**Lurie College of Education**

**Student Research and Scholarships Committee**

**Bylaws**

**ARTICLE I**

NAME

The name of this committee shall be the Lurie College of Education (LCOE) Student Research and Scholarships Committee (SRS).

ARTICLE II

PURPOSE

Section 1

The purpose of this committee shall be to:

1. review student scholarship applications and make award recommendations to the Dean;
2. evaluate student research and make recommendations to the Dean and the Council of Chairs for University and College competitions and awards;
3. review student proposals for internal grants and make recommendations to the Dean and the Council of Chairs;
4. coordinate other related projects and activities as requested by the Dean.

ARTICLE III

MEMBERSHIP

The SRS Committee shall be composed of one tenured/tenure track faculty member from each of the College’s departments and the LCOE Associate Dean*.*

ARTICLE IV

APPOINTMENT

Section 1

Faculty members shall be elected representatives from their academic departments. No more than one faculty member shall be elected from each academic department for service on this committee. Each department in the LCOE shall forward the name of their elected representative to the Office of the Dean in May. The departmental balloting will be conducted in accordance with university policies.

Section 2

With the exception of the Associate Dean, the SRS Committee members shall be elected for a 2-year term.

Section 3

If a member wishes to resign, the member shall inform the respective Department Chair and the Dean. In the event that an unexpired term is vacated, a replacement shall be elected immediately from the affected department to complete the term.

Section 4

If a member engages in behavior that undermines the successful completion of the Committee’s work, the Committee may, by a majority vote, request that the respective Department elect a replacement. If the Department fails to respond in a timely manner, the Committee may, by a majority vote, request that the Dean oversee a replacement.

Section 5

Members are eligible for re-election.

ARTICLE V

MEETINGS

Section 1

The SRS Committee shall meet in person on an as needed basis throughout the academic year. The dates and times shall be determined at the beginning of each semester, taking into account the schedules of the SRS Committee members and all pertinent deadlines. All meetings will be posted on the Lurie College of Education’s master calendar.

Section 2

Committee work may also be completed online when appropriate.

Section 3

A quorum shall be one-half plus one of the voting members.

ARTICLE VI

THE CHAIR

Section 1

The SRS Committee shall select a Chair to preside at all Committee meetings, oversee online work, and represent the Committee to the Dean and the faculty of the College. The Committee members shall elect the Chair annually in May. The Chair shall be a current member of the SRS Committee.

Section 2

The Chair will be responsible for scheduling the meetings, writing and distributing the meeting minutes and agendas, and other work as needed. All minutes and agendas must be sent to the Office of the Dean each month to allow for the timely posting of these materials on the LCOE website.

Section 3

In the event of a vacancy in the Chair position, the SSR Committee shall elect a member to complete the vacant term and shall duly report the changes to the Dean and the College faculty.

ARTICLE VII

AMENDMENTS

These bylaws may be amended according to the *Policy to Change Bylaws for the Lurie College of Education’s Standing Committees (2012)*:

…changes in the bylaws for a standing committee will be put to a vote by the entire faculty in the Lurie College and decided by a majority of the voters with temporary faculty having a vote that is proportional to their appointment in a given term when a vote is to be cast.