

BYLAWS

ARTICLE I – PURPOSE

1.1. Purposes and Powers. The Center for the Digital Humanities (“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”). The Center seeks to explore and invent new theories, methods, and approaches to utilizing technology to examine questions and issues important to the human condition in a global context. As a Center, we seek to pilot novel and unique applications of technology that reveal and explain humanity’s historic, linguistic, cultural, religious, artistic, political, economic, environmental, and geographic place on the globe. The primary foci of the Center are research, scholarship and creative work, community, and education services. The Center is primarily centered on the humanities and draws from the respective expertise of other disciplines within the university.

1.2. Goals and Objectives. We seek to form a Center that focuses on diversity, equity, and inclusion (DEI). It will function as a research hub, formalize existing collaborative campus efforts, and emphasize DEI in each of its initiatives. The Center will promote the work of non-traditional digital humanities (DH) practitioners, develop, and deliver training to those seeking to acquire new technical approaches to DH, and broaden the scope of DH initiatives to include areas of study that are often undervalued or ignored by traditional scholarship. To this end, careful thought and planning must go into developing the center as we seek to dismantle rather than replicate the social and systematic exclusionary structures that favor some groups of people more than others.

The Center’s main objectives are to bring digital humanities approaches and technologies beyond the traditional boundaries of the academy by introducing our student population (predominantly non-traditional, veteran, first generation, and local students) to these technologies at no cost to them. We will energize the public via citizen science initiatives – in Colorado as well as international regions often excluded from digital humanities scholarship – in particular Spanish-speaking countries. We will go beyond English language materials (long a critique of the digital humanities).

ARTICLE II – PARENT UNIT

2.1. The Center is recognized as a center within the Office of the Provost (“Parent Unit”) and under the direction of the Provost and Executive Vice Chancellor for Academic Affairs (EVCAA).

ARTICLE III – GOVERNANCE

3.1. Co-Directors.

A. Qualifications. There shall be two Co-Directors of the Center. The Co-Directors shall be tenure track, tenured, or staff members of the University of Colorado (“the University”), as well as a regular faculty and staff member of the University and have an active, ongoing professional interest in the digital humanities.

B. Appointment, Term, Removal and Replacement. The Co-Directors are at-will positions that serve at the discretion of the Provost. Therefore, the Co-Director shall be appointed and may be removed by the Provost at any time and for any reason. The Co-Directors shall be appointed from the current membership of the Center. The Co-Directors shall serve for terms of two (2) years, unless otherwise removed as permitted in these bylaws, but may be re-appointed for additional terms.

C. Supervisor. The co-directors report to the Provost and Executive Vice Chancellor for Academic Affairs (EVCAA) and the Vice Provost for Research.

D. Duties. The Co-Directors shall report to the Provost. Duties associated with the role of Co-Directors include but are not limited to (1) general and active control of center affairs and business, including oversight of the research directions of the center; (2) general and active supervision of the center’s agents and employees; (3) supervision of the annual budget; and (4) performance of all other duties incident to the office of the Co-Directors as may from time to time be assigned by the Provost. Specifically, the Co-Directors shall oversee functioning of the center; develop and implement the strategic plan, develop, and implement a fundraising plan; plan and host workshops, trainings, and special events; identify and prepare grants; manage revenue from grants, sponsors, solicitations and events, and monitor expenditures.

ARTICLE IV – MEMBERS/AFFILIATES

4.1. Individual participants of the Center (“Affiliate Members”) include university faculty and staff. However, participants need not be employees of the University but must be associated with the University. These individuals may be professionals or laypersons but must be actively involved in training, research, education, or clinical services relating to the digital humanities.

A. Qualifications. Affiliate Members must be actively involved in the conduct of research, educational, or outreach activities integral to the mission of the Center.

B. Duties. Affiliate faculty can serve the Center in several different ways. Affiliates are encouraged to engage with one another on promoting and furthering their research/scholarship. Affiliates are also encouraged to support activities hosted or promoted by the Center. The Center may choose to request and keep up to date vita of affiliates. Affiliate faculty will be informed of the Center's activities, programs, scholarship and/or research opportunities.

C. Appointment/Term. Persons may petition to become Affiliate Members directly to the Co-Directors. Petitions and nominations must be submitted in writing to the Director. Requests to become an Affiliate Member shall be approved and appointed by mutual agreement of the Co-Directors. Individuals shall remain Affiliate Members for a two-year term at which point membership may be renewed by the Co-Directors.

D. Removal. Any Affiliate Member may be removed by the co-directors.

ARTICLE V – ADVISORY BOARD

6.1. Members.

A. Qualifications. All members of the Advisory Board for CRFDH ("Advisory Board") shall be nationally or internationally recognized in their fields or have a keen interest in and be committed to furthering the mission of CRFDH. The Advisory Board ("Adv") will initially consist of five (5) voting members. The voting members of the Advisory Board shall all be University employees and will consist of: 1) the Co-Directors and three (3) Individual Members. Advisory Board members may be elected to the committee by a majority vote of the Advisory Board or may be appointed to the Advisory Board by the Co-Directors. One member at least should be tenure-track faculty and one member at least should be IRC faculty to ensure a diversity of perspectives. A member of the Heller Center board will join as a non-voting member to serve as liaison between the two centers. They will attend board meetings as needed in order to communicate and collaborate effectively.

B. Duties. The members of the Advisory Board provide advice regarding overall direction and vision for the Center, which assists the Center to define, develop, and achieve its educational goal and help facilitate the Center's relationships with the community.

C. Appointment/Term. The members of the Advisory Board, other than the Director, shall serve renewable 3-year terms unless they resign or are removed.

D. Removal and Replacement. The Individual Members of the Advisory Board may be removed by mutual agreement of the Co-Directors and Associate Vice Chancellor of Research at any time and for any reason. Upon the removal from their position as outlined in this document, that individual shall automatically forfeit their position on the Advisory Board, but not their position as an Affiliate Member. Vacancies resulting from resignation or removal shall be filled in the same manner as an initial appointment.

E. Chairperson. The Co-Directors shall coordinate to determine which shall preside over the meeting.

ARTICLE VI – ADMINISTRATION AND FINANCE

8.1. Financing Strategies. In the short term the Co-Directors shall solicit university and system grants for initial operations, however, both Co-Directors will dedicate a substantial amount of their faculty research efforts to this endeavor. Long financing strategies will focus on soliciting local, state, national, foundational, and international grants.

8.2. Fiscal Management and Review. Fiscal management will be carried out using UCCS fiscal and administrative procedures, which will be provided by the Office of the Provost for the first three years of the Center's operations. Thereafter, the Center shall self-fund these efforts.

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).

As the Center reports to the Provost, and their deputy the Vice Provost for Research, 100% of the Indirect costs (F&A) shall return to the Center. The Center shall distribute this F&A as follows: 75% to the Principal Investigator(s) and 25% to the Center.

The Office of the Provost shall support the onboarding of the Center by offering complimentary post-award staff support to help administer and financially-manage federal grants for the first three years of the Center. After this initial three-year period, the Center shall provide its own administrative and financial management with its own resources, or the Office of the Provost shall administer and financially and administratively manage Center grants for a fee of 10% of total F&A collected on any grant. Should the Office of the Provost manage a grant, the F&A shall be distributed in these percentages: 70% to the Principal Investigator(s), 20% to the Center, and 10% to the Office of the Provost.

ARTICLE VII – 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 the Advisory Board.

ARTICLE VIII – 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 IX – 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.