

**National Council of University Research Administrators
REGION V BYLAWS**

Region V of the National Council of University Research Administrators (NCURA) serves the members of the region as defined by NCURA 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 and types of membership in Region V of NCURA shall be the same as those contained in the NCURA National Bylaws.

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.

Section 3. Membership entitles an individual to rights and privileges in accordance with NCURA National Bylaws and administrative policies.

ARTICLE II. OFFICERS

Section 1. Officers of Region V must be members in good standing.

Section 2. Terms of office and duties for each officer are described further in the Region V Administrative Documents (see Article IX). Region V Officer titles and terms are outlined below:

- a. **Chair.** Term: One Year
- b. **Chair-Elect.** Term: One Year
- c. **Secretary.** Term: Two Years
- d. **Treasurer.** Term: Two Years
- e. **Treasurer-Elect.** Term: One Year
- f. **Immediate Past Chair.** Term: One Year

Section 3. Any Region V Officer may resign at any time by giving written notice to the Region V Chair or Secretary. Such resignation is contingent on formal acceptance by the Region V Chair. If any Region V officer position, except for the Chair, is vacated, the Chair shall appoint a new officer to serve the remainder of the term. If the Chair is vacated, the Chair-elect will assume the duties of the Chair until an election can be held.

Section 4. Any Region V Officer may be removed from office at any time by a two-thirds (2/3) vote of the Executive Committee to bring forth a recall election. Such removal shall be declared in effect if two-thirds (2/3) of ballots cast by the membership are affirmative.

Section 5. An individual may not serve concurrently as an elected National Officer or Board

Member and as a Region V Officer or Regionally-elected Board Member, either full or partial term.

ARTICLE III. REGIONAL EXECUTIVE COMMITTEE

Section 1. Region V shall have a standing Regional Executive Committee composed of the Chair, Chair-Elect, Secretary, Treasurer, Treasurer-Elect, Immediate Past Chair, Region V Member of the National Board of Directors, and at least three and no more than four at-large members.

Section 2. Region V At-Large members shall be composed of two At-Large members, to be elected by the membership and who shall serve a two-year term. At least one At-Large member shall be elected each year. Two At-Large members may be appointed by the Chair for a one-year term to serve concurrently with the Chair.

Section 3. The Region V Member on the National Board of Directors shall serve as an ex-officio, non-voting member of the Regional Executive Committee.

Section 4. The Regional Executive Committee shall serve as the governing body of the region and shall control and direct the affairs of the region. It shall determine the region's policies and actively support its mission and goals.

Section 5. The terms of office of the Regional Executive Committee shall run concurrently with their position office terms.

Section 6. The terms of office for the elected At-Large members shall begin as described in the Region V Administrative Documents.

ARTICLE IV. OTHER COMMITTEES

Section 1. Region V shall have a standing Regional Nominating Committee that shall be responsible for overseeing the election of Region V Officers. The Regional Nominating Committee shall be appointed annually by the Chair and consist of no fewer than three Region V members.

Section 2. Region V shall assemble an ad-hoc Program Committee annually, to be led by the Region V Chair, and shall be responsible for administering the Regional Annual Meeting. Program Committee members shall be appointed by the Chair in consultation with the Chair-Elect.

Section 3. The Chair, in consultation with the Executive Committee, may appoint other committees as necessary to aid in the conduct of regional business or to further the goals of Region V.

Section 4. Any member of a committee may resign at any time by giving written notice to the committee chairperson or Region V Chair or Secretary.

ARTICLE V. ELECTIONS

Section 1. A vote by the membership shall be held annually to elect the Region V Officers. Chair-Elect, Treasurer-Elect, Region V Member on the National Board of Directors, and one At-Large member of the Regional Executive Committee shall be elected by Region V membership in odd numbered years. Chair-Elect, Secretary, and one At-Large member of the Regional Executive Committee shall be elected by the Region V membership in even numbered years.

Section 2. The Nominating Committee is responsible for issuing a call for nominations to the entire Region V membership. Nominations should remain open for a minimum of ten (10) calendar days. The Chair of the Nominating Committee shall forward the list of eligible nominees, who have agreed to serve, to the NCURA National Office for verification, electronic balloting, and results tallying. Elections should remain open for a period of ten (10) calendar days. The individual receiving the highest number of votes for each office shall be elected.

Section 3. In the event that two or more candidates for a particular position receive the same number of votes, the candidates receiving equal number of votes shall engage in a runoff election. The Nominating Committee shall conduct the runoff election following the same procedures specified for the first ballot. If any two or more candidates in such a runoff election receive the same number of votes, then the tie shall be broken by a vote of the Regional Executive Committee.

Section 4: Officer candidates must meet eligibility criteria as described in Article II as well as Region V Administrative Documents.

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 Regional membership and serve in accordance with NCURA National Bylaws and Administrative Policies. The Region V Member on the National Board of Directors shall serve as an ex-officio, non-voting member of the Region V Executive Committee.

Section 2. *Region V Member on the 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 NCURA National Board of Directors for membership on the NLDC. The NCURA National Board of Directors, not bound by these nominations, will select one member from Region V to serve on the Committee. This member will serve in accordance with NCURA National Bylaws and Administrative Policies.

Section 3. *Region V Member on all other national committees.* Region V may be asked to nominate members to other National Committees. These shall be nominated by the Regional Executive Committee and serve in accordance with NCURA National Bylaws and Administrative Policies.

ARTICLE VII. MEETINGS

Section 1. Region V shall hold two business meetings each year, one during the NCURA Annual

Meeting and one during the Regional Annual Meeting, for the purpose of conducting Region V business, informing the membership of Region V's financial status, and discussing other relevant matters.

ARTICLE VIII. INTERPRETATION/AMENDMENT OF BYLAWS

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

Section 2. These Bylaws may be amended upon submission of proposed amendments to the Regional membership at least ten (10) calendar days prior to balloting and declared in effect if two-thirds (2/3) of the ballots cast are affirmative. The voting period should remain open for a period of ten (10) calendar days.

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

ARTICLE IX. ADMINISTRATIVE DOCUMENTS

Section 1. Regional affairs not defined in these Bylaws shall be supplemented by Region V Administrative Documents. Administrative Documents serve as working guidelines and standards for accomplishing regional business and activities.

Section 2. New Administrative Documents and changes to existing ones must be initiated by Region V membership and approved by a majority vote of the Regional Executive Committee. Approved Administrative Documents and changes must be reported and made available to membership no later than the next Regional Business Meeting.

Revision Notes

Approved by Region V Membership: October 6, 2022