

# **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 NCURA, 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 NCURA 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 Bylaws, 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**

Region II shall be governed by a Chair, Chair-Elect, Treasurer, Treasurer-Elect, and Secretary, each of whom must be a member of Region II. 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 ("Regional Officers")

Upon completion of a one-year term, the Chair-Elect shall automatically succeed to Chair and Treasurer-Elect to Treasurer.

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 Region II may be removed from office if at least two thirds (2/3) of the ballots cast are affirmative in such 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 Chair of a recall petition bearing the legitimate signatures of at least ten percent (10%) of the Region II membership.

## **IV. COMMITTEES**

The Regional Steering Committee assists the Chair in directing the activities of the Region.

The Chair, in conjunction with the Regional Steering Committee, may create other committees and appoint members, as appropriate and in good standing, on an as-needed basis to assist

and/or perform tasks to facilitate regional business and activities. Standing Committees of Region II are defined in the Region II Administrative Policies.

## **V. NOMINATIONS AND ELECTIONS OF REGIONAL OFFICERS**

A vote of the membership shall be held annually to elect the regional Officers.

The Nominating and Membership Development Committee shall solicit nominations from the Membership and present to the membership a slate of one or more candidates for each office each year. Officer 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.

## **VI. MEETINGS**

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

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

## **VII. 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 Region II Bylaws can be recommended by either the Regional Steering Committee or upon petition of five percent of the membership, provided that the proposed amendments have been submitted to the Secretary in writing. Proposed amendment(s) must be distributed to the membership within 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 shall be amended, either in person or via electronic means, and declared in effect if two-thirds (2/3) of the ballots cast are affirmative.

The Chair shall have the responsibility of interpreting the language of the Bylaws, in consultation with the regional officers. The Chair will rule on any question of policy based on the interpretation of this document. If a member objects to the Chair'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.

## **VIII. DISSOLUTION**

Region II may be dissolved by a vote of the membership if two-thirds (2/3) of the ballots cast are affirmative, provided that at least one third (33%) of the total regional membership casts ballots in such vote. A dissolution election must be held within sixty (60) days of receipt by the Chair of a dissolution petition bearing the legitimate signatures of at least ten percent (10%) of the

Region II membership. All assets and records shall then be transferred to the National Office of NCURA for disposition by the NCURA National Board of Directors.

#### **IX. ADMINISTRATIVE POLICIES**

The Regional Steering Committee and Chair shall write and maintain administrative policies, and shall inform the membership before instituting changes. Changes may emanate from either individual Steering Committee members or any of the Region II membership. Any changes must be approved by a majority of the Regional Steering Committee. These changes must then be reported to the membership no later than the next Regional Business Meeting. A majority of the membership at the Regional Business Meeting may ask for reconsideration by the Regional Steering Committee of any changes presented.

Amended, August 2017