

Interim By-laws

Midwest Big Data Hub

I. MISSION

It is the mission of the Midwest Big Data Hub to develop and enable cross-sector communities to apply data-driven approaches toward solving scientific and societal challenges of interest in the Midwest region. The primary aims of the Midwest Big Data Hub are to 1.) facilitate the creation of new public-private partnerships to improve the production of actionable knowledge for data-driven decision-making; and 2.) to increase regional capacity in data science, data sharing, access and use.

Globally, there are increasing complexities in collecting, managing, serving, mining, storing, and analyzing increasingly large and diverse data and information collections. The MBDH will work through our current and future partners to engage academic, commercial, governmental, non-governmental (NGO) and civilian constituencies in cross-sector efforts to improve access, use, and understanding of existing and future data stores. The MBDH will work directly to coordinate existing scientific, Big Data and cyberinfrastructure projects; share and nurture best practices, develop standards and data policies; and help to acquire funding to support activities within our thematic and cross-cutting communities. The MBDH will also actively seek out opportunities to improve capacity around Big Data and data science by leading or coordinating technical and data sharing pilot projects, as well as engaging partners across the region in the development of data science curriculum and workforce pipelines.

Thematic “Spoke” communities are organizing to address currently identified grand challenge areas, including: Natural & Built World (Food, Energy, and Water Spoke; Digital Agriculture Spoke; Transportation Spoke; Advanced Manufacturing Spoke); Healthcare, Biomedicine, and Biomedical Research (Health, Biomedicine, Genomics, and Informatics Spoke); and, Society (Metro Science Spoke; Network Sciences Spoke; and Business Analytics Spoke). The governing bodies within the MBDH, as well as the broad constituencies across the Midwest region may also identify new thematic areas of interest that may be formalized into a formal Spoke.

MBDH supports activities that aggregate expertise and resources that span the data lifecycle, and nurture sustainable data infrastructure that will facilitate research and decision-making services; education and workforce development; and region-wide outreach to increase awareness of data science and the Hubs. The twelve states served by the Midwest Hub are: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

II. BY-LAWS PURPOSE AND SCOPE

Section 2.1 Scope

These provisional by-laws will establish the initial structure for the Midwest Big Data Hub (hereafter MBDH), until a more extensive set of By-laws are generated going forward. These By-laws are intended to provide definitions and functions of organizational bodies, to serve as a guide to the Executive Committee, and to support the function of the new Steering Committee.

Section 2.2 Ratification

The Interim By-laws will be ratified by either a.) two-thirds of the Steering Committee members attending the first available meeting in which a quorum has been achieved, or b.) by two-thirds of the full Steering Committee via an electronic vote. Until such time, this document represents informal operating guidelines of the Hub. Any changes to these Interim By-laws, including conversion to permanent bylaws, must be approved by either two-thirds of the Steering Committee members attending a meeting in which a quorum has been achieved or by a full two-thirds of the full Steering Committee via an electronic vote.

Section 2.3 Principal Office

The principal and central office of the Midwest Big Data Hub shall be located at the University of Illinois at Urbana-Champaign at 1205 W. Clark St., Urbana, IL 61801. At such time that the entity of the MBDH is modified or becomes an independent organization, the governing bodies at that time will have the authority to change its principal office from one location to another within the (twelve) states that comprise the Midwest Region.

Section 2.4 Other Offices

Current satellite offices are located at the institutions of the co-Principal Investigators of the SEEDCorn grant; these institution addresses are:

2610 Beardshear Hall
Ames, IA 50011-2036

Communication Services Building
2715 E. 10th St.
Bloomington, IN 47408

School of Public Health
1415 Washington Heights
Ann Arbor, MI 48109-2029

Twamley Hall
264 Centennial Drive
Grand Forks, ND 58202-8367

Additional satellite offices may be established by the Executive Committee as needed to develop and conduct the business of the MBDH subject to new funding.

III. ORGANIZATION of the MIDWEST BIG DATA HUB

Section 3.1 Executive Committee

The Executive Committee is made up of the Principal Investigator and co-Principal Investigators of the SEEDCorn grant project, who are directly responsible to the NSF for operating the project. The EC is a decisional group, making decisions that include the vision, strategy and fund-raising for the MBDH. The MBDH PI will serve as Chair the Executive Committee. The Executive Director attends and may lead EC meetings.

Section 3.1.1 Meetings of the Executive Committee

The EC will meet at least once each month by phone or in-person. Meetings may be cancelled by the Chair of the Executive Committee, or by consensus of the EC. Additional meetings may be called as needed by any member of the EC.

Section 3.2 Steering Committee

A foundational structure of the MBDH, the Steering Committee is made up of members and constituents from across the Midwest states, and represent our Midwest academic, commercial, government, non-governmental and civic constituencies. The Steering Committee is organized to provide guidance to the Executive Director and Executive Committee, and providing oversight, representation of different stakeholders, and enabling cross-hub collaboration. It is made up of Spoke and Ring (Working Group) leads (currently 11), and 7 at-large members. Individual Spoke and Ring leads may change from time to time, or a Spoke or Ring community may determine to elect an alternative representative to the Steering Committee, but each of these groups will always be represented on the SC. The Executive Committee are ex officio members. If a member of the EC is also a Spoke or Ring (Working Group), they must determine a representative who will represent the community. This avoids “double vote” situations and conflicts of interest. The Executive Director is a non-voting, Ex Officio member of the Steering Committee.

Chair of the Steering Committee: Any member of the Steering Committee may stand for nomination. The Chair is elected by a majority vote of the Steering Committee.

The at-large members will have (2) year appointments, with rotating memberships. Two (2) of the At-large members will be appointed by the Executive Committee; five (5) of the At-large members will be elected by the MBDH membership as represented by the mailing list. In the event that less than five At-large representatives are nominated and voted in, the EC may appoint a third member.

The Steering Committee has a significant role in the development of membership and community engagement activities. Responsibilities of the Steering Committee will include, but are not limited to (a.) advising the EC on strategy and agenda for the MBDH; (b.) initiating formation of data and tool sharing policies as the need emerges; (c.) monitoring and evaluating the success of the MBDH; (d.) recommending procedures and expectations for practices and procedures for Spoke and Ring (Working Group) communities; and (e.) actively engaging in the development and implementation of a successful sustainability model for the MBDH.

Section 3.2.1 Meetings of the Steering Committee

The SC will meet at least once per month by phone or in-person. The Chair of the Steering Committee, the Chair of the Executive Committee, or the Executive Director may call for additional meeting(s). Quorum is achieved by having two thirds (2/3) of the voting members in attendance. Quorum is required for any actions requiring a vote.

Section 3.2.2 Sub-Committees

(a) A Sub-committee on Sustainability will be established in October 2016, to develop a Sustainability Plan for the Midwest Big Data Hub.

(b) A Sub-committee on Governance will be established by the end of 2017, to develop the By-laws and conduct other formal activities as charged toward the development of the MBDH organization.

(c) From time to time, the Steering Committee may vote to establish additional sub-committees to conduct activities with specific outcomes or deliverables. The Steering Committee is responsible to charge the Sub-committee, and provide the scope and objectives. The Steering Committee shall retain the right to limit the powers and duties of any Sub-committee that is created and to disband any such Committee in its sole discretion. The Executive Committee shall retain the right to overrule the creation or disbanding of a sub-committee while the SEEDCorn grant is in effect, and when this is in the best interests of the MBDH or necessary under the controlling federal grant guidelines.

Section 3.3 Executive Director

The Executive Director is responsible for setting the strategic direction and managing the business operations and administration of the Hub with the guidance of the Steering Committee and oversight of the Executive Committee¹. This includes the management of Hub staff, overseeing financial operations, management of stakeholder relationships, recruitment of new stakeholders, development of membership/partner models, organization of events conducted by the Hub, and fostering any projects that result from Hub or Spoke activities

The Executive Director reports to the MBDH PI and Chair of the Executive Committee,

¹ The Executive Committee will continue as the oversight body until such time that the SEEDCorn grant is no longer the primary source of funding and the Hub has developed to the extent that new governance structures are requires.

and is accountable to the Executive Committee. With guidance from the Executive and Steering Committees, the Executive Director sets the strategic direction for the Midwest Big Data Hub, providing overall leadership and management of the organizational development and day-to-day operations.

Section 3.4 Advisory Committee

An Advisory Committee will be established to provide non-binding, expert guidance to the Executive Committee and the Executive Director. This Advisory Committee shall provide advice and recommendations that contribute to strategic planning and development of the MBDH. During this initial 3 to 5 year start-up period for the MBDH, the main goal of the Advisory Committee is to help position the Hub to best take advantage of regional cross-sector activities and opportunities related to current and potential Spoke areas. The Advisory Committee will:

- Assist in making connections to organizations in industry (including start-ups), Foundations, local and state governments, Non-governmental and non-profit organizations, and other public entities.
- Contribute to the development of the value proposition of the MBDH – in the near-term; and later, for the self-sustaining organization it will become.
- Identify potential funding sources and facilitate activities that may result in successful fundraising.

The Advisory Committee will consist of 6-8 people identified by the Executive Committee of the Midwest Big Data Hub. The Committee will meet 2-3 times per year, with one meeting in person and 1-2 more virtual meetings as determined by the Executive Committee and the Executive Director. Advisory Committee members may be invited to serve a one or two-year term, which may be renewed by the Executive Committee for a third and final year.

IV. MEETINGS and RECORDS

Section 4.1 Meeting Records shall be kept via the Wiki service and file storage at the Central Office at NCSA, University of Illinois at Urbana Champaign.

V. AMENDMENTS

These Interim By-laws may be altered, amended or repealed, and new By-laws may be adopted, in each case by an affirmative majority vote of the Steering Committee. Proposed changes must be sent to the Steering Committee at least two weeks prior to the Steering Committee meeting at which the changes are considered. Any Steering Committee member may offer amendments to the bylaws.