

## GOVERNANCE DOCUMENT

of the

### **CENTER FOR GREAT PLAINS STUDIES**

University of Nebraska-Lincoln

#### ARTICLE I. NAME

The name of this organization shall be the Center for Great Plains Studies.

#### ARTICLE II. AFFILIATION

The Center is administratively responsible to the Dean of the UNL College of Arts and Sciences but serves the entire University of Nebraska.

#### ARTICLE III. PURPOSE

The purpose of the Center will be to encourage and sponsor interdisciplinary studies, research, teaching, service, and extension activities that are directed toward exploring the biological and physical environments, the people, the institutions, the economy, and the cultures characteristic of the Great Plains and comparable regions.

#### ARTICLE IV. MEMBERSHIP

*Section 1. Fellows.* Fellows of the Center shall include scholars presently holding regular appointments at the University of Nebraska who are concerned with the past, the present, and the future of the Great Plains. Candidates for this status must be nominated by a Fellow and must present evidence of a research, teaching, or public service commitment to the Plains region. Fellows are elected upon recommendation of the Nominating Committee and by a majority of the Board of Governors.

*Section 2. Associate Fellows.* Associate Fellows of the Center shall include persons not presently holding regular appointments at the University of Nebraska who have a professional interest in the purposes and program of the Center. Candidates for election must be nominated by a Fellow. The nominator must present evidence of a research, teaching or public service commitment to the Plains region. Associate Fellows shall also include any Fellow who no longer has an appointment at the University of Nebraska and who has not provided the Director with a signed letter resigning his or her Center affiliation. Associate Fellows shall be elected in the same manner as Fellows, but they shall not have voting privileges.

*Section 3. Friends of the Center.* Friends of the Center, an auxiliary organization of persons who support the activities of the Center, shall include anyone with an interest in the purposes and programs of the Center who shall pay an annual membership fee. A member of the Board of Governors shall serve as liaison to the Friends.

## ARTICLE V. DIRECTOR

*Section 1. Appointment.* The Director of the Center shall be appointed by the Dean of the College of Arts and Sciences, with the advice of the Board of Governors and with the approval of the Board of Regents. The appointment will be consistent with University by-laws. The Director's service will be formally reviewed every five years.

*Section 2. Responsibilities.* As chief administrative officer of the Center, the Director shall have the following responsibilities:

- a. Prepare, with the approval of the Board and the Dean of the College of Arts and Sciences, an annual budget for the operation of the Center and administer the approved budget.
- b. Provide overall coordination for the various offices and programs that are under the purview of the Center.
- c. Encourage Fellows of the Center and other faculty members to undertake studies and activities that are consistent with the purposes of the Center, and, as feasible, assist in obtaining funding for these studies and activities.
- d. Prepare agenda for meetings of the Board of Governors, chair these meetings, and designate a member of the Center staff to record minutes of these meetings.
- e. Make appointments to standing and as ad hoc committees of the Center.
- f. Serve as ex officio member to all Center committees.
- g. Select staff members and evaluate their performance.
- h. Report on the activities of the Center to the Dean of the College of Arts and Sciences.
- i. Assume, upon consultation with the Board of Governors and the Dean of the College of Arts and Sciences, such other responsibilities as are consistent with the purposes of the Center.

## ARTICLE VI. BOARD OF GOVERNORS

*Section 1. Composition.* The members of the Board of Governors shall be Fellows of the Center who will be elected by Fellows for staggered three year terms of office. The Board, which shall have broad representation, shall consist of the Center Director and twelve elected Fellows. The Dean of the College of Arts and Sciences or the Dean's representative shall serve as an ex officio, non-voting member.

*Section 2. Responsibilities.* The Board of Governors provides advice to the Dean of the College of Arts and Sciences and the Director of the Center for the operation, program priorities, and budgetary matters of the Center for Great Plains Studies.

### *Section 3. Procedures for the Election of Board of Governors*

*a. Nomination:* The Nominating Committee shall submit to the Board of Governors not less than two names for each vacancy on the Board of Governors no later than the regular meeting in March.

*b. Election:* Center staff shall mail a ballot to each Center Fellow. Each ballot shall contain the names of the nominated candidates and provide for write-in candidates. Ballots shall be returned no later than April 15. The ballots shall be counted by tellers appointed by the Director. The results shall be reported to the Board of Governors at the April regular meeting and appropriately thereafter to the Fellows. A tie vote shall be resolved by chance, conducted under the supervision of the tellers and reported to the Director. New Board members shall assume their duties at the first regular meeting of the fall semester.

*c. Vacancies:* In the event that a vacancy should occur, the Board of Governors shall name a replacement to serve the unexpired portion of the term.

## ARTICLE VII. MEETINGS

### *Section 1. Board meetings.*

*a.* The Board of Governors shall normally meet at least twice each semester during the academic year. Special meetings may be called by the Director or by written request of the 5 elected members of the Board.

*b.* The Director shall prepare an agenda and circulate it at least five days in advance of each meeting. Any member of the Board may place an item on the agenda by contacting the Director. Additions to the circulated agenda shall require a vote of a majority of the members present at the meeting.

*c.* A quorum shall consist of a majority of the voting members of the Board.

*Section 2. Annual Meetings.* A meeting of the full membership of the Center shall be held annually in the spring term. The Director shall report to the membership on the Center's programs and projects and shall solicit advice from the membership.

## ARTICLE VIII. COMMITTEES

*Section 1. Standing Committees.* There shall be the following standing committees: Finance and Personnel, Curriculum, Publications, Program and Planning, Scholarship, Library, and Nominating. The members and the chairperson of each standing committee shall be appointed annually by the Director with the approval of the Board of Governors. All standing committees, except the Nominating Committee, shall consist of four members serving staggered three year terms, two of whom shall be Fellows but not be members of the Board. The Nominating Committee shall consist of five members, three of whom shall be Fellows but not members of the Board.

*Section 2. Ad Hoc Committees.* Ad Hoc Committees shall be established as deemed necessary by the Director and by the Board of Governors.

*Section 3. Responsibilities of Committees.*

*a. Finance and Personnel Committee.* It shall be the responsibility of the Finance and Personnel Committee to recommend policy for the management of Center funds; to propose strategies for securing funds, including, but not limited to, permanent state funding, grants and gifts, and contracts; to assist the Director in the development of an annual operating budget for the Center; to advise on fees and charges for Center goods and services and salaries for Center staff; to advise the Board and the Director in personnel matters.

*b. Curriculum Committee.* It shall be the responsibility of the Curriculum Committee to recommend to the Board of Governors all the undergraduate and graduate academic courses and programs sponsored by the Center. The Curriculum Committee will serve as liaison with the curriculum committees of the Center's cooperating departments, schools, and colleges.

*c. Publication Committee.* It shall be the responsibility of the Publications Committee to recommend publication policies and procedures for the Center, to evaluate publishing proposals submitted to the Center for publication under its imprint, and to recommend to the Board those materials deemed worthy of publication.

*d. Program and Planning Committee.* It shall be the responsibility of the Program and Planning Committee to advise the Director on non-curricular activities of the Center, to report annually to the Board on those activities; evaluate ongoing programs and make recommendations to the Board about their disposition; to evaluate Program proposals made to the Center and make recommendations to the Board about their disposition.

*e. Scholarship Committee.* It shall be the responsibility of the Scholarship Committee to advise the Board with respect to the establishment of any scholarships or fellowships sponsored by the Center and to make recommendations regarding awards of Center scholarships and fellowships.

*f. Library Committee.* It shall be the responsibility of the Library Committee to identify and solicit plain manuscripts and documents and to prepare Proposals leading toward such acquisitions in continuing cooperation with the Nebraska State Historical Society, the Office of the State Archivist, and the University of Nebraska Libraries and Archives. The Director shall serve as the Center's liaison to the UNL libraries.

*g. Nominating Committee.* It shall be the responsibility of the Nominating Committee to select candidates for election to the Board of Governors; the committee shall seek broad representation among participating disciplines. It shall also receive and make recommendations concerning nominations and policies regarding Fellows of the Center.

#### ARTICLE IX. PROGRAMS

The Center, through its Director and with the approval of the Board of Governors, shall create offices and programs as it deems necessary to accomplish its goals and purposes. Such subdivisions shall be responsible to the Director and shall operate within a budgetary and organizational framework approved by the Board.

#### ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Center in all cases to which they are applicable and in which they are not inconsistent with this governance document and any special rules of order the Center may adopt. Nothing in this governance document shall be construed to be in conflict with the Bylaws of the Board of Regents or the Bylaws of the University of Nebraska--Lincoln.

#### ARTICLE XI. AMENDMENT OF GOVERNANCE DOCUMENT

This governance document can be amended by a two-thirds vote of the Fellows voting by mail ballot.