

## BYLAWS TEMPLATE

### Article 1. NAME AND AFFILIATION

- 1.1 **Name:** The name of this organization shall be [Institute/Center Name], University of Michigan ("the Institute/Center")
- 1.2 **Affiliation:** The Institute/Center is a constituent entity of [relevant School /College] at the University of Michigan

### Article 2. GOAL AND MISSION

- 2.1 **Goal:** The goal of the Institute/Center is to [state goal succinctly]
- 2.2 **Mission:** The mission of the Institute/Center is to:
  - Facilitate interdisciplinary research and teaching related to [specify focus area]
  - [State additional mission point]
  - [State additional mission point]

### Article 3. PARTICIPATION

- 3.1 **Affiliates:** The Institute/Center may designate individuals, particularly primarily University of Michigan faculty, as "Affiliates" expected to contribute [specify contributions, e.g., research, teaching, service]
- 3.2 **Associates:** Selected Affiliates committed to [specify terms, e.g., leadership roles, long-term contributions] may be designated as "Associates"



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### Article 4. GOVERNANCE AND OPERATION

- 4.1 **Reporting Structure:** The Institute/Center reports to the Dean, the Center Director, and the Steering Committee
- 4.2 **Steering Committee:**
- **Composition:** Includes a Chair and [XX to YY] members, appointed by [appointing authority] for [X-year terms]. Appointments may be renewed up to [X times] and initially staggered to facilitate smooth rotations
  - **Responsibilities:** Adopt bylaws, approve policies, elect the Executive Committee, and oversee the Institute/Center's management
  - **Meetings:** Convenes at least twice each semester, led by [specify authority]
- 4.3 **Executive Committee:** Formed by the Steering Committee, includes the Chair and [XX to YY] members representative of the university's major units
- 4.4 **Director:** Appointed by the Dean in consultation with the Steering Committee, serves as an ex officio member of both the Steering Committee and the Executive Committees
- 4.5 **Subsidiary Bodies:** The Steering Committee may establish subcommittees, advisory boards, working groups, and other subsidiary bodies as necessary to advance the Institute/Center's objectives

### Article 5. AMENDMENT OF THE BYLAWS

- 5.1 **Amendment Procedure:** Bylaws may be amended or repealed by a majority vote of the Steering Committee, provided the proposed amendment has been circulated at least one week prior to the meeting
- 5.2 **Severability:** Any provision of these bylaws deemed illegal, unenforceable, or inconsistent with U-M policies will be severed, with remaining bylaws continuing in full effect