

Bylaws of NCURA Region IV

I. Membership

A. Members

To be eligible to be a member of Region IV, an individual must

- qualify as a member of the national organization of NCURA, as described in the national NCURA bylaws,
- reside in or be employed in one of the states comprising NCURA Region IV, with the exception of international members, who may affiliate with the region of their choice.

Membership entitles an individual to the rights and privileges of membership

- to vote on all matters placed before Region IV members,
- to serve as an officer, representative or member of the Region IV Board of Directors or its committees.

B. Associate Members

To be eligible to be an associate member of Region IV, an individual must

- qualify as an associate member of the national organization of NCURA, as described in the national NCURA bylaws,
- reside in or be employed in one of the states comprising NCURA Region IV.

Associate membership entitles an individual to the rights and privileges of membership, except the right to serve as an officer of the Region IV Board of Directors.

C. Emeritus Members

To be eligible to be an emeritus member of Region IV, an individual must qualify as an emeritus member of the national organization of NCURA as described in the national NCURA bylaws.

Emeritus members will retain the same rights and privileges of their membership category, except the right to serve as an officer of the Region IV Board of Directors.

II. Governing Body and Its Officers and Members

A. Region IV Board of Directors

The Region IV Board of Directors will

- serve as Region IV's governing body,
- guide Region IV, developing activities and programs that are consistent with the goals and objectives of the national organization and the wishes of the Region IV membership,
- be composed of the following elected and ex officio officers and members, who must qualify as Region IV members for at least a year as defined above in Article I. Membership.

Election of new officers and members of the Region IV Board of Directors is certified at the spring regional business meeting.

B. Officers of the Region IV Board of Directors

1. Chair

The Chair will be the chief officer of the Region IV Board of Directors and is empowered to conduct Region IV NCURA activities in consultation with the Region IV Board of Directors. The Chair will

- serve a one-year term, beginning immediately after the spring regional meeting and continuing through the next spring regional meeting
- be ineligible to serve a second successive term.

2. Chair-elect

The Chair-elect will

- chair the Program Committee for the spring regional meeting,
- succeed to the office of Chair when the Chair's term expires,
- serve a one-year term, beginning immediately after the spring regional meeting and continuing through the conclusion of the next spring regional meeting,
- assume the office of Chair, completing the remaining term if the Chair is unable to complete the term for any reason. After completing the term of a vacated Chair, the Chair-elect will serve a full term as Chair

If, while serving as Chair-elect, the Chair-elect is unable to complete the term for any reason, the position will remain vacant until the next scheduled election. If the Chair-elect is unable to succeed to the office of Chair when the Chair's term expires, a new Chair as well as Chair-elect will be elected at the next regularly scheduled election.

3. Secretary

The Secretary will

- be responsible for maintaining non-financial records and minutes for Region IV,
- serve a two-year term, beginning immediately after the spring regional meeting and continuing through the next two spring regional meetings.

If, while serving as Secretary, the Secretary is unable to complete the term for any reason, the Region IV Chair in consultation with the Region IV Board of Directors will appoint a replacement to serve until the next regularly scheduled election. The elected person will complete the unexpired term created by the original vacancy.

4. Treasurer

The Treasurer will

- maintain the financial records and accounts of Region IV, reporting to the membership and national NCURA office, adhering to the schedule indicated in the administrative procedures,
- serve a two-year term, commencing at the adjournment of the spring regional meeting and ending at the conclusion of the second year's spring regional meeting,
- serve as a member of the Region IV Site Selection Committee,
- and train the Treasurer-elect.

If the Treasurer position is vacant and there is no incumbent, member-elected Treasurer-elect, the Region IV Chair, in consultation with the Region IV Board of Directors, will appoint a replacement to serve as Treasurer until the next annual election. The elected person will complete the unexpired term created by the original vacancy.

5. Treasurer-elect

The Treasurer-elect will

- serve a one-year, non-voting term in training for the Treasurer position, commencing at the adjournment of the spring regional meeting and continuing through the conclusion of the next spring regional meeting,
- assume the office of Treasurer at the completion of the Treasurer-elect position,
- and complete the Treasurer's term if the Treasurer is unable to serve for any reason. After completing the term of a vacated Treasurer, the Treasurer-elect will serve a full term as Treasurer.

If the Treasurer-elect position is vacant, the Region IV Chair, in consultation with the Region IV Board of Directors, may appoint a replacement to serve as Treasurer-elect for the remaining term.

C. Additional Members of the Region IV Board of Directors

1. The immediate Past Chair, a voting ex officio member of the Region IV Board of Directors,

- will advise and counsel the Chair and other members of the board,
- will serve a term that coincides with the term of the Chair, typically a one-year term.

2. Elected members

- will total four,
- will serve a two-year term that is to be staggered so that two of the four members are elected each year,
- will be eligible for nomination and election to successive terms without restriction.

If an elected member is unable to complete the term of office, the position will remain vacant until the next scheduled election. A candidate will be elected to complete the term.

3. The Chair-elect candidate who received the second largest number of votes

- will serve a one-year term,
- will be eligible to be nominated for any open position in the next scheduled election.

4. The Region IV elected member to the national NCURA Board of Directors

- will be elected by the members of Region IV during the annual election from a slate of candidates drawn from the general membership,
- is invited to serve as a voting ex officio member of the Region IV Board of Directors, for a term coinciding with membership on the national NCURA Board of Directors,
- will represent the national membership of NCURA in his/her role on the national NCURA Board of Directors, fulfilling responsibilities designated in the national bylaws,
- is invited to report on the national NCURA Board of Directors meetings to the Region IV Board of Directors, preparing reports in consultation with other Region IV members who serve on the national Board.

III. Committees

A. Standing Committees

1. Program Committee

- will be chaired by the Chair-elect,
- will consist of a sufficient number of members selected by the Program Committee Chair to organize the program for the spring regional meeting as identified in the administrative procedures,
- will present its proposed program to the Region IV Board of Directors at the national meeting of NCURA.

2. Nominations Committee

- will be chaired by the immediate Past Chair of Region IV or, if the immediate Past Chair is unable to fulfill this role, by an appointee of the Region IV Chair,
- will be composed of
 - the Committee Chair,
 - at least four members recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair,
- will be responsible, as identified in the administrative procedures, for
 - soliciting nominations at least 60 days before the next spring regional business meeting,
 - presenting a slate of candidates, including biographical information, to the membership at least 30 days before the next spring regional meeting,
 - overseeing the election process.

3. Awards Committee

- will be composed of
 - the Committee Chair, who will be recommended by the Region IV Chair for approval by the Region IV Board of Directors,
 - at least four members recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair,
- will be responsible, as identified in the administrative procedures, for selecting from nominations of Region IV members the most qualified recipients for the Region IV awards.

4. Membership Committee

- will be composed of
 - the Committee Chair, who will be recommended by the Region IV Chair for approval by the Region IV Board of Directors,
 - at least four members recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair,
- will be responsible, as identified in the administrative procedures, for
 - conducting special activities to welcome new members,
 - developing and implementing programs designed to promote and retain membership.

5. Communications Committee

- will be composed of
 - the Committee Chair, who will be recommended by the Region IV Chair for approval by the Region IV Board of Directors,
 - at least four members recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair,
- will be responsible, as identified in the administrative procedures, for
 - the timely publication of three issues of the regional newsletter,
 - providing quarterly articles about regional activities for the national newsletter,
 - other publications (such as electronic publications) as directed by the Region IV Chair.

6. Site Selection Committee

- shall be composed of three members:
 - the Region IV Treasurer, who will serve a term coinciding with his/her term in office,
 - two members-at-large, one of whom will be appointed as the Site Selection Committee Chair by the Region IV Chair
- will be responsible, as identified by administrative procedures, for identifying sites and negotiating hotel contracts for regional meetings.

B. Ad-hoc Committees

The Region IV Chair may appoint ad-hoc committees, including working groups and task forces, as necessary.

IV. Regional Members Serving the National Organization

In addition to requiring each region to elect a member to the national NCURA Board of Directors, the national organization requests nominations of candidates from the regions to serve as national committee members. Therefore, with approval of the Region IV Board of Directors, the Region IV Chair will nominate candidates for consideration by the national NCURA Board of Directors for membership on national committees that are regionally balanced.

V. Spring Regional Meeting

A regional meeting will be

- organized by the Region IV Chair, as recommended in the NCURA Region IV Administrative Procedures,
- held annually, preferably in the spring.

VI. Dues

Dues must

- be recommended by the national NCURA Board of Directors,
- meet standards set by the national organization,

VII. Amendment of Bylaws

To amend NCURA Region IV's Bylaws

- a vote must be taken at a spring or fall regional business meeting,
- members must be notified that an amendment will be voted upon at the next spring or fall regional business meeting,
- proposed amendments must be distributed to the entire membership at least 60 days before the next spring or fall regional business meeting,
- two-thirds of the membership attending the spring or fall regional business meeting must vote in favor of the amendment.

VIII. Administrative Procedures

The attached Administrative Procedures will serve as working guidelines for Region IV's officers and committee members. These procedures are designed to be helpful to the continuity and functioning of NCURA committees and activities; they are not intended to limit the creativity of individual committees or their members.

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