

**BY-LAWS OF
CENTER FOR APPLIED DEMOGRAPHY & SURVEY RESEARCH
UNIVERSITY OF DELAWARE**

May, 202016 – Approved by CADSR Director 

May, 19th 2016 – Adopted by CADSR

May, 6th 2016 – Approved by School Director

ARTICLE I – NAME

1. The name of this organization, established in 1963, is the Center for Applied Demography & Survey Research, hereby referred to as Center. Where appropriate, the Center's acronym, CADSR, may be substituted for the Center.

ARTICLE II – MISSION

2. 1. The mission of the Center is to ensure that the best possible data and information on important policy issues are developed and made available to members of the College, its clients, and, most importantly, to the policy-makers who affect the way we all live and work in Delaware and beyond.

2.2. This mission is accomplished in four different ways: by acting as a clearinghouse for large data sets supplied by local, state, regional, and federal agencies; by maintaining an active survey research capability; by developing and designing custom databases of text, graphical information (including both raster and vector data), drawn from client files; and by using an array of information technologies.

ARTICLE III – ORGANIZATION

3. The Center for Applied Demography & Survey Research is affiliated with the School of Public Policy and Administration (the School) within the University of Delaware's (the University) College of Arts and Sciences (the College).

ARTICLE IV – FISCAL POLICIES

4.1. **Fiscal year** – The Center's fiscal year corresponds with that of the University.

4.2. **Center Accounts** – The Center Director maintains the Center's Accounts (Purpose codes). All Center Accounts are managed according to University fiscal policies.

4.3. **Project Accounts** – Principal Investigators maintain Project Accounts (Purpose codes). All Project accounts are managed according to University fiscal policies.

4.4. **Funding** – The Center is funded by:

- (a) Contracts
- (b) Grants
- (c) Donations/gifts
- (d) Overhead return
- (e) Center reserves
- (f) College and School funding for Center Director's line
- (f) College and School contribution to researcher and administrative support staff

4.5. Reserves – The Center establishes and maintains sizeable reserve funds. The Center is expected to have sufficient funds on July 1st of the fiscal year or signed contracts to cover all of center’s contractual commitments and soft funded personnel. The Center Director has full and exclusive authority over the Center’s reserve funds. The reserve funds are managed according to University fiscal policies. The main purpose of the reserves is to fund:

- (a) Any shortfall in revenues
- (b) Center’s soft funded personnel salaries not chargeable to contracts
- (c) Technology replacement for the Center (servers, replacement/upgrade of CATI Lab)
- (d) Incidentals related to the Center mission
- (e) Structural changes to the space not funded by the School or the College

ARTICLE V – COMPOSITION OF CADSR

5.1. Director – The Director is the chief executive officer of CADSR and the chief representative of CADSR outside the Center. The Director is responsible for scientific leadership, maintenance and development of applied research projects within CADSR. The Center Director actively participates in service and funded research projects of CADSR. The Director is responsible for ensuring the long term financial independence of the Center. The Director is responsible for the management and oversight of the CADSR budget and for all personnel actions and resource commitments of the Center.

Initially, the Center Director is appointed by the School Director. The Center Director is funded 90% by the College and 10% by the School. The term of appointment of the Center Director is five years, renewable.

If the Center Director resigns or is removed from office, the Center’s Associate Director becomes the Director of CADSR. If the Associate Director position is vacant at the time of the Director’s resignation or removal, the Director of the School will conduct a search for a new Center Director. At least half of the search committee’s membership will come from among the voting members of CADSR. In addition, two-thirds majority of the CADSR voting membership must approve the search committee’s proposed Center Director.

The Center Director at the time of appointment either holds or will hold a tenure track or a continuing track faculty appointment at the University. If an exempt staff with appropriate academic qualifications is to be appointed Center Director, a primary continuing track faculty appointment in an academic unit will need to be secured.

5.2. Associate Director – The Director of the Center may appoint an Associate Director to perform oversight or executive tasks of specified type. The term of appointment for the Associate Director is three years and is renewable. The Associate Director can be replaced at any time by the Director. For continuity purposes, the Associate Director is appointed from among existing Center research personnel and continues to participate in CADSR research projects.

5.3. CADSR Researchers – The Center Director hires and appoints Researchers participating in research and/or public service on a career-track basis to carry out the mission of the Center. The following positions recognized by the University job classification system are hired in CADSR as Researchers: Limited Term Researcher, Post Doctoral Researcher, Policy Specialist I, Policy Specialist II, Assistant Policy Scientist, Associate Policy Scientist, Policy Scientist, and Senior Policy Scientist.

CADSR Researchers work with a varied level of independence and expertise on funded research and service projects of the Center. Researchers in positions classified at or above level 31E may serve as Principal Investigators (PI) on CADSR projects as outlined by the University Research Office PI Policy.

Requirements for the recruitment to these positions are governed by the University HR policies.

The promotion of CADSR's research personnel is governed by the University of Delaware Policy Positions Career Ladder and Promotion Process Procedures.

5.4. Administrative Support Staff – The Center Director may hire and appoint administrative support staff as necessary to conduct the full range of administrative duties for CADSR. The administrative support staff of CADSR includes all career-track employees not belonging to the categories mentioned above and performing administrative duties. Requirements for the recruitment to these positions are governed by the University HR policies.

5.5. CADSR Visiting Scholars – The Center Director may hire or appoint Visiting Scholars who have outstanding credentials and expertise in one or more of the subject areas of the Center. Visiting Scholars have appointments of at most one year renewable and work on research or service projects of the Center. Visiting Scholars of CADSR can be appointed with or without compensation. The CADSR Visiting Scholar status is intended to enhance collaboration with highly qualified individuals external to the University.

5.6. CADSR Affiliated Faculty – The Center Director may appoint CADSR Affiliated Faculty with outstanding credentials and expertise in one or more of the subject areas of the Center. Affiliated Faculty have appointments of at most one year renewable and work on research or service projects of the Center. Affiliated Faculty of CADSR can be appointed without compensation. The CADSR Affiliated Faculty status is intended to enhance collaboration with existing faculty of the University.

5.7. Miscellaneous Wage Employees – The Center Director in cooperation with research personnel may hire miscellaneous wage employees to carry out support tasks on Center research projects. Requirements for the recruitment to these positions are governed by the University HR policies.

5.8. CADSR Graduate Students – University students receiving a stipend from the Center are classified as CADSR funded students. CADSR funded students work on their own research and contribute to CADSR projects as determined by the Center Director.

ARTICLE VI – EVALUATION

6.1. Evaluation of the Center – Evaluation of the Center is undertaken in accordance with the College Policies & Guidelines for Centers.

6.2. Evaluation of the Center Director and Associate Director – The Center Director and the Associate Director are evaluated, in accordance of the position's reporting relationship, in compliance with relevant University HR policies.

6.3. Evaluation of others – Evaluation of researchers, administrative support staff, visiting scholars, miscellaneous wage employees and students are conducted by the evaluated person's immediate supervisor as determined by the Center Director. The evaluations are carried out in compliance with relevant University HR policies.

ARTICLE VII – VOTING MEMBERS

7. The Director, the Associate Director, all CADSR Researchers, CADSR Administrative support staff and CADSR Visiting scholars receiving compensation from CADSR are considered voting members of the Center.

ARTICLE VIII – AMENDMENTS TO BYLAWS

8. Any voting member of the Center may submit proposals to recommend amendments to the bylaws. These proposals to recommend amendments must be published in the call for meeting distributed to the voting members by the Center Director at least 5 days before the meeting. The recommendation proposal to amend the bylaws passes with a two-thirds vote of all voting members of the Center. The Center Director gives final approval to recommendations for amendments.