

NCURA Region IV Administrative Procedures

SECTION I – BOARD OF DIRECTORS

Officers

Chair

The Region IV Chair will:

- be responsible for the business meetings of the board and of the general membership,
- liaise with the boards and committees including setting the agenda and direction for the year,
- raise regional matters 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, and transcribe minutes of the Region IV Board of Directors and regional business meetings,
- maintain written non-financial records for the region, and
- distribute copies of records to the region's membership, as appropriate.

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,
- securely store electronic copies of the region's financial records, accessible to the Region's chair, treasurer, and treasurer-elect,
- present a financial report at each regional business meeting and each Board of Director's meeting using the national NCURA forms (Annual Budget, or Six- Month Report) as appropriate for that point in the fiscal year,
- in consultation with the Region IV Chair, work with each committee chair to develop an approved annual budget,
- work with chair-elect and program committee to manage the overall finances of the regional spring meeting; see Program Committee,
- send an annual budget, 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:

- train under the incumbent to learn all the duties of the Treasurer, and
- serve as a member of the Region IV Site Selection Committee.

Other Members of the Board

Past Chair

The Past Chair will:

- primarily serve as the Nominations Committee Chair, see Nominations Committee,
- assist 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, and
- helps facilitate the identification of the regional members for volunteer roles.

Regionally elected Member to the National Board

The Regionally elected Member will:

- serve as a voting, ex officio member to ensure that communication can be shared on national information, initiatives, and strategic direction.

Member at Large Board Positions

Although no specific tasks are assigned to members holding these 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 II – COMMITTEE COMPOSITION

Committee Chairs

According to the region bylaws, committee chairs are generally 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 thirty days of their appointment 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/Co-Chairs (henceforth referred to collectively as “Chairs”) 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 accessible, detailed notes of all committee activities – planned, initiated and implemented – to be passed on to succeeding chairs,
- report committee activities as appropriate and prior to Board of Directors and Business Meetings: provide written reports to the Region IV Secretary,
- present, or appoint a representative to report committee activities at the annual/semiannual business meetings,
- maintain close communication with the Region IV Chair on all committee activities and membership,
- review and update the Position Descriptions for their respective committee as appropriate, and submit to the Board of Directors for their review and approval, and
- recognize members of committees and their contributions as much as possible in regional meetings.

Members of Committees

Members are welcomed and encouraged to volunteer to participate on a committee. Some committees have specific requirements for participation and/or may be selected by the Chair.

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

SECTION III – 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 and are expected to meet biannually at a minimum. Their duties, membership, and responsibilities are described below.

Awards Committee

The Awards Committee

- oversees the honors and awards programs,
- encourages and solicits nominations for each award category as described below, and
- is responsible for selecting the most qualified recipients for the honors and 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 of experience,
- two additional regional members.

Awards Programs:

The purpose of the Honors and Awards 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. Multiple awards in any given category may be made each year. The number of awards available may be restricted by the Committee's budget at the beginning of the fiscal year. Award names may be modified with the approval of the Region IV Board of Directors to memorialize NCURA Region IV members who have made significant contributions to the region.

While members of the Awards Committee are expected to encourage and help solicit nominations, members **cannot** nominate or provide letters of support for any Region IV recognition awards (Distinguished Service, Kevin Reed Outstanding New Professional, Meritorious Contribution, or Special Merit and Distinction) during their term on the committee. Committee members **may** nominate individuals for travel awards.

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 of 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 proven a quick willingness to offer their abilities, time and commitment to Region IV and done so with a spirit of enthusiasm,
- have been an NCURA member for no more than five years,
- are a current member of Region IV,
- have been involved with our professional association through service on a regional or national NCURA committee, including serving 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 Award

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, and
- are a (or if for a group, include at least one) current or past member of Region IV.

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 the innovative programs that have enhanced the research atmosphere on a campus.

Special Merit and Distinction Award

The Special Merit and Distinction Award recognizes individuals on an occasional, as-needed basis whose contribution to NCURA Region IV has gone above and beyond business as usual. The following criteria will be used in considering individuals for this award.

Individuals who:

- demonstrate a unique and invaluable contribution to the vitality and enduring legacy of Region IV, and
- are a current or previous member of Region IV.

Self-nominations will be accepted. The nomination must be received in writing with the endorsement of two Region IV members.

National Travel Award

The National Annual Meeting Travel Award is designed to assist Region IV members to travel to the NCURA National Annual Meeting. The following criteria will be used in considering individuals for this award:

Individuals who:

- Are a current member of Region IV
- Can demonstrate financial need
- Self-nominations are encouraged

John R. Phillips Regional Travel Award

The John R. Phillips Regional Travel Award is designed to assist Mentoring Our Own (MOO) mentees to travel to the Region IV meeting to present their capstone projects to the membership. The following criteria will be used in considering individuals for this award:

Individuals who:

- Are a current mentee in the Mentoring Our Own (MOO) program
- Are a current member of Region IV
- Can demonstrate financial need

Region IV Meeting Travel Award

The Region IV Meeting Travel Award is designed to assist Region IV members to travel to the NCURA Region IV Annual Meeting. The following criteria will be used in considering individuals for this award:

Individuals who:

- Are a current member of Region IV
- Have never attended a Region IV Annual Meeting
- Can demonstrate financial need
- Self-nominations are encouraged

Membership Recognition

The Awards Committee may, at its discretion, recognize individual Region IV members for their service to the Region. If the Committee wishes to create a new recognition program that may or may not expend regional funds, the Committee must receive approval from the Region Chair.

Awards Committee Procedures

- Announcement of awards, deadlines, and nomination forms will be made available (electronically) to all Region IV 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 and Treasurer, the Awards Committee Chair will notify the awardees, their nominators and supporters in writing. The Awards Committee 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 presented at the regional meeting each year. The 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 honoree(s); travel awardees will receive a certificate,
- Award presentation visibility will be carefully coordinated with the Communications Committee. Photographs for both historical use and NCURA Magazine use may be planned and taken.
- Committee may create sub-committees as needed with permission from the Executive Board.

Commitment of Time

It is anticipated that participation as a member on the committee 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

The Communications Committee oversees all communications to the Region IV membership.

Responsibilities include the following:

- The development, production, and dissemination of all communications through mediums that may include but are not limited to the following:
 - eBlasts
 - Surveys
 - Region IV social media
 - Region IV Website
- developing other publications as directed by the Region IV Chair.

Membership

- The Committee Chair
- At least four members chosen by the Committee Chair:
 - One eBlast coordinator
 - One writer/editor
 - One Webmaster or Website Editor
 - One Social Media Coordinator
- A working group of other contributors/volunteers, maintained by the Committee Chair.

Procedures

- The Chair(s) will oversee all communications.
- All communications will be reviewed and approved by the Committee Chair with additional approval from the Region IV Chair, Board, and chairpersons of standing committees as needed.
- The Committee Chair(s) or designee will train all Committee members on the use of the electronic newsletter/eBlast tool, the content management system of the Region IV Website, and social media.

eBlasts

- The chairpersons of standing committees will provide the Committee Chair with a tentative calendar of anticipated eBlasts (e.g., calls for nominations) for their activities in

the upcoming year within 60 days of the Spring Meeting. The Committee Chair(s) in collaboration with the Regional Chair will maintain a master calendar to avoid sending multiple communications to members over a short period of time.

- The eBlast Coordinator and the writer/editor will work with the standing committees on communications to the region. The eBlast Coordinator will create and send eBlasts using the designated platform. The Committee Chair(s) shall provide final approval of all eBlasts before dissemination and reserves the right to disapprove or delay dissemination.

Web Site

- Requests to add, edit, or delete content or to change the site format or structure must be sent directly to the Committee Chair(s) and Webmaster by the Region IV Chair, board members, or chairpersons of standing committees.
- The Committee Chair(s) provides final approval of all web content and edits and reserves the right to disapprove or delay implementation.

Social Media

- Requests to add, edit, or delete content are sent to the Committee Chair(s) for review. The Chair(s) will assign the changes to the Social Media Coordinator or other Committee member as needed. Requests must be made by the Region IV Chair, Board members, or chairpersons of standing committees.
- The Communications Committee Chair will work closely with the Program Committee to determine communication needs of the Spring Meeting.
- The Committee Chair(s) provides final approval of all social media content and reserves the right to disapprove or delay posting.

Commitment of Time:

It is anticipated that participation on the committee as a core member will require approximately 1-2 hours per month.

Committee for Community Action, Representation and Engagement (CARE)

The mission of the NCURA Region IV CARE committee is to support our members, current and potential, through the creation of actionable, equitable processes and opportunities that will enable all to learn and grow.

The Code of Ethics below was drafted by the inaugural committee in 2023, as the standard to which all committee members will be held.

NCURA Region IV CARE committee volunteers are committed to upholding the highest ethical standards through personal and professional accountability and integrity. This code of ethics is a living document and will be amended and adopted, as we learn and grow with our mission. The following provides the framework that anchors the committee's code of ethics:

- Accessibility = Options
- Address the issue, not the person
- Empathy = listening, perspective, receptivity, and understanding
- Exercise Beneficence
- Intent ≠ Impact
- Lean into discomfort
- Provide a growth-minded learning environment
- Respect and Support Neurodiversity
- Restorative justice = Repair the harm
- Say what you mean, mean what you say
- What we say here stays here, what we learn here leaves here

Membership:

Administrative Procedures

- **Chairs/Co-Chairs:** Chairs of this committee will serve a one-year term. Incoming chairs will be recommended by previously serving chairs, with input from the committee as a whole and the Region IV Chair. The Region IV Chair will then review and approve.
- **Steering Committee:** The CARE Steering Committee is charged with directing the vision and future direction of CARE best practice within NCURA Region IV. They meet monthly to assess the activities of the committee, the needs of the region, and partnership with other regions and the national organization as a whole.
 - Applicants to the Steering Committee will submit a Statement of Intent. The statement of intent will be emailed to the Chair(s) and two volunteer members of the current selection committee for review.
 - A call for Statements of Intent will be submitted by the Chairs every year, for a one-year term. There will be no term limits, but members will be required to re-submit their statement of intent.
- **Activation Committee:** The CARE Activation Committee is a “community of practice” of interested individuals sharing knowledge and gaining insight into CARE best practices, which they will then share with the Region and their institutions at large. They meet quarterly.
 - It is expected that Activation Committee members will represent the CARE Committee and their best practices to other NCURA Committees. There is an expectation that Activation Committee members will serve as members on at least one other committee within NCURA Region IV or NCURA National
- Admission will be based on interest and there will be no limit to the number of participants.
- Subcommittee chairs as required for special projects
- **Accessibility and Equity Liaison for the Regional Annual Meeting:** A member of the Steering Committee will serve in this role at each Regional Annual Meeting, where they will work with the Program Committee to ensure equitable access and accessibility for all attendees, and provide the Land and Power Acknowledgement as required.
- A member of the committee may be asked to take minutes for meetings and sessions.

Programs and Procedures:

Best Practice Advisors for Regional Affairs: Steering Committee will serve as ad hoc advisors as required by other regional committees on best practice in CARE concerns.

- Communication will be initiated to Committee Chair(s), with issues being brought by them to the full Steering Committee for review.

Steering Committee Statement of Intent: Interested members will submit Statements of Intent in the form noted below every other November to the Committee Chair(s), for review and approval by January of the following fiscal year.

Name:

Institution and Job:

Years of NCURA Membership:

Prior Service on a CARE Committee: Yes/No

Statement of Intent: Why are you interested in serving on this committee?

Committee Learning Opportunities: The committee will host learning opportunities for the Steering and Activation committees, planned on a yearly basis with ad hoc events added as required/requested.

Region-Wide Opportunities: The committee, in concert with the PDC committee, will plan and host two or more sessions annually on CARE topics of interest that will be accessible to all members of Region IV, offering a diverse slate of speakers and discussions from thought leaders in the field within NCURA and beyond.

Region IV Site Selection: The Chairs will liaise with the Site Selection Committee to provide best practice guidance for site accessibility and equitable access.

Region IV Annual Meeting: The Committee will provide general services for the annual meeting, included but not limited to:

- Direction on best practices in accessibility and equitable access, through the Accessibility and Equity Liaison (for meeting, sessions, off-site events and meals, etc.)
- Writing and assistance in delivery of the Land and Power Acknowledgement
- Providing assistance as requested and consulting with the Program Committee

Membership Committee

The 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

- Committee Chair
- At least four members shall be recommended by the Committee Chair; each year, when possible, at least two members shall be new to the committee.
- The Volunteer Coordinator of the region.

Programs & Procedures

- Send welcoming letters to all new Region IV members (from either the Committee Chair or Region IV Chair)
 - The welcome letter should contain the information about the benefits of Region IV.
- A member of the committee will contact and welcome Region IV members attending their first meeting 7-10 days prior to the meeting.
- Work with the Region IV Officers to 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 members-at-large. Duplication of national surveys will be avoided.
- Create and publish a Region IV member information packet, collaborating with the Region IV Officers and Communications Committee to regularly update and standardize the packet on a biennial schedule. Will ensure it is posted in an accessible location on the website.
- 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.
- Host a quarterly welcoming meeting for new members to introduce them to Region IV programs, procedures, board members, and upcoming news and events.

Commitment of Time:

It is anticipated that participation on the committee will require approximately 4-6 hours immediately preceding the regional and national meetings to contact new attendees and attend welcome functions, with additional time required 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

- Committee Chair, who will be either 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, and
- At least four Region IV members, recommended by the Committee Chair and in consultation with the Region IV Board of Directors, and formally appointed by the Region IV Chair.
- Committee members must agree to not seek election during their term on the committee.

Qualifications of Candidates

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

Procedures for Soliciting Nominations

- Identify open Region-elected positions.
- Solicit nominations for the membership at least 60 days before the spring regional meeting. Self-nominations are encouraged.
- Verify the nominations package, which will include:
 - a one-page letter of nomination, except for self-nomination
 - nominee's current curriculum vitae (limited to 3 pages), including NCURA activities,
 - a personal photo,
 - a letter from the nominee indicating his or her willingness to be nominated, except for self-nomination, 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 minimum of at least one candidate for each officer position to be filled (Secretary, Treasurer- Elect, and Chair-Elect). Select a minimum of at least one candidate for each of the open Member at Large positions. Select a minimum of at least one candidate for the open Regionally-elected Member to the National Board position.
- 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, and
 - 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 the 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. Successful candidates are the ones who receive the highest vote totals for each position. Results will be reported to the Region IV Chair as soon as possible but at least five days before the regional meeting and before notifying the

candidates.

- The Nominations Committee Chair 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 except in the event of an election that ends in a tie.

In the event of a tie,

- The Nominations Committee Chair will immediately notify the Nominations Committee and the Region IV Chair.
- The Nominations Committee Chair will then notify the affected candidates to determine their willingness to participate in a run-off election. Should either candidate decline to further participate, the remaining candidate will be declared the winner.
- In the event that both candidates declare a desire to continue, then the Nominations Committee Chair will schedule a run-off election within two weeks of the close of balloting of the initial election. Write-in votes will not be allowed in a run-off election.
- In the event that the run-off election ends in a tie, the winner will be determined by the Region IV Board.

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 1 hour per month for the months of September through January, and 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 Committee Chair.

Professional Development Committee

The Professional Development Committee will develop and implement programs that promote the continuing education and professional advancement of NCURA Region IV members.

Membership

- The Committee Chair (or co-Chairs), recommended by the Region IV Chair for approval by the Region IV Board of Directors,
- At least four members chosen by the Committee Chair,
- The Region IV Traveling Workshop sub-committee chair, and
- The sub-committee chairs of any other special programs, as they are developed.

Programs & Procedures

- The Chair (co-Chairs) will oversee the Mentoring Our Own (MOO) program including the matching of mentors and mentees, the development and implementation of the curricula, and the recognition of participants.
- The Chair (co-Chairs) will oversee the verification, assignment, and tracking of CEUs to attendees of the Regional Meetings.
- The sub-committee chairs of any special programs will coordinate their efforts with the Committee Chair (or co-Chairs).
- At a minimum, quarterly conference call meetings are held to discuss current initiatives and upcoming events. Members are also encouraged to attend MOO conference calls whether or not they are participating as mentors/mentees.

- The PDC will notify and request permission of the national PDC for any regional programming.

Mentoring Our Own (MOO)

- Solicit applications and match mentors with mentees for the Mentoring Our Own (MOO) program.
- Develop and review curricula and requirements of the program; PDC member assigned to help with related tasks.
- Lead MOO participants in monthly virtual meetings from September to April and track attendance.
- Provide guidance for capstone projects, as needed, including encouragement of mentees to present at the regional spring meetings.

Mentees are eligible for the John R. Phillips Travel Award to help with travel expenses to the regional Spring Meeting.

Continuing Education Units (CEU)

- Determine appropriate CEU hours for Regional Meeting sessions.
- Verify participation and e-mail CEU certificates to Regional Meeting attendees upon request (also verifies participation for CRA hours).
- Maintain records of all CEU certificates issued.

Commitment of Time:

It is anticipated that participation on the committee as a core member will require approximately 2-6 hours per month with activity being heaviest from September to April.

Program Committee

The Program Committee will plan and organize the spring regional meeting. An attempt should be made to diversify the committee and roles from all states in the region and new membership.

Membership

This Committee 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.

At the Chair Elect's discretion, the committee roles may include:

- Program Committee Chair (appointed by Chair Elect)
- Logistics Chair (appointed by Chair Elect)
- Track Co-Leads (1-2) to each of the tracks (appointed by Chair Elect)
- Track Leads for Workshop, Poster, Spark, and Roundtable session (appointed by Chair Elect)
- Member from Communication Committee
- Volunteer Coordinator
- Logistic Chair from previous meeting to serve in a support role
- Treasurer and Treasurer Elect

Considerations

The following considerations are 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.

Offerings can include:

- **Workshops.** 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 Breakfast Discussions.** Roundtables are interactive discussion groups that center on a common issue in research administration. In the past, these sessions have been scheduled as breakfast discussions.
- **Concept Poster Sessions.** Regional committee posters and member posters that focus on research administration ideas and problems and solutions. MOO mentees should be encouraged to present a poster.
- **Vendor/Sponsor Liaisons.** This liaison(s) and/or Chair approaches external sources for sponsorship and exhibition opportunities.
- **On Site Arrangements.** The Logistics Chair organizes the hotel, "housekeeping" and logistical details of that spring regional meeting.
- **Registration.** A volunteer coordinator seeks and engages volunteers to organize on-site registration table and meeting packets including meal tickets and badge ribbons. The Treasurer and Treasurer-Elect will be involved in the registration process and will facilitate onsite registrations.
- **Local Arrangements.** Chair finds local expert(s) to serve in this role. Volunteer(s) provides information about the site and special logistics such as airport transportation, sightseeing, restaurants and entertainment.
- **Hospitality Suite.** The Programming Committee organizes volunteers for hosting the hospitality suite.
- **Special Events.** Chair and Logistics Chair plans and organizes any special events, such as opening or off-site receptions or optional entertainment events.
- **On-site Tech Support volunteers.** To assist in helping with immediate technical issues or emergencies.
- Other activities related to the Program Committee
 - The Program Chair will share its proposed program with the Region IV Board of Directors.
 - 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 may be extended to individuals, at the discretion of the Chair-elect, in consultation with the Chair and the Executive Committee. These individuals may include:

- 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:

The time commitment will vary depending on the 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 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 and 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

- At the spring business meeting, solicit site suggestions from the membership a minimum of 24 months before meeting date.
- Research a minimum of two suggested sites.
- Present recommendations of sites to visit to the Region IV Board of Directors either by email or at the Board Meeting.
- Prior to the site visit, consult with CARE Committee Chair on Accessibility and other concerns for membership.
- 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), and
 - Location within the city (cities) selected.
- Share findings and recommendation for site location with the Region IV Board of Directors.
- Negotiate the contract with potential hotel properties in the chosen city. Ideally, a contract will be negotiated by the Site Selection Chair, reviewed by National, and then reviewed and signed by the Region IV Chair prior to the next spring meeting.
- Present the board-endorsed site to the full membership during the regional business 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 and guest 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 and ADA 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 from hotel to airports and 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 of Site Selection.*” Also, the national office has Power Point presentations 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 IV – REGIONAL MEMBERS SERVING THE NATIONAL ORGANIZATION

In addition to holding elections for the Regionally-elected Member to the National Board, 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 Nomination & Leadership Development Committee. Of those two candidates, one will be selected by the National Board to serve.

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 communication opportunities and encouraging participation in national governance.

SECTION V – 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 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 their 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 may only be open to those on the board.

Occurrence

The Region IV Board of Directors will conduct business throughout the year. If possible, the Board will convene at the national NCURA annual meeting and the spring regional meeting. At the Chair's discretion, additional Board meetings can be held. The Chair will determine the need for such meeting and will be responsible to plan the date and location. Board meetings can be conducted via in-person gatherings or remote audiovisual conferencing.

Travel Location and Expenses

Region IV Board of Directors Meeting at NCURA Annual Meeting – is held in the city of the national meeting. Funds for travel to this meeting will not be provided.

Region IV Board of Directors Meeting at the Spring Regional Meeting – is held in the city of the spring regional meeting. Funds for travel to this meeting will not be provided.

Region IV Board of Directors Meeting at Chair's Discretion – may be held in Chicago, as a central point in the region; in a city easily reached by several board members; or, in the city hosting (or city under consideration to host) a future Spring meeting. The location is at the discretion of the Region IV Chair. Funds are available for travel expenses (which must be reviewed by the Treasurer and approved by the Chair as reasonable) to attend this meeting.

SECTION VI – GOVERNANCE RELATED

Amendment of Bylaws Procedures

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

- A 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 regional 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 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 the 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. Request 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 or by announcements at regional business meetings.
- 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: August 2026

NCURA REGION IV – AT-LARGE MEMBER

Description of Position: At-Large Members serve on the Regional Board, performing duties to support the region in consultation with the Region IV Chair.

Duration: Duration is a two-year term, beginning immediately after the regional Spring Meeting and continuing through the conclusion of the second year's regional Spring Meeting. At-Large Members' terms are to be staggered so that two of the four members are elected each year. If applicable, the candidate with the second most votes in the Chair-Elect election will also fulfill a one-year term each year as an At-Large Member.

Function of Position: At-Large Members work in conjunction with the Region IV Chair to perform essential tasks as deemed needed by the Region IV Chair and Board.

Essential Duties and Responsibilities: At-Large Members assist the Region IV Chair with coordination of all functions of the regional Board, including but not limited to dissemination of information to the members of Region IV, coordination of the New Members Reception and/or other new member activities approved by the Board at national and regional meetings, and other duties as deemed necessary by the Chair and Board.

Time Commitment: Time commitment is approximately one hour per week.

Public Speaking: Limited public speaking at regional and national business meetings may be required. Participation in conference calls with Board members may be required.

Qualifications/Requirements:

- (1) Knowledge and/or Skills – Previous experience with NCURA Region IV activities is desirable. Research Administration experience is required.
- (2) Education and/or Experience – Familiarity with research administration issues or specific expertise in a particular specialty area within the profession is desirable.
- (3) Eligibility – Must be a member of Region IV.

Training and Support: Support comes from current Region IV Chair and other members of the region who have held positions within NCURA Region IV. At-Large members should review the administrative procedures.

Additional Information:

- (1) Benefits – Professional development and recognition regionally and nationally within NCURA.
- (2) Travel – Travel is required to attend stand-alone Board of Director meeting, and preferred attendance at the Region IV Spring Meeting and the national NCURA meeting in Washington, D.C. Reimbursement for travel expenses to attend stand-alone Board of Directors meeting is reimbursed by Region IV. Travel reimbursement to the national and regional meeting is not available under normal circumstances.

Election Procedures: Members are elected every two years in accordance with the Region IV by-laws except for the Chair-Elect runner-up (if applicable), who may serve a one-year term.