisions. Research Leaders have the responsibility for making proposals for the distribution of resources through the meeting agenda and planning activities in advance so that all voting members have a voice in the distribution of resources. The Director shall have signing and spending authority consistent with the direction provided by the Executive Committee.

The Director will provide an updated summary of the IPEC finances at the beginning of each financial quarter.

**3.9. Meetings.** IPEC should hold at least two meetings each academic year (one per semester) that are open to all Members. Additional meetings can be held on an as needed basis. The Director will distribute an agenda at the beginning of each meeting, and meetings will follow the agenda as amended by the Members at the beginning of each meeting. Minutes will be taken by a designated attendee and they will be distributed to Members within two weeks following each meeting.

**3.10. Voting.** Voting shall take place electronically or in meetings of the whole where a quorum has been reached. A quorum will consist of 50%+1 of the Executive

Committee Members. Voting via electronic ballot requires a notice to all members, a 50%+1 response rate of the Executive Committee, and should follow an opportunity for discussion. All voting matters shall pass with a majority of votes. Those communications will be recorded in the minutes. Voting is administered by the Institute Manager who will act as the Election Officer. Issues voted on include, but are not limited to, budget, founding documents/bylaws, election of Executive Committee Members, and large scope funding decisions.

4. **Annual Report and Renewal.** The Director will work with the Associate Director to prepare and submit an annual report to the Members and the Vice President for Research or appropriate entity as required. The annual report will summarize the activities of the Institute for the year previous, including financials, progress on goals, future plans, and other topics as required by the Vice President for Research. The Institute is authorized according to MTU policy. At the end of the term, the Director, in consultation with the Executive Committee, will seek renewal every five years following the Vice President for Research Office guidelines.
5. **Amendments and Modifications to Bylaws.** The Executive Committee shall modify the Charter and Bylaws as a critical decision by following the voting procedures outlined above.