

South Carolina Space Grant Consortium Bylaws

Table of Contents

<i>Mission Statement.....</i>	<i>2</i>
<i>South Carolina Space Grant Consortium Goals.....</i>	<i>2</i>
<i>Membership Requirements</i>	<i>2</i>
<i>Academic Membership Privileges.....</i>	<i>4</i>
<i>South Carolina Space Grant Campus Directors.....</i>	<i>5</i>
<i>State Director.....</i>	<i>7</i>
<i>Executive Board of the South Carolina Space Grant Consortium.....</i>	<i>7</i>
<i>Educational and Non-Educational Partners.....</i>	<i>8</i>

South Carolina Space Grant Consortium Bylaws*

Mission Statement

The consortium exists to implement the National Space Grant Act of 1988 in South Carolina. Within the larger context of national science and technology initiatives, we promote activity in research, education, and public service related to the overall NASA mission.

South Carolina Space Grant Consortium Goals

The Consortium fulfills six goals to achieve its mission statement. All of the South Carolina Space Grant Consortium (SGSGC) research, education, and public outreach programs address and fulfill one or more of the goals listed below.

- GOAL 1. To increase access, understanding, development, and utilization of resources in NASA's four main areas: aeronautics, exploration systems, science (Earth and space), and space operations.
- GOAL 2. To encourage cooperative programs among South Carolina colleges and universities, state organizations, business and industry, and pre-college interests.
- GOAL 3. To enhance interdisciplinary research, education and public service activities in South Carolina.
- GOAL 4. To recruit and train students, educators, and professionals, especially women and underrepresented groups in South Carolina.
- GOAL 5. To promote a strong science, technology, engineering and mathematics base throughout all levels of South Carolina education.
- GOAL 6. To facilitate statewide communication of NASA opportunities and programs within South Carolina.

Membership Requirements

1. Geographic requirements

Membership is open to all South Carolina and Virgin Islands Institutions of Higher Education that are interested in NASA-related research and education.

2. Cost-Share

SCSGC is required to include one-one cost-sharing as a part of our program as directed by the original Space Grant Charter. Thus, each funded award (e.g., faculty, student, internship) to each member institution shall reflect cost-sharing.

3. Membership Dues

All member Institutions of Higher Education are required to pay annual dues to maintain their membership in the SCSGC. These dues support communication and outreach activities at the National level in support of SCSGC. The Executive Board (see section Executive Board of the South Carolina Space Grant Consortium) shall establish the annual dues for the Consortium and the deadline for payment. Currently dues are set at the rate of \$300/year. Annual membership dues shall be paid by December 1st each year. Any member Institution in arrears in the payment of dues by more than three months shall forfeit all membership privileges. Upon payment of current dues, a member Institution may be reinstated.

4. Current Members

As of 2012, there are 15 academic members of the South Carolina Space Grant Consortium: Benedict College, Claflin University, Clemson University, Coastal Carolina University, College of Charleston (lead institution), Francis Marion University, Furman University, Lander University, Medical University of South Carolina, Presbyterian College, South Carolina State University, University of South Carolina, The Citadel, The University of the Virgin Islands, and Wofford College. All are in good standing.

5. Adding New SCSGC Members:

Any institution of Higher Education in South Carolina or the Virgin Islands can petition the Director of the Consortium for membership. The institution petitioning for membership shall provide the following three (3) items to the State Director:

- 1) Information about STEM endeavors at their institution,
- 2) Information about and current and previous NASA funding,
- 3) A letter of commitment from the President of their institution, including an agreement to pay the annual membership dues.

Upon receipt of the above information, it will be shared with the member campus directors for their review and consideration. A petitioning institution must receive a majority vote from the Consortium campus directors to become a member of the Consortium. Any new member will have 90 days to pay their dues.

6. Removal of SCSG Consortium Member Institutions

Any member institution may withdraw from membership by submitting its intentions in writing 30 days in advance of such termination to the State Director.

In addition, an institution may be removed or suspended for failure to participate in Consortium activities, including, but not limited to: 1) responding in a timely manner to requests for information and data calls from the lead institution; 2) failure to report campus activities; 3) meeting review deadlines; 4) attending bi-annual meetings; and 5) misappropriation of consortium funds.

Prior to removal, the State Director must first contact the relevant Campus Director with a list of concerns and possible remedies. Should the Campus Director be non-responsive, the State Director may recommend to the Consortium Campus Directors that the institution receive a warning or that an institution be removed. After receiving one warning and discussing the issue(s) with the relevant Campus Director, the State Director may call for removal either of the Campus Director or suspension and probation of the institution.

If an institution is suspended and/or placed on probation, they will be ineligible for SCSGC funding and participation in SCSGC programs. The Campus Directors may vote to remove or suspend an institution from the Consortium with a two thirds (2/3) vote. If suspended, the institution will have up to one year to designate a new Campus Director and request reinstatement. Failure to do so within a year will result in removal from the Consortium.

Academic Membership Privileges

1. Academic Affiliates are eligible for participation in all Consortium programs, including the NASA EPSCoR program. Specifically, faculty may submit proposals to the yearly SCSGC REAP (Research and Education Awards Program) or to the NASA EPSCoR RGP (Research Grant

Program). Students may submit proposals for SCSGC scholarship, fellowship, and assistantship awards.

2. Students and faculty at SCSGC institutions of higher education and informal educators at SCSGC educational partners may apply for internships to work on relevant projects at their home institution, a NASA facility, or other consortium institutions, as funding and programs permit. These students, faculty, and educators are eligible to request support from their Campus Director or from the State Director's office.

3. The SCSGC funds are awarded on a competitive basis, in open competition, between all members of the Consortium.

4. The SCSGC website will contain direct-links to all Academic Affiliate institution websites, as well as all educational and non-educational partners. In addition, each Campus Director, acting as their respective Institution's representative for SCSGC will be listed on the main Space Grant website with appropriate contact information. Any projects funded by South Carolina Space Grant Consortium, in whole or in part, will include project description pages located on or linked to the main SCSGC page.

South Carolina Space Grant Campus Directors

Designation: For each Academic member institution, the institution's President or their representative, in consultation with the State Director, will designate a Campus Director for their institution. The Campus Director will act as the primary point of contact for the dissemination of NASA resources and Space Grant funding opportunities to the faculty and students at their institution, as well as to educators and the general public in their respective region.

Role of the Campus Director

- 1) The Campus Director will represent the academic member institution on the SCSG Consortium Executive Board. Each campus director will have one vote in all decisions regarding our Consortium, membership, funding and awards.

- 2) A Campus Director is required to dedicate 5 to 10% of their time to SC Space Grant activities. This time is uncompensated, but may be used as part of the cost-share requirements for the NASA grant to South Carolina.
- 3) The Campus Director will advertise research and scholarship opportunities and encourage students and faculty members on their campuses to apply for these grants and scholarships. The Campus Director will attempt to recruit members from underrepresented communities to apply for SCSGC support. Should a campus director fail to carry out these duties, a warning and discussion and further suspension from the Consortium may occur (see Removal of Consortium Member Institutions).
- 4) The Campus Director will be an active participant in the SCSGC review process for faculty and student award programs funded by SCSGC. Program and Project reviews shall be executed and returned on time. Campus Directors are prohibited from sharing the proposal contents outside of the Executive Committee, without express written permission from the State Director. At times, it may be necessary to use External Reviewers; these will be pulled from outside the state to ensure impartiality.
- 5) Each Campus Director will be recused from reviewing their own institution's proposals – both for faculty and students. This includes, but is not limited to, the REAP, Palmetto Academy, all student awards, internship awards, and travel awards.
- 6) Each Campus Director will receive campus management funds from the overall consortium budget. These funds may be used to offset office and travel expenses. Remaining funds can be used at the Campus Director's discretion to support NASA-related activities including, but not limited to, faculty and student opportunities, public lectures, and outreach events. Each Campus Director must report use of these funds to the State Director's office each year.
- 7) The Campus Director will be responsible for submitting an annual campus budget, reporting of all their campus expenditures and NASA-related activities to the state Space Grant Director's office. This information will be used to produce the SCSGC's annual report to NASA Headquarters. If a Campus Director fails to contribute a portion of their time to reporting activities, such as, but not limited to; requests for information/data from the

State Space Grant office, obtaining dues, etc., a warning and discussion and further suspension from the Consortium may occur (see Removal of Consortium Member Institutions).

State Director

Any member institution may nominate someone for the SCSG Director position. Each nominee must have three letters of recommendation outside of the SCSGC. The South Carolina Space Grant Consortium Executive Board, as well as one Space Grant Director, outside the state, appoints the State Director. To be approved, the State Director must also have the approval of the NASA Space Grant program office. The State Director may be removed from office with a simple majority vote of the Executive Board in between 5-year funding cycles, and with approval from the NASA Space Grant Program Office at NASA Headquarters

Lead Institution: Lead Institution of the SCSGC shall be located where the State Director is resident.

State Director shall exercise the following responsibilities:

1. Implement the goals and objectives of the Consortium;
2. Develop and administer the annual budget per the Consortium Agreement with NASA;
3. Administer the statewide programs of the South Carolina Space Grant Consortium including NASA EPSCoR;
4. Hire, direct, and supervise statewide Consortium staff;
5. Call meetings for the Executive Board;
6. Serve as the Consortium's Chief Executive Officer, spokesperson, and public relations officer;
7. Appoint committees as needed to assist Consortium programs;
8. Fulfill NASA's reporting requirements;
9. Develop new Space Grant Proposals and renewal of agreements;
10. Represent South Carolina at the National Council of Space Grant Directors Meetings, Regional Space Grant Meetings and other National meetings as relate to SCSGC activities.

Executive Board of the South Carolina Space Grant Consortium

Membership: The Executive Board shall be comprised of representatives from each of the Academic member institutions, the Statewide Director, Educational and Non-educational

Partners. Each member institution has a single vote. Partners do not have voting privileges, but do help plan and strategize the direction of the Consortium as it relates to NASA's Vision and Education Framework.

Meetings: The Executive Board must meet a minimum of once a year. The State Director or any campus director may call an Executive Board meeting.

Quorum: A quorum exists when 51% of the representatives from the member campuses and the state director are in attendance. Currently, with 15 members, a quorum will be 8 plus the State Director.

Voting: Each member institution has one vote. Neither the State Director nor educational and non-educational partners have a vote. All matters requiring the Board's approval shall be agreed upon by a 2/3 vote of those present and voting

Some of the Executive Board's Responsibilities:

1. Appoint the State Director;
2. Develop short and long-term planning and goals;
3. Adopt the annual budget per Consortium agreement;
4. Approve program expenditures for scholarships and research awards;
5. Approve guidelines for all scholarship and grant applications;
6. Review Consortium expenditures;
7. Approve the addition of new members to the Consortium.

Educational and Non-Educational Partners

Educational and non-educational partners shall be established through an application process. Each interested party shall submit a written request from the company, agency, or institution's management. All partner proposals must be approved by a majority vote of the Executive Board.

1. SCSGC educational and non-educational partners may designate a representative to attend and participate in SCSGC meetings.

2. SCSGC educational and non-educational partners do not have voting privileges, but may assist with reviews as relevant and applicable.
3. SCSGC Partners shall assist and join in cooperative programs to enhance NASA-related STEM education in the South Carolina and to create a research infrastructure between business, government, and educational institutions for the state.

Educational partners are formal education communities, such as K-12 educators, community and technical colleges, subsets of larger 4-year institutions, etc., as well as informal education communities, such as museums, science centers, planetariums, who are interested in sharing and / or promoting NASA-related STEM to their students, faculty, and staff.

Non-educational partners are government organizations, industry, and non-profit organizations with an interest in NASA research areas.

Educational partners do not directly receive support funding from the SC Space Grant Consortium; however they are eligible to apply for specific funding opportunities where applicable (e.g., scholarships, fellowships or research awards designated for formal or informal education communities).

The South Carolina Space Grant Consortium will work directly with non-educational partners on possible STEM opportunities for faculty and students within the Consortium, at their organization. Possible opportunities may include internships, professional development, etc. Where applicable, joint funding between a Consortium Member and partner may occur, provided it supports the goals of SCSGC.

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