

UAMS GRANTS MANAGEMENT PROGRAM ALUMNI CHARTER

Bylaws

ARTICLE I: NAME

The name of the group shall be **UAMS GRANTS MANAGEMENT PROGRAM ALUMNI (GMPA)**

ARTICLE II: PURPOSE

The UAMS Grants Management Program Alumni serves as a continuing education platform for individuals who have completed the UAMS Grants Management Certification Program, enhancing their skills in effectively managing grants and related activities. To maintain eligibility, participants must comply with policy 8.3.09, which mandates ongoing education for personnel with grant-related responsibilities at UAMS. This program ensures that alumni remain adept in navigating the complexities of grants management, thereby promoting efficient and successful grant oversight within their roles.

ARTICLE III: MEMBERS

Section 1. Alumni. Members shall be those individuals (hereafter called Alumni) who have successfully completed the UAMS Grants Management Certification Program (GMCP), maintain the required annual continuing education hours (currently 6 hours/year).

Section 2. Alumni Recertification. Participants must maintain the required 6 contact hours per calendar year to remain in the program, with automatic enrollment occurring each December 31st. Failure to meet the certification requirements will result in dismissal from the program, and a participant wishing to rejoin must reapply and retake the course.

Section 3. Voting. Each Alumni shall be entitled to one vote on each matter submitted to a vote of the Alumni. Votes will be cast electronically. One-third of the Alumni shall constitute a quorum. The act of a majority of the Alumni at which a quorum is represented shall reflect the will of the Group.

ARTICLE IV: OFFICERS

Section 1. Officers. The officers of the UAMS Grants Management Program Alumni shall be a Chair, Vice Chair, Treasurer and Secretary. In addition, the Chairs of each standing committee will serve as Officers. All qualifying Alumni shall be eligible to hold office. (See Article III, Section 1 for a definition of a qualifying Alumni). The GMPA officers will work in conjunction with the Director of Grants Accounting to maintain and oversee the operations of the program.

Section 2. Election of Officers and Term of Office. The election of officers shall occur annually in November. The Vice Chair/Chair position shall serve a term of two years which consists of a year as Vice Chair and a year as Chair. The Secretary and Treasurer shall each serve two-year terms. Elections for Secretary and Treasurer should occur every other year. The terms of all officers shall run January 1 through December 31. The Chair position cannot serve two consecutive years, while the Secretary and Treasurer have no term limits.

Section 3. Removal. Any Officer may be removed by the members by a majority vote whenever, in its judgment, the best interest of the group would be served.

Section 4. Vacancies. A vacancy in any office may be filled by majority vote of the Executive Committee for the unexpired portion of the term.

Section 5. Chair. The Chair shall be the principal officer of the group and shall in general supervise and provide leadership for all affairs of the group. The Chair shall be responsible for scheduling the Executive Committee's monthly meetings.

Section 6. Vice Chair. The Vice Chair shall serve as the Chair-Elect and perform the duties of the Chair in his/her absence. The Vice Chair shall be responsible for tracking progress of persons enrolled in the Grants Management Program to

ensure coursework completion within 18 months and overseeing the testing (practice and final) process for the GMCP participants.

Section 7. Treasurer. The Treasurer shall be responsible for handling and managing financial issues; the management of financial accounts and providing regular reports on financial status to the Executive Committee. The Executive Committee and/or Alumni may request the Treasurer to provide current written or verbal financial reports. Upon term completion, the Treasurer shall act as advisor and provide training for the Treasurer-elect.

Section 8. Secretary. The Secretary shall be responsible for sending out Outlook meeting invites to the Executive Committee and shall arrange for the minutes of the meetings and distribute all minutes to the Committee following the meetings. The Secretary shall be the primary administrative contact for the educational and other courses provided by the GMPA. This includes working with those who teach the classes to identify and set up rooms, listing Participant classes and Advance Classes in Workday and coordinating schedules for courses. The Secretary shall be responsible for maintaining all pertinent rosters and distributions lists (Participants, Alumni and the Ad Hoc Members), and for generating the letters to new participants and new alumni for the Grants Accounting Director's signature. Upon term completion, the Secretary shall provide training support for the Secretary-elect.

Section 9. Ad Hoc Members. A representative from the and Research and Sponsored Projects will be included in the GMPA Executive Committee as Ad Hoc members. These Ad Hoc members will serve a one-year term but can serve successive terms.

Other potential Ad Hoc members from shall be included in the Executive Committee meetings on an as needed basis, to be determined by the Officers. These members would represent a cross section of departments across UAMS with Grant management responsibilities and would be asked to attend when the nature of discussions required their input.

Section 10. Committee Chairs. The Committee Chairs shall act as liaisons between the Officers and the Committees. These positions will be appointed by the Officers and the Committees and will serve a 2 year term.

ARTICLE V: STANDING COMMITTEES

Section 1. Executive Committee. The Executive Committee shall consist of the Officers of the organization as defined in IV. 1., plus ad hoc members appointed by the Chair as needed. The Executive Committee shall serve as the Nominating Committee for the Officers to the UAMS Grants Management Program Alumni. The Executive Committee shall meet monthly.

Section 2. Continuing Education Committee. The Continuing Education Committee examines issues related to the curriculum for the participants in the GMCP as well as the continuing education needs of Alumni. This will include overseeing the awarding of travel support to an Alumni member for a qualifying meeting, if funded.

Section 3. Ad Hoc Committees. The Executive Committee and members of the Grants Management Program Alumni may at any time create an Ad Hoc Committee and appoint a Committee Chair for any purpose it deems necessary to the organization and support of the Alumni.

Section 4. Rules. Each Committee shall determine its own meeting schedule. Qualified Committee Chairs are selected by Committee members and appointed with prior approval by the Executive Committee.

ARTICLE VI: DUES

Dues for the UAMS Grants Management Program Alumni shall be determined by the Executive Committee. The amount will be presented to and voted on by Alumni. The Treasurer shall be responsible for the collection of dues annually.

ARTICLE VII: MEETINGS OF ALUMNI.

Section 1. Meetings. Meeting times shall be established by the Officers.

Section 2. Special Meetings. Special meetings of the Alumni may be called by the Officers.

Section 3. Attendance. In order to obtain his/her mandatory continuing education requirements, Alumni are strongly encouraged to attend a majority of the Advanced Classes/Round Tables. Program credit for Committee meeting attendance is determined by the Committee Chair and, for this purpose, minimum attendance is defined as participation in at least 75% of the Committee's meetings within a program year.

ARTICLE VIII: AMENDMENTS

The By-Laws of the UAMS Grants Management Program Alumni may be amended by a quorum vote cast at a meeting or electronically, providing that all Alumni have been notified in writing of the proposed revisions at least one week in advance of the vote.

ARTICLE IX: RATIFICATIONS

The By-Laws of the UAMS Grants Management Program Alumni shall be ratified by a quorum of Alumni by an electronic vote cast, as defined by the By-Laws.

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