

The Northwest Ohio Center of Excellence in Science and Mathematics Education Executive Board Bylaws

BYLAWS FOR the *Northwest Ohio Center of Excellence in Science and Mathematics Education*
A NOT-FOR-PROFIT ORGANIZATION

ARTICLE I ORGANIZATION

The name of the organization shall be the *Northwest Ohio Center of Excellence in Science and Mathematics Education* or *NWO*.

The Center shall be governed by these Bylaws, as amended from time to time in a manner consistent with the Memorandum of Agreement between COSMOS (Center of Excellence in Science and Mathematics Education) located at Bowling Green State University and SciMaTEC located at The University of Toledo signed on September 28, 2004.

ARTICLE II PURPOSES

The following are the purposes for which this organization has been organized.

Mission: Advancing science, technology, engineering, and mathematics (STEM) education for people of all ages.

Vision: NWO aims to advance science, technology, engineering, and mathematics (STEM) education for people of all ages. Our purpose is (a) to work with community partners to generate new knowledge about the science of teaching and learning, (b) apply this knowledge by developing the expertise of K-12 educators and higher education faculty, (c) increase understanding of and public support for the STEM subject areas, and (d) to stimulate the interest of young people, especially those in underrepresented groups, in these rewarding fields of study and career opportunities.

Goals: Together, NWO activities help us attain the following goals:

1. Recruit and retain students and faculty into STEM and STEM education disciplines.
2. Develop the expertise of pre-service and in-service teachers through research-based professional development framed by investigative STEM teaching and learning.
3. Conduct and communicate collaborative research on how people best teach and learn STEM and on the barriers and enablers related to current reform efforts.
4. Develop and sustain a regional collaborative alliance including university, school, and community partners through a shared vision and collaborative spirit for tackling current STEM education issues.
5. Increase the leadership capacity for STEM education in northwest Ohio.

*Yearly modifications of these goals are expected in order to tackle current issues. Yearly goals are identified in each fiscal year's scope of work.

ARTICLE III EXECUTIVE BOARD MEMBERSHIP

The Executive Board, consisting of no more than 13 members including the Chair of the Board plus the Principal Investigator of any NWO Initiative grants, shall manage the business of this organization. The Chair of the Board will rotate every three (3) years beginning with the COSMOS Director who took office in July 2006. A year is defined as

beginning in the fall and ending the following fall (i.e., Fall 2006 to Fall 2007 = 1 year of service). After three years, the SciMaTEC Director will take over as Chair of the Board beginning with the fall meeting of 2009. This rotation process will continue for the existence of NWO. If there is no acting director for COSMOS or SciMaTEC, the NWO Executive Board will vote on a Chair of the Board for the next rotation.

The first Executive Board for NWO was proposed jointly by the COSMOS and SciMaTEC Directors (currently Jodi J. Haney and Emilio Duran). Executive Board Members will serve two (2) year terms, with the first Board Members beginning their term in the fall of 2006. Membership may be renewed, but is not guaranteed. Nominations for new Board Members may come from any existing Board Member and all nominees will be contacted by the NWO Chair, and upon accepting the nomination, the nomination will be submitted to the Board and approved by a 75% majority of the voting members of the Executive Board Members.

At all times, no one organization shall have more than two (2) members serving on the NWO Executive Board. There shall be an equitable representation from higher education, school, business, and community partners. Equity in representation is determined by the degree of fiscal and human resources dedicated to the mission, vision, and operations of NWO.

For a current list of NWO Executive Board members, please reference the NWO Executive Board Directory.

The Executive Board shall have the oversight of the affairs and business of NWO.

The Executive Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary. These changes must be approved by a 75% majority of the voting members of the Executive Board Members. If approved, the change will be added to the Bylaws.

Vacancies on the Executive Board will be filled following the procedures used to appoint new members.

ARTICLE IV POWER AND DUTIES OF THE EXECUTIVE BOARD MEMBERS

The NWO Executive Board Members shall:

- (1) Attend all meetings of the Executive Board.
- (2) Participate in all voting actions of the Executive Board either in person or via proxy using the established voting procedures as laid out in the Executive Board Bylaws Article V.
- (3) Serve on sub-committees as deemed necessary by the Executive Board.
- (4) Serve in an advisory capacity to the Center Directors.
- (5) Receive and review reports from committees and make recommendations to the Center Directors.
- (6) Promote the mission, vision, goals, and programs of NWO.
- (7) Serve as a liaison and recruiter between NWO and the organization they represent.

ARTICLE V VOTING

At all Board meetings votes will be cast via e-mail within ten (10) business days of the meeting. Votes must be sent to the Chair of the Board and all Board Members must be copied on this e-mail. The Chair will count the votes at the end of the ten (10) business days and announce the voting results to the entire Board via e-mail.

In order for a vote to pass, a 75% majority of the voting members of the Executive Board must vote in favor of the item. (See Article VIII regarding voting regulations for amendments to the Bylaws.)

A Board Member may vote by proxy, only if he/she notifies the Chair in writing via e-mail at least two (2) business days prior to the meeting. Once a proxy is selected and the Chair is notified, the proxy will serve as the voting member of the Board until all voting has been completed following the Board meeting. A proxy cannot be an already existing Member of the Board.

During the spring meeting, the Board will vote on the proposed budget for the next fiscal year. A 75% majority of the voting members of the Board must vote to approve the budget in order for the vote to pass. If the budget does not pass, the NWO Center Director will propose a new budget within ten (10) business days following the meeting. At that time, the NWO Center Director will e-mail the new budget to the entire Board for voting. All Board Members must follow the standard voting procedures for this vote. This process will continue until a budget is approved. All budgets will include enough detail to provide evidence of the scope of work to be completed. Sub-contract awards will be proposed and approved following the same budget proposal and voting procedures. All proposed budget activities should support the NWO mission, vision, and one or more goals. All individuals proposing budgets should present the budget request at the spring Executive Board meeting.

ARTICLE VI ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes of the preceding meeting
3. Approval of Minutes from previous meeting (motion and second needed)
4. Reports of Committees (only if committees were established and met since the last meeting)
5. Old and Unfinished Business
6. New Business
7. Open Forum to foster collaboration
8. Adjournment (motion and second needed)

ARTICLE VII COMMITTEES

There are no standing committees for this organization. However, if a need arises for a committee to be formed, the Chair of the Board will create the committee and appoint members to serve on the committee. The committee will remain active until the Chair determines it is no longer needed. At this time it will be disbanded.

Non-board members may serve on sub-committees, which allows them to attend and present at executive board meetings, but they do not have voting rights.

ARTICLE VIII AMENDMENTS

These Bylaws may be altered, amended, repealed, or added to by an affirmative vote of not less than an 85% majority of the voting members.

ARTICLE IX MEETINGS

The NWO Executive Board shall meet at least two (2) times a year. The time and format for these meetings are:

- Fall Executive Board Meeting—Held on the last Friday in September from 12:30 PM to 3:00 PM and shall focus on the following items:
 - (1) Review of the previous fiscal year budget and corresponding activities.
 - (2) Presentation by COSMOS and SciMaTEC Directors regarding new activity plans for the current year.
 - (3) Presentation and voting of the Executive Summary of the NWO Annual Report for the preceding year.
 - (4) Open forum to foster collaboration among partners.
- Spring Executive Board Meeting—Held on the third Friday in May from 12:30 PM to 3:00 PM and shall focus on the following items:
 - (1) Presentation of current NWO year in review.
 - (2) Review and vote on the proposed budget and corresponding activities for the upcoming fiscal year.
 - (3) Open forum to foster collaboration among partners.

ARTICLE X NWO PARTNERS AND COLLABORATIVE EFFORTS

The unified mission of NWO is: advancing science, technology, engineering, and mathematics (STEM) education for people of all ages. In order to complete this mission, NWO creates and sustains authentic partnerships among institutions of higher education, schools, businesses, and other community agencies. There are varying levels of partnership within NWO; at minimum, a NWO partner will:

- Support the mission, vision, and goals of NWO.
- Participate in NWO sponsored activities.
- Help recruit participants and other partners into NWO.
- List or link the NWO website on the partner website and list NWO as a partner on other publications as space and logic allows.
- Sign a partnership agreement form (attached).

In return, NWO will do the following:

- List and link the partnering organization on the NWO website partner page and list them as a partner and on other publications as space and logic allows.
- Support the partner in their outreach activities that meet the mission, vision, and goals of NWO as negotiated and outlined on the partnership agreement form (attached).

Along with the mission, vision, and goals of NWO, the Center is focused on collaborative efforts among partners. To ensure consistency of the NWO message, any collaborative grant proposal that would like to have a letter of support from NWO and be considered an NWO grant must contain the following items:

- The Center Director, or a member of the NWO Executive Board, must be listed as at least a Co-PI on the project and have at least a 5% time commitment to the project (with appropriate pay coming from grant dollars or from matching sources).
- At least three of the official NWO partners must have a significant role in the grant activities and an authenticated letter of support from all of these partners must be included in the grant proposal.
- The grant may or may not incorporate participants into at least one pre-established NWO activity (i.e., NWO Inquiry Series, NWO Symposium, Northwest Ohio Future Teachers Conference, Ohio Junior Science & Humanities Symposium, BG/UT SECO & CTM, etc.). If not, the proposal should describe ways in which NWO students, teachers, and/or partners will be able to participate in the proposed grant activities.

NOTE: Grants may be considered either an "NWO Initiative" (meaning a highly collaborative project developed by an NWO team as commissioned by the NWO Executive Board) or an "NWO Affiliated Project" (meaning a collaborative project envisioned and developed by a sub-set of NWO individuals, but still meeting the outlined requirements above). The project principle investigator should designate the status (NWO Initiative or Affiliated Project) that is requested upon submission of the materials as outlined below.

The process for determining if a grant proposal is an NWO grant is as follows:

- (1) The abstract, draft budget, authenticated letters of support from NWO partners, and rationale explaining why the principal investigator is requesting an "NWO grant status" (specifically NWO Initiative or Affiliated Project status) must be sent to the Executive Board Chair three (3) weeks prior to the submission deadline for the grant (i.e., the Chair must have the documents at least fifteen [15] business days before the deadline).
- (2) The Chair will send the submitted materials to the entire Board for a vote.
- (3) The Executive Board will have ten (10) business days to vote (following standard voting procedures established in Article V) on whether the grant should be considered an NWO grant (Initiative or Affiliated Project).
- (4) If the Board votes to approve the grant as an NWO Initiative, then the full proposal must be sent to the Center Director at least one (1) week prior to the submission deadline (i.e., the Center Director must have the documents at least five [5] business days before the deadline).

- (5) The Center Director will then write and return one of two letters either in support of the grant as an NWO Initiative or Affiliated Project (submitted to the PI and copied to all Executive Board Members) or a letter explaining the rejection of this proposal as an NWO grant (submitted to the PI and copied to all Executive Board Members).
- (6) Upon acceptance of the proposal as an NWO Initiative or Affiliated Project, NWO has the right to include the NWO grant submission and/or award in the annual reports and other public relations presentations, documents, press releases, etc.

NOTE: If the grant release to deadline time frame does not allow for the timeline outlined above, every attempt will be made by the NWO Executive Board Chair and Members to move through this process prior to grant deadline. However, there are no guarantees that NWO grant status can be provided in the adjusted time frame.