# **Center Charter Establishment and Reauthorization**

Version: October 28, 2022

Check List

* Reference UCCS Campus [policy 200-013](https://vcaf.uccs.edu/sites/g/files/kjihxj1631/files/inline-files/200-013.pdf) in developing the following materials.
* Establish (or update) the Center Program Plan
* Establish (or update) the Center Bylaws
* Establish (or update) the Center fiscal structure as Appendix A.
* A *complete charter* consists of a program plan, bylaws, and Appendix A.
* Submit a complete charter for approval, using the center establishment routing form available <https://centersandinstitutes.uccs.edu/>
* Ensure compliance with UCCS campus policy 200-013.
* Within one month of establishment approval or reauthorization, post the approved bylaws on a publicly available website and provide a copy of the complete charter to the Executive Vice Chancellor for Academic Affairs (EVCAA). If determined appropriate by the Associate Vice Chancellor for Research , the unit shall also provide a copy of the Center’s [*Facilities and Administrative (F&A)*](https://www.uccs.edu/vcaf/sites/vcaf/files/inline-files/2019_JUN_06_900-003%20Distribution%20of%20Facilities%20and%20Administrative%20%28F%26A%29%20Recovery%20from%20Externally%20Sponsored%20Programs%20%28APPROVED%29.pdf)distribution plans to the Executive Director of the Office of Sponsored Programs and Research Integrity (OSPRI).
* Delete this page - it should not be part of your charter.

Approvals

A complete Charter shall be reviewed by the appropriate department chair (if housed within a department), the appropriate dean (if housed within a college), the chair of Faculty Assembly, the Executive Vice Chancellor for Academic Affairs (EVCAA), campus compliance and campus legal counsel. Their recommendations shall be forwarded to the Chancellor, who shall have final authority for the approval of any new Center. Use the Center Establishment Routing Form available on the website to allow reviewers to comment and approve.

Center Program Plan Instructions

\* All content may not be applicable to your Center. Required elements are shown in italics

\* Delete this page before submitting.

[Center Name]

Program Plan

1. Purpose, Goals, and Evaluation of the Center
2. *Purpose & Background*
   1. *Problem(s) to be solved or addressed (i.e., central theme, issue, project, or policy topic)*
   2. *Rationale – why is the center necessary? How does the center meet the definition of “Center” as described in policy 200-013?*
   3. *Principles – how does the center impact the reputation of the university? Describe how the center balances the four guiding principles outlined in 200-013.*
3. *Primary Focus*
   1. *Primary focus (or foci) of the center: research, scholarship and creative work, support service, community, and/or education*
   2. *Primary discipline if applicable and involvement of other disciplines*
4. *Goals, Objectives, and Agenda*
   1. *Goals*
   2. *Objectives*
   3. *Means to achieve goals and objectives*
   4. *High-level seven-year agenda*
5. *Evaluation*
   1. *Criteria for measuring and evaluating the success of the center*
6. Congruence with Role and Mission of University, Campus, and Parent Unit
7. [*UCCS mission, vision, and values.*](https://www.uccs.edu/mission) *Explain how the center contributes to the UCCS mission, guiding principles, and vision.*
8. [*UCCS strategic plan.*](https://strategicplan.uccs.edu/) *Explain how the center contributes to the UCCS Strategic Plan.*
9. *Parent unit mission and initiatives: Explain how the center contributes to the mission and initiatives of the parent unit. For example, a department, college, or academic affairs.*
10. Institutional Capability for Implementing the Center
11. *Qualifications, previous experience, and demonstrated success, including a list of participating faculty, their home units, and their role(s) in the center*
12. *Start-up funds, if applicable*
13. *Space to be used for the Center, any necessary alteration to the space, and funding for such renovations if applicable.*
14. Administrative Structure
15. *Director, faculty,* committee(s), executive board, advisory board, etc*.*
16. *State who the Director reports to in their role as Center Director.*
17. *Administration and finance staff,* student employees, etc.
18. Resource Implications
19. *Needs and plans*

Center Bylaw Instructions

\* All content may not be applicable to your Center. *Optional items are noted as such with “if appropriate”.*

*\* Delete items not applicable, unless required.*

\* Delete this page before submitting.

**Center for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**or**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Center**

**BYLAWS**

**ARTICLE I – PURPOSE**

**1.1.** **Purposes and Powers.** The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Center”) shall have the purposes and shall exercise those powers in the furtherance of its purposes as stated in these bylaws and as permitted by the University of Colorado Colorado Springs (“University” or “UCCS”). *Describe the problem(s) to be solved or addressed and/or the rationale for the center.*

**1.2 Goals and Objectives.** The Center’s main goals are to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following specific objectives will be pursued:

**A. Objectives of the Center.**

* Research Objectives *(if applicable).*
* Training Objectives *(if applicable)*.
* Community Objectives *(if applicable).*
* Educational Objectives *(if applicable)*.
* Support Service Objectives *(if applicable).*

**ARTICLE II – PARENT UNIT**

**2.1** The Center is recognized as a center within \_\_\_\_\_\_\_\_\_ (“Parent Unit”).

**ARTICLE III – GOVERNANCE**

**3.1 Director.**

**A. Qualifications.** [State the qualifications of the Director, for example, if the Center Director must be an employee of the University, or a regular faculty member of the University and/or have an active, ongoing professional interest in the mission of the Center.]

**B. Appointment, Term, Removal and Replacement.** [State how one becomes the Director, the term, and process for removal and replacement.]

**C. Supervisor.** [State who the Director reports to. This person must be a university

employee.]

**D.** **Duties.** [State duties of the Director. Typical duties might include oversee the development, administration, and media relations of the Center; write grants; oversight of annual budget; oversight of the objectives, supervise event planning, manage volunteers, etc.]

**3.2 Associate Director *(if applicable)*.** [The inclusion of an associate director is optional] [Include any other members of the Center’s Governing Board].

**A. Qualifications.** [State qualifications of Associate Director].

**B. Appointment, Term, Removal and Replacement.** [State how one becomes the Associate Director, the term, and process for removal and replacement.]

**C. Supervisor.** [State who the Associate Director reports to.]

**D. Duties.** [State the duties of the Associate Director]

**3.3** **Center Executive Committee *(if applicable)*.** [Center can consider whether it will have an executive committee and state applicable membership qualifications, appointment and term limits, duties, voting roles, and removal/replacement.]

**ARTICLE IV – MEMBERS/AFFILIATES**

**4.1** [Provide description of Center’s members/participants (e.g. faculty, affiliate faculty, non- faculty affiliates, visiting scholars, staff, students).]

**ARTICLE V – INDUSTRY MEMBERS OR COMMUNITY MEMBERS *(if applicable)[[1]](#footnote-1)***

**5.1 [Provide description of industry members and/or community members]**

**A. Qualifications.**

**B. Term.** [Provide an appropriate term for proposed industry or community members based on an event, agreement or payment of a membership fee]

**C. Removal.**

**ARTICLE VI – ADVISORY BOARD *(if applicable)***

**6.1 Members.**

**A. Qualifications.** [State qualifications of advisory board members.]

**B. Duties.** [For example, “The members of the Advisory Board provide advice regarding overall direction and vision for the Center, which assist the Center to define, develop and achieve its educational goal, and help facilitate the Center’s relationships with the community. The members of the Advisory Board have no governance responsibility or appointing authority for personnel matters.”]

**C. Appointment/Term.** [Please include an appropriate term and appointment structure for Advisory Board members.]

**D. Removal and Replacement.** [For example, “Advisory Board members may be removed at any time and for any reason by a majority vote of the Executive Committee or at the discretion of the Director.”]

**E**. **Chairperson.** [State who presides over the advisory board meetings and how this person is appointed, term limits, remove/replacement.]

**ARTICLE VII – OTHER COUNCILS *(if applicable)***

**7.1 Members.**

**A. Qualifications.** [State qualifications of other committees, scientific councils, or advisory board members.]

**B. Duties.** [State the duties.]

**C. Appointment/Term.** [Please include an appropriate term and appointment structure for members.]

**D. Removal and Replacement.** [For example, “scientific council members may be removed at any time and for any reason by a majority vote of the Executive Committee or at the discretion of the Director.”]

**ARTICLE VIII - ADMINISTRATION AND FINANCE**

**8.1 Financing Strategies.** [State the short- and long-term financing strategies of the Center. A detailed budget plan must be included in Appendix A.]

**8.2. Fiscal Management and Review.** Fiscal management will be carried out using UCCS fiscal and administrative procedures. [Describe the fiscal administrator position, duties, and staff funding source.]

**8.3. Fiscal Control Provisions.** The Center will follow and abide by all UCCS, University of Colorado, and State fiscal policies.

**8.4. F&A Distribution Plans (*if applicable*).** [Describethe Center’s [*Facilities and Administrative (F&A)*](https://vcaf.uccs.edu/sites/g/files/kjihxj1631/files/inline-files/2019_JUN_06_900-003_Distribution_of_Facilities_and_Administrative_%28F%26A%29_Recovery_from_Externally_Sponsored_Programs_%28APPROVED%29.pdf)distribution plans. A copy of these plans must be on file with the Executive Director of the Office of Sponsored Programs and Research Integrity (OSPRI).]

**ARTICLE VIX - PROVISIONS FOR CHANGING BYLAWS**

**9.1** Subject to applicable University policies, these bylaws or any part therein may be changed, amended, or repealed and new bylaws adopted by the Center after approval by a unanimous vote of… [describe who must give approvals for new bylaws].

**ARTICLE X – DISCONTINUANCE**

**10.1** The period of the Center’s existence shall commence with the date of its approval as an academic center in accordance with Policy 200-013 and shall be subject to review, continuance, and discontinuance processes per Policy 200-013.

**ARTICLE XI - MISCELLANEOUS PROVISIONS**

**11.1. Limitation of Activities.** Notwithstanding any other provisions of these bylaws, the Center shall not conduct or engage in any activities not permitted pursuant to the educational entity exemption from federal income tax under Section 501(c) (3) of the Internal Revenue Code. Furthermore, the Center shall not conduct or engage in any activities not permitted to be carried on by, or in a manner prohibited by, University policies.

**11.2. Distribution of Assets.** Upon the Center’s termination, any assets remaining after payment, or provision for payment of its legitimate obligations, shall be distributed as directed by appropriate University personnel in accordance with University policies and consistent with the University’s tax exempt status.

**11.3. Prohibition Against Private Inurement.** No part of the Center’s net revenue shall inure to the benefit of, or be distributable to, its officers, advisors, staff, fellows, or other private persons except: 1) as reasonable compensation for services rendered; 2) as provided by in agreements concluded with funding parties or agencies in accordance with University policies and as approved by appropriate University personnel; and 3) as otherwise permitted by University policies consistent with the University’s exempt status, including, but not limited to, policies related to intellectual property and technology transfer.

**Appendix A.**

**Financial Plan – Estimated Revenues and Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Expenses | Year 1\* | Year 2 | Year 3 | Year 4-7 |
|  |  |  |  |  |
| Estimated personnel costs |  |  |  |  |
|  |  |  |  |  |
| Estimated operating costs (e.g., travel, office supplies, equipment upkeep, marketing, etc). |  |  |  |  |
|  |  |  |  |  |
| Other expenses |  |  |  |  |
| TOTAL |  |  |  |  |

*Year 1 refers to the first year of establishment or first year of reauthorization.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sources of Funding and Revenues | Year 1 | Year 2 | Year 3 | Year 4-7 |
|  |  |  |  |  |
| One-time commitments or seed money (describe sources and amounts) |  |  |  |  |
|  |  |  |  |  |
| On-going sources of funding (e.g., grants, fee for service, gift revenues, etc). |  |  |  |  |
|  |  |  |  |  |
| Other revenue sources |  |  |  |  |
| TOTAL |  |  |  |  |

**Narrative description [Any information relevant to budget you would like to include can be put here. *This section is optional*.]**

1. If your center will have industry members, other clauses may be necessary (e.g. confidentiality policy, publication policy, intellectual property policy, etc.). Please contact the UCCS Office of University Counsel in this case. [↑](#footnote-ref-1)