

Officers' Handbook

This handbook provides each NRMERA officer and appointed personnel with guidelines concerning the position each holds within the organization. Each person should become familiar with their respective position responsibilities and how they relate to all other positions in order to have a thorough knowledge of the workings of the Board. Organizations work best if those in charge work as an integral whole.

Meetings

The Executive Board of the organization holds two meetings per year (unless otherwise specified by the Board). The first is immediately prior to the annual conference and the second immediately follows the conference. All members of the organization are encouraged to attend the annual business meeting held during the conference and are welcomed to attend executive board meetings unless 2/3rds majority of the Executive Board votes to close the meeting. Only personal matters can result in an executive (closed) session. A quorum consists of a majority of the members present and eligible to vote. This applies to all meetings of the organization including the Executive Board.

Executive Board

The Executive Board consists of the elected officers of the Association and the representatives for each of the constituent states as well as the at-large representative. The elected officers of NRMERA consist of the President, President-Elect, Immediate Past President, Secretary-Treasurer, Constituent State Representatives, and At-Large Representative. Along with these elected positions, there are six appointed ad hoc positions include Program Chair, Conference Site Director, Researcher Editor, Membership Chair, Conference Evaluator, and Newsletter Editor. Each of the elected and appointed positions plays an integral part in the operation of the organization.

Executive Board is responsible to: * Develop and implement policy affecting the Association. * Hold meetings at such times and places as it deems appropriate. * Appoint committees on particular subjects. * Audit bills and disburse the funds of the Association. * Print and circulate documents and publish articles. * Employ staff and consultants as appropriate. * Devise and implement other measures as it deems appropriate for the good of the Association. * Verify as well as maintain a current membership roster and institutional affiliation.

President

The president shall call and preside at the Executive Board meetings, the Annual meeting including the Annual Business meeting and special meetings. The president

assumes office at the Saturday morning business meeting. He/She presides at the Executive Board meeting held on the last day of the conference and all subsequent meetings. His/Her duties include the following:

- Serve as Ex-officio member with voting rights on all Association committees.
- Communicate to the membership and the Executive Board matters pertaining to the promotion of the purposes and objectives of the Association.
- Provide leadership in the development of Association policy.
- Submit an annual report to the Executive Board and the membership at the annual business meeting.
- Select and appoint the annual conference program chair and site director.
- Serve as the official liaison between the Association and the American Educational Research Association.
- Accompany the winner of the Outstanding Research Paper to the National AERA Convention and introduce his/her paper.
- Assure compliance with the order of business procedures as follows:

Call to Order

1. Minutes of the Previous Meeting
2. Reports of Officers, Executive Board, and Standing Committees
3. Reports of Special Committees
4. Announcements
5. Unfinished Business
6. New Business
7. Adjournment

President-Elect

The President-Elect serves at the President's discretion during his/her tenure as "elect." This person serves a one (1) year term with no concurrent held office. His/her duties begin immediately after the elections. This person is expected to attend the Executive Board meetings held at the annual conference as well as all special meetings called by the President. His/her duties include:

- Succeed the President if for any reason the President cannot fulfill the duties or responsibilities of the office.
- Serve as a voting member of the Executive Board.
- Assist the President in completion of his/her duties as engaged by the President.

Past President

The Immediate Past-President has served the past year as president. His/her term is one

(1) year with no concurrent held elected office. His/her duties begin immediately upon transference of power following the annual elections. These duties include:

- Present the annual report to the president no later than 60 days following the annual meeting.
- Succeed to the Presidency if for any reason the President-Elect cannot fulfill the duties of that office.
- Serve as a voting member of the Executive Board.
- Chair the nominating committee for the following year's elections for the Executive Board. This includes informing nominees of the election process.
- Oversee the election process for the Executive Board including preparation of the Ballot Box and monitoring of the elections procedures, including the participation in and selection of an impartial committee to count the votes. Elections are held during Friday of the conference with the ballot box open until 6:00 pm that evening.
- Serve as resource to the President and the Executive Board on matters specific to the organization.

Secretary-Treasurer

The Secretary-Treasurer serves a two (2) year term with unrestricted number of terms available. His/her duties begin at the Executive Board meeting held immediately after the closing Business meeting on the last day of the conference. His/her duties include:

- Give notice and attend all association meetings.
- Serve as scribe for the written transcription and official recording of all Executive Board meeting proceedings as well as those of the Annual Business Meeting.
- Conduct all correspondence and execute all orders, votes, and resolutions that are not covered by other officers of the Executive Board.
- Notify membership of all elections and state caucuses.
- Notify members of their appointment to any committees of the Association.
- Provide membership with notice of Association and committee meetings.
- Prepare all reports concerning transactions and conditions of the Executive Committee as specified by that Committee.
- Maintain required correspondence and communication with State and Regional ERA SIG.
- Supervise all monies paid into and out of the Association's General Fund.
- Keep account of all monies received and expended for use of the Association.
- Make disbursements only upon vouchers approved in writing by the Executive Board.
- Collect annual membership dues.
- Deposit all sums received in an approved bank, banks, or trust company.
- Prepare a financial report for presentation to the membership present at the Annual

- Business Meeting or when called upon by the President.
- Deliver all books, monies, and other Association properties to the successor of this position within 30 days following the annual meeting. In the absence of a successor, all previously alluded to possessions would be transferred to the President.
- Serve as a voting member of the Executive Board.

Constituent State Representatives

The constituent state representative is the glue that binds the Association. Each representative represents the interest and desires of their respective states. The constituent state representative holds a two (2) year office with unrestricted terms. It was the desire of the original members that the constituent states have a voice in the decisions of the Association. To that end, the state representative was given voting power on the Executive Board. Constituent state members are elected via state caucus at the Business Meeting of the Association. The responsibilities of each of the constituent state

- Serve as liaison between the Executive Board and the membership of the state for which the constituent member represents.
- Provide the membership chair of the Association with updated member information.
- Serve as a voting member of the Executive Board.
- Provide, through written and verbal communication, information about NRMERA to the members of the state served by the constituent representative.
- Solicit research publications for the Researcher and serve as a journal reviewer.
- Solicit research proposals for the NRMERA conference.
- Recruit potential NRMERA members from respective states.
- Provide members from representative constituent states with information concerning NRMERA.
- Attend all Executive Board meetings and Association meetings.

At-Large Representative

The At-Large Representative is elected to a two (2) year term through a caucus held at the annual Business Meeting of the Association. This is an unrestrictive term. According the 1994 by-laws, the At-Large Representative of the Executive Board does NOT hold voting membership of the Executive Board. The At-Large Representative serves the following duties:

- Serve as liaison between the Executive Board and the membership of the non-

constituent states.

- Provide the membership chair of the Association with updated member information.
- Provide, through written and verbal communication, information about NRMERA to the members of the non-constituent states.
- Solicit research publications for the Researcher.
- Solicit research proposals for the NRMERA conference.
- Recruit potential NRMERA members from respective states.
- Provide members from non-constituent states with information concerning NRMERA.
- Attend all Executive Board meetings and Association meetings.

Membership Chair

The Membership Chair serves unrestricted terms as appointed by the President and approved by two-thirds majority of the voting members of the Executive Board. The duties of this person are:

- Keep official records of the Association's current and past members.
- Be responsible for the recruitment and retention of Association members with special attention given to graduate students and public school personnel.
- Maintain current mailing lists of the membership, in label form, and make this list available to the Executive Board or other members at a nominal cost.

Program Chair

The Program Chair is an appointed position by the President of the Association. This is a one-year position with no limit on the number of appointments. The responsibilities of the Program Chair include:

- Develop, schedule, and conduct the annual conference, including the call for proposals.
- Arrange for peer review of the conference proposals from the membership of the Association.
- Notify presenters of acceptance of proposals.
- Schedule session chairs.
- Ensure that the Association membership has all pertinent information concerning the conference site, including lodging rates, food, air and ground transportation, and registration procedures no later than July 1 of the conference year.

Conference Site Directors

The Conference Site Director is appointed by the President for a one-year term with no limits on the number of terms. His/her responsibilities are:

- Assure appropriate physical arrangements, including audiovisual equipment for the conduct of the annual conference.
- Make available to the Program Chair a listing of available meeting rooms of the host facility no later than June 1 of the year of the conference.
- Make available to the previous year's Association membership all pertinent information concerning the conference site with respect to lodging, rates, food, air and ground transportation, as well as registration procedures no later than July 1 of the year of the conference.
- Assure accessibility of the conference site facilities to persons with disabilities.

Registration Chair

The Registration Chair is appointed by the Program Chair and serves a one-year term with no limit on the number of appointments. The responsibilities of the Registration Chair includes:

- Establish proceedings for conference registration, including procedures for monitoring of registration at the conference site.
- Collect registration forms and registration fees.
- Develop and maintain conference records, including participants' mailing addresses, records of conference income as it pertains to registration and other registration information as deemed important by the Executive Board and Conference Chair.
- Inform all registrants of receipt of registration prior to conference.
- Turn all monies over to Association Treasurer at the Conference.
- Maintain appropriate records of all monies received and provide reimbursement to registrants as approved by the Executive Board (only under extremely unusual circumstances, i.e., death or illness).

Conference Evaluator

The Conference Evaluator serves unrestricted terms as appointed by the President and approved by two-thirds majority of the voting members of the Executive Board. The duties of this person are:

- Develop and/or implement instrumentation capable of measuring the effectiveness and success of the annual conference proceedings.
- Develop and implement a methodology for the collection and analysis of participant responses relative to the instrument used for evaluation of the conference.
- Interpret evaluation results.
- Submit a conference evaluation report to the Executive Board and the Program Chair no later than December 1 of the year in which the conference was held.

The Researcher Editor

The editorial board of *The Researcher* serve unrestricted terms as appointed by the President and approved by two-thirds majority of the voting members of the Executive Board. The duties of these persons are:

- Publish the Association's refereed journal, *Researcher* (online).
- Manage the solicitation, peer review process, and publication of all accepted manuscripts, including best paper from the annual conference.
- Develop the peer review process, including selection and monitoring of the members of the Executive Board who serve on the review panel.
- Oversee the design, style, typeset, and publication format of the journal.
- Assure timely publication and dissemination of the journal to the entire membership.
- Appoint, when appropriate, co-editors subjects to two-thirds (2/3) majority vote of the Executive Board.
- Assist guest editors of the journal with all necessary specifications for a quality issue and provide the means to publish guest editions.

Newsletter Editor

The Newsletter Editor serves unrestricted terms as appointed by the President and approved by two-thirds majority of the voting members of the Executive Board. The duties of this person are:

- Solicit and publish all Association and membership information for the purpose of publication in the Association's newsletter.
- Assure that the newsletter includes information about nominations and elections, proceedings of the Executive Board, and proceedings of the Annual Business Meeting.
- Oversee the design, style, and publication format of the newsletter.
- Assure timely publication and dissemination of the newsletter to the entire membership (the newsletter is published three (3) times a year in the months of

November, March, and July).
Appoint, if appropriate, a co-editor subject to a two-thirds (2/3) vote of the Executive Board.