

# **Intercollegiate Biomathematics Alliance for Scholarship, Teaching and Advanced Research Development Bylaws**

## **Article I - Name and Purpose**

The name of this organization shall be the Intercollegiate Biomathematics Alliance for Scholarship, Teaching and Advanced Research Development (IBA). The purposes of the IBA shall be to promote the biomathematical sciences, especially at the collegiate level, by carrying out the mission and the vision of IBA as articulated below:

- The IBA's **vision** is to be a diverse multi-institutional consortium that sponsors synergistic activities of biomathematics researchers, educators, and students in order to promote educational and research opportunities.
- The IBA's **mission** is to provide a platform expanding access to a diverse network of scholars and resources at the interface of biology, mathematics, and computational science to enhance research and education opportunities for researchers, educators and students.

## **Article II – IBA Membership**

1. The membership of the IBA shall be comprised of the faculty and the students of the institutional members. Membership categories shall include:
  - a) Research Mentors as nominated by the Board of Directors and approved by the Director.
  - b) Research Associates as nominated by the Board of Directors and approved by the Director.
  - c) Student Associates as determined by their research involvement within the IBA organization and approved by the Director.

Exceptions to membership requirements can be made by the Director at the request of the member involved or at the advice of the simple majority of the Board of Directors.

2. Membership is maintained by payment of the membership dues and other terms and conditions outlined in the Consortium Partnership Agreement.

## **Article III - Responsibilities of the Executive Director**

1. The IBA Executive Director appointed by Illinois State University shall be responsible for overseeing and managing IBA activities and funds and coordinating with the IBA Board of Directors.
2. The Executive Director shall be responsible for the following duties with respect to the IBA:

- a. Day to day operations of the IBA
- b. Reporting financial, academic, and administrative management of IBA  
Recruiting institutional or individual members within IBA goals
- c. Scheduling, announcing, and organizing the annual meetings
- d. Appointing the Board of Directors members
- e. Approving Research Mentors and Research Associates nominated by the Board of Directors.
- f. Supervising staff performing IBA related business. Appointing ad-hoc committees to study matters of interest.
- g. Appointing Standing Committees or Task Forces related to IBA operations.

#### **Article IV - Responsibilities of the IBA Board of Directors**

1. The Board of Directors shall be comprised of up to five (5) members nominated by the Executive Director to serve terms of three years. Each Board Member must be an institutional member of the IBA. The Executive Director shall serve as an *ex-officio* member of the Board.
2. The Board of Directors shall elect a Chair from its membership. The Chair shall serve for a period of one year.
3. The Board of Directors shall elect a Secretary from its membership. The Secretary shall serve for a period of one year.
4. Elections shall be held during the first Board meeting of each calendar year.
5. The Board of Directors shall be responsible for the following duties with respect to the IBA:
  - a. Providing advice to the Executive Director on all matters related to the IBA.
  - b. Nominating Research Mentors and Research Associates deemed capable of leading IBA related research projects. The qualifications of the Research Mentor nominations shall be submitted in writing to the Executive Director for consideration. The Executive Director shall not appoint a Research Mentor who has not been nominated by the Board of Directors.
  - c. Recruiting institutional or individual members within IBA goals;
  - d. Participating in IBA related research projects at an appropriate level.
6. Any Board of Directors' recommendation must be made by simple majority vote of the members present. A simple majority of the Board of Directors members shall constitute a quorum.
7. Members of the Board of Directors shall serve without compensation.

#### **Article V- Responsibilities of the Graduate Program Director**

1. The IBA Graduate Program Director is appointed by the Executive Director for a term up to three (3) years.
2. Graduate Program Director must be an institutional member of the IBA.
3. Graduate Program Director shall serve without compensation.

4. The Graduate Program Director shall be responsible for the following duties with respect to the IBA:
  - a. Day to day operations of the Graduate Program, including but not limited to, curriculum matters, student selection, enrollment, communicating with current and prospective students, communicating with IBA Institutional Graduate Program Advisors regarding course offerings, overseeing students' progress towards graduation, verifying and auditing student graduation requirements and issuing Graduate Certificates.
  - b. Promoting the IBA Graduate Program to prospective students, institutions, and faculty.
  - c. Advising the Executive Director on matters related to the Graduate Program.
5. Graduate Program Director will collaborate with the Executive Director in preserving the IBA Graduate Program related academic data consistent with the institutional requirements of the host campus.
6. Graduate Program Director shall present annual report to the board on the status of the Graduate Program during the annual meeting of the board.
7. Graduate Program Director may resign at any time by giving written notice to the Executive Director. Such resignation shall take effect at the time of receipt of the notice, or at any later time specified there

## **Article VI - Responsibilities of Membership**

1. Research Mentors shall be responsible for:
  - a. Providing expertise and project leadership for IBA related research
  - b. Participating in IBA related research activities by providing intellectual and logistical support as well as qualified students
  - c. Working to promote the goals and the betterment of the IBA.
  - d. Coordinating with the Board of Directors regarding potential IBA activities by making recommendations for the Board's consideration.
  - e. Making their research outcomes-that are supported by the IBA, financially, academically, or intellectually-including but not limited to, publications, results, intellectual property, available to all IBA members through IBA Repository.
2. Research Associates shall be responsible for:
  - a. Participating in IBA related research activities by providing intellectual and logistical support as well as qualified students
  - b. Working to promote the goals and the betterment of the IBA
  - c. Communicating potential IBA activities to the Board of Directors.
3. Student Members shall be responsible for
  - a. Providing honest and sincere intellectual and academic effort in their IBA related research endeavors.
4. Any member may resign at any time by giving written notice to the Executive Director. Such resignation shall take effect at the time of receipt of the notice, or at any later time specified therein. Any resigning Member shall remain

liable for any unpaid portion of any membership fees, assessments or charges levied before the effective date of the resignation.

5. Any Member may be suspended or expelled with or without cause by the unanimous vote of the entire Board of Directors or by the affirmative vote of two-thirds of the entire voting Membership. Suspended Members must stay current on all membership fees, assessments and charges. Expelled Members shall remain liable for any unpaid portion of any membership fees, assessments or charges levied before the effective date of the expulsion.

## **Article VII – Host Campus**

Illinois State University is the host campus through which the Executive Director, administrative and clerical staff, space, facilities and basic support are obtained, as determined by the University. Proposed actions regarding IBA activities which may impact Illinois State University personnel, other resources or normal campus operations, require prior consultation and approval by the designated University official.

## **Article VIII - Meetings**

1. Meetings shall be called by the Executive Director at a time agreed upon by the Board of Directors.
2. Notice of each meeting shall be announced by email to each Board of Directors member at a minimum of two-weeks prior to the suggested meeting date.

## **Article IX - Dues**

1. Each institutional member of the IBA shall pay annual fees as stipulated by the Consortium Partnership Agreement or other member agreement.
2. Each individual member of the IBA shall pay annual fees as determined by the Executive Director in consultation with the Board of Directors.
3. The Board of Directors, in discussion with the Executive Director may recommend a new fee structure, which then is brought forth by the Executive Director for approval to Illinois State University.

## **Article X - Amendments**

1. These Bylaws may be amended by a two-thirds majority of a quorum at any meeting of the IBA, subject to the approval of the Board of Directors.