

# **South Dakota Space Grant Consortium Roles and Responsibilities of Members**

Adopted July 22, 2005

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The South Dakota Space Grant Consortium (SDSGC, or the Consortium) was established March 1, 1991, under funding from the National Aeronautics and Space Administration's (NASA's) National Space Grant College and Fellowship Program.

As the link between NASA and the citizens of South Dakota, the mission of the SDSGC is to instill the spirit of exploration and discovery in students and educators and in the general public, with a special focus on the fields of science, technology, engineering, and mathematics (STEM) that are essential for the development of the nation's workforce.

This document outlines the organizational structure and governance of the Consortium and defines membership categories and the roles and responsibilities of members. Policies for adding and removing member organizations or official designees are addressed in Appendix I and II.

## **I. Membership**

Membership in the Consortium is open to all institutions of higher education in the state and to other organizations with an interest in NASA-related research and education topics. At present, there are 19 institutional and affiliate members, including representatives from K-12 and informal education, industry, business, and state and federal government.

## **II. Director**

The SDSGC Director serves at the lead institution and will exercise the following responsibilities:

1. Implement the goals and objectives of the Consortium;
2. Develop and administer the annual budget according to the Cooperative Agreement with NASA;
3. Administer the statewide programs of the SDSGC, including SD NASA Experimental Program to Stimulate Competitive Research (EPSCoR);
4. Hire, direct, and supervise Consortium staff at the SDSGC Headquarters Office;
5. Call meetings/teleconferences of the SDSGC Management Team in addition to Consortium-wide meetings;
6. Serve as the Consortium's chief spokesperson and public relations officer;
7. Appoint committees as needed to assist Consortium programs;
8. Fulfill reporting requirements to NASA on behalf of the Consortium;
9. Develop new SDSGC proposals and renewal of agreements;
10. Represent SDSGC at national and regional meetings of the National Council of Space Grant Directors.

### **III. Lead Institution and Consortium Office**

The lead institution hosts the SDSGC Director and the SDSGC Headquarters Office. The lead institution provides adequate physical space and communications infrastructure to conduct consortium business; this includes a SDSGC Office and space for the Director and Deputy Director. The SDSGC Office responds to requests from Consortium members, affiliates, NASA, and the public, and oversees the maintenance of a Space Grant website. The lead institution and Consortium Office are responsible for management of the Cooperative Agreement with NASA, including submission of the annual budget requests and work plan, submission of annual financial and technical reports, and submission of Consortium Management Information System (CMIS) database information.

### **IV. Institutional Members**

Institutional members include the lead institution (South Dakota School of Mines and Technology), South Dakota State University, Augustana College, University of South Dakota, the U.S. Geological Survey's National Center for Earth Resource Observation and Science (EROS), South Dakota Discovery Center, the Journey Museum. Institutional members, other than the lead institution, have a designated SDSGC Associate Director. All institutional members have permanent representation on the Management Team. With the exception of EROS, institutional members are eligible to receive annual operating funds from the Consortium budget to support the Associate Director's position and related costs.

Primary responsibilities of the Associate Directors include:

1. Serve on the Consortium Management Team;
2. Develop and administer the annual budget for the institutional member, including the provision of 1:1 non-federal cost-sharing funds;
3. Assist with implementation of Consortium programs in their institutions and local communities;
4. Act as the primary point of contact for the dissemination of NASA and SDSGC information about funding opportunities for faculty and students at their institutions and to educators and the general public in their area;
5. Advertise Consortium fellowship/scholarship and research opportunities and encourage students and faculty members on their campuses to apply for these grants and scholarships;
6. Help recruit members from underrepresented groups to apply for support under Consortium programs;
7. Submit annual work plan, financial and technical reports, and CMIS database information to the Consortium office;
8. If possible, attend national and regional Space Grant meetings.

## **V. Management Team**

The SDSGC Management Team supervises the planning and conduct of the SDSGC.

### Membership:

The Management Team consists of the Director and Deputy Director from the lead institution, the Associate Directors from each of the institutional members, and two rotating members appointed from the Consortium's affiliate organizations.

### Rotating Members:

Representatives of any affiliate member organization may apply to fill one of the two rotating positions on the Management Team. Rotating members serve for two years and the appointments are staggered so that one position becomes open each year. New rotating members are selected from the applicants by majority vote of the existing Management Team. Rotating members may not be re-elected for consecutive terms unless there are no other applicants in that year.

### Meetings:

The Management Team will meet a minimum of four times per year (two of which must be at the semi-annual consortium-wide affiliate meetings described under Section VI) and will conduct monthly Management Team teleconferences.

### Quorum:

A quorum exists when 50% of the Management Team is in attendance at a meeting or teleconference.

### Voting:

Each Management Team member has one vote. All matters requiring the Management Team's approval will be agreed upon by a simple majority vote of those present and voting, unless otherwise noted (2/3 vote). Each team member can designate a surrogate member if he or she is unable to attend a meeting where a vote will be taken.

### Responsibilities:

1. Develop short and long-term planning and goals and conduct an annual review and update of SDSGC's Strategic Plan;
2. Adopt the annual budget;
3. Approve program expenditures for fellowship/scholarship and Program Initiation Grant awards;

4. Approve guidelines for all fellowship/scholarship and grant applications, review submitted applications, and recommend awards;
5. Review other requests to the Consortium for financial or technical support;
6. Serve, as required, on the Technical Advisory Committee and/or Steering Committee of the South Dakota NASA EPSCoR Program and, thereby, ensure coordination between the Space Grant and NASA EPSCoR programs in the state;
7. Vote on applications for the rotating two-year positions on the Management Team;
8. Vote on changes in the Consortium, including addition or removal of member/affiliate organizations, changing the Director (2/3 vote), or changing the lead institution (2/3 vote).

## **VI. Affiliate Members**

Affiliate members make up the statewide network that enables the Consortium to implement relevant NASA's research and education programs and to assist in addressing the needs of the state in the areas of science and technology education, workforce development, and economic growth. Affiliate members include institutions of higher education, Tribal Colleges, vocational and technical colleges, industry, K-12 education groups, informal education and science organizations, state and federal government agencies, and other organizations with interests in science, technology, and education that align with NASA's mission. Each affiliate member maintains contact with the Consortium Management Team through a designated Space Grant representative. Affiliate member representatives are also eligible to apply for a rotating two-year position on the Management Team. Affiliate members receive no regular Consortium funds, but they are eligible to apply for a variety of special programs, many of which provide funding to the organization or to individuals.

### Benefits of membership:

1. Affiliate members provide input into the design and implementation of the programs of the SDSGC, its Strategic Plan, and relations between the Consortium, NASA Headquarters, and the national Space Grant network;
2. Affiliate member representatives are encouraged to participate in SDSGC semi-annual meetings;
3. Affiliate member representatives are eligible to apply for one of two rotating, two-year positions on the Management Team;
4. Affiliate members may be selected to serve on the Technical Advisory Committee of the South Dakota NASA EPSCoR Program and, thereby, provide guidance on the state's research initiatives and ensure coordination between the Space Grant and NASA EPSCoR programs in the state;
5. Affiliate members are encouraged to participate in and support SDSGC's annual South Dakota Space Days and other events or activities, as relevant;
6. Representatives receive electronic updates from SDSGC on Consortium programs and science, technology, engineering, and mathematics (STEM) education and research opportunities from NASA and other organizations;
7. Affiliate member organizations are listed on the SDSGC website (<http://sd.spacegrant.org>) along with links to each member's website and the name and contact information for the Space Grant representative at the organization;

8. Higher education affiliates are eligible for participation in Consortium programs including:
  - a. SDSGC's fellowship and scholarship programs;
  - b. Support for student and faculty internships and other summer programs at NASA Centers, EROS, industry affiliates, and related science and technology programs;
  - c. Faculty and student participation in the South Dakota NASA EPSCoR Program;
  - d. Collaboration with institutional members in areas of student programs, curriculum development, interdisciplinary research and education, mentoring of precollege groups, and faculty mentoring;
  - e. Faculty are eligible to submit proposals for SDSGC Program Initiation Grants or for support of research and travel relevant to the SDSGC mission;
9. Industrial affiliates receive benefits including:
  - a. Access to a diverse group of science and technology undergraduate and graduate students to conduct research and design projects and to fill internships and employment opportunities;
  - b. Participation in and support of SDSGC's annual South Dakota Space Days and other activities;
  - c. Electronic updates on state or federal initiatives promoting university-industry partnerships and technology-based economic development.

Responsibilities:

1. Each affiliate member maintains contact with the Consortium through a designated Space Grant representative. Expectations of the Space Grant representative include:
  - a. Assist with implementation of Consortium programs in their organizations and local communities;
  - b. Act as the primary point of contact for the dissemination of information about NASA and SDSGC programs in their organizations;
  - c. Promote interest in STEM disciplines and enhance public understanding of NASA mission, programs, and research and education opportunities through the dissemination of materials and information;
  - d. Help recruit members from underrepresented groups to participate in Consortium programs and to pursue careers in science and technology fields;
  - e. Seek to leverage Consortium funds by identifying potential cash or in-kind matching funds in their organizations or communities;
2. Affiliate members are encouraged, but not required, to provide cash or in-kind support of Consortium activities;
3. All affiliates members must respond to a short annual survey in which they provide data for program evaluation and improvement, report activities for the project year, indicate changes in the SDSGC contact, indicate changes in organizational status or interest with respect to Consortium participation, and report and document estimates of cost-sharing.

**VII. Amendment**

These Roles and Responsibilities of Members may be amended by a 2/3 vote of the SDSGC Management Team at any meeting at which a quorum is present. To insure proper consideration, all proposed amendments must be submitted to the Consortium Director at least two weeks prior to a quarterly meeting or monthly teleconference.

## Appendix I

### Policies for Adding and Removing Members

#### Change of Director and Lead Institution

If the SDSGC Director retires, moves, or resigns, or it becomes necessary to change the lead institution, the SDSGC Management Team will follow NASA's guidelines for such changes included here as Appendix II. A 2/3 vote of the Management Team is required on matters related to changes in the Director and lead institution.

#### Change of Associate Director

If an Associate Director retires, moves, or resigns, the institution must submit a letter to the Consortium Director designating a new Associate Director upon subsequent approval of the Management Team. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name, title, and mailing address (including e-mail) of proposed Space Grant Associate Director
- b) Curriculum vitae of proposed Associate Director
- c) Statement describing designee's interests in NASA-related research and education and the potential contribution of the designee to Consortium management
- d) Statement of compliance with the roles and responsibilities of institutional members as outlined in sections IV and V of this document, including commitment of appropriate release time for the Associate Director to participate in Consortium meetings, travel, and other activities; agreement to provide non-federal matching funds to meet the NASA requirement of 1:1 cost-sharing; and agreement to meet annual technical and financial reporting requirements

#### Addition and Removal of Institutional Members

##### Addition:

Organizations may be considered for institutional membership by addressing a letter to the Consortium Director. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name of organization
- b) Type of organization
- c) Name, title, and mailing address (including e-mail) of chief executive officer or president of the organization
- d) Name, title, and mailing address (including e-mail) of proposed Space Grant representative (Associate Director)
- e) Statement of organizational mission and description of the organization's involvement in NASA-related research and education topics

- f) Statement describing the potential contribution of the organization to the Consortium
- g) Statement of compliance with the roles and responsibilities of institutional members as outlined in sections IV and V of this document, including designation of an Associate Director and commitment of appropriate release time for Consortium activities, agreement to provide non-federal matching funds to meet the NASA requirement of 1:1 cost-sharing, and agreement to meet annual technical and financial reporting requirements

The Management Team may consider applications for institutional membership at any meeting at which a quorum is present. Applications that receive a 2/3 vote will be admitted to the Consortium as institutional members.

Removal:

An institutional member can be removed from the Consortium by a 2/3 vote of the SDSGC Management Team. The Management Team may recommend removal of an institutional member under the following circumstances: 1) the organization requests to withdraw; 2) the organization reneges on its contractual agreement with the Consortium or fails to fulfill its annual technical and financial reporting requirements; 3) the Management Team determines that for two consecutive years the annual activity of the member no longer justifies status as an institutional member; or 4) the organization is found in violation of these Roles and Responsibilities or is engaging in conduct detrimental to the best interests of the Consortium. Such removal may occur only after the member has been given adequate written notice of the pending action and an opportunity to respond to the Management Team in a written or oral defense.

**Addition and Removal of Affiliate Members**

Addition:

Organizations may be considered for affiliate membership by addressing a letter to the Consortium Director. The letter must be signed by the chief executive officer, college president, or equivalent officeholder and must include the following information:

- a) Name of organization
- b) Type of organization
- c) Name, title, and mailing address (including e-mail) of chief executive officer of the organization
- d) Name, title, and mailing address (including e-mail) of proposed Space Grant representative
- e) Statement of organizational mission and description of the organization's involvement in NASA-related research and education topics
- f) Statement describing the potential contribution of the organization to the Consortium

- g) Statement of compliance with the roles and responsibilities of affiliate members as outlined in section VI of this document, including the annual member survey and reporting requirements

The Management Team may consider applications for affiliate membership at any meeting at which a quorum is present. Applications that receive a majority vote will be admitted to the Consortium as affiliate members.

Removal:

An affiliate member can be removed from the Consortium by a 2/3 vote of the SDSGC Management Team. The Management Team may recommend removal of an affiliate member under the following circumstances: 1) the organization requests to withdraw; 2) the organization fails to respond to the annual affiliate survey for two consecutive years; 3) the Management Team determines that for two consecutive years the annual activity of the affiliate no longer justifies membership; or 4) the organization is found in violation of these Roles and Responsibilities or is engaging in conduct prejudicial to the best interests of the Consortium. Such removal may occur only after the member has been given adequate written notice of the pending action and an opportunity to respond to the Management Team in a written or oral defense.



## Appendix II

### **Guidelines for Space Grant Director/Lead Institution Changes**

(as provided by NASA Headquarters in October 7, 2014)

Inevitably, Space Grant directors retire, move, or resign. Selecting a new director is an important process within the state consortium that may also require a lead institution change. The purpose of this communication is to establish guidelines for orderly program change that is in the best interests of the program and its participants. Among the most critical factors of consortium success are the choice of program director and the degree of support the consortium has from the lead institution. This document outlines the process that must occur before an official director or lead institution change can occur.

#### **Appointment of an Interim Director**

If a consortium director leaves his/her position, or proposes to do so, the National Space Grant program manager should be notified as soon as possible. The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. **The interim director should be appointed for a period not to exceed 6 months.** The permanent appointment of a director is subject to the conditions described below.

#### **Consortium-wide Meeting**

Within six months of providing notice of the proposed change(s), the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. This meeting shall include the governing bodies of the consortium (including but not limited to affiliate representatives, campus representatives, advisory councils, board of directors, operating committees, etc.). Representatives from non-affiliate institutions that have expressed interest in joining the consortium may also be invited. The National Space Grant staff at NASA Headquarters should also be invited to attend.

The purpose of this meeting is to discuss consortium changes, including changes of the director and lead institution, reach a consensus on those proposed changes, and agree upon the contents of the formal request to NASA Headquarters.

#### **Request for Consortium Changes**

The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the lead institution, even if the lead site is not changing, describing matching funds, institutional resources, and general support for

program leadership, including office space for management and other consortium activities.

- Minutes from the consortium consensus meeting, including minority reports, if any.

### **Change of Lead Institution**

In case the consortium director leaves his/her position due to the Lead Institution change, or proposes to do so, the National Space Grant program manager should be notified as soon as possible that **both** a Lead Institution and Director will be changing. Additionally, all other required processes for Change of Director will be followed.

### **Submission of Change Request Packages**

Final approval of the changes resides with the National Space Grant staff. Even if multi-year awards have been promised, approval will be delayed if the above conditions are not met. Submit Director/ Lead Institution Change Packages via email to:

Lenell Allen, Ph.D.  
Director, Aerospace Research and Career Development (ARCD)  
National Space Grant Program Manager and Technical Officer  
[lenell.allen@nasa.gov](mailto:lenell.allen@nasa.gov)

and

LaTeicia Durham  
Valador Program Analyst and Grant Specialist [lateicia.durham@nasa.gov](mailto:lateicia.durham@nasa.gov)

Cc: HQ Space Grant Program Office  
NASA and Valador Staff  
[hq-space-grant@mail.nasa.gov](mailto:hq-space-grant@mail.nasa.gov)

### **Elements to Consider**

The following items should be considered by lead and affiliate personnel in contemplating change of leadership:

- It is imperative that the leadership, advisory council and membership of the consortium seek and consider the most qualified candidates for the director position, including members of underrepresented groups – women, minorities, and persons with disabilities.
- If the proposed director holds an academic appointment, it is preferable that he/she be tenured. This breadth of experience and knowledge greatly benefits the consortium.
- Adequate space should be available to conduct consortium business, including director's office space and space for proposed student activities.
- If the home institution is academic, office space should be centrally located on the campus.

The following checklist should be utilized to ensure that all required processes for Change of Director/Lead Institution are adhered to:



## **Guidelines for Space Grant Director/Lead Institution Changes Checklist for Consortia**

### **Change of Director**

#### **Step 1: Notify National Space Grant Program Office.**

If a consortium director leaves his/her position, or proposes to do so, the National Space Grant program manager should be notified as soon as possible.

#### **Step 2: Appoint an Interim Director**

The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. The interim director should be appointed for a period not to exceed 6 months.

#### **Step 3: Convene a consortium-wide meeting**

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes reach a consensus on the proposed Director change, and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees is indicated in the full instructions. Note that this includes National Space Grant Staff.

#### **Step 4: Send formal request to Program Director, National Space Grant Headquarters.**

The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the lead institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.
- Minutes of the consortium consensus meeting, including a list of attendees and institutions represented and including minority reports, if any.

### **Change of Lead Institution**

#### **Step 1: Notify National Space Grant Program Office.**

In case the consortium director leaves his/her position due to the Lead Institution change, or proposes to do so, the National Space Grant program manager should be notified as soon as possible that both a Lead Institution and Director will be changing.

#### **Step 2: Appoint an Interim Director**

The chief academic officer of the lead institution will recommend to NASA, for approval, the appointment of an interim director. The interim director should be appointed for a period not to exceed 6 months.

#### **Step 3: Convene a consortium-wide meeting**

Within six months after giving notice of the proposed change, the interim director or lead governing body of the consortium must convene a consortium-wide meeting to discuss proposed changes. The purpose of this meeting is to discuss consortium changes reach a consensus on the Lead University change (and change of Director if necessary), and agree upon the contents of the formal request to NASA Headquarters. The list of invited attendees is indicated in the full instructions. Note that this includes National Space Grant Staff.

#### **Step 4: Send formal request to Program Director, National Space Grant Headquarters.**

The formal request to the National Space Grant staff for changes in the consortium must include the following elements:

- Vita of recommended consortium director.
- If the consortium-wide meeting results in recommendations for changes to the current program plan (including, but not limited to, budget distribution or allocation, FTE of consortium director, program assistants and/or CMIS point of contact), a new program plan must be submitted.
- Statement from the new Lead Institution describing matching funds, institutional resources, and general support for program leadership, including office space for management and other consortium activities.
- Minutes from the consortium consensus meeting, including minority reports, if any.