

# **Center for Research on Atypical Development and Learning** **By-Laws**

## **Overview**

### **Mission of Center**

The Center for Research on Atypical Development and Learning (CRADL) is an interdisciplinary center that stimulates basic and applied research and facilitates educational and outreach efforts. CRADL consists of faculty members representing a broad span of academic orientations including developmental, clinical and educational psychology, neuropsychology, special education, and speech-language pathology. CRADL and its faculty coordinate and support scholarly efforts that focus on gaining a fuller understanding of atypical development and learning processes from birth through adolescence.

1. The Center for Research on Atypical Development and Learning is governed by an Executive Committee composed of three faculty members, elected by the Faculty of the Center, and the Director of the Center.
2. The Center Director is nominated by the faculty of the Center and is appointed by the Deans of the Colleges of Arts and Sciences and Education.
3. The Center membership is composed of faculty from Georgia State University.
4. There will be at least one business meeting of the Center for Research on Atypical Development and Learning each academic year.
5. Robert's Rules of Order shall govern all meetings; a two-thirds vote is required to change these By-Laws.

## **Center for Research on Atypical Development and Learning**

### **ARTICLE I NAME**

The name of the organization shall be the Center for Research on Atypical Development and Learning of Georgia State University.

### **ARTICLE II PURPOSE**

The purpose is to stimulate interdisciplinary basic and applied research about atypical development and to facilitate educational and outreach efforts that focus on gaining a fuller understanding of how infants, children, and adolescents with disabilities develop and learn.

### ARTICLE III ORGANIZATION

The Center for Research on Atypical Development and Learning of Georgia State University is administered by a Director and three Executive Committee members elected by the Faculty. The Center is housed administratively within the Department of Psychology.

### ARTICLE IV ADMINISTRATION

#### Section I: Director

The Center for Research on Atypical Development and Learning shall have a director whose duties and responsibilities shall include:

1. Supervising the administration of the center;
2. Developing and administering the center's budget;
3. Developing and implementing Center research, instruction, and Service activities;
4. Selecting and supervising all staff of the Center.

The director is nominated for appointment by the members of the Center Faculty. The Director must have approval of their immediate administrative head prior to appointment. The Director will then be appointed by the Deans of the Colleges of Arts and Sciences and Education.

The term of appointment shall be three years, after which time the Director of CRADL may, upon review and recommendation by the Faculty, be re-appointed for another term with no limitation upon the number of terms.

#### Section 2: Staff

The staff of the Center shall be supervised by the director.

CRADL Administrative Unit

The administrative unit, consisting of the Director, center staff, and administrative unit shall:

1. Manage the business of the center;
2. Provide a contact point for those seeking information about disability research;
3. Provide public information and publicity about the Center, its programs, and its Faculty;
4. Assist in the development of research, instruction, and service programs;
5. Disseminate research findings to the larger scholarly, policy, and consumer communities.

## ARTICLE V CRADL FACULTY

### Section 1: Criteria of Appointment

The Center for Research on Atypical Development and Learning Faculty members must hold full-time faculty appointments in a department, center, institute, or other unit of the Georgia State University. To qualify as a member of the Faculty, one must conduct research, and publish the results, in matters related to the mission of the center.

### Section 2: Appointment Procedure and Term

Faculty may be nominated for appointment by their department chair, dean, or any member of the Center Faculty. Those nominated must have the approval of their immediate administrative head prior to appointment. Each nomination shall be presented to the faculty by the Director of the Center; The Faculty of CRADL will vote on the proposed appointment.

The term of appointment to the Center for Research on Atypical Development and Learning Faculty shall be three years, after which time the Faculty of CRADL may, upon review and recommendation by the Director and Faculty, be re-appointed for another term with no limitation upon the number of terms.

### Section 3: Powers and Responsibilities

The Faculty of the Center for Research on Atypical Development and Learning shall have the following powers:

1. To establish criteria for the Center for Atypical Development and Learning Faculty and to nominate candidates for membership;
2. To be present at all meetings of the Center for Atypical Development and Learning Faculty and to participate in all discussions and vote on all matters before the Faculty;
3. To elect members to the standing committees of the Faculty;
4. To advise the Director of the Center on all matters of policy and procedure;
5. To adopt and amend such by-laws, policies, and procedure governing matters under its jurisdiction as it may deem necessary and proper;
6. To approve any academic certificates awarded by the Center.
7. To approve the annual CRADL budget, presented by the director.

#### Section 4: Meetings

The Center for Research on Atypical Development and Learning Faculty shall hold at least one business meeting during each academic year. The business meetings shall be held on dates to be determined by the Director, provided, however, that the Faculty of CRADL, at any regular business meeting, by majority vote, may establish the date of the next regular business meeting. The Director shall notify each Faculty member in writing at least one week prior to each regular meeting of its time and place. The Director shall insure that minutes of all Faculty meetings are recorded and distributed to the Faculty.

Special meetings shall be called by the Director on his/her own initiative or upon presentation of a petition signed by twenty percent of the voting members of the Faculty. The order of business at all special meetings of the Faculty shall be restricted to the consideration of the matter or matters stated in the call to the meeting. Except in emergency, the Director shall notify each member in writing at least three days prior to any special meeting of its time, place, and purpose.

The presiding officer of both business and special meetings shall be the Director of the Center. At all meetings, simple majority of the Center for Research on Atypical Development and Learning Faculty shall constitute a quorum for the transaction of business, and no decisions requiring Faculty action shall be made without the vote of a majority of the Faculty members present and voting.

#### Section 5: Committees

The Center for Research on Atypical Development and Learning shall have an Executive Committee and Ad Hoc Committees and task forces, as necessary, to assist in carrying out its work.

Executive Committee. The Executive Committee shall advise and counsel the Director on matters such as personnel issues, budget issues, and by-law changes. The Committee shall consist of three faculty members elected by CRADL Faculty. Members of this committee shall serve a two-year term and terms shall be staggered. Meetings shall be called at the discretion of the Director.

Ad Hoc Committees. The Director of the Center for Research on Atypical Development and Learning may appoint other temporary committees and task forces as necessary to carry out the functions of the Center.

#### Section 7: Adjunct Faculty

The Center for Research on Atypical Development and Learning may appoint as an adjunct member to CRADL any person outside Georgia State University who, on behalf of the Center of Research on Atypical Development and Learning, regularly performs the functions of a faculty member. An adjunct faculty member must hold an appropriate terminal degree. Adjunct appointees will be recommended by the Director and approved by the Faculty. Adjunct faculty have all the benefits and privileges and responsibilities of faculty.

The term of appointment to the Center for Research on Atypical Development and Learning Adjunct Faculty shall be three academic years, after which time the Faculty of CRADL may, upon review and recommendation by the Director and Faculty, be re-appointed for another term with no limitation upon the number of terms.

#### Section 8: Affiliate Status

The Center for Atypical Development and Learning may appoint as an affiliate member to CRADL post-master's students and professionals who are engaged in the activities related to the mission of the center. The term of appointment to the Center for Research on Atypical Development and Learning Affiliate Status shall be three academic years, after which time the Affiliate Member of CRADL may, upon review and recommendation by the Director and Faculty, be re-appointed for another term with no limitation upon the number of terms.

## ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Center for Research on Atypical Development and Learning in all cases to which they are applicable and in which they are not consistent with these By-Laws and any special rule of order the Center for Research on Atypical Development and Learning may adopt.

#### ARTICLE VIII AMENDMENT OF BY-LAWS

These By-Laws may be amended by two-thirds vote of the members of the Center for Research on Atypical Development and Learning Faculty present and voting at any of its business meetings, provided that the amendment has been submitted in writing to the Faculty at least ten working days prior to the meeting and provided that a quorum is present.

Approved by CRADL Faculty  
May 4, 2000