

NRMERA Bylaws

Article I: Membership

A. Constituent Members

a. Section 1: Eligibility

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

b. Section 2: Number of Executive Board Representatives

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

c. Section 3: Voting Privilege

- i. All constituent members are voting members of the association

d. Section 4: Membership Year

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

e. Section 5: Dues

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

B. At-Large Members

a. Section 1: Eligibility

- i. 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.

- b. Section 2: Number of Executive Board Representatives
 - i. The number of representatives for all at-large states on the Executive Board shall be one (1).
- c. Section 3: Voting Privileges
 - i. All at-large members are voting members of the Association.
- d. Section 4: Membership Year
 - i. The membership year shall be from the first day of the annual meeting to the first day of the next annual meeting.
- e. Section 5: Dues
 - i. 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 II: Officers

- A. Section I: Elective Officers
 - a. Section 1a: Association Officers
 - i. There shall be four (4) elective officers: President, President-elect, 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 Treasurer shall be nominated from the constituent membership and elected by a ballot of the entire membership present at the annual meeting. The nominating committee, chaired by the immediate Past-President, will solicit nominations from the constituent membership for all offices to be elected each year. 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. 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. If there is more than one candidate for a position, then an election will be held.

ii. Election procedures are as follows:

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.

iii. In the event that elections are necessary, the President-elect will hold elections on Friday of the conference. Newly elected officers will be announced at the Friday evening banquet.

b. Section 1b: Constituent State Representatives

- i. The ten (10) constituent professional 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.

c. Section 1c: At-Large Representative

- i. 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.

d. Section 1d: At-Large Graduate Student Representative

- i. The one (1) At-Large Graduate Student Representative will be elected by an at-large caucus of the entire at-large graduate student membership present at the annual meeting. The at-large representative will be selected at the Annual Meeting. At-Large Graduate Student Representatives serve one year terms. Representatives may serve more than one term.

B. Section 2: Proxy Voting

- a. 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.

C. Section 3: Elected Officers' Role in Office

a. President

- i. 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

- i. 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. The

President-elect will conduct elections in the event that there is more than one nominee per position.

c. Immediate Past-President

- i. 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. The Immediate Past-President will serve as the Chair, of the Nominating Committee and will appoint members of the committee.

d. Treasurer

i. Section D1: Treasurer Duties

1. The Treasurer shall:

- a. Supervise all monies paid into and out of the Association's General Fund
- b. Keep account of all monies received and expended for use of the Association
- c. Make disbursements only upon vouchers approved in writing by members of the Executive Board
- d. Collect annual dues

- e. Deposit all sums received in an approved bank, banks, or trust company
- f. Prepare a financial report for presentation to the membership present at the Annual Business Meeting or when called upon by the President.

2. Funds may only be drawn upon the signature of the Treasurer. 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. At the expiration of one's term of office, the 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 Treasurer will serve as a voting member of the Executive Board.

e. Constituent State Representatives

- i. 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 IHE's within their state, promotion of the annual conference to members within their state. The Constituent State Representatives will serve as a voting member of the Executive Board.

f. At-Large Representatives

- i. 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 IHE's outside the region, promotion of the annual conference to members outside the region. The At-Large Representative will serve as a voting member of the Executive Board.

D. Section 4: Ad Hoc Positions' Role

a. Program Chair

- i. 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 ERIC.

b. Conference Site Director

- i. 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

- i. 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

- i. The Membership Chair shall be responsible for the official recordkeeping of 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

- i. The Conference Evaluator shall be responsible for the development of instrumentation capable for 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.

Article IV: Executive Board

A. Section 1: Composition

- a. The Executive Board shall consist of fifteen (16) 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), one (1) At-Large Representative for all other states and one (1) At-Large Graduate Student Representative. There shall be an additional five (5) ad hoc members of the Executive Board without voting privileges including the Program Chair, Conference Site Director, Researcher Editor, Membership Chair, Conference Evaluator.

B. Section 2: Terms of Office for Elected Officers

- a. The terms of office for the Executive Board elected officers shall be:
 - i. President- 1 year with no limitation on number of presidencies
 - ii. President-Elect- 1 year with no concurrent held elected office.
 - iii. Immediate Past-President- 1 year with no concurrent elected office

- iv. Treasurer- 2 years with unrestricted number of terms
- v. Constituent State Representatives- 2 years with unrestricted number of terms.
- vi. At-Large Representatives- 2 years with unrestricted number of terms.
- vii. At-Large Graduate Student Representative – 1 year with maximum of two terms.

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

- a. The terms of office for the Executive Board ad hoc positions shall be:
 - i. Program Chair- 1 year by presidential appointment with no limitation on number of appointments.
 - ii. Conference Site Director- 1 year by presidential appointment with no limitation on number of appointments
 - iii. Researcher Editor- Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.
 - iv. Membership Chair- Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.
 - v. Conference Evaluator- Unrestricted by annual presidential appointment and approval by two-thirds (2/3) majority of voting members of the Executive Board.

D. Section 4: Powers and Duties

- a. Powers: The Executive Board:

- i. Shall develop and implement policy
- ii. Hold meetings at such times and places it deems proper
- iii. Appoint committees on particular subjects from members of the Board or from other members of the Association
- iv. Audit bills and disburse the funds of the Association
- v. Print and circulate documents and publish articles
- vi. Carry on correspondence and communication with other associates interested in the purposes for which the Association was created.
- vii. Employ staff and consultants as appropriate
- viii. Devise and carry into execution such other measures as it deems proper and expedient to promote the objectives of the Association
- ix. Verify as well as maintain a current membership roster and institutional affiliation.

b. Duties.

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

E. Section 5: Executive Board Vacancies

- a. 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.

F. Section 6: Standing Committees

- a. 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.
- b. Distinguished Paper Selection Committee
- c. Conference Evaluation Committee
- d. Nominations and Elections Committee. The Nominations and Elections committee shall be chaired by the Immediate Past-President and must include at least one member not currently serving on the Executive Board.

G. Section 7: Committee Quorum

- a. 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.

H. Section 8: Committee Vacancies

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

Article V: Suspension of Constituent States

A. Section 1: Just Cause

- a. 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. Section 2: Statement of Charges

- a. 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.

C. Section 3: Association Action

- a. 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.

D. Section 4: Duration of Suspension

- a. 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

- 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.
- B. The foregoing Bylaws were adopted on October 7, 2011, through unanimous action of the Association membership present at the Annual Meeting in Jackson Hole, Wyoming, as attested to by the following signatures of the Executive Board Officers.
- C. Last amended October 5, 2000, to include two new constituent states: Minnesota and Nevada.