

# NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

## REGION III

### BYLAWS

Region III of the National Council of University Research Administrators (NCURA) serves the members of NCURA who work or live in NCURA's Southeast Region. NCURA serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community."

#### I. MEMBERSHIP

The membership shall be individuals who are members of NCURA employed or residing in the states, commonwealths, or territories designated as Region III by that organization.

#### II. OFFICERS

The region shall be governed by the following elected officers, each of whom shall be members of NCURA and of Region III, and who will collectively serve as the Executive Committee. The terms of office for the Chairperson-elect and the Chair shall be for one year to begin on the first day following the Region III Spring Meeting and end on the last day of the following year's Region III Spring Meeting, except as provided in Subsection B of this section. The terms of the Regionally-elected NCURA Board Member and the Treasurer shall be for two years, to begin on January 1 of odd numbered years and the term of the Secretary shall be for two years, to begin on January 1 of even numbered years. The Treasurer-Elect term shall be for one year and shall begin on January 1 of even numbered years. No officer may serve two consecutive terms in the same office. No officer during his/her elected term shall serve concurrently as a National Officer.

##### ***A. Regional Chairperson***

The Regional Chairperson shall be the chief executive officer of Region III, having the responsibility of calling meetings, appointing committee members, and generally directing the activities of the region. The Regional Chairperson shall be the second person authorized to sign checks drawn on the region's account. The Regional Chairperson, at the conclusion of the term of office, shall serve as Immediate Past Chairperson.

##### ***B. Chairperson-Elect***

The Chairperson-Elect shall be the second chief executive officer of the region and shall assume the duties of the Regional Chairperson in his/her absence. The Chairperson-Elect shall assume the office of Regional Chairperson at the expiration of the Chairperson's elected term of office, or upon the death, recall, or resignation of the Chairperson. The Chairperson-Elect shall assist the Regional Chairperson, as requested, in directing the activities of the region and shall serve as Chairperson of the Program Committee for the regional annual meeting.

**C. Immediate Past Chairperson**

The Immediate Past Chairperson (or a former Chair appointed by the current Chair) shall serve as Chair of the Site Selection Committee and engage in such activities as the Regional Chairperson shall request to provide continuity in regional affairs and activities.

**D. Treasurer**

The Treasurer shall be responsible for maintaining the financial records of the region. The Treasurer shall be responsible for the collection, deposit, and disbursement of funds. The Treasurer shall be responsible for the preparation of the region's annual budget for endorsement by the Regional Chairperson. The budget period will coincide with each Regional Chairperson's term of office. The Treasurer will make appropriate reports at regional meetings.

**E. Treasurer-Elect**

The Treasurer-Elect shall assist the Treasurer, as requested, in directing the financial activities of the region and shall assume the duties of the Treasurer in his/her absence. The Treasurer-Elect shall assume the office of the Treasurer at the expiration of the Treasurer's elected term of office, or upon the death, recall, or resignation of the Treasurer.

**F. Secretary**

The Secretary shall be responsible for maintaining the minutes of the regional business meetings and the official membership roster of the region. Minutes of regional business meetings shall be obtained from the outgoing Secretary and delivered to the incoming Secretary. The Secretary will make appropriate reports at regional meetings.

**G. Regionally-elected NCURA Board Member**

The Regional NCURA Board Member shall serve a term of office as specified in the NCURA Bylaws. The Regional NCURA Board Member shall be invited to report relevant discussions, actions, and plans to the regional membership during regional business meetings.

**III. COMMITTEES**

The Executive Committee shall create committees on an as-needed basis to assist and/or perform tasks to facilitate regional business and activities.

**IV. NOMINATIONS AND ELECTIONS PROCEDURES**

The nominations and elections procedures for the office of Chairperson-Elect, Secretary, Treasurer-Elect and Regionally-elected Board Member shall be conducted by the Nominating and Elections Committee.

**A. Nominations** The Nominating and Elections Committee shall solicit nominations from the membership and shall present to the membership a slate of two or more candidates for each office, in writing or electronic format and with pertinent biographical information, not later than ninety days prior to the regional business meeting. Candidates must be region members, appearing on the official membership roster of the region, and must be willing to serve if elected.

**B. Elections**

The Nominating and Elections Committee shall distribute ballots with the slate of candidates and a space for "write-ins" to the membership either in paper form or through the electronic process available from the National Council of University Research Administrators. Ballots shall be returned by the membership not later than sixty days prior to the regional annual meeting.

1. If printed ballots are utilized, the membership shall return unsigned ballots inside signed envelopes. The signed envelopes shall be immediately validated and opened, and ballots counted by a member

of the Committee and two non-Committee members of the region. They may be assisted by other Committee members. Any and all ballots and signed envelopes shall be available to any region member for the period of one month.

2. If electronic ballots are utilized, balloting tallies provided by the National Council of University Research Administrators shall be considered validated. In either case, the tally shall be certified by the Chairperson of the Nominations and Elections Committee or his /her designee to the Regional Chairperson in time for the results to be announced to the members during the regional business meeting. The electronic ballot summary report will be available to any region member during the regional annual meeting after which time any ballots shall be destroyed. The nominee for each office receiving a majority of the votes cast shall be declared elected

### ***C. Run-Off Elections***

In the event no one nominee receives a majority (fifty percent plus one vote) of the votes cast, a run-off election will be held. The Committee shall conduct the run-off election following the same procedures specified for the first balloting except that the run-off ballot shall be distributed to the membership not later than forty-five days prior to the regional annual meeting. Members shall return run-off ballots not later than twenty-one days prior to the regional annual meeting. In the event of a tie in the run-off election, the Executive Committee shall cast the deciding vote.

### ***D. Vacancies in Offices***

In the event that the office of Chairperson-Elect, Secretary, Treasurer-Elect, or Regionally-elected Board Member is vacated and more than ninety days remain of the unexpired term, nominations will be solicited by the Nominating and Elections Committee from the membership and one of the processes listed in this section for regular or run-off elections shall be followed. If less than ninety days remain in the unexpired term, the Regional Chairperson shall appoint a replacement or, at her/his discretion, decline to fill the position until a regularly scheduled election.

### ***E. Removal of Officers***

Any officer may be removed by a two-thirds vote of regional members in a recall election. The Nominations and Elections Committee must hold a recall election within sixty days of receipt by the Regional Chairperson or Immediate Past Chairperson of a petition bearing the legitimate signatures of at least ten percent of the regional membership using one of the processes listed in this section for regular or run-off elections. In the event that the Regional Chairperson's office is being challenged, the remaining members of the Executive Advisory Committee shall manage the recall election.

## **V. MEETINGS**

The region shall hold a business meeting each year during the national annual meeting and a business-program meeting each year at a site determined two years in advance and at a time (between March first and June thirtieth) to be determined by the Regional Chairperson. The date of the regional annual meeting shall be announced to the membership at least sixty days prior to the meeting. Agendas for business meetings shall be the responsibility of the Regional Chairperson and shall include, when appropriate, a financial report, announcement of election results, announcement of committee appointments, committee reports, and such other business to come before the membership. The agenda for the regional annual meeting shall be planned, arranged, and presented by the Program Committee.

## **VI. REGIONAL MEETING REGISTRATION FEES**

Registration fees for regional annual meetings based on the region's budget, anticipated meeting expenses, consultation with the host institution, and other financial considerations, shall be recommended by the Treasurer and endorsed by the Regional Chairperson.

## **VII. INTERPRETATION OF BYLAWS**

The Regional Chairperson shall have the responsibility of interpreting the bylaws with due regard for region history and tradition. The Chairperson shall also determine if any of the provisions of these bylaws are inconsistent with the requirements of the National Council of University Research Administration Articles of Incorporation or bylaws. Five or more members may appeal any such interpretation or determination by notifying the Regional Chairperson in writing. The Regional Chairperson shall appoint an ad hoc committee of three members, one of whom shall be from the members appealing, to present the matter to the membership for a vote during the next regional business meeting.

## **VIII. AMENDMENT**

These bylaws may be amended, by a two-thirds vote of members present and voting during any regional business meeting on presentation of written proposed changes, by an ad hoc committee appointed for the purpose, to the membership not less than thirty days prior to the meeting. The bylaws may also be amended by electronic ballot. The presentation of written proposed changes, appointed by an ad hoc committee appointed for the purpose, must be presented to the membership through the Region III membership not less than 30 days prior to the vote. Results will be tallied by the NCURA National Office. A simple majority of votes is required to approve the proposed changes to the bylaws.

## **IX. PARTICIPATION IN MEETINGS**

A. Any member may participate in a committee meeting or other meeting of the membership by means of a conference telephone or by any other means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate. Such participation shall constitute presence in person at the meeting.

B. Any action required or allowed at a committee meeting or other meeting of the membership may be taken without such meeting if duly approved by a written mail or facsimile ballot of the membership. Such written mail or facsimile ballots shall be subject to the same minimum approval and quorum requirements as are required for votes taken at the meeting.

## **X. COMPATIBILITY WITH NCURA PROVISIONS**

Any provision of these bylaws that is not consistent with the requirements of the National Council of University Research Administrators' Articles of Incorporation or bylaws shall be superseded by the relevant provision(s) of said articles or bylaws.

## **XI. DISSOLUTION**

The region may be dissolved by a two-thirds majority vote of the total regional membership at any time. In that event, all assets and records shall be transferred to NCURA for disposition as NCURA sees fit.

---

Adopted November 6, 1981  
Revised August 19, 1983  
Revised March 1, 1985  
Revised August 28, 1987  
Revised May 12, 1989  
Revised May 18, 1990  
Revised November 5, 1996  
Revised May 18, 1999  
Revised April 19, 2000  
Revised May 18, 2005  
Revised November 12, 2007  
Revised March 12, 2009