

Bylaws of the Council for Research and Creative Endeavors (CRaCE)

Article I: Name and Purpose

1. **Name:** The official name of this body is the *Council for Research and Creative Endeavors (CRaCE)*.
2. **Purpose:** CRaCE aims to advance the mission of fostering research and creative activities across all disciplines, ensuring their integration into teaching and learning, and promoting visibility and external support for such activities.

Article II: Membership

1. **Composition:**
The Council shall consist of:
 - a) Two representatives from each college (College of Arts and Sciences, Kelce College of Business, College of Education, and Crossland College of Technology). Representatives from the same college must be from different disciplines.
 - b) One representative from the Library Department.
 - c) One ex-officio member from the Office of Research and Sponsored Programs, providing administrative support and guidance.
2. **Eligibility:** Faculty members with tenure-track appointments and qualifications below:
 - a) Scholarly and/or creative endeavors.
 - b) Experience with grant activity.
 - c) Proven track record of engaging students.
3. **Terms of Service:** Members shall serve for two academic years, with the option for renewal upon approval by the Council.
4. **Duties:**
Members are expected to:
 - a) Attend regular meetings.
 - b) Serve as college/school liaisons and share feedback on CRaCE initiatives.
 - c) Support research activities on campus and represent PSU at other meetings/Universities.

Article III: Officers

1. **Roles and Responsibilities:**
 - a) **Chairperson:** Facilitates meetings, develops agendas, and represents CRaCE to institutional leadership.
 - b) **Vice-Chairperson:** Assists the Chairperson and carries on the duties of the Chairperson in their absence.
 - c) **Secretary:** Maintains records, minutes, and documentation of Council activities.
2. **Elections:**
Officers shall be elected by the Council at the first meeting of each academic year. All meetings will be run using Robert's Rules of Order.
3. **Term Limits:**
The Chairperson, Vice-Chairperson, and Secretary shall be elected by the committee

membership for a one-year term. Renewal of appointments will be determined through a voting process conducted during the first meeting of the fiscal year.

Article IV: Meetings

1. **Frequency:** Regular meetings shall be held monthly during the academic year, with additional meetings as needed.
2. **Quorum:** A quorum shall consist of a simple majority of voting members.
3. **Decision-Making:** Decisions shall be made by majority vote, except where otherwise specified.

Article V: Responsibilities

1. **Fostering High-Quality Research Environment:**
 - Organize workshops, seminars, and mentorship programs to support faculty and student research.
 - Develop strategies for interdisciplinary collaboration.
2. **Promoting Scholarly Work:**
 - Provide support for conference presentations and journal publications.
 - Highlight scholarly achievements through institutional channels.
3. **Enhancing External Funding:**
 - Identify funding opportunities and assist in grant proposal preparation.
 - Facilitate partnerships with industry, government, and other funding bodies.
4. **Integrating Research in Teaching:**
 - Encourage and support faculty in embedding research experiences into coursework.
 - Develop awards for innovative integration of research into teaching.
5. **Increasing Visibility:**
 - Coordinate public events, such as Research Colloquia and Discovery Days.
 - Develop a digital repository to showcase research and creative outputs.
6. **Fostering Communication:**
 - Act as a liaison between departments/college and administration on research-related initiatives.
 - Provide regular updates to stakeholders on CRaCE activities.

Article VI: Amendments

1. **Proposal of Amendments:** Any member of the Council may propose amendments to these bylaws.
2. **Approval Process:** Proposed amendments must receive a majority vote (greater than 50%) of the full Council to be adopted.

Article VII: Dissolution

Dissolution: In the event of dissolution, all responsibilities and resources of CRaCE shall revert to the Office of Research and Sponsored Programs or an equivalent administrative unit.

We, the undersigned, approve and adopt these bylaws of the *Council for Research and Creative Endeavors*.

Vice President

Name: Dr. Shawn Naccarato

Signature: *Shawn Naccarato*

Date: Nov 29, 2024

Provost & Executive Vice President

Name: Dr. Susan Bon

Signature: *Stephanie Suesy*

Date: Dec 11, 2024












Bylaws-CRaCE

Final Audit Report

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