

Region II Administrative Policies

The Region II Administrative Policies establish the policies which govern the appointment of officers and committee members, as well as the roles and duties of the Region II officers and the various standing committees. All changes to these Administrative Policies shall be approved by a majority of the Regional Steering Committee and communicated to the membership at the following Regional Business Meeting.

All officers and members of committees must be current Region II members.

I. DUTIES OF THE OFFICERS

A. Chair

1. The Chair will serve a one-year term. He or she shall be the chief executive officer of the Region and is empowered to conduct activities in consultation with the Regional Steering Committee. The Chair 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.
2. In the event that the Treasurer is unavailable to sign a check on the regional account or if such check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, the Chair shall be the second authorized signature on all checks drawn on the regional account that are in excess of \$25,000.
3. The Chair shall be responsible for organizing one spring regional meeting during his/her term and may delegate such task to one or more Program Chairs.
4. The Chair shall provide articles about regional activities for the NCURA Magazine according to the published publication schedule.
5. In the event of a vacancy in the office of the Chair, 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

1. The Chair-Elect will serve a one-year term. He or she will chair the Nominating and Membership Development Committees and serve as an ex-officio member of the Regional Steering Committee. The Chair-Elect will also chair the Volunteer Committee and serve as the Region's Volunteer Coordinator. If the Chair is unable to complete the term, the Chair-Elect will assume the office of Chair, completing the remaining term.
2. At the end of a one-year term, the Chair-Elect will assume the office of Chair.
3. In the event of a vacancy in the office of Chair-Elect, the Chair may appoint an Acting Chair-Elect pending selection of a successor by the Regional Steering Committee. Appointment of the new Chair-Elect will be made within sixty (60) days by a majority vote of the Regional Steering Committee. The new Chair-Elect 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, but shall not automatically succeed to the position of Chair.

C. Secretary

1. The Secretary will serve a two-year term. He or she will be responsible for maintaining the non-financial records of the Region, recording the minutes of regional business meetings and providing all other information and documentation required by the Chair to prepare reports to the Regional Steering Committee and National office.
2. The Secretary will chair the Communications Committee, serve as an ex-officio member of the Regional Steering Committee, and coordinate the hospitality suite at both the Annual Regional Spring Meeting and National Meeting.
3. In the event of a vacancy in the office of Secretary, the Chair 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

1. The Treasurer shall serve a one-year term. He or she will be responsible for collecting, depositing and disbursing regional funds and serving as the first person authorized to sign checks drawn upon the regional account. If a check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, all checks drawn on the regional account that are in excess of \$25,000 shall require a second signature by the Chair.
2. The Treasurer will also have the responsibility of maintaining the financial records of the Region, preparing the Region's financial reports, including submitting an annual budget report to the National office for review and endorsement by the Steering Committee, and preparing the end-of-year fiscal report for the year coinciding with the conclusion of his or her term.
3. As Chair of the Site Selection Committee, the Treasurer shall be responsible for negotiating and signing the contract with the hotel hosting the following year's Annual Regional Spring Meeting.
4. The Treasurer will serve as an ex-officio member of the Regional Steering Committee and provide the Chair with all information and documentation required by the Chair to prepare reports for the Regional Steering Committee and National office.
5. 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

1. The Treasurer-Elect will serve a one-year term. He or she will serve as an ex-officio member of the Regional Steering Committee. He or she will also assist the Treasurer in all of his or her duties.
2. At the end of a one-year term, the Treasurer-Elect will assume the office of Treasurer.
3. In the event of a vacancy in the office of Treasurer-Elect, the Chair may appoint an Acting Treasurer-Elect pending selection of a successor by the Regional Steering Committee. Appointment of the new Treasurer-Elect will be made within sixty (60) days by a majority vote of the Regional Steering Committee. The new Treasurer-Elect 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, but shall not automatically succeed to the position of Treasurer.

F. Member of the National Board of Directors

1. 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 office.
2. A member of the National Board of Directors shall be elected by the regional membership to serve a two-year term that begins on January 1 in odd-numbered years. The Regional Steering Committee 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 member.
3. In the event of a vacancy during the current term of the member, the Regional Steering Committee shall appoint a Region II member to fill this vacancy for the remaining portion of the term.

II. STANDING COMMITTEES

A. Regional Steering Committee

1. The Chair shall be assisted in directing the activities of the Region by the Regional Steering Committee, which shall be comprised of no less than seven members, appointed by the Chair to a term of two years. Additionally, every Chair of a Standing Committee shall serve on the Steering Committee. The Regional Chair 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 Chair with the concurrence of the Regional Steering Committee. The Chair-Elect, Secretary, Treasurer, Treasurer-Elect, and the immediate past Chair shall serve as voting ex-officio members of the Steering Committee.
2. The responsibilities of the Regional Steering Committee are:
 - Advise the Chair on regional business;
 - Develop strategies for regional activities;
 - Evaluate regional issues;

- Select among nominated individuals for receipt of Regional Distinguished Service Awards;
- Select among nominated individuals for receipt of Travel Awards; and
- Serve as an advisory council to the Chair and membership.

B. Nominating and Membership Development Committee

1. The Nominating and Membership Development Committee shall be chaired by the Chair-Elect of the Region and shall consist of a Chair and at least four members, of whom at least two shall not currently occupy an elected or appointed regional office. These members shall be appointed by the Regional Chair for a two-year term.

2. The responsibilities of the Nominating and Membership Development Committee are:

- Implement the nominating and election procedures for all the regional offices as outlined and to conduct the election process;
- Develop and implement programs designed to promote and retain members;
- Send emails to new members welcoming them to the Region;
- Identify and implement professional development activities;
- Identify and nominate individuals for the National Board;
- Identify and nominate individuals for Travel Awards;
- Identify and nominate individuals for the National Nominating and Leadership Development Committee (N&LDC); and
- Design and implement hospitality-related activities at National and Regional Meetings.

C. Communications Committee

1. The Communications Committee shall be chaired by the Secretary, who shall appoint at least four members for a two-year term.

2. The responsibilities of this Committee are:

- Collect and archive pertinent regional information;
- Develop and maintain a Region II website; and
- Disseminate to membership information regarding regional activities, as appropriate.

D. Annual Regional Spring Meeting Program Committee

1. The Program Committee develops the program for the Annual Regional Spring Meeting, which is the main regional event. The Committee has two co-chairs that serve two years. The Chair of the Program Committee, in consultation with the Chair of Region II, will recommend a Co-Chair. This recommendation is to be approved by the Regional Steering Committee. The Co-Chair will become the Program Committee Chair in the next year.

2. The Program Chairs will appoint at least ten members to:

- Present the theme and general outline of the upcoming Annual Regional Spring Meeting at the National Meeting;
- Develop and present a full program agenda for the Annual Regional Spring Meeting; and

- Conduct an evaluation of the Annual Regional Spring Meeting for presentation to the Chair-Elect and Regional Steering Committee.

E. Site Selection Committee

1. The Site Selection Committee shall be chaired by the Treasurer. This Committee will be comprised of the Treasurer and at least two other regional members, selected by the Treasurer.
2. It will be the responsibility of this Committee to:
 - Select a site for the Annual Regional Spring Meeting two years in advance; and
 - Announce the sites for the future meeting no later than April 30 of the year preceding the meeting.

F. Volunteer Committee

1. The Volunteer Committee shall be chaired by the Chair-Elect. This Committee will be comprised of the Chair-Elect and at least four other members, selected by the Chair-Elect.
2. It is the responsibility of this Committee to:
 - Coordinate volunteer opportunities for members of Region II;
 - Update the Volunteer Roster and the Volunteer Action Plan submitted to the National organization each September;
 - Coordinate the new member reception at annual meetings; and
 - Conduct special activities to welcome new members

III. AD HOC COMMITTEES

1. In addition to the Standing Committees listed in Section II, ad hoc committees may be formed at the discretion of the Chair, in consultation with the Regional Steering Committee, to facilitate regional business and activities.
2. 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 Chair.

IV. ELECTIONS

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 each year, appropriately documented and with pertinent biographical information, with a sufficient time period in advance of a call for a vote, whether by conventional assembly or via electronic means.
2. 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. In addition, other criteria are:
 - Individuals have NCURA-related experience; and
 - Have a known interest in regional affairs.

3. 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.

V. TRAVEL AWARDS

1. The Region shall make up to four travel awards each year. Two are designated for the National Meeting and two for the Annual Regional Spring Meeting. Each award provides funds to cover a portion of the recipient's meeting registration, travel and hotel costs.

2. The nominees must be research administrators from the Region II geographic area who have never attended an NCURA national meeting or regional meeting, respectively. Nominees need not be members of NCURA at the time of nomination, but must become a member prior to attending a National Meeting.

3. Selection of the awardees will be made by the Regional Steering Committee based on perceived need and benefit to the nominees, as determined by the criteria above. The Regional Steering Committee's decision is final.

VII. DISTINGUISHED SERVICE AWARDS

1. The Distinguished Service Award is an annual award to recognize members of the Region who have made sustained and significant contributions to the Region. Up to three awards may be given in any one year.

2. Candidates must be nominated by a current Region II member and be a current or past member of NCURA at an institution located in Region II and must have made a significant contribution to the Region.

Approved by the Membership May, 2010

NCURA Region II Administrative Procedures

The Region II Administrative Procedures provide guidance to regional officers and committee members for the proper functioning of the Region. These guidelines have been developed to assist regional leadership in effectively implementing the Region II Bylaws and Region II Administrative Policies.

1. Elections

1.1 Initiating elections for Regional Officers

1.1.1 No later than April 15 of each year, the Nominating and Membership Development Committee, through the Chair-Elect, solicits nominations for officer candidates from the regional membership

1.1.2 All nominations should be received within one month of the call for nominations.

1.1.3 Once nominations are received, the Chair-Elect contacts each nominee to confirm their willingness to run and serve if elected.

1.1.4 If a nominee is interested, the Chair-Elect obtains a short bio and statement of interest, that will be reviewed by the Nominating and Membership Development Committee to determine candidate eligibility

1.1.5 The Nominating and Membership Development Committee, through the Chair-Elect, submits a short list of nominees to the Regional Steering Committee, who selects two candidates for each office opening

1.1.6 The Region II website is updated with an announcement of candidates and a link that takes readers to the bios and statements of interest

1.1.7 The Chair-Elect writes an eblast to be sent by the National Office which announces the launch of the elections, and which includes a 30 day response date for votes

1.1.8 The list of candidates are also forwarded to the National Office, who develops the ballot and distributes the announcement to the regional membership

1.1.9 Elections end at the close of business of the 30th day. The National Office certifies electronic elections to the Chair and Chair-Elect.

1.1.10 The Chair-Elect notifies the winning candidates of their election and confirms that they are willing to serve; and then calls the unsuccessful candidates to encourage them to seek the office again next term. Once all candidates have been notified, the Chair notifies the Steering Committee.

1.1.11 The Chair-Elect announces new officers during the Regional Business Meeting at the Annual National Meeting.

1.2 Conducting Elections

1.2.1 Ballots shall be distributed to the membership, providing opportunity for write-ins, with directions to return the ballot through conventional mail or via an electronic process within the deadline stipulated in the election.

1.2.2 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 Chair of the results to be communicated to the regional membership.

1.2.3 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.

1.2.4 The candidates for each office receiving a majority of the votes cast shall be declared elected.

1.2.5 In the event no one candidate receives a majority of the votes cast, a run-off election shall be held in accordance with the election procedures contained herein.

2. Soliciting Volunteers

2.1 Twice per year the Volunteer Coordinator sends out an eblast asking for interested persons to complete a volunteer form: once prior to the National meeting and once prior to the Annual Regional Spring Meeting.

2.2 All positive responses are recorded in the volunteer spreadsheet for current and future use. This electronic document is then passed onto the incoming Chair-Elect for continued coordination.

3. Travel Awards

3.1 National Meeting Awards

3.1.1 The National Office will contact the Chair each year asking how many awards the Region anticipates awarding. National will place that number of rooms on hold at the main hotel for the awardees.

3.1.2 As soon as the awardees have been selected and notified, the Chair notifies the National Office with their names and institutional email addresses. National will follow-up with awardees regarding their hotel confirmation number and additional hotel and credit card requirements.

- 3.1.3 No later than May 15 of each year, the Chair will draft and submit to the National Office for release an eblast which announces the availability of Travel Awards for the National Meeting and that specifies the date applications need to be submitted. The Chair will also ensure that the Region II web site is updated with the current year's application form and information (deadline date).
- 3.1.4 The Chair will compile all the applications and send them to the Regional Steering Committee, requesting that the Regional Steering Committee members to vote for their two top nominees and will give a deadline date for return of the vote outcome. Each Regional Steering Committee member should provide the top nominee with two points and the second nominee with one point. The results are to be counted and tallied.
- 3.1.5 Selection of the awardees will be determined by the Region II Steering Committee and Regional Officers based on perceived need and benefit to the nominees. The decision is final.
- 3.1.6 The Chair will inform the Regional Steering Committee of the two who received the most votes if two clear winners emerge. If the votes are close, the Chair will ask the Regional Steering Committee to choose between two or three candidates for the second awardee.
- 3.1.7 The Chair notifies the winners and the unsuccessful applicants and notifies the National Office with the winners' names so that their hotel rooms can be reserved.
- 3.1.8 The Travel Awards will reimburse expenses of up to \$1,000 for meeting registration and travel and hotel costs. The awardees are responsible for completing registration for the meeting and making their own travel arrangements.
- 3.1.9 Recipients must submit a report describing their meeting experience, along within their request for reimbursement, within 30 days of meeting adjournment to the Region II Treasurer. The request for reimbursement must include the expense receipts. The reports will then be distributed to the Steering Committee. Segments of the Travel reports may be published as Regional Corner articles in the NCURA Magazine subsequent to the meeting.

3.2 Regional Meeting Awards

- 3.2.1 No later than February 15 of each year, the Regional Chair will announce the availability of travel awards for the Region II Spring Meeting.
- 3.2.2 The Chair will draft and submit to the National Office for release of an e-blast which announces the availability of Spring Meeting Travel Awards and that specifies the date applications need to be submitted. The Chair will also ensure that the Region II web site is updated with the current year's application form and information (deadline date).
- 3.2.3 The Chair will compile all the applications and send them to the Regional Steering Committee, requesting that the Regional Steering Committee members vote for their two top nominees and a deadline date for return of their vote. Each Regional Steering Committee member should provide the top nominee with two points and the second nominee with one point. The results are to be counted and tallied.
- 3.2.4 Selection of the awardees will be determined by the Regional Steering Committee and Regional Officers based on perceived need and benefit to the nominees. The decision is final.
- 3.2.5 The Travel Awards will reimburse expenses of up to \$500 for meeting registration, travel and hotel costs. The awardees are responsible for making their own travel and room reservations as well as registering for the meeting.
- 3.2.6 Recipients must submit a report describing their meeting experience, along with their request for reimbursement, within 30 days of meeting adjournment to the Region II Treasurer. The request for reimbursement must include the expense receipts. The reports will be distributed to the Regional Steering Committee.

4. Selecting Region II Distinguished Service Awards

- 4.1 No later than January 15th of each year the Nominating and Membership Development Committee, through the Regional Chair-Elect, will invite nominations for the award. The awardees must be individuals who have made sustained and significant contributions to the Region.
- 4.2 A candidate for the Region II Distinguished Service Award:
 - 4.2.1 Must be a current or past member of NCURA at an institution located in Region II;
 - 4.2.2 Must have made a significant contribution to Region II; and

- 4.2.3 Must be nominated by a current Region II member.
 - 4.3 A complete nomination packet consists of:
 - 4.3.1 A letter of nomination detailing the nominee's sustained and significant contributions to Region II of NCURA; and
 - 4.3.2 Two additional letters of support from individuals familiar with the nominee's contributions to Region II of NCURA.
 - 4.4 Complete nomination packets must be received by the Regional Chair-Elect no later than February 16th to receive consideration for the Region II Distinguished Service Award. There will be no extensions.
 - 4.5 The Chair-Elect will compile all the applications and send them to the Regional Steering Committee, requesting that members vote for their top three nominees and a deadline date for return of the vote outcome. Each Committee member should provide the top nominee with three points, the second nominee with two points and their third choice with one point. The results are to be counted and tallied.
 - 4.6 The Chair-Elect notifies each winner and invites the individuals who nominated the winner to attend the Annual Regional Spring Meeting to introduce the winner prior to the winner's acceptance speech.
- 5. National Call for Nominations for Membership on the National Nominating and Leadership Development Committee ("N&LDC")
 - 5.1 The responsibilities of the National Nominating and Leadership Development Committee (N&LDC) include nominating candidates for national office and identifying, training, promoting and rewarding the future and current leaders of the organization.
 - 5.2 In March of even numbered years, the NCURA President will ask that the Regional Chair submit the names of two candidates from Region II, along with a short bio for each, to be considered by the Board for membership on the Nominating and Leadership Development Committee
 - 5.3 The Regional Steering Committee, through the Regional Chair, identify individuals from the membership for the position. The nominees must be knowledgeable about NCURA, its mission, and its diverse membership.
 - 5.3.1 Bios are normally due to the National President in May of each year for final consideration by the National Board of Directors.
 - 5.3.2 Terms are for two years, beginning January 1 of the following year.
- 6. Annual Regional Spring Meeting
 - 6.1. Site Selection

- 6.1.1 The Site Selection Committee is tasked with identifying possible sites. If possible, sites should be selected two years in advance. This will allow for proper preparation time and for the possibility of gaining a better negotiated room rate.
- 6.1.2 Future sites are discussed at the Regional Steering Committee meeting at the preceding National Meeting.
- 6.1.3 A short list of candidate sites is then announced at the Business Meeting at the National Meeting.
- 6.1.3 Within 30 days following the National Meeting, the Chair-Elect should request that the National Office sent out an announcement of possible sites and a request for a regional membership vote.
- 6.1.4 The selected site will be announced within 30 days after receipt of votes.
- 6.1.5 The hotel contract is negotiated by the Regional Treasurer and sent to the National Office, allowing at least five business days for review, prior to signature by the Treasurer.

6.2 Program Chair Selection

- 6.2.1 The Program Committee has two co-chairs, a Program Chair and Co-Chair, each who serves two years. The Co-Chair becomes the Chair in the following year.
- 6.2.2 The selection of the Co-Chair should come shortly after the site announcement.

6.3. Program Committee

- 6.3.1 The following is a timeline for the activities of the Program Committee.

Date of Action	Action
2 weeks after the Annual Regional Spring Meeting	Previous Program Committee participates in a post conference call. The minutes will address the positives and negatives of the meeting. The minutes should also provide recommendations for future meetings. If not already on the committee the incoming Program Chair should be invited to the conference call
June	eBlast calling for Program Committee

	Volunteers
July	National Office holds a "Planning your Regional Meeting" conference call. (Program Chair, Co-Chair and Region II Treasurer should attend)
August	First Program Committee Conference Call held. Introduction of all members.
September/October	<p>Begin weekly conference calls in September. The weekly calls will determine the following:</p> <ol style="list-style-type: none"> 1. Meeting Theme/Title 2. Establish Subcommittees (program development, hotel staff, food, etc) 3. Website and flyer development for with preliminary Annual Regional Spring Meeting information 4. Give-aways/raffles which will be used at the National Meeting to marketing the Annual Regional Spring Meeting 5. Preparation for Regional Program Committee meeting (breakfast) at the National Meeting. 6. Decision made for the Monday night event and/or any required entertainment 7. Discussions and suggestions regarding a Keynote speaker
October/November	<p>A Regional Program Committee meeting is held during the National Meeting</p> <p>Program Chair will discuss the upcoming plans at the business meeting during the National Meeting</p> <p>The National Meeting should be used as an opportunity to seek out exceptional speakers, sessions and government representatives to participate at the Annual Regional Spring</p>

	<p>Meeting at our meeting.</p> <p>Decision is made on the Keynote Speaker</p>
December	<p>The Program Committee gathers data for the sessions and begins to form the meeting agenda.</p> <p>Entertainment Committee finalizes arrangements for fun events</p>
January	<p>The call for session ideas is sent to the Region by requesting that the National Office send an eblast.</p> <p>A local Program Committee member will visit the hotel and meet with their representative</p> <p>National Office sends box of materials to be distributed at Regional Meeting</p> <p>National Office requires badge information if they will be printing badges</p> <p>Preliminary Program is distributed to the region</p> <p>Check for additional needs. Example: Translators (Sign, Foreign Languages, Special Needs), unusual audio-visual requirements for keynote speaker</p>
February	<p>A draft registration form is created (including all prices) and forwarded to the National Office</p> <p>The Program content is finalized.</p> <p>The National Office holds a “Just in Time for Your Regional Meeting” conference teleconference training session. (Program Chair, Co-Chair and Treasurer should attend)</p> <p>Request Speaker Funds from National Office if needed</p>
March	<p>Program layout and cover art is finalized and sent to printer.</p> <p>Handouts are purchased</p>

	<p>Menu is selected for the meeting</p> <p>Check on early bird registration and hotel cut off dates</p> <p>Session evaluators and other volunteers as necessary are chosen</p>
April	<p>An Attendee Roster is assembled.</p> <p>All forms/packet contents are finalized.</p> <p>Workshop binders are created</p>

6.4 Program Expenses

6.4.1 Any costs that the Region must commit to in relation to the program must be reviewed and approved by the Chair, in consultation with the Treasurer, to assure adequate funds are available.

6.5. Speaker Funds

6.5.1 The National Office provides each region up to \$500 for assistance in obtaining speakers for the Annual Regional Spring Meeting.

6.5..2 If the Region wishes to make use of speaker funds, the Regional Chair should notify the National organization as soon as that person has been identified (but no later than 30 days in advance of the meeting) with a letter from the Regional Chair to the NCURA Executive Director.

6.5.3 At the conclusion of the meeting, the National Office will reimburse the Region for funds actually spent, up to \$500. Supporting documentation for the funds expended should be sent to the NCURA Director of Finance, who will reimburse the region.

6.5.4 The speaker fees can be used for a NCURA member from outside of the Region or for a non-member from any area.

Approved by the Membership May, 2010