

## Institutional Review Board

### By-Laws

#### Article I—Name and Offices

1. The name of this Board shall be the Institutional Review Board of Monmouth University.
2. The registered office of this Board shall be Monmouth University, Room 7, McAllan Hall, West Long Branch, NJ 07764-1898. (phone # 732-263-5726 and Fax # 732- 263- 5728)
3. Mission Statement:  
The Institutional Review Board of Monmouth University strives to promote ethical research.
  - To protect research participants' rights;
  - To facilitate research and research careers;
  - To ensure compliance with federal regulations; and
  - To protect the interests of the institution.We are committed to educating the Monmouth community and functioning as a resource for information about conducting ethical human research

#### Article II—Purpose

1. The mission of the Institutional Review Board (IRB) is to assist researchers and institutional administrators with their duty to protect the rights and welfare of human research participants.  
Specifically: the IRB is responsible for:
  - Providing initial and continuing review of nonexempt research,
  - Ascertaining acceptability of proposed research in terms of University policies and procedures,
  - Documenting that reviews are conducted according to University policy,
  - Providing assistance and information to investigators engaged in research involving human participants,
  - Developing policy, procedures, information, and instructions regarding human participants research,
  - Adjudicating differences and reviewing problems arising in research involving human participants,

Ensuring compliance with externally mandated policies and regulations,

Reporting to the appropriate institutional officials and, for research governed by HHS regulations, to the Secretary of HHS, any serious or continuing noncompliance by investigators with the requirements and determinations of the IRB.

### Article III—Members

1. **Members.** Five tenured full-time faculty members from the University who shall be chosen by the University's Faculty Council. The faculty members shall be appointed from each of the following schools or school areas within the University and no school or school area shall have more than one faculty member representing it on the IRB: the Marjorie K. Unterberg School of Nursing and Health Studies, the School of Education, the School of Science, Technology and Engineering, the Wayne D. McMurray School of Humanities and Social Sciences Area I (Humanities) consisting of Art, English/Foreign Languages, History, Music/Theatre Arts, Communication, Library and Area II (Social Sciences) consisting of Anthropology, Criminal Justice, Interdisciplinary Studies, Political Science and Philosophy, Psychology, Social. The Dean of the Graduate School. A member of the University's administration chosen by the Provost. A member of the surrounding community, chosen by the Provost, who is not affiliated with the University. In order to provide for the staggering terms for members of the IRB, the initial appointments shall be for the following lengths of time: three faculty members for two (2) years, two faculty members for three (3) years, member of the surrounding community for two (2) years, and administration member for three (3) years.
2. **Powers.** The members shall have and may exercise such powers and rights as are vested in the By-Laws.
3. **Meetings.** The IRB shall meet at least once each month during the academic year to conduct its business. The IRB Chair may cancel any monthly meeting of the IRB if it has no business for its consideration for any particular monthly meeting. Any determinations made by the IRB at its meeting shall be communicated to affected parties within two business days of the meeting.
4. **Quorum.** A majority shall be necessary to constitute a quorum for the transaction of business. Any action may be taken without a meeting if consent in writing is signed by all members. A quorum must include the Ex-Officio. In the absence of the Ex-Officio, his or her designee shall fill in. Therefore, the final quorum number in order to make any decisions or to vote is five (5) out of eight (8) members present.

5. Telephone Conference. Members may participate in a meeting by means of a telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time.
6. Voting. Each voting member is entitled to one (1) vote on any matter.
7. Minutes. The minutes of each meeting shall be recorded by the IRB administrator. The minutes will be typed and distributed one week after each meeting to all members.

#### Article IV—Chair

1. At its first meeting, the IRB shall choose a chairperson by a majority vote of its members. The chair shall serve for such term as determined by the IRB but shall in no event serve for more than three (3) consecutive years. The chair will use Robert's Rules of Order for each meeting.
2. The chair of the IRB shall write and distribute an annual report.
3. The chair will be provided with staff to fulfill their duties and responsibilities. The IRB staff shall be responsible for ensuring that the IRB is properly supported for its meetings and other activities and shall report to the Provost through the Chair of the IRB.

#### Article V—Amendments

1. Subject to the approval of all the members, these By-Laws may be altered, amended or repealed at any regular or special meeting of the IRB.

Adopted 23rd day of September 2002

Attest:

I certify the foregoing to be the true and correct By-Laws of the Institutional Review Board.