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# CHARTER

## THE HUMBOLDT INSTITUTE FOR INTERDISCIPLINARY MARIJUANA RESEARCH (HIIMR)

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THIS CHARTER REPLACES THE CHARTER DATED MAY 14, 2012

APRIL 2020

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# THE HUMBOLDT INSTITUTE FOR INTERDISCIPLINARY MARIJUANA RESEARCH

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## OVERVIEW

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Humboldt State University (HSU) is located in a region of California known for the production, harvesting, processing and distribution of marijuana. The range of practices connected to these activities, and the impacts of the activities on the economy, social services, education, environment, and workforce development in Humboldt and surrounding counties is discussed, written about, surmised, and assumed with little actual data. For these and other reasons described below, HSU created the Humboldt Institute for Interdisciplinary Marijuana Research (HIIMR). HIIMR is a statewide center of policy and research on cannabis<sup>1</sup> and a model for the development of other cannabis related university-based centers across the United States. The Institute is a leading resource for the dissemination of cannabis research for health professionals, academics, policy-makers, businesses, governments, educators, media and foundations.

HIIMR was developed in response to growing interest and concern with the social, health, economic, environmental, policy, and regulatory issues associated with medicinal and recreational cannabis production and consumption. In California, state level legalization of medical marijuana in 1996 and more recently recreational in 2016 seeded a range of industries providing employment and tax revenue. This nascent industry also generated a variety of legal, social, environmental, and health concerns for localities that passed medical cannabis legislation. Ongoing marijuana prohibition by the federal government provides an additional challenge for communities attempting to implement and enforce cannabis regulations in a dynamic legislative environment. An additional challenge is in the collection of valid data for assessment of the impacts of the cannabis industry on a region's economy, physical and social well-being, energy consumption, land use, water quality and resources, health and human services, and

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<sup>1</sup> The original draft of the HIIMR charter made exclusive use of the popular term, *marijuana*, in referring to the cannabis plant. Going forward, HIIMR finds that *cannabis* is more inclusive of the typically psychoactive *marijuana* used as a medicine/drug and *hemp* used for food, fiber, fuel.

police/fire/emergency services. Data suggest major impacts, both deleterious and beneficial, of the “local underground industry” on a regional basis, however regulatory and economic decisions require appropriate data collection methods. Such data are critical for developing economical, effective, and efficient practices for addressing and mitigating the impacts of medicinal and recreational cannabis production and consumption. The Humboldt Institute for Interdisciplinary Marijuana Research functions as a national resource for policymakers, academics, and community organizations seeking to develop informed cannabis policy and research agendas.

### CENTER MISSION

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HIIMR seeks to improve the economic, social, physical, and environmental health of individuals and communities through the interdisciplinary scientific study of cannabis. Members of HIIMR:

- Design, conduct, analyze, and disseminate research,
- Provide applied expertise to policy makers, researchers, health professionals, businesses, and the media, and
- Archive and provide access to source materials (raw data, media)

### OBJECTIVES AND GOALS OF THE INSTITUTE

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The Institute’s objectives are to:

- Create a high-profile Institute within Humboldt State University for the purpose of providing marijuana policy analysis;
- Promote rigorous scientific and scholarly opportunities for faculty, staff, and students;
- Encourage scholarly and policy collaborations with researchers from other institutions;
- Serve as a clearinghouse of cannabis related research.

In order to accomplish these objectives, the Institute will engage in the following activities:

- Submit proposals for internal and external research funding;
- Develop public-private partnerships where such interests coincide;

- Collaborate with other institutions and agencies to support and enhance existing as well as ongoing projects and goals;
- Collect, analyze and disseminate data to the public and to policymakers;
- Preserve and archive data through the HSU Library Special Collections Unit; and
- Develop and contribute to an academic program in Cannabis Studies.

Research goals focus on data collection and assessment methods that can be used to enhance knowledge available to communities, researchers, educators, and others in better understanding the past, present, and potential future role of marijuana as it relates to the regional economy, workforce development, health, environment, and community relations.

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### INSTITUTE ORGANIZATION

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The proposed organization of HIIMR includes the Directors, a Governing Board, an Advisory Board, and Faculty, Associate, and Community Members. A summary of the organizational structure is depicted in Figure 1.

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### DIRECTOR(S)

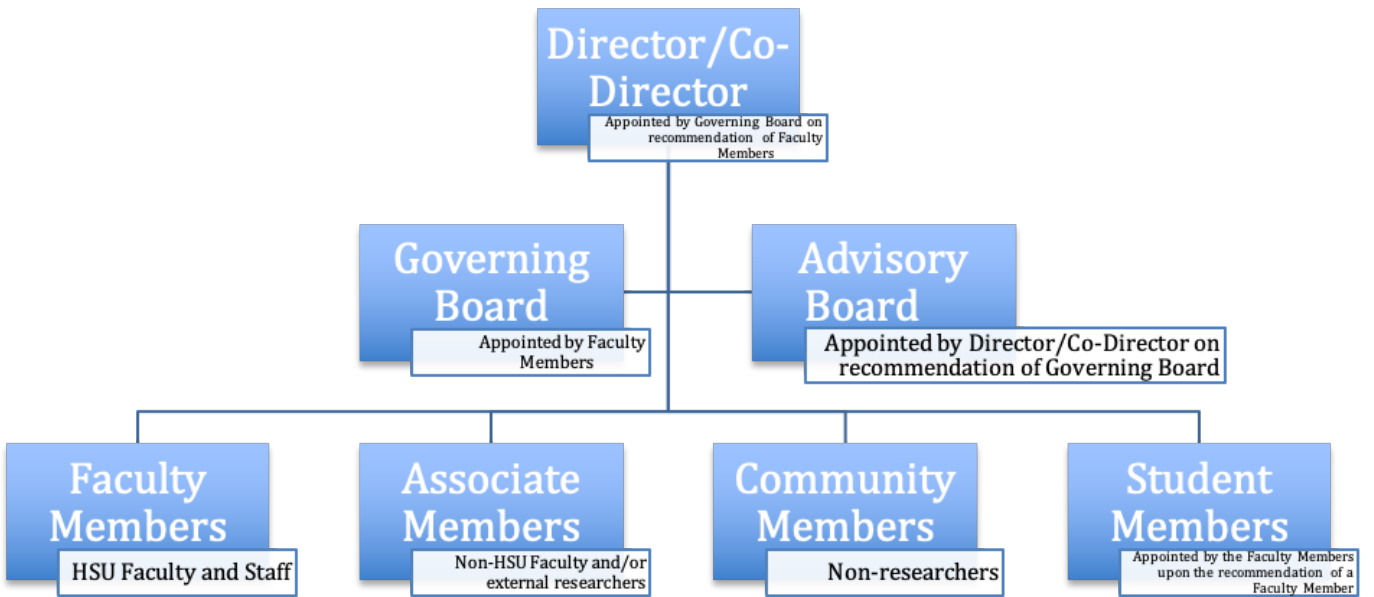
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One person may serve as the Director or two people may work side by side as Co-Directors. The Director(s) reports directly to the Deans of their respective College, if applicable. The Director(s) shall serve for a term of three years and may be reappointed. The Director(s) shall be an HSU faculty member and shall be appointed (and reappointed) by the Governing Board on the recommendation of the faculty membership of HIIMR. The Director(s) shall have executive authority over routine administrative matters, but in substantive matters shall refer a topic for discussion with the Governing Board or the HIIMR membership. The responsibilities of the Director(s) include the following:

- Oversight of Institute activities to ensure achievement of agreed upon goals;
- Organizing and managing the administrative support staff of the Institute;
- Organizing regular meetings of the members;
- Scheduling, coordinating and managing subcommittees as needed;

- Scheduling and organizing regular meetings of the Advisory Board and the Governing Board, as applicable;
- Coordinating fundraising activities in conjunction with the Faculty members, the Advisory Board, the Foundation, and the Development office;
- Managing the finances of the Institute in collaboration with the Sponsored Programs Foundation (SPF), including the review and approval of all expenditures related to operation of the HIIMR. Institute funds will be held in a HSU-SPF trust account, unless grant related, where funds will then be held in an SPF grant account. In the latter case, the Principal Investigator for the award manages the funds. Director(s) will ensure that payments of salaries, wages, or consulting fees and other rates of pay for activities by faculty members do not exceed those allowed by University or Trustee regulations;
- Working with staff in the Office of Research and Sponsored Programs to ensure that fiscal reporting is carried out;
- Organizing lectures, conferences, roundtables and workshops;
- Developing and maintaining a center website in compliance with university policy and procedures;
- Coordinating with University technology support to provide wide dissemination of the various activities of the Institute. These services will include but are not limited to the following: video conferencing, web conferencing, wikis, blogs, chats, and video on demand;
- Managing all space, physical arrangements, production of brochures and materials, and other support of programs and scholarly projects.

Figure 1. Humboldt Institute for Interdisciplinary Marijuana Research (HIIMR) Organizational Structure.



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## GOVERNING BOARD

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Members of the Governing Board include the Dean for Research and Sponsored Programs, six (6) elected HSU representatives that chosen from HIIMR faculty members, and the Institute Director (s). If there are co-directors, the board will select one to serve as Board Chair. The elected faculty representatives will be those with demonstrated research and interest in cannabis studies. The Governing Board determines the Institute's activities and research priorities and evaluates the effectiveness of the Institute. The Governing Board will meet semi-annually or as needed.

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## ADVISORY BOARD

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An Advisory Board will provide on-going advice and support to the Institute, including fundraising recommendations. The Advisory Board may include a representative of the college deans, professionals in a range of disciplines (including health, government, law, social justice, environmental), state and federal agencies, and community representatives. The Advisory Board will meet annually or as needed to provide input and guidance on issues related to:

- Availability of campus, local, and external resources that would promote the research agenda of the Institute and the policy/programmatic needs of the community;
- Personnel resources (for example for teaching a specialized course or giving guest lectures);
- Identification and prioritization of the needs of the program.

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## MEMBERSHIP

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There are four general categories of membership: Faculty, Associate, Community, and Student with the difference a function of voting rights. Faculty members consist of HSU faculty while Associate members are non-HSU faculty and external researchers. Community members include non-profit and community representatives. Student members include enrolled graduate students who have been recommended by a Faculty Member. Student members can be non-HSU students.

### A. Faculty Members

Faculty members of the Institute will be drawn from the HSU faculty and will include those who have teaching, research, and/or interests relating to any aspect of marijuana. Faculty members



may be HSU tenured, tenure track, lecturers, librarians and archivists. Faculty members vote for the Director(s), the Governing Board membership, and for new members to the HIIMR membership roster. Faculty members may run to serve on the Governing Board. Faculty members of the HIIMR will be expected to:

- Attend and participate in Institute meetings;
- Serve on committees or task forces;
- Provide professional advice to the Institute;
- Support and attend HIIMR events;
- Participate in fund-raising activities;
- Serve as a public relations and development resource for the Institute.

#### B. Associate and Community Members

Associate members are non HSU researchers associated with the Institute. Associate members might include HSU emeriti and staff, scholars from other universities and research centers, and visiting colleagues. Community members are non-researchers and may encompass a broad range of persons. Community members might include professionals from local educational and civic institutions, non-profit and community organizations, members of local law enforcement and regulatory agencies, and state and local agencies including those involved with agriculture, forestry, healthcare, and parks and recreation. Both Associate and Community members are entitled and encouraged to attend and participate in all meetings and events; however, they are not entitled to vote.

#### C. Student Members

Graduate student members

- Attend and participate in Institute meetings;
- Serve on committees or task forces;
- Support and attend HIIMR events
- Appointed by HIIMR Faculty upon the recommendation of an individual faculty member

Meetings of all members shall be convened by the Director(s) of HIIMR as necessary. Virtual participation via remote conferencing technology (e.g., Zoom, Skype, etc.) constitutes meeting attendance. Conditions for meetings include:

- a. Five Faculty Members in attendance shall constitute a quorum.
- b. A majority vote of the quorum is required to pass any motions.
- c. All meetings shall be conducted according to Robert's Rules of Order, as needed.

The membership will be established and adjusted based on a participant's expertise and experience. Membership to HIIMR will be by majority vote of Faculty Members in attendance at a meeting. Removal from HIIMR will be by member request, or when applicable, by majority vote of the Governing Board, on recommendation by the current Faculty Members. Reasons for removal will be justified and may include lack of participation, disruption of process, or behavior that jeopardizes the sustainability of the Institute.

HSU'S RESOURCES FOR FINANCING OF THE HIIMR AND THE ROLE OF THE COLLEGES, ACADEMIC AFFAIRS, AND  
PRESIDENT'S OFFICE

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It is anticipated that the primary sources of funding for the Institute will be external and the Director(s) will work closely with the Advisory Board, University Advancement, and the Office of Research and Sponsored Programs to secure such funding. Since external funding often comes with expectations or requirements of internal support, the Institute will work closely with the Deans of all three colleges (CAHSS, CPS, and CNRS) to develop appropriate University support. Finances of the Institute will be managed by the Director(s) in consultation with the other members of the Governing Board, and administered by HSU Advancement. Annual reports with budgets will be submitted to the Dean of Research in compliance with HSU policy on Centers and Institutes, and a Five-Year report will be submitted to the Governing Board to determine the sustainability of the Institute. Ultimate responsibility for the fiscal stability of the Institute rests with the Deans of the Colleges.

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BUDGET AND DISTRIBUTION OF FUNDS

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All distributions will be approved by the Director(s) in consultation with the other members of the Governing Board.

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CONTACT INFORMATION:

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