

# Northern Rocky Mountain Educational Research Association (NRMERA)

## Bylaws

### Article I: Membership

#### A. Constituent Members

1. Eligibility.
  - a. All members who are representative of NRMERA's constituent status who have an interest in or active participation with educational research are eligible for membership.
2. Number of Executive Board Representatives
  - a. The number of representatives from each constituent state on the Executive Board shall be one (1).
3. Voting Privilege
  - a. All constituent members are voting members of the association
4. Membership Year
  - a. The membership year shall be from the first day of the annual meeting to the first day of the next annual meeting.
5. Dues
  - a. The dues for constituent membership shall be determined annually by the Executive Board.

#### B. At-Large Members

1. Eligibility
  - a. All members who are not representative of NRMERA's constituent states who have an interest in or active participation with educational research are eligible for membership.
2. Number of Executive Board Representatives
  - a. The number of representatives for all at-large states on the Executive Board shall be one (1).
3. Voting Privileges
  - a. All at-large members are voting members of NRMERA.
4. Membership Year
  - a. The membership year shall be from the first day of the annual meeting to the first day of the next annual meeting.
5. Dues
  - a. 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
  - 1. Constituent members will have full voting privileges on all matters.
- B. At-Large Members.
  - 2. At-large members will have full voting privileges on all matters.

### Article III: Officers and Positions

- A. Elective Officers
  - 1. There shall be five elective officers: President, President-Elect, Secretary, Treasurer, and Immediate Past President. There shall also be 10 constituent state representatives, one at-large representative, and one at-large graduate student representative.
  - 2. The elective officers of President-Elect, Secretary, and Treasurer shall be nominated from the constituent membership and elected by a ballot of the entire membership present at the annual meeting, as denoted in Article IV. *At the conclusion of each annual meeting, the President-Elect will ascend to the presidency, and the current president shall become the immediate Past-President.*
    - a. The nominating committee, chaired by the immediate Past-President, will solicit nominations from the constituent membership for all offices to be elected each year.
    - b. Members of the nominating committee will be identified by the Past-President. In the event that the immediate Past-President is not available, then the Board will select a willing Past-President.
    - c. Nominations for officers will be presented to the Board during their preconference Board Meeting. The nominating committee will accept nominations from the members throughout the conference.
    - d. If there is more than one candidate for a position, then an election will be held. Election procedures are as follows:
      - i. Nominees will prepare brief biographical statements to present to the Board. Statements should include the nominee's academic affiliation (where they work), what their areas of interest are (academic and non-academic), their history with NRMERA, and the reason for their interest in serving as part of the NRMERA leadership team. These statements will be used to introduce the nominee(s) to the membership.
      - ii. In the event that elections are necessary, the President-elect will hold elections on Friday of the conference during the business meeting. Newly elected officers will be announced at the Friday luncheon.
  - 3. The 10 constituent state representatives will be elected by an individual constituent state caucus of constituent membership present at the annual meeting.
    - a. In even-numbered years, the constituent states of Colorado, Idaho, Montana, North Dakota, and Utah shall caucus.

- b. In odd-numbered years, the constituent states of Nevada, Nebraska, South Dakota, Washington, and Wyoming shall caucus.
4. The one At-Large Representative will be elected by an at-large caucus of the entire at-large membership present at the annual meeting. In odd-numbered years, the at-large states shall caucus.
5. The one At-Large Graduate Student Representative will be elected by an at-large caucus of the entire at-large graduate and undergraduate student membership present at the annual meeting. To qualify for student membership and participation in the student caucus, the NRMERA attendee must be actively pursuing a graduate or undergraduate degree. Only graduate students may serve as the Graduate Student Representative. At-Large Graduate Student Representatives serve one-year terms. Representatives may serve more than one term.

#### B. Proxy Voting and Candidacy

1. Proxy voting is not permitted for any elective office. Only members present at the Annual Meeting are permitted to participate in the caucus and vote.
2. Proxy candidacy is not permitted for any elective office. Only members present at a caucus shall be eligible to become an elected officer or representative.

#### C. Election Announcements

1. The President shall announce at the first plenary session of the Annual Meeting the place and time for constituent states and at-large caucuses.
2. The President or Secretary shall announce the results of the constituent states and at-large caucus elections to the membership present at the Annual Business Meeting.
3. The President or Secretary shall announce the results of uncontested officer elections to the membership present at the Annual Business Meeting. Results of contested elections shall be announced at the Friday luncheon.

#### D. Elected Officers' Roles

1. President
  - a. The President shall call and preside at Executive Board meetings, the Annual Meeting, special meetings, and at the Annual Business Meeting.
  - b. The President shall be an ex-officio member with voting rights on all NRMERA committees.
  - c. 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 NRMERA.
  - d. The President will be responsible for the development of NRMERA policy and shall submit an annual report to the Executive Board and the membership present at the Annual Business Meeting.
  - e. The President shall be responsible for contracting, developing, scheduling, and conducting the annual conference, with the support and input of the Conference Mentor, Secretary, and Treasurer, including but not limited to:

- i. Securing a keynote speaker
    - ii. Coordinating all physical facility arrangements, including audio-visual equipment
    - iii. Making available to the previous year's NRMERA membership all pertinent information concerning the conference site with respect to lodging rates, food, air and ground transportation, and registration procedures, not later than June 1 of the year of the conference.
    - iv. Selecting and appointing the annual conference Program Chair no later than 30 days after succeeding to the presidency.
    - v. Making available to the Program Chair a listing of available meeting rooms of the host facility no later than June 30 of the year of the conference.
  - f. The President shall be NRMERA's official liaison with the American Educational Research Association.
  - g. The President shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
  - h. The President shall perform other duties as are necessarily incidental to the elected office.
2. President-Elect
- a. The President-Elect will succeed to the Presidency if for any reason the President cannot fulfill the responsibilities and duties of that office.
  - b. The President-Elect will serve as a voting member of the Executive Board.
  - c. The President-Elect will conduct elections in the event that there is more than one nominee per position.
  - d. The President-Elect shall be responsible for planning for physical facility arrangements, including contract negotiations, for the conduction of the annual conference to be held during their presidency, assisted by the Conference Mentor and in coordination with the secretary and treasurer.
  - e. At the annual meeting in which the President-Elect ascends to President, the President-Elect shall announce to the membership the location of the following year's conference.
  - f. The President-Elect shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
3. Immediate Past-President
- a. The Immediate Past-President shall serve in an advisory capacity to the President.
  - b. 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.
  - c. The Immediate Past-President will serve as a voting member of the Executive Board.
  - d. The Immediate Past-President will serve as the Chair of the Nominating Committee and will appoint members of the committee.
  - e. The Immediate Past-President will serve as the Chair of the Distinguished Paper Award Committee.

- f. The Immediate Past-President will serve shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
4. Treasurer
- a. The Treasurer shall supervise all monies paid into and out of NRMERA's General Fund and other accounts.
  - b. The Treasurer shall keep account of all monies received and expended for use of NRMERA.
  - c. The Treasurer shall make disbursements only upon approval in writing by a majority of members of the Executive Board.
  - d. The Treasurer shall collect annual dues.
  - e. The Treasurer shall deposit all sums received in an approved bank, banks, or trust company.
  - f. The Treasurer shall prepare a financial report for presentation to the membership present at the Annual Business Meeting or when called upon by the President.
  - g. The Treasurer shall file or cause to be filed the required tax returns annually.
  - h. Funds may only be drawn upon the signature of the Treasurer.
  - i. The funds, books, and vouchers in the Treasurer's hands shall, at all times, be under the supervision of the Executive Board and subject to its inspection and control.
  - j. At the expiration of one's term of office, the Treasurer shall deliver over to the successor all books, monies, and other NRMERA 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.
  - k. The Treasurer will serve as a voting member of the Executive Board.
  - l. The Treasurer shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
5. Secretary
- a. The Secretary shall record attendance and minutes at all Executive Committee meetings.
  - b. The Secretary shall record minutes at all annual business meetings.
  - c. The Secretary shall make the minutes electronically available to the President and the Webmaster within one (1) week of the meeting.
  - d. The Secretary shall provide for the safekeeping of all NRMERA official minutes and records.
  - e. The Secretary will serve as a voting member of the Executive Board.
  - f. The Secretary shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
6. Constituent State Representatives
- a. The Constituent State Representatives will represent the best interests and desires of their respective state constituent membership on the Executive Board, including recruitment of new members, dissemination of

information to IHEs within their state, and promotion of the annual conference to members within their state.

- b. The Constituent State Representatives will serve as voting members of the Executive Board.
- c. The Constituent State Representatives shall serve on the Editorial Board for *Educational Research: Theory & Practice*.

7. At-Large Representative

- a. The At-Large Representative will represent the best interests and desires of the at-large membership from non-constituent states on the Executive Board, including recruitment of new members, dissemination of information to IHEs outside the region, and promotion of the annual conference to members outside the region.
- b. The At-Large Representative will serve as a voting member of the Executive Board.
- c. The At-Large Representative shall serve on the Editorial Board for *Educational Research: Theory & Practice*.

8. Graduate Student Representative

- a. The Graduate Student Representative will represent the best interest and desires of the graduate and undergraduate student membership on the Executive Board, including recruitment of new members, dissemination of information to students, and promotion of the annual conference to student members.
- b. The Graduate Student Representative shall collaborate with the President to plan a student social to occur during the Annual Meeting.
- c. The Graduate Student Representative will serve as a voting member of the Executive Board.

E. Appointed Officers

1. Program Chair

- a. The Program Chair shall be responsible for developing the annual conference program, including detailed scheduling.
- b. The Program Chair will initiate the call for proposals, arrange for peer review of proposals from the membership, and notify presenters of acceptance no later than August 15.
- c. The Program Chair will finalize the conference program and make available to the President a final conference program no later than October 1.
- d. The Program Chair will serve as a voting member of the Executive Board.
- e. The Program Chair shall serve on the Editorial Board for *Educational Research: Theory & Practice*.

2. Conference Mentor

- a. The Conference Mentor shall provide information and support to the President-Elect regarding the determination of site and coordination of physical facility arrangements, including contract negotiations, for the conduction of the annual conference.

- b. The Conference Mentor shall provide information and guidance to the President and the Program Chair regarding the process of developing the annual conference program.
  - c. The Conference Mentor shall maintain an updated Conference Planning Guide, to be shared with each incoming President-Elect.
  - d. The Conference Mentor shall be responsible for the development of instrumentation capable of measuring the effectiveness and success of the annual conference proceedings. The Conference Mentor 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, President-Elect, and sent to the Executive Board no later than December 1.
  - e. The Conference Mentor shall train their successor during the last year of their appointment.
  - f. The Conference Mentor will serve as a voting member of the Executive Board.
  - g. The Conference Mentor shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
3. Editor of *Educational Research: Theory & Practice*
- a. The Editor shall be responsible for the solicitation, peer review, and publication of all manuscripts considered for publication in NRMERA's refereed journal, *Educational Research: Theory & Practice*.
  - b. The Editor shall chair the Editorial Board, which consists of elected and appointed Executive Committee members.
  - c. 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.
  - d. The Editor shall have final authority over the design, style, typeset, and publication format of *Educational Research: Theory & Practice*.
  - e. The Editor is responsible for the publication and dissemination of *Educational Research: Theory & Practice* to the entire membership three (3) times per year.
  - f. The Editor is responsible for the publication and dissemination of a Conference Proceedings issue of *Educational Research: Theory & Practice* to the entire membership following the annual conference.
  - g. The Editor shall serve as a voting member of the Executive Board.
4. Membership Manager
- a. The Membership Manager shall be responsible for the official recordkeeping of NRMERA's current and past membership rosters.
  - b. The Membership Manager shall be responsible for the recruitment and retention of NRMERA members with special attention given to graduate students, public school personnel, and early career researchers.

- c. The Membership Manager shall collaborate with the Webmaster to maintain a current electronic membership directory that is available to the Executive Board.
  - d. The Membership Manager will serve as a voting member of the Executive Board.
  - e. The Membership Manager shall serve on the Editorial Board for *Educational Research: Theory & Practice*.
5. Webmaster
- a. The Webmaster shall publish and maintain the NRMERA website, which must include but is not limited to governing documents, annual conference information, leadership information, membership information, and NRMERA founding and historical information.
  - b. The Webmaster shall add NRMERA-related content to the website at the request of the President and President-Elect.
  - c. The Webmaster shall add registration-related content to the website in collaboration with the Treasurer.
  - d. The Webmaster shall add meeting minutes to the website in collaboration with the Secretary.
  - e. The Webmaster shall add content related to *Educational Research: Theory & Practice* to the website at the request of the Editor, including but not limited to editions of the journal and calls for submissions.
  - f. The Webmaster shall collaborate with the Membership Manager to maintain an updated electronic NRMERA membership directory.
  - g. The Webmaster shall act as historian of the organization, which includes but is not limited to: maintaining conference records via the website and the Dropbox account; maintaining records of governing documents; and maintaining electronic archives.
  - h. The Webmaster will serve as a voting member of the Executive Board.
  - i. The Webmaster shall serve on the Editorial Board for *Educational Research: Theory & Practice*.

## Article IV: Executive Board

### A. Composition

1. The Executive Board shall consist of:
  - a. Elected Officers: President, President-Elect, Immediate Past-President, Secretary, and Treasurer
  - b. Ten (10) Constituent State Representatives (Colorado, Idaho, Minnesota, Montana, Nebraska, Nevada, North Dakota, South Dakota, Utah, and Wyoming)
  - c. One (1) At-Large Representative for all non-constituent states
  - d. One (1) Graduate Student Representative.
  - e. Appointed Officers: Program Chair, Conference Mentor, Editor, Membership Manager, and Webmaster.



## B. Terms of Office for Elected Officers

1. President: 1 year with no limitation on number of presidencies
2. President-Elect: 1 year with no concurrent elected office, succeeding to the presidency the following year
3. Immediate Past-President: 1 year with no concurrent elected office
4. Treasurer: 2 years with unrestricted number of terms, elected in even years
5. Secretary: 2 years with unrestricted number of terms, elected in odd years
6. Constituent State Representatives: 2 years with unrestricted number of terms
  - a. Representatives for Colorado, Idaho, Montana, North Dakota, and Utah are elected in even years.
  - b. Representatives for Nevada, Nebraska, South Dakota, Washington, and Wyoming are elected in odd years.
7. At-Large Representatives: 2 years with unrestricted number of terms, elected in odd years
8. At-Large Graduate Student Representative: 1 year with maximum of two terms

## C. Terms of Office for Appointed Officers

1. Program Chair: 1 year by presidential appointment with no limitation on number of appointments.
2. Conference Mentor: 3 years by presidential recommendation, with approval by two-thirds (2/3) majority of present voting members of the Executive Board, with no limitation on number of appointments
3. *Educational Research: Theory & Practice* Editor: Unrestricted by annual presidential appointment with approval by two-thirds (2/3) majority of voting members of the Executive Board.
4. Membership Manager: Unrestricted by annual presidential appointment with approval by two-thirds (2/3) majority of voting members of the Executive Board.
5. Webmaster: Unrestricted by annual presidential appointment with approval by two-thirds (2/3) majority of voting members of the Executive Board.

## D. Powers and Duties

1. Powers
  - a. Develop and implement policy
  - b. Hold meetings at such times and places it deems proper and accessible, including but not limited to pre- and post-conference meetings and one mid-year meeting
  - c. Appoint committees on particular subjects from members of the Board or from other members of NRMERA
  - d. Audit bills and disburse the funds of NRMERA
  - e. Circulate documents and publish articles
  - f. Carry on correspondence and communication with other associates interested in the purposes for which NRMERA was created
  - g. Employ staff and consultants as appropriate

- h. Devise and carry into execution such other measures as it deems proper and expedient to promote the objectives of NRMERA
  - i. Verify as well as maintain a current membership roster and institutional affiliation
  - j. Manage crises as needed and appropriate
2. Duties
- a. The Executive Board may appoint such other staff from the membership as may be necessary to carry out the business of NRMERA.
  - b. Other duties may be appointed by the President as needed with approval by two-thirds (2/3) majority of the voting members of the Executive Board.

E. Executive Board Vacancies

1. Whenever any vacancy 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.

F. Standing Committees

1. The President 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. This committee shall be chaired by the Immediate Past-President and shall consist of at least two other past-presidents.
  - b. Early Career Award Selection Committee.
  - c. Exemplary Service Award Selection Committee.
  - d. Nominations and Elections Committee. This committee shall be chaired by the Immediate Past-President and must include at least one member not currently serving on the Executive Board.

G. Committee Quorum

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

H. Committee Vacancies

1. The various committee chairpersons shall have the power to fill vacancies within their membership.
2. The chairpersons shall notify the president of committee vacancies and replacements.

## Article V: Suspension of Constituent States

### A. Just Cause

1. 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.

### B. Statement of Charges

1. A statement of suspension charges shall be sent to the most recent Constituent State Representative by the President by receipt-requested email to one's last recorded email address on the NRMERA membership roster.
2. 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 was not in attendance at the Annual Meeting.
3. The statement of suspension charges shall be accompanied by a notice of the time and place where NRMERA 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.

### C. Association Action

1. 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.
2. Upon a two-thirds (2/3) vote of the membership for suspension of a constituent state, that state's constituent status is repealed in NRMERA's Constitution and bylaws, along with all rights and privileges thereof.

### D. Duration of Suspension

1. 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.
2. 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

- A. 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.

## Endnotes

- The preceding proposed Bylaws were first reviewed on October 14, 2022, by the NRMERA membership present at the Annual Meeting in Billings, Montana. Amended to add Washington as a constituent state and remove Minnesota as a constituent state. A second electronic review was conducted in February 2023. The changes were passed unanimously. The document was adopted via electronic vote of the membership in March, 2023.
- The preceding proposed Bylaws were first reviewed on October 15, 2021, by the NRMERA membership present at the Annual Meeting in Ketchum, Idaho. A second electronic review was conducted in early January 2022. The document was adopted via electronic vote of the membership in January, 2022.
- The previous edition of these Bylaws was adopted on October 7, 2011, through unanimous action of NRMERA membership present at the Annual Meeting in Jackson Hole, Wyoming.
- Amended October 5, 2000, to include two new constituent states: Minnesota and Nevada.