

# **NATIONAL COUNCIL OF SPACE GRANT DIRECTORS' CHARTER**

**Revised October 27, 2006**

## **SECTION 1: NAME**

The name of this organization shall be: **NATIONAL COUNCIL OF SPACE GRANT DIRECTORS**, a voluntary affiliation of the directors of NASA Space Grant Consortia.

## **SECTION 2: OBJECTIVES**

The objectives of the **NATIONAL COUNCIL OF SPACE GRANT DIRECTORS** (hereinafter referred to as the Council) are as follows:

- A. To aid in the development and the evolution of the Space Grant Program
- B. To increase the communication among the Directors of Space Grant programs (in support of the stated NASA goal of creating a network of universities involved in space- and aeronautics-related teaching, and research and development)
- C. To provide a forum for mutual support of the directors in the performance of their respective responsibilities for leadership to their individual Space Grant programs
- D. To identify areas of common interests in which cooperation and collaboration among programs may prove beneficial
- E. To develop mechanisms to accomplish such cooperation
- F. To serve as a liaison between Space Grant Consortia and external national and international organisations

It is the expectation and the intent that the National Council of Space Grant Directors serves as a vehicle for building and maintaining a dynamic relationship within the academic, research, and industrial communities for space- and aeronautics-related activities. Further, it is expected that these collaborative efforts will facilitate interactions among Member Institutions and federal agencies, most notably NASA. Consequently, this unique relationship shall strengthen each Member's ability to develop space- and aeronautics-related activities.

## **SECTION 3: MEMBERSHIP**

### **3.1 MEMBERSHIP**

- A. The membership of the Council shall consist of the Directors of all of the NASA Space Grant Consortia.
- B. Members are expected to contribute to and participate in Council activities.
- C. The Council may establish requirements for continued membership, including payment of fees if authorized at a regular business meeting of the Council.

## **SECTION 4: ORGANIZATION**

### **4.1 CHAIR**

- A. The Council shall elect one of the members to serve as Chair of the Council for a two-year term.
- B. The Chair shall prepare a preliminary agenda for and shall preside over Council meetings. If the Chair is unable to attend the Council meeting, the Vice Chair shall preside. Should the Vice Chair also be unable to attend the meeting, the Chair may designate one of the members of the Executive Committee to preside over the meeting. In the event the Chair is unable to make this designation, the Executive Committee will select one of its members to preside over the meeting.
- C. The Chair has the responsibility of maintaining the records of the Council, except financial records.
- D. The Chair shall arrange for staff support for Council activities.

### **4.2 VICE CHAIR**

- A. The Council shall elect one of its members to serve as Vice Chair of the Council for a two-year term of office.
- B. The Vice Chair shall preside with full authority of the Chair in the absence of the Chair.
- C. The Vice Chair shall perform all duties assigned by the Chair or the Executive Committee.

### **4.3 SECRETARY**

- A. The Council shall elect one of its members to serve as Secretary of the Council for a two-year term of office.
- B. The Council Secretary shall also serve as the Executive Committee Secretary and shall prepare minutes of all Council and Executive Committee meetings, to be distributed in a timely fashion, with a copy of the Council-approved minutes to the Council Chair for the Council and Executive Committee archives.

### **4.4 TREASURER**

- A. The Council shall elect one of its members to serve as Treasurer of the Council for a two-year term of office.
- B. The Treasurer shall retain accurate and complete records of the Council finances, provide for the security of such resources and their appropriate disbursement, and submit an annual accounting to the membership.

### **4.5 EXECUTIVE COMMITTEE**

The Council shall elect six (6) members to serve as an Executive Committee with the four elected officers of the Council. The past Council Chair shall also serve for two years as a member of the Executive Committee ex-officio with voting privileges.

#### 4.6 HOST INSTITUTION

The Chair's Institution shall serve as the host institution of the Council and shall receive correspondence for the Council.

### **SECTION 5: BYLAWS**

The Council has approved a set of Bylaws. The Bylaws may be amended upon written approval of at least sixty-six percent (66%) of members.

### **SECTION 6: ADOPTION AND AMENDMENTS**

This Charter became effective upon receiving written approval of at least eighty percent (80%) of the Council's Members. This Charter may be amended upon written approval by at least sixty-six percent (66%) of the members.

### **SECTION 7: DURATION**

This Charter shall remain in effect as long as at least two (2) members remain in the Council.