

## **Tisch College Community Research Center at Tufts**

### **By Laws**

Revised and approved by a vote of 15-0-1, May, 2015

#### **ARTICLE I – Name**

The name of this group shall be the Tisch College Community Research Center at Tufts (TCRC).

#### **ARTICLE II – Organization, Purpose, and Mission**

TCRC seeks to expand and develop civically engaged research across all the campuses and departments at Tufts through research partnerships between community-based organizations and faculty, students and staff of the university. Innovative approaches to community research are encouraged, including, but not limited to, community-based participatory research. Critically, such partnerships should be equitable, fair and mutually beneficial. Accordingly, TCRC seeks to operate in a fashion that models such a relationship.

TCRC places an emphasis on projects in Tufts' host communities and supports research in community settings elsewhere in the Boston area, across the US and internationally. The goal is for TCRC to become a dynamic, productive part of the university that brings one of the greatest strengths of the university, its research capacity, to bear on the problems faced by communities. In doing so, we also bring together two of the strategic goals at Tufts, civic engagement and research. We also hope to contribute to addressing issues of social and economic injustice. TCRC will exist within the Jonathan M. Tisch College of Citizenship and Public Service.

#### **ARTICLE III – Membership**

Section 1. Director – A Nominating Committee headed by the current Director and three additional Steering Committee members including 2 from the community shall bring nominations to the Steering Committee. Any member of the Steering Committee may bring a nomination to this committee. The Director shall be approved and elected by a 2/3 vote of the Steering Committee, subject to approval by the Dean of Tisch College so long as Tisch provides substantial financial support for the center. The director is reappointed every three years or as needed to fill a vacancy by a 2/3 vote of the Steering Committee. The director will report to the dean of Tisch College.

Section 2. Steering Committee –The Steering Committee appointed by the Director as of November 1, 2007, shall be the Founding Steering Committee. Half of its members, chosen by lottery, shall be appointed for one year terms, and half for two year terms. All subsequent terms shall be for two years. Members whose terms are expiring may be re-nominated by themselves or others and re-appointed by majority vote at the Annual Meeting (see below) immediately prior to the expiration of their terms.

Subsequently, the director and members of the Steering Committee may nominate individuals for open seats. Nominees will be accepted by a 2/3 majority vote of the Steering Committee or, in the case of more nominees than positions open, by the nominee(s) receiving the most votes. Terms will be for 2 years and will be renewable.

The Steering Committee will have not more than 8 seats reserved for Tufts faculty (minimum of 3 from each of the Boston and Medford Campuses), 10 seats for community representatives, 2 seats for Tufts

students (1 graduate, 1 undergraduate), 1 seat for a Tisch College representative, 1 seat for a Tufts Professor Emeritus and 1 seat for a Tufts administrator. Two (2) community seats will be reserved for Boston Chinatown and 2 for Somerville and 1 for Medford. A quorum shall consist of 60% of Steering Committee seats that are filled. Binding votes of the Steering Committee will require a quorum.

The Steering Committee will elect a co-chair from among its community members by 2/3 vote at a meeting with a quorum of community representatives (60%) present. The co-chair will, in conjunction with the director, set the agenda and facilitate Steering Committee meetings.

Voting – The director and all members of the Steering Committee present at Steering Committee meetings may vote. Each person present will have a single vote and there will be no provision for casting votes without being present.

Powers – The Steering Committee is a university-based academic and community decision-making body that functions by the principles of academic freedom and respect for independent thinking. The Steering Committee will establish annual work plans and objectives for the Center; monitor progress; develop and approve long-range plans as deemed appropriate by the Director and the Committee; and may have a formal role in the direction or supervision of individual projects based on specific funding or project plans that call for it to do so. It shall have additional functions specified in Article IV.

#### **ARTICLE IV – Duties of Members**

##### The Director shall:

- Direct and manage TCRC and provide leadership for the fulfillment of TCRC's mission and purpose as described in Article 2 and according to the priorities and Strategy voted by the Steering Committee.
- Propose an annual work plan for approval at the annual meeting.
- Hire and supervise TCRC staff that will also assist in the fulfillment of TCRC's mission.
- Be responsible for TCRC's budget and written annual report, subject to advisory approval by the Steering Committee.
- Co-chair the Steering Committee meetings.
- Engage in development and fundraising for TCRC and contribute to efforts of Tufts community research partnerships to seek funding for their work.
- Coordinate publicity of community collaborative research at Tufts.
- Recruit Tufts faculty and students and community representatives to participate in TCRC activities.
- Be an official spokesperson for TCRC.
- Create awareness of TCRC, both locally and nationally.

##### The Members of the Steering Committee Shall:

- Attend Steering Committee meetings. Missing 3 out of 5 consecutive meetings shall be cause for replacement.
- Vote priorities for TCRC's activities.
- Serve as a point of contact between communities and Tufts.
- Actively help implement TCRC's programs.
- Participate in community-Tufts research collaborations.

The Co-chairs of the Steering Committee, in addition to chairing meetings, shall also be official spokespersons for the Center.

#### **ARTICLE V – Meetings**

The Steering Committee will meet at least 5 times each year and alternate meetings between the Boston and Medford campuses. The fiscal year shall coincide with the fiscal year of Tufts University.

The Steering Committee may create and abolish standing or ad hoc committees comprised of a sub-set of members of the Steering Committee, for any purpose consistent with the mission and work of the center. The Steering Committee may also elect officers from within its membership in addition to the office of Chair.

#### **ARTICLE VI – Ability to Propose and Amend By Laws**

Any voting member of the Steering Committee may propose amendments to these by-laws. To be considered, amendments must be presented at a regular meeting. To take effect, amendments must be approved by a 2/3 vote of the steering committee.

#### **ARTICLE VII – Budgetary Practices**

Transparency – The Director will update the Steering Committee on the state of the budget 3 times a year, approximately at the start of the Fiscal Year, the start of the Calendar year, and then at the end of the academic year.

Conference Participation and Travel – The budget will contain a line item for funding conference participation and associated travel. Eligibility and decision-making for awards to be determined by the SC.