

National Council of University Research Administrators

Region VI (Western Region) Bylaws

(As amended August 2016)

I. NAME

The name of this organization shall be Region VI or the Western Region of the National Council of University Research Administrators.

II. PURPOSE

In conformity with the National Council, the purpose of the Region is exclusively educational and assists individuals with professional interests in the administration of sponsored programs (research, education, and training) primarily at colleges and universities by:

- A. Promoting the development of more effective policies and procedures relative to the administration of sponsored programs to assure the achievement of the maximum potential in academic programs;
- B. Providing a forum through regional meetings for the discussion and exchange of information and experiences related to sponsored programs in colleges and universities;
- C. Providing for the dissemination of current information and the exchange of views on mutual concerns; and
- D. Promoting the development of college and university research administration and the administration of other sponsored programs as a professional field, and stimulating personal growth of the Regional members of the Council.

III. MEMBERSHIP

The membership shall be individuals who are members of the National Council of University Research Administrators and are affiliated with a qualifying institution within the Western Region as designated by the National Council.

IV. OFFICERS

- A. The officers of the Region shall be a Chair, Chair-elect, Secretary, Secretary-elect, Treasurer, and Treasurer-elect.
- B. Duties of the officers are specified in the Region's Administrative Policies.
- C. The term of office of the Chair and Secretary shall be one year, beginning January 1. The Treasurer shall be for a two-year term, beginning January 1 and concluding December 31 of the following year. The term of office of the Chair-elect and Secretary-elect, shall be one year beginning January 1 of the year following election. Treasurer-elect shall be for a one-year term beginning January 1 of every other year. The Chair-elect in office when an incumbent Chair's term ends shall automatically succeed to the office of Chair. The Secretary-elect in office when an incumbent Secretary's term ends shall automatically succeed to the office of Secretary. The Treasurer-elect in office when an incumbent Treasurer's term ends shall automatically succeed to the office of Treasurer.
- D. Election procedures shall be as prescribed in Article VI.

- E. All Officers and Incoming Regional Advisory Committee members will take office on January 1 of each year.
- F. If the office of Chair becomes vacant between elections due to death, resignation, or loss of member status, the Chair-elect will automatically succeed to the office of Chair. If the office of Secretary becomes vacant, the Secretary-elect will automatically succeed to the office of Secretary. If the office of Treasurer becomes vacant, the Treasurer-elect shall automatically succeed to the office of Treasurer.
- G. If the office of Chair-elect, Secretary-elect, or Treasurer-elect becomes vacant between elections due to death, resignation, or loss of member status, a special election by the Region membership to fill the unexpired term shall be implemented promptly by the Secretary. If the election process is unavoidably delayed, the Chair may appoint a qualified member to serve in the interim until the election is completed.

V. COMMITTEES

- A. Regional Advisory Committee - The Regional Advisory Committee shall advise the Chair on regional business, develop strategies for regional activities, evaluate regional issues, and serve as a general sounding board for the Chair and the membership.
- B. Other Regional Committees
 - 1. The Advisory committee may create committees and appoint members, as appropriate and in good standing, on an as-needed basis to assist and-or perform tasks to facilitate regional business and activities.
 - 2. The Chair may appoint members of the Region in good standing to ad hoc committees as needed from time-to-time to serve regional functions.
- C. National Committees
 - 1. The Region will elect one member to the Board of Directors of the National Council in accordance with Article VI of the Bylaws and in accordance with the Administrative Policies. Board members serve two year terms beginning on January 1 of odd-numbered years. If an elected Board member is unable to complete the full term of office and the remainder of the term is less than one year, the Chair may appoint a member to fill the vacancy for the remainder of the term, otherwise a special election of the membership shall be held for the seat.

VI. ELECTIONS

- A. Election of the Chair-elect, the Secretary-elect, and the Treasurer-elect and one Regional Advisory Committee member shall occur every year. Election of a regional member to the National Board of Directors shall occur in even numbered years, with the successful candidates serving a two-year term effective January 1 of the following odd-numbered year. An individual may not serve concurrently as an elected National Officer or Board Member and as a Regional Officer.
- B. Upon verification of each candidate's willingness to serve, the Nominating Committee shall certify to the Secretary a slate of two candidates for each office or Board seat.
- C. On or before September 1 in the year of election, the Secretary shall forward, via the National Office, an electronic ballot of two candidates for each open position to each

member of the Region. NO later than thirty (30) days following the distribution of the ballots, the election shall be declared closed, the results reviewed by the Secretary , the record retained for audit, and the Chair immediately notified in writing of the election results. The Chair will notify all candidates of the results. The Chair will also report the results to the National Council's Executive Director and to the Region membership.

- D. 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 and a new ballot shall be sent to each member of the Region. The Nominating Committee shall conduct the runoff election following the same procedures specified for the first balloting except that the Secretary shall forward a ballot to each member of the Region as soon as possible after the determination that a runoff election is required. Fifteen days (15) following the distribution of ballots, the election shall be declared closed. 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 Advisory Committee.

VII. MEETINGS

- A. There will normally be an annual Regional Meeting, within or near the Region's geographic boundaries, held as not to interfere with attendance at the National Council's Annual Meeting.
- B. The Region will hold business meetings at the annual Regional Meeting and in conjunction with the National Council's Annual Meeting.
- C. There may be other meetings of the Region subject to the approval of the elected officers.

VIII. DUES

No dues, over and above those of the National Council membership, shall be assessed on Regional members.

IX. ADMINISTRATIVE POLICIES

The Region shall develop a set of Administrative Policies that provide procedures to accomplish the business and professional activities of the Region. Changes in the Administrative Policies are the responsibility of the membership, and may be proposed by the Officers, Regional Advisory Committee or from any member of the region. Proposed changes must be approved by a majority vote of the Officers and Regional Advisory Committee members. Approved changes must then be reported to the Region membership no later than the next business meeting. A majority of the Regional members present at that business meeting may vote for reconsideration of any changes presented.

X. AMENDMENT OF BYLAWS

Amendment of the Bylaws may be recommended by the Officers or upon petition by 10% of the membership. Proposed changes shall be submitted in writing to the Secretary for a vote by the Region membership. The Secretary shall distribute the proposed changes and ballot to members within 60 days of receipt. Upon close of the voting period, the proposed changes shall be declared immediately effective if the majority voting cast an affirmative vote.