

BYLAWS
NANOSCALE SCIENCE AND ENGINEERING CENTER (NanoSEC)
The University of Georgia
Athens, Georgia

Article I. Name and Purpose

Section 1. The name of the organization is the University of Georgia Nanoscale Science and Engineering Center (NanoSEC).

Section 2. The purpose of NanoSEC is to advance the Nanoscale Science and Engineering effort at the University of Georgia by:

(i) Bringing together researchers from all areas of science and engineering with interest and expertise in the nanotechnology area. (ii) Fostering new, interdisciplinary nanotechnology research and educational programs through regular seminars, colloquia and workshops. (iii) Serving as a credible platform for leveraging large-scale external funding initiatives for eminent scholar positions, and space and facilities for cutting edge research activities. (iv) Aiding in the acquisition and operation of major new nanotechnology infrastructure facilities and instrumentation. (v) Serving as a conduit for knowledge transfer, interactions and research collaborations with other nanotechnology-related efforts. (vi) Enhancing the UGA nanoscale science and engineering effort and its national and international visibility.

Article II. Membership

Section 1. Voting Members: The voting members shall be composed of any faculty at The University of Georgia who has been appointed by the Board of Regents to a professorial position or to a research or academic professional position who actively works to fulfill the purpose and functions of NanoSEC as described in Article I. Section 2. To maintain a voting member status, a voting member must attend an annual meeting of voting members or the NanoSEC annual workshop at least one (1) time during a three (3) year period.

Section 2. Non-voting Members: Any University of Georgia personnel not included in Article II. Section 1, and persons outside of The University of Georgia may become non-voting members if they actively work to fulfill the purpose and functions of NanoSEC as described in Article I. Section 2. To maintain a non-voting member status, a non-voting member must attend the NanoSEC annual workshop at least one (1) time during a three (3) year period.

Article III. Officers

Section 1. Director: The responsibilities of the Director shall be to coordinate all activities of NanoSEC, preside at any meeting of the Advisory Group and at all meetings of the voting members, and serve as a spokesperson for the Center. The Director will be appointed by the Vice President for Research and Associate Provost. The Vice President

for Research and Associate Provost will appoint a Nomination Committee (Article V. Section 4.) that will be responsible for proposing a slate of candidates for Director to be considered by the voting members at the annual meeting. At the annual meeting, any voting member may nominate from the floor other candidates for consideration. A vote on the slate of nominees for Director will be held by the voting members, and the results of the vote will be submitted to the Vice President for Research and Associate Provost by the Chair of the Nomination Committee. The Director is then appointed to a three year term by the Vice-President for Research and Associate Provost from this slate of nominees.

Section 2. Advisory Group: A four (4) member Advisory Group from the members of NanoSEC shall assist the Director in coordinating the activities of NanoSEC including fund raising and budgetary activities. Only two members shall rotate off this Advisory Group each year. The Nomination Committee (Article V. Section 4.) is responsible for proposing a slate of candidates for open positions on the Advisory Group to be considered by the voting members at the annual meeting. At the annual meeting, any voting member may also nominate other candidates for consideration. An election for the Advisory Group members will be held by the voting members, and the results of the election will be submitted to the Vice President for Research and Associate Provost by the Chair of the Nomination Committee. The Vice President for Research and Associate Provost shall then appoint persons to fill any open positions from this slate of nominees. Advisory Group members shall serve for a two (2) year term. During the first year the Director shall identify the two (2) members who will rotate off the Group at the end of each of the first and second years.

Article IV. Meetings

Section 1. Frequency: The voting members shall meet at least once each year. Special meetings of the voting members may be called as the need arises either by the Director or by at least three members of the Advisory Group, or by written request of at least 30% of the voting members. The Advisory Group shall meet at least once each semester and at other times as deemed necessary by the Director or by at least three members of the Advisory Group.

Section 2. Notice of Meetings: Written notice, that includes an agenda, shall be transmitted to all members at least two weeks prior to the Annual Meeting. Items may be placed on the agenda by the Director, the Advisory Group, or by petition of any five of the voting members.

Section 3. Conduct of Meetings:

A. The Director, or the Director's designee, shall preside at all meetings.

B. Conduct of business shall follow the current edition of *Roberts Rules of Order*, except as modified by vote of the voting members.

Section 4. Quorum: Thirty percent of the voting members representing at least three (3) separate academic units shall constitute a quorum. If a quorum is not obtained at a duly called meeting, another meeting shall be called and members shall be notified of the new date. At the rescheduled meeting, the business shall be transacted by members present at that time, regardless of their number.

Section 5. Voting: Voting shall be by secret ballot when requested by any member of the Center.

Article V. Committees

Section 1. Standing Committees:

A. Standing committees are established to carry out the functions and operations of NanoSEC. Standing committees shall include the Seminar, Workshop, and Nominations committees. Additional standing committees may be established by action of the voting members upon recommendation of the Director and the Advisory Group.

B. *Membership:* 1) *Number:* The membership of each standing committee shall be set by the Advisory Group and the Director, but will have no fewer than three and no more than five members. 2) *Qualifications:* All voting members are eligible to serve on each standing committee subject to the restrictions specified for certain committees. Non-voting members may also serve on standing committees if deemed appropriate by the Director and the Advisory Group.

C. *Officers:* Each standing committee shall elect from its own membership a Chair. The Chair will handle the day-to-day routine responsibilities of the committee.

D. *Subcommittees:* The Chair of each standing committee may appoint such subcommittees as needed to perform the functions of the committee.

E. *Meetings:* Each standing committee shall meet as often as necessary to perform its functions.

F. *Appointment of Committee Members:* Members of each standing committee shall be appointed by the Director after consultation with the Advisory Group. Vacancies shall be filled in the same manner. This appointment process shall take place by the end of the spring semester of each year, except that in 2002 the members of each committee shall be appointed no later than October 15.

G. *Tenure and Rotation:* Committee members shall be appointed for a period of three years with one-third of the membership appointed each year. The year shall begin July 1 and continue through the following June 30.

H. *Quorum:* A quorum for committee meetings shall consist of three (3) members.

I. *Report*: A report will be submitted to the Director at least once a year by the committee chair.

Section 2. Seminar Committee: Within the budget established by the Director and the Advisory Group, this Committee shall establish and coordinate the annual seminar program for NanoSEC.

Section 3. Workshop Committee: Within budgetary limits established by the Director and the Advisory Group, this Committee shall establish and coordinate an annual workshop for participation of the membership during the year.

Section 4. Nomination Committee: This committee shall be responsible for proposing a slate of nominees for Director (Article III. Section 1.) and for Advisory Group (Article III. Section 2.) for an election to be held at the annual meeting. The slate of nominees shall be distributed to the voting membership at least two weeks prior to the annual meeting. The Chair of the nomination committee is responsible for conducting the elections at the annual meeting and reporting to the Vice President for Research and Associate Provost

Section 5. Special Committees: The Director, after consultation with the Advisory Group, shall appoint, in addition to the Standing Committees, such Special Committees as are deemed appropriate to fulfill the responsibilities of NanoSEC.

Article VI. Amendments

The foregoing Bylaws may be added to, amended, or repealed at any regular or special meeting of the voting members by a two-thirds vote of all voting members present, provided that written notice of the proposal shall have been sent to each voting member at least one month prior to the meeting at which the amendment is to be moved.

Article VII. Effective Date

These Bylaws were originally adopted on September 30, 2002, and became effective on October 1, 2002.