



I. MEMBERSHIP

A. Regular Members

1. Regular membership in the Council is restricted to individuals.
2. There may be any number of regular members from any organization.
3. 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 as determined by the requirements of each program.

B. Associate Members

1. Associate membership in the Council is restricted to individuals.
2. There may be any number of associate members from any organization.
3. Associate members shall have all the rights and privileges of regular members except the right to become an officer.

C. Emeritus Members

1. Individuals requesting emeritus status must have been a dues-paying regular member or associate member for the five years immediately preceding their retirement from employment as a research administrator and must pay annual dues.
2. Emeritus members will retain the same rights and privileges of their former membership category except that of holding national office.
3. Participation and eligibility are determined by the requirements of each program.

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 benefits of membership except 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. Geographical location is defined as the NCURA member's primary institutional 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.
- D. Regional Annual Meetings – One regional meeting per year will be supported by the national organization with support to include access to online registration software; review of all hotel and vendor contracts; and assistance and guidance with event planning. Such assistance will be provided by the national organization at no cost to the region. In addition, each region will receive up to \$500 in speaker support. Members of the region hosting the meeting are not eligible to receive speaker payments. Requests for speaker payments must be submitted to the NCURA Treasurer along with signed speaker agreements at least 30 days before the Regional Annual Meeting.
- E. Regional Events – Upon request, regional meetings and workshops other than the yearly Annual Regional Meeting may be supported by the national organization with the following: access to on-line registration software; and assistance and guidance with event planning. Regions must submit payment to the national office for such services including facilities and administrative costs and staff time at the rates outlined in the Regional Service Fees Schedule. All costs of holding a meeting or workshop outside of the Annual Regional Meeting including speaker payments are the sole responsibility of the region. Please see the Administrative Policy Procedures for detailed information.

IV. VACANCIES IN OFFICES AND BOARD MEMBERS

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, V, and VIII 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; and
 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 at least 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 the 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, the NCURA Immediate Past President, one representative from each region, and three at-large representatives.
- 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.
- 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. Three at-large members, having had prior NCURA Board of Directors experience, shall serve on the Committee. At-large members shall be appointed by the Board following a call for volunteers to all past Board Members and a review by the Executive Committee. The President shall present the recommendations to the Board for consideration. Two at-large members shall be appointed in even-numbered years and the third in odd-numbered years.
- f. 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.
- g. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.
- h. 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 open offices of Vice President/President-Elect, Secretary, Treasurer-Elect, and at-large directorships;
 - (2) Actively encourage the nomination of individuals deemed qualified for these positions to ensure a slate of capable individuals across these positions;
 - (3) Review and discuss all nominated candidates.
 - (4) Rank the nominees for each open position:
 - Offices of Vice President/President-Elect, Secretary, Treasurer-Elect in order to identify a singular candidate.
 - At-large directorships to determine no fewer than twice the number of open positions for elected, at-large directorship candidates.
 - (5) Determine a slate of one candidate for each of the open positions of Vice President/President-Elect, Secretary, and Treasurer-Elect, and at least two candidates for each elected, at-large directorship;
 - (6) Present the slate of candidates to the Board of Directors.

- (7) Upon receipt of a Board of Directors acknowledgement of the slate, present the approved slate of candidates to the Secretary for ratification of the Vice President/President-Elect, Secretary, and Treasurer-Elect positions and election of the two candidates for each at-large directorship by the membership at least three months before the Annual Meeting.
- i. 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.
- j. 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, the NCURA Vice President/President-elect 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 three 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.
- 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. Select Committees

1. Education Scholarship Fund Select Committee

- a. The Select Committee for the Education Scholarship Fund shall be comprised of a Chair, a Vice Chair, and whenever possible, the NCURA Treasurer or designee and one member from each region.
- b. The Chair shall serve a one-year appointment immediately preceded by a one-year term as Vice Chair.

- c. The Vice Chair shall be appointed by the Board following a national call for volunteers. After a review of candidates' qualifications by the committee, the Chair shall make a recommendation to the Board for appointment.
- d. Regional volunteers to the Select Committee shall be appointed after a national call for Regions II, IV, VI, and VIII in even-numbered years and for Regions I, III, V, and VII in odd-numbered years, followed by Board confirmation. Members serve a two-year term.
- e. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.
- f. The ESFSC shall be responsible for:
 - 1. oversight of NCURA's Education Scholarship Fund program
 - i. Fundraising
 - ii. Application process
 - iii. Selection process
 - iv. Building awareness in the research community of NCURA's Education Scholarship program
 - v. Building relationships with universities offering master's degree in research administration

2. Select Committee on Diversity, Equity and Inclusion

- a. The Select Committee on Diversity, Equity and Inclusion shall be comprised of a Chair, a Vice Chair and 9 additional members (one from each region and an at-large or chair appointed member).
- b. Members serve a two-year staggered term. The appointment recommendations are the responsibility of the Select Committee on Diversity, Equity and Inclusion following a national call for volunteers.
- c. The Chair shall serve a one-year term immediately preceded by a one-year term as Vice Chair.
- d. The Vice Chair shall be appointed by the Board following a national call for volunteers. The select committee shall review candidates' qualifications and the SCDEI Chair shall submit a recommendation for appointment to the Board of Directors for confirmation.
- e. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.

The Select Committee for DEI shall be responsible for:

- 1. Promoting, explaining, and encouraging the DEI Mission at NCURA
- 2. Recommending guidelines and principles in support of the DEI Mission.
- 3. Development of NCURA's continuing educational programs on Diversity, Equity and Inclusion including, but not limited to:
 - i. Webinars
 - ii. Articles in NCURA Magazine and elsewhere
 - iii. NCURA Collaborate group(s)
 - iv. Upon request, assist NCURA's regions develop programs that help the DEI mission.

3. Select Committee on Global Affairs

- a. The Select Committee on Global Affairs shall be comprised of a Chair, a Vice Chair and up to ten additional members each of whom must have global experience in research administration. After a national call for volunteers followed by confirmation by the Board, members serve a two-year staggered term.
- b. The Chair shall serve a one-year term immediately preceded by a one-year term as Vice Chair.
- c. The Vice Chair shall be appointed by the Board following a national call for volunteers. The select committee shall review candidates' qualifications and the SCGA Chair shall submit a recommendation for appointment to the Board of Directors for confirmation.
- d. The Board shall fill any vacancy on the Committee for the unexpired portion of the term
- e. The SCGA shall be responsible for:
 1. the oversight of NCURA's international fellowship program
 2. oversight of NCURA's global educational programming
 3. oversight of selection of NCURA's global faculty
 4. assisting with NCURA national conference topics and speakers, upon request
 5. assisting the Global Collaborate Community, upon request
 6. assisting the International Region, upon request
 7. serve as NCURA's global ambassadors and meet or otherwise communicate with non-US visitors as requested by the Executive Director and Executive Committee, or by members of the International Region.
 8. oversight of INORMS Awards selection

4. Select Committee on Peer Review

- a. The Select Committee on Peer Programs shall be comprised of a Chair, a Vice Chair, and not less than (4) additional members each of whom must have experience as Peer Reviewers. After a call for volunteers, followed by confirmation by the Board, members serve a two-year staggered term.
- b. The Chair shall serve a one-year term, immediately preceded by a one-year term as Vice Chair.
- c. The Vice Chair shall be appointed by the Board following a national call to all qualified members. The select committee shall review candidates' qualifications and the SCPP Chair shall submit a recommendation for appointment to the Board of Directors for confirmation.
- d. The Board shall fill any vacancy on the Committee for the unexpired portion of the term.

- e. The SCPP shall be responsible for:
 - 1. Oversight of NCURA's Peer Review Program to include
 - i. Selection and training of Peer Reviewers
 - ii. Regular Review of the Standards
 - iii. Assist in communicating the benefits of Peer Review to NCURA's membership and the research community
 - iv. Development of new Peer Review offerings, in consultation with the Board of Directors and Peer Programs Management.
 - 2. Oversight of NCURA's Peer Advisory Services Program
 - i. Development of new Peer Advisory Service offerings, in consultation with the Board of Directors and Peer Programs Management.
 - ii. Assistance in promoting and communicating the benefits of Peer Advisory Services to NCURA's membership and the research community.

C. Other Committees and Administrative Groups

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:

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.

Select Committees shall be established and authorized by the Board. Generally, a select committee will have a focused charge in a certain field of action and will operate in the same manner as a standing committee.

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.

Commissions may 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.

Task Forces may 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.

Board Working Groups may 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.

Program and Review Committees may be formed with approval by the President or the Board of Directors to include a group of members for planning conferences or performing various types of reviews. These committees will convene for a short duration, typically up to 12 months.

VIII. CONCURRENT SERVICE

- A. No individual may concurrently hold two positions on the Board.
- B. Board members shall not serve concurrently as a regional officer during their 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.
- E. Current NLDC members may not run for an NCURA national office, including a Board of Directors' seat during their term.
- F. Except for the Immediate Past President on the NLDC, the Vice President/President-Elect on the PDC, the Treasurer on the FMC, no current Board member may hold a seat on a standing or select committee.

IX. ELECTIONS

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

X. CODE OF CONDUCT / DIVERSITY AND INCLUSION

- A. Members who serve as representatives of NCURA at the National or Regional level as defined in Section IV.A, Section V, Section VI, or Section VII shall comply with the NCURA Code of Conduct.
- B. National and regional committees shall consider Diversity and Inclusion in all volunteer positions and recognition awards in accordance with the Council's [Commitment to Diversity and Inclusion](#). While it is recognized that past volunteer experience may be necessary criteria for consideration, no volunteer positions or recognition awards should intentionally exclude members from consideration.

XI. NATIONAL MEETINGS

- A. The Vice President/President-Elect shall appoint the Chair(s) of the Annual Meeting, Financial Research Administration Conference, and the Pre-award Research Administration Conference that are scheduled during their 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 or Conference. The Chair(s) shall appoint a Program Committee for the same term.

- B. National meetings other than the Annual Meeting, Financial Research Administration Conference, and Pre-award Research Administration Conference shall be approved by the Board. The President and the Vice President/President-Elect shall jointly appoint the Chair(s) and shall inform the Board of the appointment(s). The Chair(s) shall serve from the date of appointment through the end of the national meeting. The Chair(s) shall appoint a Program Committee for the same term.

XII. 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 Council members who are not members of the Board of Directors disagree 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. Objecting member(s) will be invited to attend that portion of the meeting, at their own expense, to present their objection. The President's ruling will be upheld or overruled by a majority vote of the members of the Board.

PROPOSED AMENDMENTS TO ARTICLES OF INCORPORATION OR BYLAWS FROM THE MEMBERSHIP

An amendment to the Articles of Incorporation or Bylaws may be proposed by the membership in accordance with the Administrative Procedures Section I.

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.