

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

NeuroNET established on July 1, 2014
By-laws instituted July 1, 2015
By-laws revised March, 2019
By-laws revised September, 2019

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, hereby referred to as NeuroNET.

ARTICLE II – PURPOSE AND POLICIES

Section 1 – Purpose

The primary purposes of NeuroNET 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 NeuroNET, 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 NeuroNET 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

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

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 NeuroNET.

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 or postdoctoral fellow, who are working with a faculty member, and who participate in the activities of NeuroNET.

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 NeuroNET 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 NeuroNET 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 NeuroNET'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 NeuroNET 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 NeuroNET activities and programs upon approval by the Executive Committee.

Section 2 – Voting

All Faculty and Affiliates shall be considered voting members of NeuroNET. |

Section 3 – Approval to Participate

Affiliation with NeuroNET will be subject to approval by vote of the Executive Committee either during called meetings by the director or by email. Anyone affiliated with NeuroNET may recommend additional individuals or organizations for participation in NeuroNET. 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 NeuroNET and may propose programs to be implemented by NeuroNET. With approval by the Executive

Committee, these programs may receive NeuroNET support as necessary and when possible. All participants will have priority consideration in NeuroNET activities. Participants are expected to support the programs of NeuroNET and assist the Director and other NeuroNET administrative staff, defined in Article IV, in program development.

ARTICLE IV – ADMINISTRATION

Section 1 – Administration

NeuroNET administration shall include a Director, Assistant Director, Steering Committee, and External Advisory Board. The Director, Assistant 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 NeuroNET, as outlined in Article V.

Section 2 – Director and Assistant Director

A Director shall administer NeuroNET, serving a 2 year term. An Assistant Director will assist the Director in administering NeuroNET, 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. Nominations for Director and Assistant Director shall be solicited from the general membership at least 4 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. 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 NeuroNET, the University or is otherwise incapable of performing her/his NeuroNET 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 NeuroNET, the University or is otherwise incapable of performing her/his NeuroNET 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 NeuroNET; take a leadership role in the development of an international reputation for NeuroNET 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 NeuroNET 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 NeuroNET participants, as well as between NeuroNET and external groups.

The Director shall also be responsible for providing regular NeuroNET status reports to appropriate University administrators when requested. The reports may include a summary of NeuroNET'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 NeuroNET, 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 NeuroNET 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 – Assistant Director

The Assistant Director will report to the Director.

3A. Powers and Duties

The Assistant Director is responsible for a) recruiting members that are conducting neuroscience research to the NeuroNET; b) maintaining an understanding of the research being conducted by the NeuroNET faculty members; and c) proposing mutually beneficial collaborations between NeuroNET faculty members. Additionally, the Assistant 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 4 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, and Steering Committee.

Section 2 – Powers and Duties

The Executive Committee shall be responsible for: a) coordinating NeuroNET elections as defined in Article IV; b) recommending (and participating in) NeuroNET programs and activities; c) advising the Director and Assistant Director on matters of general policy and operations; d) approving decisions regarding NeuroNET financial matters, including the annual budget, beyond those pertaining to its daily operations; and e) approving NeuroNET staff hiring. If additional staff hires are needed for the operation of NeuroNET, 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, NeuroNET 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 -- EXTERNAL ADVISORY BOARD

Section 1 – Membership

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

Section 2 – Powers and Duties

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

Section 3 – Meetings

The External Advisory Board will meet with the Executive Committee when requested (no more than once per year) to review NeuroNET programs and to provide general direction to NeuroNET. 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 NeuroNET Director, or at the request of a quorum of Executive Committee members. Votes can be cast by proxy.

ARTICLE VII – Committees

Section 1 – Standing Committees

Standing committees can be established to aid the NeuroNET Membership in the execution of its research and related responsibilities. The Director and Assistant Director shall be ex-officio members of all standing committees. Each standing committee shall inform NeuroNET of its substantive decisions and recommendations. Each standing committee chair shall be responsible for maintaining a file of minutes of committee meetings. Creation of a standing committee shall occur with a majority vote of the Executive Committee, at which point the exact composition and duties of the committee will be defined.

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 VIII – FISCAL POLICIES

Section 1 – Fiscal Year

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

Section 2 – Annual Budget

During times when NeuroNET has funds, 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 NeuroNET staff member or other entity, determined by the Executive Committee, shall maintain NeuroNET accounts, and these shall be audited annually in accordance with NeuroNET policies. NeuroNET accounts will be managed according to University fiscal policies.

Section 4 – Reporting

An annual report may be prepared by NeuroNET for NeuroNET members or University administrators if requested.

Section 5 – Funding

NeuroNET 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 NeuroNET activities. NeuroNET may also be funded via external federal, state, and local sponsors, including private industry.

Section 6 – Dissolution

In the event NeuroNET is dissolved, members of the Executive Committee 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 IX – AMENDMENTS

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