

REGION V
National Council of University Research Administrators
BY-LAWS

Region V of the National Council of University Research Administrators (NCURA) serves the members of the Southwestern Region and advances the field of research administration through professional development, the sharing of knowledge, and by fostering a sense of community.

ARTICLE I. MEMBERSHIP

Section 1. The qualification for membership and voting privileges in Region V of the National Council of University Research Administrators (NCURA) shall be the same as those contained in the National By-Laws.

Section 2. The membership shall be individuals who are members in good standing of NCURA and who are employed in those states defined by NCURA as comprising Region V. Membership in Region V is further determined by geographic location in the states of Oklahoma and Texas, the Southwestern Region.

Section 3. There shall be three types of members: Regular Members, Associate Members and Emeritus Members. The definition and rights of each member shall be determined in accordance with the NCURA National By-Laws.

ARTICLE II. OFFICERS

Section 1. The officers of Region V shall be the Chair, Chair-Elect, Secretary, Treasurer, Treasurer-Elect, and Immediate Past Chair. All Regional officers must be Region V members in good standing.

Section 2. The duties, responsibilities, and powers of the Region V officers are as follows:

- a. **Chair.** The Chair shall be the chief executive officer of the Region and shall have the power to call and conduct meetings, appoint committees, fill vacancies in Regional offices (subject to the concurrence of the Regional Executive Committee per Article II.5), call special elections, and generally direct the activities of the Region. The Chair shall also report the business proceedings of the Region to the National Office as required. The Chair shall serve as the Chair of the Regional Executive Committee.

- b. **Chair-Elect.** The Chair-Elect shall be the chief executive officer of the Region after the Chair and shall assist the Chair in such ways as the latter may direct in the conduct of Regional affairs. In the absence of the Chair, the Chair-Elect shall perform the duties of the Chair. The Chair-Elect shall also serve as the Program Chair for the Annual Regional Meeting of the membership.
- c. **Secretary.** The Secretary shall be charged with maintaining the non-financial written records of the Region.
- d. **Treasurer.** The Treasurer shall be charged with maintaining the financial records of the Region, which shall include the Regional fiscal accounts and develop, implement and maintain written fiscal policy as approved by the Regional Executive Committee. The Treasurer shall report the status of these accounts to the membership at the Regional Business Meeting during the National Annual Meeting, at the Annual Regional Meeting, and at such other times as the Chair may direct. The Treasurer shall also provide the Chair with information and documentation required by him/her for reports to the National Office.
- e. **Treasurer-Elect.** The Treasurer-Elect shall assist the Treasurer, as requested, in directing the financial activities of the Region and shall assume the duties as Treasurer in his/her absence.
- f. **Immediate Past Chair.** The Immediate Past Chair shall serve as an advisor to the Chair and shall assist the Chair in the conduct of Regional affairs.

Section 3. The terms of office of the Region V officers shall be as follows:

- a. **Chair.** The term of office of the Chair shall be one year, beginning at the conclusion of the Annual Regional Meeting, which immediately follows his/her election.
- b. **Chair-Elect.** The term of office of the Chair-Elect shall be one year beginning at the conclusion of the Annual Regional Meeting, which immediately follows his/her election. The Chair-Elect shall automatically succeed to the position of Chair.
- c. **Secretary.** The term of office of the Secretary shall be two years beginning the first of January immediately following his/her election, such term to begin during odd-numbered years.
- d. **Treasurer.** The term of office of the Treasurer shall be two years beginning the first of January immediately following his/her term as Treasurer-Elect, such term to begin during odd-numbered years.
- e. **Treasurer-Elect.** The term of office of the Treasurer-Elect shall be one year beginning the first of January immediately following his/her election, such term to

begin during even-numbered years. The Treasurer-Elect shall automatically succeed to the position of Treasurer.

- f. **Immediate Past Chair.** The term of office of the Immediate Past Chair shall be one year, beginning at the conclusion of the Annual Regional Meeting, which immediately follows his/her term as Chair of the Region.

Section 4. No individual may hold two Regional offices concurrently. No individual may immediately succeed himself/herself in the same office, except appointees.

Section 5. In the event that any Regional office, except the Chair (see Article III.2.b), is vacated, the Chair shall appoint a new officer to serve the remainder of the term. Such appointments shall be made with the concurrence of the Regional Executive Committee and the appointees shall have all the duties, responsibilities, and powers of elected officers.

Section 6. Any officer of Region V may be removed from office at any time by a vote of the membership. Such removal shall be declared in effect if two-thirds (2/3) of ballots cast are affirmative.

ARTICLE III. REGIONAL EXECUTIVE COMMITTEE

Section 1. The Region shall have a standing Regional Executive Committee composed of the Chair, Chair-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past Chair, and up to four at-large members: two At-Large members to be elected by the membership and who shall serve a two year term and up to two At-Large members who may be appointed by the Chair for a one year term to serve concurrently with the Chair. One At-Large member shall be elected each year. The Region V Member on the National Board of Directors shall be invited to serve as an ex-officio, non-voting member of the Committee.

Section 2. The Regional Executive Committee shall have the following responsibilities and powers, as well as others conferred elsewhere in these by-laws:

- a. The Committee shall serve as an advisory board for the Regional Chair.
- b. The Committee shall appoint a new Chair, who shall have all the duties, responsibilities, and powers of an elected Chair, to serve the remainder of any term in which the office of the Chair is vacated.
- c. The Committee shall develop and adopt written procedural guidelines for:
 - i. Nomination of Regional office candidates.
 - ii. Election of Regional officers.
 - iii. Annual Regional Meeting.
 - iv. Other Regional Functions as requested by the Chair and/or as necessary.

- v. All Regional officers and Regional Executive Committee appointees, and their successors shall be bound by such guidelines, which may be amended by the Regional Executive Committee as desired.
- d. Such written procedural guidelines shall become part of the Region's Administrative Policies.

Section 3. Administrative Policies shall include written procedural guidelines for regional committees and other working guidelines for Region V's officers and committees. These procedures are designed for the continuity and functioning of NCURA committees and activities and are not intended to limit the creativity of individual committees or their members.

Section 4. The terms of office of the Regional Executive Committee shall run concurrently with their other office terms. The terms of office for the elected At-Large members shall begin January 1 that immediately follows their election and shall serve a two year term. Chair-appointed At-Large members shall serve a one year term concurrent with the Chair appointing them.

ARTICLE IV. OTHER REGIONAL COMMITTEES

Section 1. The Region shall have a Standing Regional Nominating Committee that shall consist of no less than three Regional members, all of whom shall be appointed annually by the Chair. The Regional Nominating Committee shall be responsible for overseeing the election of Region V offices.

Section 2. The Region shall have a standing Annual Program Committee. The Chair-Elect shall chair the Annual Program Committee. The Chair-Elect in consultation with the Chair shall appoint Regional members to the Annual Program Committee immediately following the Annual Regional Meeting.

Section 3. The Chair may appoint other committees as necessary to aid in the conduct of Regional business or to further the goals of the Region.

Section 4. The Chair and/or Chair-Elect may, at the Chair's discretion, serve on any Regional committee as ex-officio members with the exception of the Regional Nominating Committee.

ARTICLE V. ELECTIONS

Section 1. Chair-Elect, Treasurer-Elect, Region V Member on the National Board of Directors, and 1 At-Large member shall be elected by the regional membership in odd

numbered years. Chair-Elect, Secretary, and 1 At-Large member shall be elected by the regional membership in even numbered years.

Section 2. The Nominating Committee is responsible for issuing a call for nominations to the entire Regional membership. The Chair of the Nominating Committee shall forward a list of eligible nominees to the NCURA National Office for electronic balloting. The person or persons receiving the highest number of votes for each office shall be elected and shall be so certified to the Region V Chair by the Chair of the Nominating Committee.

ARTICLE VI. REGIONAL MEMBERS SERVING THE NATIONAL ORGANIZATION

Section 1. Region V Member on the National Board of Directors. The Region V Member of the National Board of Directors shall be elected by the membership to serve a two-year term effective January 1st in even numbered years. Duties shall be in accordance with NCURA National By-Laws and Administrative Policies. The Region V Member on the National Board of Directors shall be invited to serve as an ex-officio, non-voting member of the Region V Executive Committee.

Section 2. Regional Member-National Nominating and Leadership Development Committee (NLDC). The Chair shall submit the names of two candidates nominated by the Regional Executive Committee for consideration by the National Board for membership on the NLDC. The NCURA National Board of Directors, while not bound by these recommendations, will use the pool of candidates to select one member from each region to serve on the Committee. This member will serve a two-year term.

ARTICLE VII. MEETINGS

Section 1. The Region shall hold two business meetings each year, one during the National Annual Meeting and one during the Annual Regional Meeting, for the purpose of conducting Regional business, informing the membership of the Region's financial status, and discussing other relevant matters.

ARTICLE VIII. INTERPRETATION/AMENDMENT OF BY-LAWS

Section 1. The Regional Executive Committee shall have the responsibility of interpreting and implementing the language of the By-Laws and shall rule on any question of policy involving the interpretation and implementation of this document. The decision of a majority of the Regional Executive Committee shall be considered final.

Section 2. These By-Laws may be amended upon submission of proposed amendments to the full membership at least twenty days prior to balloting and declared in effect if two-thirds (2/3) of the ballots cast are affirmative.

Section 3. No part of these By-Laws, or interpretation thereof or amendment thereto, shall be valid if it is in conflict with the National By-Laws.

Amended February 10, 2015