

## **NRMERA Bylaws**

### **Article I: Membership**

#### A. Constituent Members

##### Section 1: Eligibility

All members who are representative of the Association's constituent states who have an interest in or active participation with educational research are eligible for membership.

##### Section 2: Number of Executive Board Representatives

The number of representatives from each constituent state on the Executive Board shall be one (1).

##### Section 3: Voting Privilege

All constituent members are voting members of the Association.

##### Section 4: Membership Year

The membership year shall be from the first day of the annual meeting to the first day of the next annual meeting.

##### Section 5: Dues

The dues for constituent membership shall be determined annually by the Executive Board.

#### B. At-Large Members

##### Section 1: Eligibility

All members who are not representative of the Association's constituent states who have an interest in or active participation with educational research are eligible for membership.

##### Section 2: Number of Executive Board Representatives

The number of representatives for all at-large states on the Executive Board shall be one

(1).

### Section 3: Voting Privileges

All at-large members are voting members of the Association.

### Section 4: Membership Year

The membership year shall be from the first day of the annual meeting to the first day of the next annual meeting.

### Section 5: Dues

The dues for at-large members shall be determined annually by the Executive Board and be equivalent to that of constituent members.

## **Article II: Voting Rights of Members**

A. Constituent Members. Constituent members will have full voting privileges on all matters.

B. At-Large Members. At-Large members will have full voting privileges on all matters.

## **Article III: Officers**

### Section 1: Elective Officers

#### Section 1a: Association Officers

There shall be four (4) elective officers: President; President-elect; Secretary-Treasurer; and immediate Past President. There shall also be ten (10) constituent representatives and one (1) at-large representative. The elective officers of President; President-Elect; immediate Past President; and Secretary-Treasurer shall be nominated from the constituent membership by written nomination and elected by written ballot of the entire membership present at the annual meeting. Nominations will be called for in the annual Newsletter and will be open from December until January 31. Nominations will be sent to the Past President who, as Chair of the nominating committee, will notify nominees. Nominees will prepare biographical statements (to include philosophical statements and future visions pertaining to NRMERA) which will be publicly posted during the annual convention. The Program Chair will schedule a session to meet the candidates on Thursday evening of the fall conference. Nominations from the floor can be made at that time. A sign-in ballot box will be open on Friday of the conference until

6:00 pm. Newly elected officers will be announced at the Saturday morning business meeting.

#### Section 1b: Constituent State Representatives

The ten (10) constituent representatives will be elected by an individual constituent state caucus of constituent membership present at the annual meeting. The constituent states representatives will be selected at the Annual Meeting. In even-numbered years, the constituent states of Colorado; Idaho; Montana; North Dakota; and Utah shall caucus.

#### Section 1c: At-Large Representative

The one (1) at-large representative will be elected by an at-large caucus of the entire at-large membership present at the annual meeting. The at-large representative will be selected at the Annual Meeting. In even numbered years the at-large states shall caucus.

#### Section 2: Proxy Voting

Proxy voting is not permitted for any elective office. Only members present at the Annual Meeting are permitted to vote. Only members present at a caucus shall be eligible to become a representative or to participate in the caucus. The President shall announce at the first plenary session of the Annual Meeting the place and time for constituent states and at-large caucuses with the results announced to the membership present at the Annual Business Meeting by the Secretary-Treasurer.

#### Section 3: Elected Officers' Role in Office

##### A. President

The President shall call and preside at Executive Board meetings, the Annual Meeting, special meetings, and at the Annual Business Meeting. The president shall be an ex-officio member with voting rights on all Association committees. The President shall communicate to the membership and Executive Board on such matters as well as to make suggestions as may in one's professional judgment promote the purpose and objectives of the Association. The President will be responsible for the development of Association policy and shall submit an annual report to the Executive Board and the membership present at the Annual Business Meeting. The President shall select and appoint the annual conference Program Chair and Site Director. The President shall perform other duties as are necessarily incident to the elected office. In addition, the President shall be the Association's official liaison with the American Educational Research Association.

## B. President-Elect

The President-Elect will succeed to the Presidency if for any reason the President cannot fulfill the responsibilities and duties of that office. The President-Elect will serve as a voting member of the Executive Board.

## C. Immediate Past-President

The Immediate Past-President shall serve in an advisory capacity to the President. The Immediate Past President shall have presented the annual report to the President no later than sixty (60) days following the Annual Meeting. The Immediate Past-President will succeed to the Presidency if for any reason the President-Elect cannot fulfill the responsibilities and duties of that office after succeeding a President for similar reasons. The Immediate Past-President will serve as a voting member of the Executive Board.

## D. Secretary-Treasurer

### Section D1: Secretary Duties

The Secretary-Treasurer shall:

(1) give notice and attend all meetings of the Association;(2) be responsible for the written transcription and official recording of all Executive Board meeting proceedings as well as those of the Annual Business Meeting;(3) conduct all correspondence and carry into execution all orders, votes, and resolutions not otherwise committed;(4) notify the membership of the results of all elections and state caucuses;(5) notify members of their appointment to committees;(6) provide membership with notice of Association and committee meetings;(7) prepare under the direction of the Executive Board reports on the transactions and conditions of the Association;(8) maintain required correspondence and communication with the State and Regional ERA SIG; and(9) to one's best efforts, forward the business and advancement of the Association's best interests.

### Section D2: Treasurer's Duties

The Secretary-Treasurer shall:

(1) supervise all monies paid into and out of the Association's General Fund;(2) keep account of all monies received and expended for use of the Association;(3) make disbursements only upon vouchers approved in writing by members of the Executive Board;(4) collect annual dues;(5) deposit all sums received in an approved bank, banks, or trust company; and(6) prepare a financial report for presentation to the membership present at the Annual Business Meeting or when called upon by the President.

Funds may only be drawn upon the signature of the Secretary-Treasurer. The funds, books, and vouchers in the Secretary-Treasurer's hands shall, at all times, be under the supervision of the Executive Board and subject to its inspection and control. At the expiration of one's term of office the Secretary-Treasurer shall deliver over to the successor all books, monies, and other Association property. In the absence of a successor such will be handed to the President. This transaction must be completed within thirty (30) days following the Annual Meeting. The Secretary-Treasurer will serve as a voting member of the Executive Board.

#### E. Constituent State Representatives

The Constituent State Representatives will represent the best interests and desires of their respective state constituent membership on the Executive Board. The Constituent State Representatives will serve as a voting member of the Executive Board.

#### F. At-Large Representative

The At-Large Representative will represent the best interests and desires of the at-large membership from non-constituent states on the Executive Board. The At-Large Representative will serve as a voting member of the Executive Board.

### Section 4: Ad Hoc Positions' Role

#### A. Program Chair

The Program Chair shall be responsible for developing, scheduling, and conducting the annual conference. The Chair will initiate the call for proposals, arrange for peer review of proposals from the membership, notify presenters of acceptance, and schedule session chairs no later than June 1. The Chair will finalize the conference program and make available to the President a final conference program no later than September 1. The Chair will also be responsible for the collection of hard copy conference proceedings and their submission to the ERIC.

#### B. Conference Site Director

The Conference Site Director shall be responsible for all physical facility arrangements, including audio-visual equipment, for the conduction of the annual conference. The Site Director shall make available to the Program Chair a listing of available meeting rooms of the host facility no later than June 1. The Director shall 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 not later than July 1.

### C. *Researcher* Editor

*The Researcher* Editor shall be responsible for the solicitation, peer review by the Executive Board, and publication of all manuscripts considered for publication in the Association's refereed journal, *Researcher*. The Editor shall have the authority to appoint Co-Editor(s) as deemed appropriate subject to two-thirds (2/3) majority vote of the Executive Board. The Editor shall also have final authority over the design, style, typeset, and publication format of the Association's journal. The Editor is responsible for the publication and dissemination of the Association's refereed journal to the entire membership three (3) times per year in the months of December, April, and August.

### D. Membership Chair

The Membership Chair shall be responsible for the official recordkeeping the Association's current and past membership rosters. The Chair shall be responsible for the recruitment and retention of Association members with a special attention given to graduate students and public school personnel. The Chair shall also maintain a current mailing list of the membership in label form that can be made available to the Executive Board or members at a nominal cost.

### E. Conference Evaluator

The Conference Evaluator shall be responsible for the development of instrumentation capable of measuring the effectiveness and success of the annual conference proceedings. The Evaluator shall conduct the evaluation of the annual conference including collection of participant responses, analysis of responses, presentation of results, and interpretation of results. A conference evaluation report shall be presented to the President, Program Chair, and Executive Board no later than December 1.

### F. Newsletter Editor

The Newsletter Editor shall be responsible for the solicitation and publication of all Association and membership information in the publication of the Association's newsletter. The newsletter shall minimally include information about nomination and election processes, proceedings of the Executive Board, proceedings of the Annual Business Meeting, as well as any other Association-related information deemed appropriate to the membership. The Editor shall have the authority to appoint Co-Editor(s) as deemed appropriate subject to two-thirds (2/3) majority vote of the Executive Board. The Editor shall also have a final authority over the design, style, and publication format of the newsletter. The Editor is responsible for the publication and dissemination of the Association's newsletter to the entire membership three (3) times per year in the months of November, March, and July.

## **Article IV: Executive Board**

### Section 1: Composition

The Executive Board shall consist of fourteen (14) voting members: President; President-Elect; immediate Past-President; Secretary-Treasurer; ten (10) Constituent State Representatives [i.e., Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, North Dakota, South Dakota, Utah, and Wyoming] and one(1) At-Large Representative for all other states. There shall be an additional six (6) ad hoc members of the Executive Board without voting privileges including the Program Chair, Conference Site Director, Researcher Editor, Membership Chair, Conference Evaluator, and Newsletter Editor.

### Section 2: Terms of Office for Elected Officers

The terms of office for the Executive Board elected officers shall be:

- A. President---1 year with no limitation on number of presidencies.
- B. President-Elect---1 year with no concurrent held elected office.
- C. Immediate Past-President---1 year with no concurrent elected office.
- D. Secretary-Treasurer---2 years with unrestricted number of terms.
- E. Constituent State Representatives---2 years with unrestricted number of terms.
- F. At-Large Representative---2 years with unrestricted number of terms.

### Section 3: Terms of Office for Ad Hoc Executive Board Positions

The terms of office for the Executive Board ad hoc positions shall be:

- A. Program Chair---1 year by presidential appointment with no limitation on number of appointments.
- B. Conference Site Director---1 year by presidential appointment with no limitation on number of appointments.
- C. Researcher Editor---Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.
- D. Membership Chair---Unrestricted by annual presidential appointment and approval

by two-thirds (2/3) majority of voting members of the Executive Board.

E. Conference Evaluator---Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.

F. Newsletter Editor---Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.

#### Section 4: Powers and Duties

##### A. Powers. The Executive Board:

\* shall develop and implement policy; \* hold meetings at such times and places it deems proper; \* appoint committees on particular subjects from members of the Board, or from other members of the Association; \* audit bills and disburse the funds of the Association; \* print and circulate documents and publish articles; \* carry on correspondence and communication with other associates interested in the purposes for which the Association was created; \* employ staff and consultants as appropriate; \* devise and carry into execution such other measures as it deems proper and expedient to promote the objectives of the Association; and, \* verify as well as maintain a current membership roster and institutional affiliation.

B. Duties. The Executive Board may appoint an Executive Secretary and such other staff from the membership as may be necessary to carry out the business of the Association.

Other committees may be appointed by the President as needed and approved by two-thirds (2/3) majority of the voting members of the Executive Board.

#### Section 5: Executive Board Vacancies

Whenever any vacancy (voting or ad hoc) occurs in the Executive Board by death, resignation, or otherwise, it shall be filled without undue delay by a majority vote by ballot of the remaining voting members of the Executive Board at a special meeting called for that purpose. The election shall be held within sixty (60) days after the occurrence of the vacancy. The person so chosen shall hold office until the next Annual Meeting.

#### Section 6: Standing Committees

At the first Executive Board Meeting of a President's term, one shall have the authority to annually appoint a committee chair and membership to the following standing committees subject to two-thirds (2/3) majority approval of the voting members of the Executive Board. The members of such committees shall hold position until the



appointment of their successors.

A. Distinguished Paper Selection Committee

B. Conference Evaluation Committee

C. Nominations and Elections Committee

#### Section 7: Committee Quorum

A majority of any committee of the Association shall constitute a quorum for the transaction of business, unless that committee shall by a majority vote of its entire membership decide otherwise.

#### Section 8: Committee Vacancies

The various committee chairpersons shall have the power to fill vacancies within their membership.

### **Article V: Suspension of Constituent States**

#### Section 1: Just Cause

A constituent state may be suspended only for the just cause of failure to send its Constituent State Representative to the Annual Meeting for two consecutive years.

#### Section 2: Statement of Charges

A statement of suspension charges shall be sent to the most recent Constituent State Representative by the President by registered mail to one's last recorded address on the Association membership roster. The statement of suspension charges shall be sent no later than January 1 in the year of the second Annual Meeting at which the constituent state's representative would not be in attendance at the Annual Meeting. The statement of suspension charges shall be accompanied by a notice of the time and place where the Association membership is to take action on the charges. The Constituent State Representative shall be given an opportunity to present a defense at the time and place mentioned in such notice.

#### Section 3: Association Action

If there is no constituent state representation and/or even though a defense is presented by a constituent state at that third Annual Business Meeting, the President

shall have the authority to suspend the constituent state status by a two-thirds (2/3) vote of the membership present at the Annual Business Meeting. Upon a two-thirds (2/3) vote of the membership for suspension of a constituent state, that state's constituent status is repealed in the Association's Constitution ARTICLE V: CONSTITUENT STATES along with all rights and privileges thereof.

#### Section 4: Duration of Suspension

The suspension shall remain in effect until the suspended constituent state is represented by state membership attendance for two consecutive years under the representation of the at-large representative. In the third year of the suspension the membership of the constituent state may reapply for constituent state status under Constitution.

#### **Article VI: Addition of Constituent States**

In the event a non-member state wishes to become a NRMERA constituent state, an active NRMERA member must be willing to act on behalf of the entreating state to amend ARTICLE V of the Constitution by following the strict guidelines set forth in ARTICLE XVI of the Constitution.

The foregoing Bylaws were adopted on October 8, 1994 through unanimous action of the Association membership present at the Annual Meeting in Sun Valley, Idaho as attested to by the following signatures of the Executive Board Officers.

Last amended October 5, 2000 to include two new constituent states: Minnesota and Nevada.