

## Region II

### National Council of University Research Administrators

#### BYLAWS

##### I. NAME

These Bylaws, formulated in accordance with The National Council of University Research Administrators Charter and Bylaws, shall govern the operation of the Mid-Atlantic Region of the National Council of University Research Administrators (NCURA). Within the National Council, the organization may also be referred to as Region II.

##### II. MEMBERSHIPS

The membership shall be individuals who are members of the National Council of University Research Administrators and who are employed in those states defined by the National Council as comprising Region II. Regular members of the National Council shall be entitled to all rights and privileges of such membership including the right to vote and to be an officer or member of any committee. Associate members, as defined by National By-laws shall have all the rights and privileges of membership except the right to become a national or regional officer. Emeritus members shall have all the rights and privileges of his/her former membership category except that of holding National office.

##### III. OFFICERS

The Region shall be governed by a Chairperson, Chair-Elect, Treasurer, Treasurer-Elect, and Secretary each of whom must be a member of the Region. The terms of office for each shall be as follows: Chair: one year, Chair-elect: one year; Treasurer: one year; Treasurer-Elect: one year; Secretary: two years. Officers shall take office on January 1. No officer may serve consecutive terms in the same office, unless one of the terms is to fill a vacancy that exists.

Any officer of the Region may be removed from office by two-thirds of the regional membership voting a recall election, provided that at least one third (33%) of the total regional membership casts ballots in such a recall election. A recall election must be held within sixty (60) days of receipt by the Chairperson of a recall petition bearing the legitimate signatures of at least ten-percent (10%) of the membership of the Region.

##### A. CHAIRPERSON

The Chairperson shall be the chief executive officer of the Region and is empowered to conduct activities in consultation with the Regional Steering Committee. The Chairperson shall have the responsibility of calling meetings, appointing members to Regional committees, filling vacancies in regional offices (subject to the concurrence of a majority of the Regional Steering Committee) and generally directing the activities of the Region. The Chairperson shall be the second person authorized to sign checks drawn on the regional account.

The Chairperson shall be responsible for organizing *one* spring regional meeting during his/her term, and may delegate one or more Program Chairs.

In the event of a vacancy in the office of the Chairperson, the Chair-Elect will assume the duties of the Chair. After completing the term of a vacated Chair, the Chair-Elect will serve a full term as Chair.

## **B. CHAIR ELECT**

The Chair-Elect will serve a one year term. He or she will Chair the Nominating and Membership Development Committee and serve on the Steering Committee. He or she will assume the office of Chair, completing the remaining term if the Chair is unable to complete the term.

## **C. SECRETARY**

The Secretary shall be responsible for:

- maintaining the non-financial records of the Region and the minutes of regional business meetings.
- chairing the Communications Committee.
- providing the Chairperson with all the information and documentation required by the Chairperson for reports to the national office.
- the hospitality suites at the annual Region and National meetings

In the event of a vacancy in the office of Secretary, the Chairperson may appoint an Acting Secretary pending selection of a successor by the Regional Steering Committee. Appointment of the new Secretary will be made within sixty (60) days by a majority vote of the Regional Steering Committee. The new Secretary shall serve out the remainder of the term and shall have all of the duties, responsibilities and powers of the position as if elected by the membership.

## **D. TREASURER**

The Treasurer shall serve a one year term and be responsible for

- maintaining the financial records of the region, and shall be the first person authorized to sign checks drawn upon the regional account.
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- preparing the end-of-year fiscal report for the year coinciding with the conclusion of his/her term.
- collecting, depositing and disbursing regional funds
- maintaining financial records and preparation of the Region's financial reports, including annual budget report to the National office for review and endorsement by the Steering Committee.
- providing the Chairperson with all the information and documentation required by the Chairperson for reports to the national office.

In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the duties of Treasurer. After completing the term of the vacated Treasurer, the Treasurer-Elect will serve a full term as Treasurer.

## **E. TREASURER-ELECT**

The Treasurer-Elect will serve a one-year term. He or she will Chair the Site Selection Committee and serve on the Steering Committee, as well as assist the Treasurer in all his/her duties. Following completion of a one-year term as Treasurer-Elect, he or she will assume the office of Treasurer for a full term,

## **F. BOARD OF DIRECTORS REPRESENTATIVE**

The Board of Directors is the primary governing body of NCURA. Guided by a strategic plan, and working for the good of the organization, Board Members shall oversee and direct the business of the national organization in accordance with the bylaws. The detailed description as well as qualifications and requirements for this position is updated and maintained by the NCURA national organization.

A representative to the National Board of Directors shall be elected by the regional membership to serve a term that begins on January 1 in odd-numbered years. The regional Officers shall charge the Region II Nominating and Membership Development Committee in the appropriate even-numbered years to conduct

a nominations and election process for the selection of said representative. In the event of a vacancy during the current term of the representative, the Regional Steering Committee shall fill this vacancy for the unexpired portion of the term.

## **IV. COMMITTEES**

### **A. REGIONAL STEERING COMMITTEE**

The Chairperson shall be assisted in directing the activities of the Region by the Regional Steering Committee comprised of no less than seven members, appointed by the Chairperson to a term of two years. Every Chair of a Standing Committee shall serve on the Steering Committee. The Regional Chairperson shall serve as Chair for the Steering Committee. Every two years, one half of the Committee will be appointed and no member may serve more than two consecutive terms unless one of the terms is to fill a vacancy that occurs. Vacancies will be filled for the remainder of the term by the Chairperson with the concurrence of the Regional Steering Committee. The Secretary, Treasurer and the immediate past Chairperson shall serve as voting ex-officio members of the Steering Committee.

### **B. REGION II NOMINATING AND MEMBERSHIP DEVELOPMENT COMMITTEE**

The Nominating and Membership Development Committee shall consist of a Chairperson and four members of which at least two shall not currently occupy an elected or appointed regional office.. These members shall be appointed by the Regional Chairperson for a two-year term. The Chairperson of this Committee shall be the Chair-Elect of the region. The responsibilities of the committee are to:

- implement the nominating and election procedures for all the regional offices as outlined in Appendix A (attached) and to conduct the election process.
- conduct special activities to welcome new members.
- develop, and implement programs designed to promote and retain members
- identify and implement professional development activities
- design and implement hospitality-related activities at National and Regional Meetings.

### **C. COMMUNICATIONS COMMITTEE**

The Communications Committee shall be Chaired by the Secretary who shall appoint members for a 2-year term. Responsibilities include:

- Providing articles about regional activities for the national newsletter. Articles for the Regional Corner are requested 5 times per year.
- Development and maintenance of a Region II website
- Dissemination to membership of information regarding regional activities, as appropriate.

### **D. PROGRAM COMMITTEE**

The Program Committee shall be chaired by a member selected by the Chairperson. This person shall in turn appoint a Co-Chair (in consultation with the Chairperson of the region) who will serve as Program Chair during the year following his/her service as Program Co-Chair. The Program Chairs will appoint a sufficient number of members to:

- Present the theme and general outline of the Spring meeting at the National Meeting immediately preceding the annual Spring meeting.
- Develop and present a full program for the regional Spring meeting
- Conduct an evaluation of the Regional Spring meeting for presentation to the Chair-Elect and Steering Committee.

## **E. SITE SELECTION COMMITTEE**

The Site Selection Committee shall be chaired by the Treasurer-Elect. This Committee will be comprised of the Treasurer-Elect and at least two other members, selected by the Treasurer-Elect. It will be the responsibility of this committee to:

- select a site for the Spring meeting
- announce the site for each Spring meeting at the prior Spring's meeting.

## **F. VOLUNTEER COORDINATION COMMITTEE**

The Volunteer Coordination Committee shall be chaired by the Chair-Elect. This Committee will be comprised of the Chair-Elect and at least two other members, selected by the Chair-Elect. It will be the responsibility of this Committee:

- coordinate volunteer opportunities for members of Region II
- coordinate the new member reception at annual meetings

## **G. AD HOC COMMITTEES**

Ad hoc committees may be appointed at the discretion of the Chairperson, in consultation with regional officers, to facilitate regional business and activities. No terms of office for such committees are specified, but it is understood that such committees are disbanded unless continued or reconstituted by the incoming Chairperson.

## **V. MEETINGS**

The Region shall hold two business meetings each year, one during the Annual National Meeting and one during the Regional Spring meeting, for the purpose of conducting regional business, informing the membership of the Region's financial status, and discussing other relevant matters.

The Regional shall also hold one meeting in the spring of each year.

Other meetings of the membership shall be held subject to the discretion of the Officers and the Steering Committee at any time during the year.

## **VI. CHARTER AND BYLAWS**

No part of the Bylaws, or interpretation thereof or amendment thereto, shall be valid if it is in conflict with the National Bylaws. The Bylaws can be amended automatically when required to ensure compatibility with the NCURA Articles of Incorporation and Bylaws. Amendment of the Bylaws can be recommended by either the Steering Committee or upon petition of five percent of the membership provided that the proposed amendments have been submitted to the Chairperson in writing. Proposed amendment(s) must be distributed to the membership a sufficient time period in advance, which shall not be less than 30 days, for adequate review and call for a vote on the amendatory changes, at which time they be amended by a majority vote, either in person or via electronic means.

The Chairperson shall have the responsibility of interpreting the language of the Bylaws, in consultation with the regional officers. The Chairperson will rule on any question of policy based on the interpretation of this document. If a member objects to the Chairperson's ruling, an appeal may be made to the Regional Steering Committee. The Committee will consider the ruling and the appeal and make a decision. The decision of a majority of the Regional Steering Committee shall be considered final.

## VII. DISSOLUTION

The Region may be dissolved by a two-thirds majority vote of the total regional membership at any time. All assets and records shall then be transferred to the National Office of NCURA for disposition by the NCURA National Board of Directors.

## APPENDIX A

### NOMINATING AND ELECTION PROCEDURES – REGION II

1. The Nominating and Membership Development Committee shall solicit nominations from the Membership and present to the membership a slate of two candidates for each office, appropriately documented and with pertinent biographical information, a sufficient time period in advance of a call for a vote, whether by conventional assembly or via electronic means. Candidates must be Region II members for a minimum of one year, appearing on the official NCURA membership roster and willing to serve, if elected. In addition, other criteria are:
  - individuals have NCURA-related experience;
  - have a known interest in regional affairs.The candidates for Chair-Elect should have at least five years experience in research administration. The candidate for Board of Directors should have all of the requisite qualifications described in the position description maintained by the NCURA national organization. The candidates for Secretary and Treasurer-Elect should have at least three years experience in research administration and appropriate expertise. Candidates for Treasurer-Elect should have some financial or accounting experience.
2. Ballots shall be distributed to the membership, providing opportunity for write-ins, with directions to return the ballot through conventional mail or via electronic process within the deadline stipulated in the election. The self-authorized ballots shall be validated by the staff of the National *Office*. They may be assisted by other Nominating and Membership Development Committee members. The tally shall be certified to the Chair-Elect who will inform the Regional Chairperson of the results to be communicated to the regional membership. All ballots and related voter documentation may be available to any regional member for inspection after vote certification for a period of 30 days. The ballot materials shall then be destroyed. The nominees for each office receiving a majority of the vote cast shall be declared elected.
3. In the event no one nominee receives a majority of the votes cast, a run-off election shall be held. The Nominating and Membership Development Committee shall present to the membership in writing or via electronic means a ballot with the two nominees receiving the most votes in advance of the Annual Nation Meeting, or prior to the call for a special election, as appropriate. The ballot shall be sent with directions to return the ballot inside the signed envelope not later than five (5) working days prior to the deadline for balloting, if conventional mail is utilized, or in compliance with a real-time deadline, if via electronic means. The signed envelopes shall be brought to the Annual National Meeting or otherwise electronically validated, by a member of the committee and two non-committee members of the Region. The tally shall be certified to the Regional Chairperson in time for the results to be announced to the members during the Annual National Meeting, or immediately following a special election process, as appropriate.

Revised and Approved by the Membership, 2005