

George Mason University  
Bylaws –Advisory Board for Export Compliance

**I. Name**

The Advisory Board for Export Compliance (the Board).

**II. Purpose**

The Board provides guidance related to the implementation of export compliance and economic sanctions policies and procedures, training, and communications (Export Program) to the Office of Research Integrity & Assurance (ORIA).

Through regular communication and interaction, the Board provides input on all aspects of the Export Compliance Program.

**III. Authority**

The Board has advisory responsibility only. The Board operates independently of the George Mason University Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Faculty Advisory Board for Policy Development, and Institutional Conflict of Interest (COI) Committee. The Board provides a mechanism to enhance communication between offices and individuals with responsibilities under the program and provide opportunities for advice and feedback on proposed actions related to the Export Compliance Program. The Board will evaluate and provide advice on issues related to emerging policies and policy updates intended to ensure compliance and/or enhance export compliance programs. Reports from this Board may be brought to ORIA, the Institutional Official, the Vice President for Research, and other university offices and officials for formal action. Board reports are presented to ORIA for distribution to the appropriate office or committee.

**IV. Objectives**

1. Enhance communication between the faculty, offices implementing portions of the Export Program, and ORIA;
2. Advise and make recommendations to ORIA, university officials, and other offices on program implementation issues;
3. Serve as advocates for the campus community to assure the highest quality policies and services related to export compliance from ORIA and other offices;
4. Provide input, comments, and advice on development of and updates to export program policies and procedures ;
5. Provide support and advice to the ORIA, university officials, and other offices in resolving issues that have raised faculty concerns related to the Export Program.

**V. Special Charge**

By the very nature of the regulations governing sanctioned countries and export compliance, any implementation process necessitates a focus on specific regions and nations. A part of the board's charge is to provide advice on achieving

effective implementation while maintaining a campus climate of inclusion and mutual respect. In addition, the board members will serve as the watchful eyes and ears of ORIA, and bring to the attention of the Director of Export Compliance and Secure Research and/or the Institutional Official any issues, conflicts or trends related to export compliance and campus climate.

## **VI. Members**

The membership will include:

1. At least three tenured or tenure track faculty members from affected colleges;
2. At least one faculty member recommended from the George Mason University faculty senate;
3. The Director of Export Compliance and Secure Research (ex officio);
4. The Executive Director of the Office of International Programs and Services or designee (ex officio);
5. Vice President, Human Resources/Payroll or designee (ex officio);
6. Associate Vice President of Research Operations or designee (ex officio);
7. Other members as appropriate to ensure adequate review and guidance; members may include non-tenure track faculty, staff, and students.

## **VII. Appointments**

The Institutional Official for the Export Compliance Program will appoint members after consultation with the Deans, Directors, and Faculty Senate. Student government and other student organizations may also be consulted for graduate student membership to the board. Members will be appointed for renewable two year terms.

## **VIII. Meetings**

The Board shall meet as needed, but at least once per calendar year. The Director of Export Compliance and Secure Research will serve as the non-voting chair during these meetings. The business of the Board will primarily be conducted through e-mail and other electronic mechanisms as needed between meetings so as not to delay program implementation.

## **IX. Procedures for Board meetings and actions**

1. Any member of the Board may provide action items and proposed policy and procedure updates to the ORIA.
2. The ORIA shall prepare, or cause to be prepared, an agenda for each meeting that shall be furnished to each member of the Board or will provide items through e-mail to the board for review.
3. Meetings of the Board will generally be informal with resolutions discussed and acted upon. Voting on advice and reports may occur either electronically or at convened Board meetings and adopted by a simple majority vote of members in attendance or participating. Minority reports, when provided, will be attached to any documents produced by the board.

The ORIA shall also distribute policies, procedures, news, and action items for comment and advice electronically.

**IX. Minutes**

The ORIA will prepare the Board minutes of each meeting. The minutes will include attendance of the previous board meeting and details of actions taken at the board meeting and business conducted electronically between board meetings. Meeting minutes will be recorded and archived in a location accessible to all Board members and selected stakeholders.

**X. Bylaw amendments**

Amendments to these Bylaws may be proposed by any member of the Board. The amendment may be adopted by a 2/3 vote of the membership with previous notice in the form of announcement at a previous meeting and distribution in the minutes of that meeting.

**XI. Parliamentary Authority**

The current edition of Robert's Rules of Order (Revised) will govern in all procedural matters not covered in these By-Laws.

Approved April 17, 2015