

**APPENDIX B TO STANDING RULES**  
**ARCS FOUNDATION, INC.**  
**CHARTERS OF THE STANDING COMMITTEES**

*(Approved September 17, 2022; Effective July 1, 2022)*

*Proposed by Governance Committee for National Board Approval – Draft of June 1, 2023*

**Appendix B. Charters of the Standing Committees:**

Audit Committee - see Bylaws Section 6.2.1

Chapter Engagement Committee

Communications and Marketing Committee

Diversity, Equity, and Inclusion Committee

Finance Committee

Philanthropy Committee

**University Relations Committee**

Nominating Committee - see Bylaws Section 6.2.7

National Endowment Fund Committee - see Bylaws Section 6.2.8 and Appendix C

# Achievement Rewards for College Scientists Foundation, Inc.

## University Relations Committee Charter

### PURPOSE

The University Relations Committee (the "Committee") is a standing committee of Achievement Rewards for College Scientists Foundation, Inc. (the "Foundation"), the purposes of which are to:

- Ensure continued consistency and quality of institutions ("Academic Partners"), schools, departments, programs, and scholars funded by the Chapters of the Foundation; and
- Support the mission of the Foundation to fund exceptional scholars in the country's leading programs in science, engineering, and medical research by maintaining consistently high standards when recommending applicant institutions, schools, departments, and programs for ARCS Foundation Chapter funding.

### STRUCTURE AND COMMITTEE MEMBERSHIP

1. Number. The Committee shall consist of such number of members as the President of the Foundation shall appoint from time to time. The Committee shall consist of at least five (5) members, of which the Chair, Chapter Engagement shall serve as an ex officio member.
2. Qualifications and Independence. Each member of the Committee must be an active member of one or more of the Foundation's Chapters. No member of the Committee shall be an employee or consultant to the Foundation or an employee of the Foundation's association management firm.
3. Chair. The Chair, University Relations shall be elected by the National Board ("NB") and shall serve as chair of the Committee.
4. Selection and Removal. Members of the Committee shall be appointed by the President in consultation with the Chair, University Relations. The President shall submit all Committee members for approval by the NB. Following such NB approval, the Chair, in consultation with the President, may remove members of the Committee and shall report to the NB the removal of members from the Committee.

### AUTHORITY AND RESPONSIBILITIES

1. The Committee shall (a) review and recommend for NB approval new applicant institutions and (b) review and approve academic schools, departments, and programs of NB-approved Academic Partners nominated by a Chapter of the Foundation to determine qualification for scholar funding by a Chapter.
2. The Committee shall monitor required site visits conducted by Chapters on an annual basis.
3. The Committee shall maintain a database of approved Academic Partners and their schools, departments, and programs.
4. The Committee shall work to improve methods to evaluate the relative rankings of Academic Partners and their respective schools, departments, and programs, to improve the efficiency of academic reviews, to increase the funding of graduate versus undergraduate scholars, and to improve the relationships of Chapters with their funded Academic Partners.
5. The Committee shall provide support for the Chapters and improve consistency of standards among ARCS Foundation Chapters by maintaining the University Relations Manual and training materials, and by providing training sessions from time to time for Chapter university relations leaders and committee members.
6. The Committee shall review the survey results (when conducted by the Evaluation Committee) of Academic Partners and propose any needed recommendations or guidelines.

7. The Committee shall monitor current level of Chapter commitments to undergraduate institutions and determine whether to direct more awards to graduate students versus undergraduates.
8. The Committee shall assist (a) the Chapter Engagement Committee and the Finance Committee with new Chapter development; and (b) the Chapter Engagement Committee with oversight of the policies and procedures for Chapter Scholar Awards.
9. The Committee shall review the annual submission by each Chapter of its ARCS Scholar information in the ARCS Scholar Data Base.
10. The Committee shall coordinate with the Information Strategies Committee to update pertinent subject matter areas on the P.A.T.S. Learning Portal.
11. The Committee shall assist the Council of Presidents with any needed recommendations or guidance on issues pertaining to university relations.
12. The Committee shall incorporate the principles of diversity, equity, and inclusion as it performs its duties and responsibilities.

### **PROCEDURES AND ADMINISTRATION**

1. Meetings. The Committee shall meet in person or by any means available as often as it deems necessary in order to perform its responsibilities. A simple majority of the Committee members shall constitute a quorum for all meetings. Once a quorum has been attained, approvals are decided by a majority vote of those present and voting, unless otherwise specified. Any Committee members participating in a new institution or new school, department or program approval from their Chapter shall recuse themselves from voting on the matter. Such members shall disclose their conflict and may respond to requests for additional information or clarification from Committee members. The Committee may also act by unanimous written consent in lieu of a meeting. The Committee is required to keep minutes of its meetings.
2. Subcommittees. The Committee may form and delegate authority to one or more subcommittees (including a subcommittee consisting of a single member), as it deems appropriate from time to time.
3. Reports to the NB. The Committee shall report regularly to the NB.
4. Charter. The Committee shall, from time to time as it deems appropriate, review and reassess the adequacy of this Charter and recommend any proposed changes to the NB for approval.