

ADMINISTRATIVE POLICIES

I. MEMBERSHIP

A. Regular Members

1. Since membership in the Council is restricted to individuals, there may be any number of regular members from any institution.
2. Regular members shall have all the rights and privileges of membership, including the right to vote, to become an officer of the Council, and to become a member of its committees and administrative groups.

B. Associate Members

1. Associate membership in the Council is restricted to individuals.
2. Associate members shall have all the rights and privileges of regular members except the right to become an officer.

C. Emeritus Members

1. Each person requesting emeritus status must have been a dues paying regular member or associate member for the five years immediately preceding his/her retirement from employment as a research administrator and must pay annual dues.
2. Each emeritus member will retain the same rights and privileges of his/her former membership category except that of holding national office.

II. STUDENT AFFILIATION

- A. Students who are not employed full-time in the research administration field may request Student Affiliate status with the Council. Documentation of student status must be provided with the request. Student Affiliate status is granted for one year and is renewable for one additional year.
- B. Student Affiliates do not pay dues and are not members of the Council. However, they enjoy all of the benefits of membership with the exception of the right to vote, to hold office, and to hold any other position in the Council that requires membership.
- C. Student affiliates may register for national meetings and other professional development offerings, subscribe to services, and/or purchase publications at member rates.

III. REGIONS

- A. The Council shall be comprised of regions, each of which may operate in a manner consistent

with the Articles of Incorporation and Bylaws of the Council. All members of the Council shall be assigned to a region based upon their geographical location.

- B. Within the United States, a state or territory shall be considered the smallest unit of any region.
- C. To change regional affiliation within the Council, a majority of the members of a state/territory must approve the change. Additionally, a majority of the members of the destination region must approve acceptance of the state/territory into that region. The change shall then be approved by the Board of Directors.

IV. VACANCIES IN OFFICES

A. Officers

1. President

- a. If the office of President is vacated, the Vice President/President-Elect shall serve as President for the remainder of the term and shall continue in the office of President for the following one-year term.
- b. If the Vice President/President-Elect cannot complete the remaining term of the President, the Immediate Past President shall serve as President for the remainder of the term.
- c. If the Immediate Past President cannot complete the remaining term of the President, the Board of Directors shall appoint the current Secretary or Treasurer to the office for the remainder of the term.
- d. If no current officer can serve as President, the Board of Directors shall appoint a current elected member of the Board to the office for the remainder of the term. Preference shall be given to members elected at-large.

2. Vice President/President-Elect

- a. If the office of Vice President/President-Elect is vacated, the Board of Directors shall appoint the Immediate Past President to the office for the remainder of the term.
- b. If the Immediate Past President cannot complete the remaining term of the Vice President/President-Elect, the Board of Directors shall appoint the current Secretary or Treasurer to the office for the remainder of the term.
- c. If no current officer can serve as Vice President/President-Elect, the Board of Directors shall appoint a current elected member of the Board to the office for the remainder of the term. Preference shall be given to members elected at-large.

3. Secretary

- a. If the office of the Secretary is vacated, the Board of Directors shall appoint for the remainder of the term, in order of preference, a Board member elected at-large or a regionally elected member of the Board who possesses the requisite qualifications.

4. Treasurer

- a. If the office of the Treasurer is vacated, the Treasurer-Elect shall serve as Treasurer for the remainder of the term and shall continue in the office of Treasurer for the following two-year term.
- b. If there is no current Treasurer-Elect or if the Treasurer-Elect cannot serve as Treasurer for the remainder of the term, the Board of Directors shall appoint for the remainder of the term, in order of preference, a member of the Financial Management Committee, a current elected Board member with the requisite qualifications, or a regular member with the requisite qualifications.

5. Immediate Past President

- a. If the office of Immediate Past President is vacated, the Board of Directors shall appoint for the remainder of the term an interim officer, selected from the pool of past presidents who are regular members.

B. Board Members**1. Regionally Elected Board Members**

- a. If a regionally elected Board position is vacated, the affected region shall select another member of that region to complete the term.

2. Board Members Elected At-Large

- a. If an at-large Board position is vacated, the position shall remain unfilled until the next regularly scheduled election for that position.

V. EXECUTIVE DIRECTOR

- A. The President, with the approval of the Board of Directors, shall select the Executive Director of the Council when a vacancy occurs. In addition, the President shall provide an annual evaluation of the Executive Director.
- B. The Executive Director shall have experience in association management or equivalent.
- C. The Executive Director shall be responsible for:

1. Managing the Council office and its daily operations, including the sole and exclusive authority for hiring, supervising, evaluating, and/or terminating all other employees of the Council;
2. Implementing the Council's policies and procedures;
3. Collecting, reviewing, and disseminating information relating to the affairs of the Council, financial transactions of the Council, and meeting planning;
4. Overseeing all banking and investment account(s) and providing reports as required to regions;
5. Attending all Board of Directors and Executive Committee meetings;
6. Providing administrative support to the Council's standing committees, select committees, and other administrative groups and regional organizations; and
7. Performing such other duties as may be assigned or required by the Board of Directors and/or Executive Committee.

VI. BOARD OF DIRECTORS

- A. Regions II, III, VI, and VII shall elect members to terms that begin on January 1 in odd-numbered years, and Regions I, IV, and V and the International Region shall elect members to terms that begin on January 1 in even-numbered years. Regionally elected board members shall serve a two-year term and may serve up to two consecutive terms. Upon election, the names of those persons shall be sent by the regional chair to the Executive Director of the Council.
- B. Board members elected at-large shall serve a two-year term and may serve up to two consecutive terms. Two at-large members will be elected each year.
- C. The President shall be required to call a meeting of the Board when a majority of the members of the Board present a written request for such a meeting.
- D. Travel expenses of members of the Board shall be borne by the Council for any meetings of the Board called by the President that do not occur in conjunction with the Council's Annual Meeting.
- E. Responsibilities of the Board of Directors shall include, but not be limited to, the following:
 1. Serve as the governing body of the Council;
 2. Establish and maintain the financial, personnel, and operating policies of the Council;

3. Establish and disband committees and other administrative groups;
4. Fill vacancies in the offices of the Council, on the Board of Directors, and in the leadership of standing and select committees;
5. Provide advice and counsel in preparing, planning, and presenting the Annual Meeting of the Council.

VII. COMMITTEES

A. Standing Committees

1. Executive Committee
 - a. The Executive Committee shall be comprised of the elected officers (President, Vice President/President-Elect, Secretary, Treasurer, and Immediate Past President) and the Executive Director of the Council.
 - b. The Executive Committee shall meet at the call of the President or at the request of a majority of the Committee.
 - c. The Executive committee shall keep records of its proceedings and shall transmit such records to the Board of Directors.
 - d. In addition to the functions prescribed in the Bylaws, the Executive Committee shall advise in the supervision of the NCURA Office and its staff and shall have the authority to make such decisions as it deems necessary for the efficient operation of the NCURA Office between meetings of the Board.
 - e. The Executive Committee shall be empowered to make emergency decisions between meetings of the Board when, at the Committee's discretion, immediate action is deemed necessary to ensure efficient operation or protection of the Council.
 - f. The Executive Committee shall make suggestions to the Board on any matter not of an emergency nature and shall give its recommendations for action to be taken by the Board.
2. Financial Management Committee (FMC)
 - a. The Financial Management Committee shall be comprised of the Treasurer, who shall chair the committee, the Treasurer-Elect (in even years), the Immediate Past Treasurer, and three at-large members appointed by the Board. One of the at-large members may be a non-NCURA member with financial expertise.

- b. The Treasurer-Elect shall be elected for a one-year term following a national call for nominations in odd years. At the completion of the one-year term, the Treasurer-Elect shall immediately assume the position of Treasurer.
 - c. Following an annual national call for volunteers for at-large FMC positions, the FMC shall review candidate qualifications and make recommendation(s) to the Board for appointment. At-large FMC members will serve two-year staggered terms and may serve more than one term.
 - d. The FMC shall be responsible for:
 - (1) Assisting the Treasurer in oversight of the Council's fiscal matters;
 - (2) Developing long-range financial plans for the Council;
 - (3) Reviewing the annual budgets and making recommendations to the Board;
 - (4) Assisting the regional treasurers;
 - (5) Recommending to the Board an individual/firm to perform the annual audit;
 - (6) Reviewing the financial impact of proposed new initiatives; and
 - (7) Performing other functions as requested by the Board.
 - e. The FMC shall report to the Board of Directors at least annually on the Committee's activities and shall submit any additional reports the Board may request.
3. Nominating and Leadership Development Committee (N&LDC)
- a. The Nominating and Leadership Development Committee shall be comprised of a Chair, a Vice Chair, and one representative from each region.
 - b. The Chair of the N&LDC shall serve a one-year term immediately preceded by a one-year term as Vice Chair. The Chair shall report to the Immediate Past President of the Council.
 - c. The Vice Chair of the N&LDC shall be appointed by the Board following a national call for volunteers and a review of candidates' qualifications and a recommendation for appointment by the N&LDC Chair and the President. The President shall present the recommendation to the Board for consideration at least one month prior to the national call for officer and at-large Board member nominations.
 - d. Each region shall submit the names of two candidates for consideration by the Board for membership on the N&LDC. The Board, while not bound by these

recommendations, shall consider the pool of candidates and shall appoint one member from each region to serve on the Committee.

- e. Each N&LDC member shall serve a two-year term and may serve more than one term. Terms shall be staggered at the discretion of the Board.
 - f. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.
 - g. The Committee shall have the following responsibilities related to elections:
 - (1) Actively solicit from the general membership the names of NCURA members who may wish to be considered for the office of Vice President, Secretary, Treasurer-Elect, and at-large directorships;
 - (2) Nominate, or encourage the nomination of, individuals deemed qualified for these positions in an effort to ensure a balanced slate of capable individuals;
 - (3) Select from the names submitted a slate of two candidates for each of the open positions; and
 - (4) Present this slate of candidates to the Secretary for election by the membership at least three months prior to the Annual Meeting.
 - h. The Committee shall be primarily responsible for leadership succession planning and leadership development, including overseeing, fostering, and promoting the identification, training, and mentoring of volunteer leaders at all levels of the Council.
 - i. The Committee shall manage the Council's recognition and awards programs.
4. Professional Development Committee (PDC)
- a. The Professional Development Committee shall be comprised of a Chair, a Vice Chair, and not less than three additional members who shall be appointed by the Board to two-year staggered terms. At least one committee member must have national meeting experience, one must be a former traveling workshop faculty member, and one must have publications experience. Members may serve more than one term.
 - b. The Chair of the PDC, with justification, may request that the Board appoint two additional committee members from the general membership to serve one-year terms during the Chair's term.
 - c. The Chair of the PDC shall serve a one-year term immediately preceded by a one-year term as Vice Chair. The Chair will report to the Vice President/President-Elect of the Council.

- d. The Vice Chair shall be appointed by the Board following a national call for volunteers and a review of candidates' qualifications and recommendation for appointment by the PDC Chair and the President. The President shall present the recommendation to the Board for consideration at least one month prior to the national call for officer and at-large Board member nominations.
- e. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.
- f. The PDC shall be responsible for professional and program development, publications oversight, and collaboration on program evaluation.

B. Other Committees and Administrative Groups

1. The Board may, from time to time, establish and disband committees or other administrative groups as deemed necessary to performing the functions of the organization. These groups shall be organized and named in accordance with the following conventions:
 - a. *Standing Committees* shall be established as permanent, ongoing groups authorized by the Board to conduct activities that have been or will be specified in the Administrative Policies. Generally, a standing committee shall have a broad charge in a certain field of action. A standing committee may be required in the Bylaws (e.g., Nominating and Leadership Development) or be codified in the Administrative Policies as an ongoing entity until such time as the Board votes to amend the Bylaws or Administrative Policies accordingly.
 - b. *Select Committees* shall be established as temporary groups authorized by the Board. Generally, a select committee will have a broad charge in a certain field of action and will operate in the same manner as a standing committee, but it is limited to a fixed period of time. Select committees may be used to "test" whether a committee should become a standing committee.
 - c. *Subcommittees* may be formed by standing committees and select committees to work on tasks within the scope of the committees without additional Board approval. Subcommittees may include individuals who are not members of the standing or select committee. Standing and select committees must inform the Board of the charge and membership of any subcommittee formed.
 - d. *Commissions* shall be established by the Board to fulfill unique, time-limited charges. The charge may be either broad-based or focused. Commissions may not form subgroups without Board approval.
 - e. *Task Forces* shall be established by the President or Board for a fixed period of time to focus on a specific task or objective. Generally, a task force will be championed (but

not necessarily chaired) by a Board member. Task forces may not form subgroups without Board approval.

- f. *Board Working Groups* shall be formed by the Board to work on specific tasks and shall consist of a subset of the Board membership. Generally, these groups will not include members outside of the Board.

VIII. CONCURRENT SERVICE

- A. No individual may concurrently hold two positions on the Board.
- B. No Board member shall serve concurrently as a regional officer during his/her Board term.
- C. No Board member may run for NCURA national office during the first year of a two-year Board term.
- D. No current Board member may serve as Chair or Vice Chair of the Nominating & Leadership Development Committee or Chair or Vice Chair of the Professional Development Committee.

IX. ELECTIONS

- A. The President shall have responsibility for notifying the nominees of the outcome of national elections.

X. NATIONAL MEETINGS

- A. The Vice President/President-Elect shall appoint the Chair(s) of the Annual Meeting that is scheduled during his/her presidential term and shall inform the Board of the appointment(s). The Chair(s) shall serve from date of appointment through the end of the Annual Meeting. The Chair(s) shall appoint a Program Committee for the same term.
- B. National meetings other than the Annual Meeting shall be approved by the Board. The President and the Vice President/President-Elect shall jointly appoint the Chair(s) of each national meeting and shall inform the Board of the appointment(s). The Chair(s) shall serve from date of appointment through the end of the national meeting. The Chair(s) shall appoint a Program Committee for the same term.

XI. INTERPRETATION OF THE ARTICLES OF INCORPORATION AND BYLAWS

- A. If, between meetings, one or more members of the Board of Directors disagree with the President's interpretive ruling on the Articles of Incorporation or Bylaws, the item will be

placed on the agenda for the next meeting of the Board of Directors, at which time the ruling will be upheld or overruled by a majority vote of the members of the Board.

- B. If a member of the Council who is not a member of the Board of Directors disagrees with the President's interpretive ruling on the Articles of Incorporation or Bylaws, upon presentation of a petition endorsed by at least 5% of the Council's members, the item will be placed on the agenda for the next Board of Directors meeting. The objecting member will be invited to attend that portion of the meeting, at his/her own expense, to present his/her objection. The President's ruling will be upheld or overruled by a majority vote of the members of the Board.

XII. PROPOSED AMENDMENTS TO ARTICLES OF INCORPORATION OR BYLAWS FROM THE MEMBERSHIP

- A. When an amendment proposed by the membership is received, the following procedure will be followed:
 - 1. The proposed amendment must be received by the Secretary at least sixty (60) days prior to the Annual Business Meeting to be considered for action at that meeting.
 - 2. The Secretary will validate the signatures accompanying the proposed amendment to ensure that petitioners are current members (i.e., current in their dues obligations).
 - 3. The minimum number of signatures required will be the appropriate percentage of the membership at the time the petition is received by the Secretary.
 - 4. The Secretary will review the Articles of Incorporation or Bylaws to ensure that the proposal does not conflict with other provisions of these documents. If a conflict exists, the proposed amendment will be considered invalid and will not be moved forward for consideration.
 - 5. The Secretary will distribute all valid proposed amendments to the membership at least thirty (30) days prior to the Annual Business Meeting.

XIII. MODIFICATIONS TO THE COUNCIL'S ADMINISTRATIVE POLICIES

- A. Modifications to these Administrative Policies may be proposed by any officer, Board member, regular member, associate member, or emeritus member of the Council.
- B. Modifications must be approved by a majority of the Board of Directors and must be reported to the membership no later than the next Annual Business Meeting.
- C. A majority of the members present at the Annual Business Meeting may vote for reconsideration by the Board of Directors of any modifications presented.