

**BYLAWS OF THE
Neuroscience Network of East Tennessee (NeuroNET) Research Center
University of Tennessee, Knoxville**

NeuroNET established on July 1, 2014
By-laws instituted July 1, 2015

These bylaws are applicable within the authorization established by the Board of Trustees and the University of Tennessee, hereby referred to as the University or UT.

ARTICLE I – NAME

The name of this organization, established July 2014, shall be the Neuroscience Network of East Tennessee Research Center, hereby referred to as the Center. Where appropriate, the Center's acronym, NeuroNET, may be substituted for the Center.

ARTICLE II – PURPOSE AND POLICIES

Section 1 – Purpose

The Center shall report to the University Vice-Chancellor of Research and Engagement. The primary purposes of the Center are to:

- Provide a well-defined intellectual and physical environment that facilitates neuroscience-related research and educational activities.
- Stimulate and cultivate collaborative efforts among participating neuroscience researchers and clinicians that will generate extramural grant applications and substantial funding.
- Enhance training opportunities for undergraduate and graduate students as well as postdoctoral research associates.

Section 2 – Policies

The policies of this Center, unless explicitly defined herein, shall be in harmony with the policies of the University. In the event that policies are in conflict, University policy shall supersede all others.

For the purpose of this document, a quorum shall constitute the minimum number required for a vote, and a majority vote shall be necessary for Center business requiring membership or Executive Committee approval. A quorum is defined as 50% or more of the membership or Executive Committee present in person, virtually, or by e-mail. A voting member who, at the time of the meeting, is unavailable or does not respond to an email vote for a period of

five business days will not be counted as a voting member for purposes of establishing a quorum. The Executive Committee is defined in Article V.

ARTICLE III – PARTICIPANTS

Section 1 – Participants

Center participants can include faculty, staff, and students of the University, the UT Agriculture Institute, the UT Medical Center of Knoxville, as well as Oak Ridge National Laboratory (ORNL) and affiliated researchers, consultants, industry representatives, and others with an interest in the Center as determined by the Center’s Director and Executive Committee.

1A. Faculty

Faculty members are persons appointed by the University to faculty rank as well as adjunct or joint faculty as designated by departments and centers within the University. NeuroNET Faculty designation is achieved via receipt of a formal letter expressing a desire to become a member of NeuroNET, along with a current CV and statement of research interests. Subsequent acceptance comes with the expectation of active participation in the Center.

Participation is defined by regular attendance at NeuroNET organizational meetings, and NeuroNET seminars, and engaging in collaborative NeuroNET funding initiatives.

Faculty members of NeuroNET are also expected to (1) be actively engaged in NeuroNET activities; (2) provide descriptions of research opportunities, dissertation topics, and shorter research projects available in their groups on an annual basis; and (3) generate external funding and/or be actively pursuing external funding.

Faculty members are highly encouraged to commit to supervising and supporting at least one undergraduate or graduate student at any given time to ensure timely completion of their degree.

1B. Staff

Staff participants are non-faculty persons employed by the University who participate in the activities of the Center.

1C. Students

Student participants are persons engaged in study at the University on either full-time or part-time basis as a graduate or undergraduate student, who are working with a faculty member, and who participate in the activities of the Center.

1D. Industry Affiliates

Industry Affiliates are individuals outside of the University employed in industry who collaborate and/or engage with other Center participants on behalf of the Center for the express purpose of research, development, and/or student instruction. Industry Affiliate designation is achieved via nomination by a NeuroNET faculty member to extend an invitation to Industry research staff.

1E. National Laboratory Affiliates

National Laboratory Affiliates are individuals employed by Oak Ridge National Laboratory (ORNL) as staff researchers who collaborate and/or engage with other Center participants on behalf of the Center for the express purpose of research, development, and/or student instruction. National Laboratory Affiliate designation is achieved via nomination by a NeuroNET faculty member and an invitation to National Laboratory research staff by the Center's Director.

1F. Industry Sponsor

Industry Sponsors are organizations and entities outside of the University who meet the following requirements: Industry Sponsor designation is achieved via an annual financial sponsorship by the external organization or entity to the Center in the amount determined annually by the Executive Committee. For the purpose of the sponsorship, annual is defined as 12 consecutive months beginning on the 1st day of the first month following receipt of the Industry Sponsor funds until the last day of the 12th month.

1G. Others

Other participants may be involved in Center activities and programs upon approval by the Executive Committee.

Section 2 – Voting

All Faculty and Affiliates shall be considered voting members of the Center.

Section 3 – Approval to Participate

Affiliation with the Center will be subject to approval by vote of the general NeuroNET membership either during called meetings by the director or by email in agreement with the Executive Committee. Anyone affiliated with the Center may recommend additional individuals or organizations for participation in the Center. Such recommendations shall be made to the Director.

Section 4 – Terms and Conditions

The Director, along with the Executive Committee, shall determine the terms and conditions of all participants beyond what is explicitly defined in this document.

Section 5 – Role of Participants

All participants are encouraged to be actively engaged in the activities of the Center and may propose programs to be implemented by the Center. With approval by the Executive Committee, these programs may receive Center support as necessary and when possible. All participants will have priority consideration in Center activities. Participants are expected to support the programs of the Center and assist the Director and other Center administrative staff, defined in Article IV, in program development.

ARTICLE IV – ADMINISTRATION

Section 1 – Administration

The Center administration shall include a Director, Assistant Director, Research and Outreach Director, Steering Committee, Internal Advisory Board, and External Advisory Board, as illustrated in the organizational chart (Appendix 1). The Director, Assistant Director, Research and Outreach Director, and Steering Committee are hereby referred to as the Executive Committee. The Executive Committee shall be responsible for general oversight and management of the daily operations and activities of the Center, as outlined in Article V.

Section 2 – Director and Assistant Director

A Director shall administer the Center, serving a 2 year term. An Assistant Director will assist the Director in administering the Center, and will likewise serve a 2 year term. The Director and Assistant Director must be active members of the University faculty and shall report to the NeuroNET membership and to the Vice-Chancellor of Research and Engagement. Nominations for Director and Assistant Director shall be solicited from the general membership at least 6 months prior to the end of the fiscal year when the current term is set to expire. The slate of nominees for each office shall be vetted by the Executive Committee and the Vice-Chancellor of Research and Engagement. The election will take place no later than April 30th, and the new Director and Assistant Director shall take office on July 1. Voting by the general membership shall occur either at a called meeting or by email. Both the Director and Assistant Director can be re-elected. If the sitting Director leaves the Center, the University or is otherwise incapable of performing her/his Center duties, the Assistant Director shall automatically become the new Director, and an interim Assistant Director shall be appointed by the Executive Committee to serve out the remainder of the term of office. If the Assistant Director leaves the Center, the University or is otherwise incapable of performing her/his Center duties, an interim Assistant Director shall be appointed by the Executive Committee to serve out the remainder of the term of office.

2A. Powers and Duties

The Director shall define duties of the Research and Outreach Director not expressly defined in Section 3A of this Article. The Director shall identify research priorities, as part

of the strategic vision for the Center; take a leadership role in the development of an international reputation for the Center leading to national and international ranking; attract research grant income, and other income, from a variety of sources (internal and external), of a sufficient level that the Center will become self-sustaining after the initial period; have a knowledge of, and where applicable, involvement in collaborative research within University of Tennessee and with other universities, across the range of disciplines relevant to neuroscience; serve as liaison between Center participants, as well as between the Center and external groups.

The Director shall also be responsible for providing regular Center status reports to the Vice-Chancellor of Research and Engagement as well as to deans of the affiliated colleges. The reports may include a summary of the year's activities and a financial report, as well as information about funded efforts (e.g., grants, contracts), scholarly publications and technical reports, students supported by the Center, honors and awards to faculty and students, development efforts, including addition of Industry and National Laboratory Affiliates, and any other noteworthy achievements. The Director shall actively recruit Center participants defined in Article III.

The Director shall actively consult with the Assistant Director in all of the above duties, and can designate the Assistant Director to serve in his/her role when necessary.

Section 3 – Research and Outreach Director

The Research and Outreach Director, who shall be appointed by the Director to a two year term with the approval of the Executive Committee, will report to the Director and Assistant Director. Said appointment is renewable with Executive Committee approval. The Research and Outreach Director must be a member of the NeuroNET Faculty. If the sitting Research and Outreach Director leaves the Center, the University, is not reappointed or is otherwise incapable of performing his/her Center duties, the Director and Assistant Director, with the approval of the Executive Committee, shall appoint a new Research and Outreach Director.

3A. Powers and Duties

The Research and Outreach Director is responsible for a) recruiting members that are conducting neuroscience research to the NeuroNET Center; b) maintaining an understanding of the research being conducted by the NeuroNET faculty members; c) proposing mutually beneficial collaborations between NeuroNET faculty members; and d) appointing and overseeing the Research Committee and Outreach Committee. Additionally, the Research and Outreach Director is responsible for increasing regional knowledge of UT NeuroNET research efforts; facilitating industrial collaborations; and developing international collaborations.

Section 4 – Steering Committee

The Steering Committee shall consist of 5-8 NeuroNET Faculty members, preferably representing the diversity of NeuroNET members. Members of the Steering Committee shall be chosen through a process involving 1) a call for nomination of candidates extended

to the general membership; 2) creation of a slate of candidates; 3) an election by vote of the general membership. Nominations will be solicited at least 6 months prior to the end of the fiscal year. The slate of nominees shall be vetted by the Executive Committee, and the election shall take place no later than April 30th. Voting by the general membership shall occur either at a called meeting or by email. The new members will begin their terms on July 1. The Steering Committee can also include up to two graduate students and two undergraduate students as non-voting members. The student members will be designated through a process of 1) soliciting nominations from the general membership; 2) interviews of the nominees by members of the Executive Committee; and appointment by general consensus of the Executive Committee. Steering Committee members will serve 1 year terms, and can be re-elected.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1 – Membership

The Executive Committee shall consist of the Director, Assistant Director, Research and Outreach Director, and Steering Committee.

Section 2 – Powers and Duties

The Executive Committee shall be responsible for: a) coordinating Center elections as defined in Article IV; b) recommending (and participating in) Center programs and activities; c) advising the Director and Assistant Director on matters of general policy and operations; d) approving decisions regarding Center financial matters, including the annual budget, beyond those pertaining to its daily operations; and e) approving Center staff hiring. If additional staff hires are needed for the operation of the Center, the Executive Committee may create a search committee for said purpose. In the event of a voting tie among Executive Committee members with regard to official Executive Committee powers and duties, the Center Director shall cast the tie-breaking vote.

Section 3 – Meetings

The Director may call meetings of the Executive Committee with a minimum of one week notice. All meeting shall be conducted according to protocol established by Robert's Rules of Order.

ARTICLE VI – INTERNAL ADVISORY BOARD

Section 1 – Membership

Internal Advisory Board members, hereby referred to as the Advisory Board, will consist of the Associate Deans responsible for research (or their appointees) from the colleges/units represented by the Center Faculty. This Board serves in an advisory capacity to the Center.

Section 2 – Powers and Duties

The Advisory Board shall provide advice and comment on Center programs, as needed, shall engage in public relations and support activities for Center programs, and shall provide overall guidance and direction to the Center as appropriate.

Section 3 – Meetings

The Advisory Board, along with the Executive Committee, shall meet at least once a year to review Center programs and to provide general direction to the Center. The Advisory Board may elect to meet for special purposes at any other time upon agreement of a majority of Advisory Board members, at the request of the Center Director, or at the request of a quorum of Executive Committee members. Votes can be cast by proxy or e-mail.

ARTICLE VII – EXTERNAL ADVISORY BOARD

Section 1 – Membership

External Advisory Board members shall consist of Industry, Community and non-University of Tennessee Academic members appointed by the Center Director in consultation with the Executive Committee and the Vice Chancellor of Research and Engagement. This Board serves in an advisory capacity to the Center.

Section 2 – Powers and Duties

The External Advisory Board shall provide advice and comment on Center programs, as needed, and shall provide overall guidance and direction to the Center as appropriate.

Section 3 – Meetings

The External Advisory Board will meet with the Executive Committee at least once a year to review Center programs and to provide general direction to the Center. The External Advisory Board may elect to meet for special purposes at any other time upon agreement of a majority of External Advisory Board members, at the request of the Center Director, or at the request of a quorum of Executive Committee members. Votes can be cast by proxy.

ARTICLE VIII – Committees

Section 1 – Standing Committees

The following standing committees shall be established to aid the NeuroNET Membership in the execution of its research and related responsibilities. The Director, Assistant Director and Research and Outreach Director shall be a member ex-officio of all standing committees. Each standing committee shall inform the Center of its substantive decisions

and recommendations. Each standing committee chair shall be responsible for maintaining a file of minutes of committee meetings.

1A. Research Committee

This committee advises the Research and Outreach Director. This committee is expected to a) support existing collaborative research efforts, b) actively encourage new research working groups within the Center, and c) monitor and communicate research progress to the Research and Outreach Director. The committee shall be composed of the Research and Outreach Director, who serves as chair, and at least four other members appointed by the Research and Outreach Director, in consultation with the Center Director. Committee members can be Center Faculty or Affiliates. One member can be a student.

1B. Outreach Committee

This committee advises the Research and Outreach Director. This committee is responsible for establishing and reviewing outreach working groups and approving outreach activities. The committee shall be composed of the Research and Outreach Director, who serves as chair, and at least two other members appointed by the Research and Outreach Director, in consultation with the Center Director. Committee members can be Center Faculty or Affiliates. One member can be a student.

Section 2 – Ad Hoc Committees

The Director may appoint ad hoc committees as the need arises. The responsibilities and membership of these committees shall be established at the time of the announcement of their creation. The Director will consult with the Assistant Director regarding ad hoc committee membership and duties.

ARTICLE IX – FISCAL POLICIES

Section 1 – Fiscal Year

The Center's fiscal year shall correspond to that of the University.

Section 2 – Annual Budget

A draft budget, to coincide with the University's upcoming fiscal year, shall be submitted by the Director and Assistant Director for review to the Executive Committee annually in February. A final budget shall be submitted to the Executive Committee for approval the following June. A balanced budget shall be required annually. Once approved, budget changes may only be made with approval of the Executive Committee.

Section 3 – Accounts and Audit

A Center staff member or other entity, determined by the Executive Committee, shall maintain the Center accounts, and these shall be audited annually in accordance with Center policies. Center accounts will be managed according to University fiscal policies.

Section 4 – Reporting

An annual report shall be prepared by the Center for the Internal Advisory Board, which outlines the activities and achievements of the Center, at the end of each fiscal year.

Section 5 – Funding

The Center may be financed by University Office of Research funds, federal and state grants and contracts, and also college, unit and individual faculty research incentive funds (RIF), as well as other revenue generated by Center activities. The Center may also be funded via external federal, state, and local sponsors, including private industry. The regulations for funding proposals to include the Center as a budgetary cost center, and the distribution of funding generated from such proposals is outlined in Appendix 2.

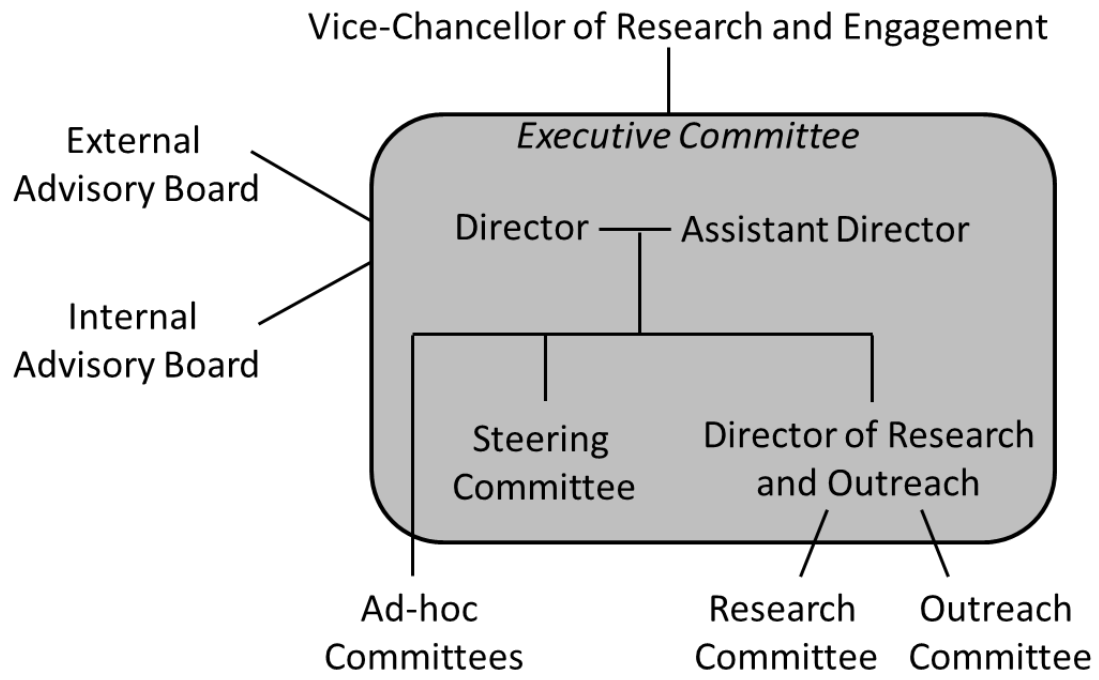
Section 6 – Dissolution

In the event the Center is dissolved, members of the Executive Committee, in conjunction with the Internal Advisory Board, must approve a plan for the equitable distribution of assets and/or debts back to the appropriate university accounts belonging to members of the Executive Committee and/or appropriate departments.

ARTICLE X – AMENDMENTS

The bylaws may be amended by a quorum of the Executive Committee. Any participant of the Center may propose amendments to the bylaws.

Appendix 1. NeuroNET Research Center Administrative Organizational Chart



Appendix 2. NeuroNET F&A Distribution Policy

These F&A distribution policies are applicable within the authorization established by the Board of Trustees and the University of Tennessee, Knoxville, hereby referred to as the University or UTK.

ARTICLE I – OVERVIEW

Section 1 - Neuroscience Network of East Tennessee Research Center (NeuroNET) Overview

The UTK Office of Research and Engagement (ORE), in collaboration with the UT Graduate School of Medicine (GSM) and UT Institute of Agriculture (UTIA), established the interdisciplinary NeuroNET Research Center. The Center is intended to be an intellectual bridge across multiple disciplines, including biology, medicine, engineering, veterinary medicine, psychology, and others. In order for this intellectual bridge to function, agreements are required between associate colleges and research centers culminating in the creation of this procedural document. These guidelines are for collaborative research proposals that fit within the mission statement of the NeuroNET Research Center.

ARTICLE II – F&A DISTRIBUTION GUIDELINES

Section 1 – Budget Development

Each researcher will have separate R-accounts in order to ensure that both the campus and departmental/unit F&A distribution will remain unchanged for each faculty member. This will be accomplished by developing separate researcher budgets during the proposal phase.

Section 2 – F&A Distribution for Faculty Associated with a single unit within the UT System

2A. Departments within UTK

The F&A will be distributed in the following manner:

- 50% to ORE, Knoxville
- 30% to relevant department
- 20% to NeuroNET

2B. Graduate School of Medicine (GSM)

The F&A will be distributed in the following manner:

- 80% to the GSM
- 20% to NeuroNET

2C. UT Institute of Agriculture (UTIA)

The F&A will be distributed in the following manner:

80% to the UTIA
20% to NeuroNET

2D. UTHSC-affiliated departments (e.g., AUS)

The F&A will be distributed in the following manner:

50% to UTHSC
30% to UTHSC-affiliated department
20% to NeuroNET

Section 3 - F&A Distribution for proposals that include faculty from multiple units within the UT System

If a research proposal involves faculty associated with multiple cost centers, the F&A distribution will be proportional to each faculty member's percentage of the total budget.

3A. Example F&A Distributions

3A1. One researcher within UTK; one researcher in GSM, each with 50% of the budget

The F&A for 50% of the budget will be distributed within UTK along the 50%-30%-20% guidelines listed in Section 2A, while the other 50% of the budget will be distributed within GSM along the 80%-20% guidelines listed in Section 2B.

3A2. Two researchers within UTK; one researcher in GSM, and one researcher in UTIA, each with 25% of the budget

The F&A for 50% of the budget will be distributed within UTK along the 50%-30%-20% guidelines listed in Section 2A (if two departments are involved, then each gets half of the departmental portion); 25% of the budget will be distributed within GSM along the 80%-20% guidelines listed in Section 2B; and 25% of the budget will be distributed within UTIA along the 80%-20% guidelines listed in Section 2C.