

Administrative Procedures NCURA Region IV

SECTION 1 – Board of Directors

Officers

Chair

The Region IV Chair will:

- convene the business meetings of the board and of the general membership,
- set agenda and direction for the year,
- represent regional concerns to the national NCURA office,
- represent the region as called upon at governance meetings and for coordination with other regions, and
- appoint individuals to serve as committee chairs, with approval of the board.

Chair-Elect

The Chair-Elect's main responsibility centers on the planning and execution of the Spring Regional meeting. See "Program Committee".

Secretary

The Secretary will:

- record, transcribe, and distribute minutes of the Region IV Board of Directors and regional business meetings,
- maintain all written non-financial records for the region, and
- send copies of those records to the region's web master for posting.

Treasurer

The Treasurer will:

- be responsible for the timely payment of the region's bills upon approval of the Region IV Chair,
- maintain the region's checkbook and on-line account balances,
- maintain scanned copies of the region's financial records in a secure folder on the regional website server,
- present a financial report at each regional business meeting and the summer Board of Directors' meeting using the national NCURA forms

(currently Form 990, Annual Budget, or Six-Month Report) as appropriate for that point in the fiscal year,

- work with each committee chair to develop an annual budget to be approved by the Region IV Chair,
- collect registration forms and fees, maintain attendance lists, and create name tags for the regional meeting (when there is no Treasurer-Elect),
- send an annual budget and a Form 990, which includes a copy of all expense transactions for the year, to the national NCURA office in January,
- send a Six Month Report to the national NCURA office in July,
- serve as a member of the Region IV Site Selection Committee, and
- train and mentor the Treasurer-Elect to perform the duties of the Treasurer.

Treasurer-Elect

The Treasurer-Elect will:

- assume primary responsibility for registration forms and fees, maintaining attendance lists, and creating name tags for the first regional meeting following election, and
- train under the incumbent to assume the remaining duties of the Treasurer.

Other Members of the Board

Past Chair

The Past Chair primarily serves as Nominations Chair (see “Nominations Committee”) and assists the Region IV Chair and Chair-Elect with any support needed. Specifically, there is an expectation that the Past Chair will be available to mentor the Chair-Elect in planning and carrying out the Spring Meeting. The Past Chair also helps facilitate the identification of regional members for volunteer roles.

Regionally Elected Member to the National Board

Region IV has chosen to invite this person to serve as a voting, ex officio member on the regional board so that communication can be shared on national information, initiatives, and strategic direction.

Additional Board Positions

Although no specific tasks are assigned to members holding these five positions, it is anticipated that board members will contribute to discussion, potentially chair a committee or task force at the request of the Region IV Chair, or serve on committees and perform other tasks necessary to the efficient management and functioning of the region.

SECTION 2 – COMMITTEE COMPOSITION

Committee Chairs

According to the regional bylaws, committee chairs are appointed at the discretion of the Region IV chair with approval of the board. It is intended that these chairs will be presented and approved within sixty (60) days of the spring meeting so that they may form their committees and begin work. Board approval of committee chairs may be obtained by email vote.

Appointments as Committee Chair are for a one-year term concurrent with the appointing Regional Chair. Committee Chairs may serve consecutive terms at the discretion of succeeding Regional Chairs.

Committee Chairs are expected to:

- keep detailed notes of all committee activities—planned, initiated and implemented – to be passed on to succeeding chairs;
- report committee activities to the Region IV Board of Directors and the membership either in regional newsletter articles or at meetings;
- provide written committee reports to the Secretary for board meetings in order to facilitate minute taking and to document the report if the committee chair cannot be present;
- maintain close communication with the Region IV Chair on all committee activities;
- maintain and update Standard Operating Procedures for their respective committee, and
- recognize members of committees and their contributions as much as possible in region meetings and at their home institution.

Members of Committees

Members are solicited to volunteer to participate on a committee either through a poll of the region or by identification of qualified members. Some committees have specific requirements for participation in order to represent a cross section of region members.

Members of committees serve a one-year term concurrent with the chair of the committee. Members may serve consecutive terms at the discretion of succeeding committee chairs.

SECTION 3 – Committees

The administrative procedures allow for the establishment of ad hoc committees as well as standing committees. The following committees have been established as Region IV standing committees. Their duties, membership and responsibilities are described below.

The Region IV Chair, with approval of the board, appoints Committee Chairs, as appropriate. Terms of service for Committee Chairs normally coincide with the term of the Region IV Chair who appointed them to serve.

Awards Committee

- oversees the Award/Recognition Program,
- takes primary responsibility for ensuring regional representation in the national awards process, and
- is responsible for selecting the most qualified recipients for the awards programs for nominations of Region IV members.

Awards Committee Membership:

The committee will be composed of at least five individuals who are active regional members:

- a present member of the Region IV Board of Directors,
- a past member of the Region IV Board of Directors or past Awards Committee member,
- a research administrator with less than three years' experience, and
- two additional regional members.

Award Programs:

The purpose of the Award/Recognition Program is to (1) enhance professional development, and (2) recognize those individuals and groups who have made special and noteworthy contributions to research administration as NCURA members in Region IV.

It is not required that an award be made in each category each year. Furthermore, multiple awards in any given category may be made each year.

Award names may be modified, for a specified period of time, with the Region IV Board of Directors approval, to memorialize NCURA IV members who have made significant contributions to the region.

Distinguished Service Award

The following criteria will be used in considering individuals for this award; self-nominations are encouraged.

Individuals who have:

- a minimum of five years' experience in the research administration field,
- served either as a regional or national officer, or as a committee chair or committee member at the national level, and
- made regional or national presentations within the field.

Individuals may have additionally:

- published articles in the field of research administration,
- presented workshops for institutions on some aspect of the field, or
- provided consultation on research administration for institutions (or some other appropriate research administration activity).

Nominees should evidence continuing and long-term contributions to research administration, as documented through a current curriculum vitae.

The nomination must be received in writing with the endorsement of two Region IV NCURA members, including one who is external to the institution of the nominee.

Kevin Reed Outstanding New Professional Award

The following criteria will be used in considering individuals for this award; self-nominations are encouraged.

Individuals who:

- have no more than five years' experience in the research administration field,
- are a current or past member of Region IV NCURA,
- have been involved with our professional association through service on a regional or national NCURA committee, including serving as an officer at the regional or national level, and
- have participated in an annual meeting as a presenter, panelist or moderator at either the regional or national level.

Nominees should evidence a quick willingness to offer their abilities, time, commitment and enthusiasm to Region IV.

The nomination must be in writing with the endorsement of two Region IV members, including one who is external to the institution of the nominee.

Meritorious Contribution

The following criteria will be used in considering group efforts as well as individual efforts; self-nominations are encouraged.

Groups or individuals who:

- have made a meritorious contribution to research administration through service to NCURA, or publication of articles in the field of

research administration, or development and implementation of an innovative program that has enhanced research;

- are, or for a group include at least one, current or past member of Region IV NCURA.

The number of years of experience a nominee has in the field of research administration should not be a consideration.

The nomination must be in writing with the endorsement of two Region IV members, including one who is external to the institution of the nominee(s). Letters of recommendations are encouraged from faculty members for innovative programs that have enhanced the research atmosphere on a campus.

Travel Awards

The Region may offer travel awards to the Spring Regional or National meeting.

National Awards available to NCURA Members:

National NCURA offers several awards for the membership at large. The Regional Awards Committee will continue to serve through the national deadline for nominees. As much as they are able, committee members will help the region to identify and nominate recipients of the national awards from Region IV.

Awards Committee Procedures

- Announcement of awards, deadlines, and nomination forms will be made available (electronically) to all Region IV NCURA members at least 60 days before the regional meeting.
- The Awards Committee Chair will send a letter or email to all nominators acknowledging receipt of all nominations.
- As soon as possible after the awardees have been selected and reported to the Region IV Chair, the Chair of the Awards Committee will notify the awardees, their nominators and supporters in writing. The Awards Chair will also notify the remaining nominees, their nominators and supporters, that they were not selected.
- An award recipient's immediate supervisor and/or president of the recipient's institution will receive notification of the award presentation.
- The award(s) will be made at the spring regional meeting each year. The Region IV Awards Committee Chair will present the award(s). The Chair may designate an individual to present a specific award.
- Plaques will be given to the awardee(s).
- Award presentation visibility will be carefully coordinated with the Communications Committee. Photographs for both historical use and NCURA Magazine use will be planned and taken.

Commitment of Time:

It is anticipated that participation on the committee as a member will require approximately 4-6 hours per month for the months of February through May.

Confidentiality

Committee members are expected to maintain the confidentiality of the proceedings. No aspect of the proceedings will be shared outside of the committee. Inquiries about any aspect of the proceedings will be referred to the chair of the committee.

Communications Committee

Will publicize Region IV activities and promote activities that enhance professional development through:

- the timely publication of three issues of the regional newsletter,
- providing quarterly articles about regional activities for the national newsletter, and
- develop other publications (such as electronic publications) as directed by the Region IV Chair.

Membership

Includes:

- the Committee Chair, 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, and
- a working group of other contributors/volunteers, maintained by the committee chair.

The Communications Committee has designed a succession plan so that the person who serves as newsletter editor becomes co-Chair of the committee after one year of service. The co-Chair then becomes Chair. However, the chair of the committee is officially appointed, so it is at the Region IV chair's discretion if the succession plan is used.

Procedures

- The chair will oversee all communications.
- The committee will publish three electronic newsletters each year: early fall, winter and spring. Content will generally relate to topics of interest to Region IV members.

- Committee members will solicit topic ideas and authors from Region IV members.
- The Chair and Co-Chair will plan the newsletter production schedules with input from the committee members.
- The Chair and Co-Chair will designate committee members for collecting and editing articles and photographs.
- The Editor will be responsible for editing articles and for designing and producing each newsletter.
- The Communications Committee Chair and the Region IV Chair will designate the author(s) of quarterly articles about regional activities for the national newsletter.
- Each Communications Chair will maintain the newsletter archive, which will be passed to the next Chair. Newsletters will also be archived on the Region IV website.

Commitment of Time:

It is anticipated that participation on the committee as a core member will require approximately 4-6 hours per month, while participation as a contributor will require the time to prepare and submit an article.

Membership Committee

Will develop and implement programs to promote membership in NCURA and to retain new and existing members as well as conduct special activities to welcome new members.

Membership

Includes:

- the Committee Chair, who will be recommended by the Region IV Chair for approval by the Region IV Board of Directors -- whenever appropriate, the Region Chair may appoint a former member of the Membership Committee as Chair to ensure continuity of programs and planning, and
- at least an additional four active members recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair, including two members will be new to the committee each year.
- The Volunteer Coordinator of the region is incorporated into the Membership Committee.

Programs & Procedures

- Send welcoming letters to all new Region IV members (from either the Committee Chair or Region IV Chair).

- Personally contact and welcome new Region IV members 7-10 days before the national and spring regional meetings. Lists of new members attending the meetings will be obtained from the national NCURA office or the Region IV Treasurer.
- Host receptions for new members of Region IV at the national and spring regional meetings.
- Invite new members and members of the Region IV Board of Directors to new member receptions at the national and spring regional meetings.
- Periodically survey the regional membership to evaluate their impressions of NCURA and Region IV, communicating the results to the Region IV Board of Directors and membership-at-large. Duplication of national surveys will be avoided.
- Develop and publish a Region IV member information packet.
- Develop and implement new programs to promote NCURA membership.
- Collaborate with the Region IV Program Committee to ensure that welcoming activities and programming (concurrent sessions, roundtables, and/or workshops) are offered for new members at the spring regional meeting.

Commitment of Time:

It is anticipated that participation on the committee will require approximately 4-6 hours immediately preceding the regional and national meeting to contact new attendees, attendance at welcome functions, and additional time over the year to develop membership packets and programs.

Nominations Committee

The Nominations Committee governs the nomination and election process at the regional level. The committee also takes primary responsibility for ensuring regional representation in the national elections.

Membership

- The committee will be chaired by the immediate Past Chair of the Region, or if the immediate Past Chair is unable to fulfill this role, an appointee of the Region IV Chair,
- The committee will be composed of at least four individuals who reflect the diversity of the regional membership, recommended by the Committee Chair in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair, and
- Committee members must agree to not seek election during their term on the committee.

Qualifications of Candidates

- Nominees for any position on the Region IV Board of Directors must have been a member of Region IV NCURA for at least a year from the date of nomination (cumulative, not sequential).

Procedures for Soliciting Nominations

- Identify open Region-elected positions.
- Solicit nominations from the membership at least 60 days before the spring regional meeting. Self nominations are encouraged.
- Nominations will consist of a one-page letter of nomination; nominee's current curriculum vitae (limited to 3 pages), including NCURA activities; a letter from the nominee indicating his or her willingness to be nominated, and a profile (limited to 1 page) to be distributed with the ballots. The profile should be formatted with the following sections: NCURA Activities, Other Professional Accomplishments, Professional Positions Held, Education (optional) and Personal Statement.
- Verify eligibility of nominees by checking membership status with the national NCURA office.
- Select a slate of at least two candidates for each officer position to be filled (Secretary, Treasurer-Elect, and Chair-Elect). Select a slate of two candidates for each of the open Member at Large positions.
- Reaffirm each candidate's willingness to run and review:
 - the personal, professional and institutional commitments and responsibilities of the office for which they have been nominated,
 - their profile, advising the candidate of revisions and receiving the candidate's approval to distribute the profile with the ballots.

Evaluation Criteria of Candidates

The evaluation of nominees will include leadership ability, relevant experience to fulfill nominated office, and contributions to NCURA.

Election procedures

- Ballots with each candidate's one-page profile, as approved by the candidate, will be sent to the Region IV membership at least 30 days before the spring regional meeting.
- Only members are eligible to vote. Voter eligibility will be verified before a ballot is counted.
- The Nominations Committee Chair must receive ballots by the specified deadline for the vote to be valid.
- Committee members will validate the election results and report those results to the Region IV Chair as soon as possible, but at least five days before the regional meeting and before notifying the candidates.
- The Chair of the Nominations Committee will notify all candidates of the results of the election as soon as possible after the vote has been validated, but at least five days before the spring regional meeting.

National Positions available to NCURA Members:

NCURA also has several elected positions at the national level. The Regional Nominations Committee will continue to serve through the national deadline for nominees. As much as they are able, committee members will help the region to identify and nominate region members for national positions.

Commitment of Time:

It is anticipated that participation on the committee as a member will require approximately 4-6 hours per month for the months of February through May.

Confidentiality

Committee members are expected to maintain the confidentiality of the nomination and election proceedings. No aspect of the proceedings will be shared outside of the committee. Inquiries about any aspect of the proceedings will be referred to the Chair of the Committee.

Program Committee

The Program Committee will plan and organize the spring regional meeting.

Membership

- will be chaired by the Chair-elect,
- may have co-Chairs appointed at the discretion of the Chair, and
- 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,

Subcommittees

The appointment of the following subcommittees is suggested, but final composition of the Program Committee is at the Committee Chair's discretion. Program Subcommittees organize and develop the substance of the spring regional meeting, including identifying and recruiting presenters. Historically, most presenters have been members of Region IV; however, Region affiliation is not a requirement of presenting.

- **Workshops.** Full and half-day workshops concentrate on teaching/learning research administration topics in some depth, e.g., compliance issues, basics of research administration for the newcomer.
- **Concurrent Sessions/Discussion Groups.** Concurrent Sessions address topics in research administration in (usually) a lecture or panel format with Q&A from the audience. Sessions can also be interactive structured discussions. Discussion Groups are intended to be smaller

groups with a facilitator, with members discussing topics in research administration. These may be the largest component of the meeting's program, depending on the Program Committee's decisions.

- **Roundtable/Contributed Paper Discussions.** Roundtables are interactive discussion groups that center on a common issue in research administration; contributed papers are written documents on any topic related to research administration around which discussions are centered. In the past, these sessions have been scheduled as breakfast discussions.
- **Vendor/Sponsor Liaisons** approaches external sources for sponsorship and exhibition opportunities.
- **On Site Arrangements** organize the hotel, "housekeeping" and logistical details of the spring regional meeting.
- **Registration** includes organizing the on-site registration table and meeting packets, including the meal tickets and badge ribbons. The Treasurer and Treasurer-Elect will be involved in this subcommittee.
- **Local Arrangements** gather and provide information about the site and special logistics such as airport transportation, sightseeing, restaurants and entertainment.
- **Hospitality Suite** organizes volunteers for hosting the hospitality suite and securing refreshments.
- **Special Events** organize and plan any special events, such as opening or off-site receptions or optional entertainment events.

Other activities related to the Program Committee

- The Program Chair will present its proposed program to the Region IV Board of Directors at the national meeting of NCURA.
- The Program Committee will collaborate with the Region IV Membership Committee to ensure that welcoming activities and programming are offered for new members at the spring regional meeting.
- The Program Chair will coordinate with the Region IV Treasurer/Treasurer-Elect to allow oversight of the collection of registration forms and fees and the creation of name tags.
- The Program Chair will work closely with the Region IV Treasurer to develop a budget and anticipated costs sheet.

Standard Practices

Hotel-Provided Complimentary Accommodations for the regional meeting are at the discretion of the Program Chair and may be offered to:

- Region IV members involved in local arrangements (limited to two rooms), and
- other Region IV members only in unusual circumstances, at the discretion of the Region IV Chair

Hotel-Provided Upgraded Accommodations are at the discretion of the Program Chair and may be offered to:

- Individuals who have contributed substantively to the execution of the spring meeting, or
- the national NCURA President (and other VIP's, if possible). The President's registration and accommodations are paid by the national NCURA office.

Complimentary registration is normally extended to:

- Individuals presenting and not participating in meal or social functions, (many times presenters are invited to participate in the meal adjoining their presentation),
- presenters from federal agencies, and
- others, at the discretion of the Region IV Chair.

Commitment of Time:

Will vary depending on role.

Site Selection Committee

The Site Selection Committee will be charged with identifying possible sites, presenting all relevant information to the Region IV Board of Directors for their approval, and negotiating hotel contracts for the NCURA Region IV Annual Spring Meeting.

Membership

- two members-at-large, one of whom will be appointed as the Site Selection Committee Chair by the Region IV Chair
- the Region IV Treasurer or Treasurer-elect

The Site Selection Committee has designed a succession plan so that the person who serves as the member-at-large, but not the chair, becomes chair of the committee after one year of service and training. However, any chair of the committee is officially appointed, so it is at the Region IV chair's discretion if the succession plan is used.

Procedures

NOTE: Contracts must be reviewed by the Region IV Chair and the national NCURA office before being signed. The Region IV Chair signs all contracts.

- At the spring business meeting, solicit site suggestions from the membership 36 months before meeting date.
- Research a minimum of three suggested sites.

- Present recommendations of sites to visit to the Region IV Board of Directors either by email or at the summer Board Meeting.
- Visit the primary site selected by the Region IV Board of Directors to assess potential hotels for:
 - Sleeping rooms—cost and availability
 - Meeting room space and availability (Note that NCURA has never paid an additional fee for meeting room space)
 - Location within the city (cities) selected
- At the board meeting that occurs in conjunction with the national meeting, present findings to the Region IV Board of Directors with a recommendation for location
- Present the board-endorsed site to the full membership at the fall business meeting.
- After the fall meeting, negotiate contract with potential hotel properties in the chosen city. Ideally, a contract will be negotiated by the Site Selection Chair and then signed by the Region Chair prior to the next spring meeting.

The following points should be considered in negotiating with the hotel sales manager and in reviewing the contract:

- Room rates
- Availability of government room rates
- Default clause on room block
- A/V, Internet access package for meeting rooms
- Availability of hotel's business center
- Cut-off date for holding room block
- Number of room upgrades
- Number of complimentary rooms
- Availability of non-smoking rooms
- Catering service and costs
- Hospitality suite arrangements
- Reception arrangements
- Registration area
- Fitness center
- Parking availability and rate
- ADA clause and accommodations
- Local amenities
- Transportation to hotel from airports, rail stations; including mass transit access
- Guaranteed rates before and after conference
- State sales tax and exemption status

Recommendation: Refer to the contracts and notes of previous Site Selection Committee Chairs and the "Administrative Handbook for Site Selection." Also, the national office has Power Point and other materials that may help with the site selection process.

Travel and Arrangement Expenses

A reasonable amount of funding is available for airfare or mileage expenses to reimburse committee members' travel to potential sites. The Committee Chair should work in conjunction with the Region IV Chair and Treasurer to create a budget that is adequate for this work. The Treasurer, upon approval of the Region IV Chair, may also cover arrangement expenses of local NCURA members assisting Site Selection Committee members with potential meeting sites.

Commitment of Time:

It is anticipated that participation on the Site Selection Committee will take 35 – 50 hours of preparation and negotiation with an additional one or two site visits that are each two days in duration.

Ad-hoc Committees

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

SECTION 4 – Regional Members Serving the National Organization

In addition to holding elections for a regionally-elected member to the national NCURA Board of Directors, Region IV recommends candidates from the region to serve as national committee members.

In odd years, the Region IV Chair, with approval of the Region IV Board of Directors, will recommend two candidates for consideration by the national NCURA Board of Directors for membership on the Nominating & Leadership Development Committee, a national committee with regional representation.

Also, the region board recognizes the importance of nominating region members for awards, elections, and committees at the national level. Therefore, the board as a whole takes responsibility for communicating opportunities and encouraging participation in national governance.

SECTION 5 – Meetings

Regional Business Meetings

Attendees

The general membership of the region is invited.

Occurrence

Region IV will have a business meeting at the spring regional meeting and at the fall national NCURA annual meeting.

Travel Assistance to Meeting Location and Expenses

None provided.

Board of Director Meetings

Attendees

Incumbent board members will be invited. The Region IV Chair may at his/her discretion invite committee chairs who are not elected to the board, as well as regional participants on national committees, so that they may share information. Board meetings are not closed-door meetings and may be attended by anyone in the membership. Attendees are reminded at the start of each meeting that comments are welcome, but voting remains open only to those on the board.

Occurrence

The Region IV Board of Directors will meet during the spring regional meeting (for spring meeting debriefing and transition of Region IV Board of Directors), between the spring and national meeting, and at the national NCURA annual meeting.

Travel Location and Expenses

Summer Region IV Board of Directors – May be held in Chicago, as a central point in the region; or, it may also be held in a city being considered by the Site Selection Committee for conservation of trips and ease of coordination between the committee chair and treasurer or at a city that is easily reached by several board members. The location is at the discretion of the Chair.

Funds (which must be reviewed by the Treasurer and approved by the Region IV Chair as reasonable) are available for travel expenses of members attending the summer Region IV Board of Directors meeting.

Spring and Fall Region IV Board of Directors – is held in the city of the spring regional meeting and the city of the national meeting.

Funds for travel to these meetings will not be provided.

Section 6 – Governance Related

Amendment of Bylaws Procedures

The Region IV Bylaws provide for amendment of the Bylaws to occur. The procedures for doing so include voting by the members present at a regularly scheduled business meeting or by electronic voting of the full membership. Specific steps for amendment of the Bylaws include the following:

- draft copy of the proposed amendment(s) to the Bylaws must be submitted to the NCURA national office before being distributed to the membership to ensure that the proposed change poses no conflict with National Bylaws.
- no less than 15 days prior to the next Spring or Fall business meeting, members must be notified that an amendment will be voted upon
- a final copy of the proposed amendment(s) to the Bylaws must be submitted to the NCURA national office before the vote is taken at a regional business meeting.
- two-thirds of the membership attending the spring or fall regional business meeting must vote in favor of the amendment.
- In the event that amendments are made and a vote is deferred to an electronic ballot, the Region IV Secretary will request the assistance of the NCURA national office to conduct an e-ballot to approve the proposed amendment(s) to the Region IV Bylaws, including establishing a timeline and providing necessary materials and documents.
- The Region IV Secretary will notify Region IV members and the NCURA national office of the outcome of the vote within 30 days after voting closes.
- After an affirmative vote, the new bylaws will be posted to the Region IV website.
- The Board will take into consideration and review changes to the Administrative Policies based on the bylaw change.

Amendment of Administrative Policies

Changes to the Administrative Policies are the responsibility of the Region IV Board of Directors. Requests for changes may originate from individual Board members, Committee Chairs, or the regional membership. All changes must be approved by a majority of the Board and the changes shall then be reported to the membership no later than 30 days after the Board approves the changes. Region IV membership may be notified of these changes by e-mail, by announcements at regional business meetings, or through the Region IV Newsletter. The revised Administrative Policies also shall be posted on the Region IV website and submitted to the NCURA national office.

Last Updated by the Board: November, 2010