

# NCURA Region I Bylaws

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## I. Purpose

The National Council of University Research Administrators (NCURA) New England Region I's ("NCURA Region I") purpose is to serve its members and advance the field of research administration through professional development, the sharing of knowledge, and by fostering a sense of community.

## II. Membership

Membership is determined by being a member in good standing of NCURA. The types of membership offered include Regular Member, Associate Member and Emeritus Member as defined in the National NCURA Bylaws. Regular membership in Region I is further determined by geographic location as designated by the National organization.

Membership entitles an individual to the rights and privileges of membership in accordance with the National Bylaws and Administrative Policies.

## III. Officers

All officers must be members of NCURA Region I in good standing.

### A. Chair

*Duties:* The Chair is the chief executive officer of NCURA Region I and is empowered to carry out activities as approved by the Region I Advisory Committee in accordance with NCURA Region I Administrative Policies. The Chair mentors and delegates to the Chair-Elect as necessary to ensure a smooth transition when term expires.

*Term Duration:* Serves a one year term immediately following a term as Chair-Elect. Upon completion of the one year term as Chair, serves a one year term as the Immediate Past Chair.

*In the event that the office of Chair is vacated:* the Chair-Elect serves out the remainder of the term of the Chair, as well as the term of Chair for which they were elected. If the Chair-Elect is unable to assume the duties of the vacated Chair, the Advisory Committee will appoint a member to serve out the remainder of the term of Chair.

### B. Chair-Elect

*Duties:* The Chair-Elect, as requested, assists the Chair in carrying out his or her duties as detailed above and assumes the duties of the Chair in his/her absence. See the Region I Administrative Policies for more specific duties.

*Term Duration:* Elected annually by the regional membership for a one-year term beginning January 1. Upon completion of the one year term as Chair-Elect, serves a one year term as Chair, followed by a one year term as the Immediate Past Chair.

*In the event that the office of Chair-Elect is vacated:* the Advisory Committee will appoint a member to serve as interim Chair-Elect until a special Region I election can be held and a new Chair-Elect announced in accordance with these Bylaws.

#### C. Immediate Past Chair

*Duties:* The Immediate Past Chair serves a one-year term immediately following his or her term as Chair and provides advice and suggestions as a member of the Region I Advisory Committee.

*Term Duration:* Serves a one year term immediately following a term as Chair.

*In the event that the office of Immediate Past Chair is vacated:* the position will remain vacant until the Chair succeeds to this office on January 1.

#### D. Treasurer

*Duties:* The Treasurer is the chief financial officer of NCURA Region I and, as such, maintains Regional financial accounts and records and complies with NCURA National Organization procedures in accordance with NCURA Region I Administrative Policies. The Treasurer mentors and delegates to Treasurer-Elect as necessary to ensure a smooth transition when term expires.

*Term Duration:* Serves a one year term as Treasurer immediately following a term as Treasurer-Elect. Upon completion of the one year term as Treasurer, serves a one year term on the NCURA Region I Financial Management Committee.

*In the event that the office of Treasurer is vacated,* the Treasurer-Elect serves out the remainder of the term, as well as the term of Treasurer for which they were elected. If the Treasurer-Elect is unable to assume the duties of the vacated Treasurer, the Advisory Committee will appoint a member to serve out the remainder of the term of Treasurer.

#### E. Treasurer-Elect

*Duties:* The Treasurer-Elect, as requested, assists the Treasurer in carrying out his or her duties as detailed above and assumes the duties of the Treasurer in his/her absence.

*Term Duration:* The Treasurer-Elect is elected annually by the regional membership for a one-year term beginning January 1. Upon completion of the one year term as Treasurer-Elect, serves a one year term as Treasurer, followed by a one year term on the NCURA Region I Financial Management Committee.

F. *In the event that the office of Treasurer-Elect is vacated:* the Advisory Committee will appoint a member to serve as interim Treasurer-Elect until a special Region I election can be held and a new Treasurer-Elect announced in accordance with these Bylaws.

## G. Secretary

*Duties:* The Secretary acts as chief operating officer of NCURA Region I, and, as such maintains all non-financial Region I records, and coordinates the regional communication with the full Region I membership in accordance with NCURA Region I Administrative Policies. The Secretary mentors and delegates to Secretary-Elect as necessary to ensure a smooth transition when term expires.

*Term Duration:* Serves a one year term as Secretary immediately following a term as Secretary-Elect.

*In the event that the office of Secretary is vacated:* the Secretary-Elect serves out the remainder of the term, as well as the term for which they were elected. If the Secretary-Elect is unable to assume the duties of the vacated Secretary, the Advisory Committee will appoint a member to serve out the remainder of the term.

## H. Secretary-Elect

*Duties:* The Secretary-Elect, as requested, assists the Secretary in carrying out his or her duties, and assumes the duties of the Secretary in his or her absence.

*Term Duration:* The Secretary-Elect is elected annually by the regional membership for a one-year term beginning January 1. Upon completion of the one year term as Secretary-Elect, serves a one year term as Secretary.

*In the event that the office of Secretary-Elect is vacated:* the Advisory Committee will appoint a member to serve as interim Secretary-Elect until a special Region I election can be held and a new Secretary-Elect announced in accordance with these Bylaws.

## I. Region I Elected National Board Member

*Duties:* The elected National Board Member serves as a member of the national NCURA Board of Directors. A full description of duties and responsibilities is available on the National organization volunteer website. This position will coordinate with the NCURA Region I Advisory Committee on activities or other issues that impact the region.

*Term Duration:* Elected for a two-year term during every odd numbered year by Regional members in concert with the membership requirements provided in the National Organization's Bylaws. Term begins the following January 1, concurrent with the installation of the new NCURA Board of Directors.

*In the event that the office of the Region I National Board Member is vacated:* National NCURA procedures will be followed.

## **IV. Committees**

### A. Advisory Committee

*Duties:* The Advisory Committee assists the Region I Chair in guiding affairs of the region and ensuring that Region I activities are consistent with the goals and objectives of the Region and the National Organization.

*Term Duration:* The incoming Advisory Committee is appointed by the incoming Chair (i.e., the Chair-Elect) and serves concurrently with the aforementioned incoming Chair.

*In the event that a non-officer Advisory Committee position is vacated:* the position may be filled at the discretion of the Chair.

#### B. Governance Committee

*Duties:* The Governance Committee is responsible for overseeing the election of NCURA Region I officers. The Governance Committee will also perform an annual review of the NCURA Region I Bylaws and Administrative Policies and recommend necessary revisions to the Advisory Committee. In the event that an officer position should unexpectedly be vacated, the Governance Committee will review these Bylaws and coordinate a special election for the vacated position as quickly as possible.

*Term Duration:* The incoming Governance Committee Chair is appointed by the incoming Chair (i.e., the Chair-Elect) and serves concurrently with the aforementioned incoming Chair.

*In the event that the Governance Committee Chair position is vacated:* the position may be filled at the discretion of the Chair.

#### C. Financial Management Committee

*Duties:* The Financial Management Committee shall be comprised of the Treasurer, who shall chair the committee, the Treasurer-Elect and the Immediate Past Treasurer. The Chair may appoint additional members. The Financial Committee is responsible for assisting the Treasurer in oversight of NCURA Region I's fiscal matters; reviewing the annual budgets and making recommendations to the Advisory Committee; and performing other functions as requested by the Advisory Committee.

*Term Duration:* All members will serve a one-year term on the committee during their tenure as the Treasurer, the Treasurer-Elect and the Immediate Past Treasurer.

*In the event that a non-officer Financial Committee position is vacated:* the position may be filled at the discretion of the Chair.

#### D. Other Committees

The Chair, in concurrence with the Advisory Committee, appoints chairs of standing and *ad hoc* committees in order to facilitate Regional activities. See the Administrative Policies for examples and specific duties of Chairs and Committee Members.

### **V. Elections**

#### A. Officers elected by the Region I membership

- A Chair-Elect, Secretary-Elect and Treasurer-Elect are elected annually
- A Region I National Board Member is elected every odd numbered year

## B. Timeline and Responsibilities

On or before June 1: The Governance Committee...

- issues a call for nominations to the entire Region
- populates a slate of qualified candidates
- ensures that all candidates are given the option to provide statements of intent, resumes, and pictures
- ensures that all candidate materials are posted to the Region I website as submitted

On or before July 1: the Chair of the Governance Committee forwards a list of qualified nominees to the NCURA National Office for electronic balloting. In the event that at least two qualified nominees have not been identified for each position, the Chair may request to extend the nomination period with the approval of the Advisory Committee.

Ten business days after the Region I membership receives the electronic ballot: the election is closed and the person or persons receiving the highest vote for each office are elected to terms that will begin on the succeeding January 1.

As soon as possible after the election is closed: the National Office sends the results to the Chair of the Governance committee for certification. The Chair of the Governance Committee then informs the Region I Chair and ensures that the results are announced to regional membership.

## C. In the Event of a Tie

In the event that two or more candidates receive the highest number of votes for a particular position, the Governance Committee shall coordinate runoff election as soon as possible, and a new ballot shall be sent to the Region I membership, after which the same procedure as set forth above shall be followed.

If any two or more candidates receiving the highest number of votes in said runoff election receive the same number of votes again, then the tie shall be broken by a vote of the Advisory Committee.

## D. Special Elections

In the event that the Office of either the Chair-Elect, Treasurer-Elect or Secretary-Elect is vacated, a special election will be held as soon as possible, following the same procedures set forth above, with the exception of the timelines.

## **VI. 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 I Bylaws can be recommended by either the Advisory 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 15 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 Advisory Committee. The Committee will consider the ruling and the appeal and make a decision. The decision of a majority of the Advisory Committee shall be considered final.