

# 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, including

- 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 the Chair-elect, the Chair-elect is unable to complete the term for any reason, the Region IV Chair, in consultation with the Board of Directors, will appoint a Chair-elect to serve until the next scheduled election. At which time, both a Chair and a Chair-elect would be elected.

### **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 current Treasurer-elect, the Region IV Chair, in consultation with the Region IV Board of Directors, will appoint a replacement to serve as Treasurer for the remainder of the term.

## **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 completing 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 At-Large 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 the 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 the membership of 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. Establishment of Committees**

The Board of Directors may create committees constituted by and accountable to the Board, and the Board may delegate to such Committee certain specified authority and duties.

The Region IV Board of Directors may appoint such other committees to perform tasks specified by the Board of Directors. The Board shall appoint the members of each such committee. Except as otherwise provided by the Board of Directors, all members of each such committee shall be members in good standing. Any member thereof may be removed by the Board whenever in their judgement the best interests of the Region would be served thereby.

#### **B. Committee Chairs**

The Region IV Chair shall, with approval of the Board of Directors, appoint committee chairs, as appropriate.

### **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 nomination 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-elect, as recommended in the NCURA Region IV Administrative Procedures,
- held annually, preferable in the spring.

### **VI. Dues**

Dues must

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

### **VII. Bylaws**

The Regional Chair shall have the responsibility of interpreting the provisions of the regional Bylaws and shall rule on any questions in accordance with the applicable provisions and in consultation with the National governance, as applicable. Changes to the Bylaws may be made by recommendation of the Regional Board of Directors or upon petition of 5% of the Regional Membership. Proposed changes shall be:

- submitted to the Region Secretary not less than 30 days prior to a regional business meeting,
- distributed to the Region membership not less than 15 days prior to a regional business meeting,
- discussed at the business meeting,
- at which time they may be EITHER voted on as introduced and immediately in effect if two-thirds of members in good standing in attendance at the meeting approve OR distributed by

electronic ballot, with any revised amendments incorporated as appropriate, to members and declared in effect 30 days thereafter if two-thirds of the ballots cast are affirmative.

### **VIII. Administrative Procedures**

Region IV has created Administrative Procedures to serve as working guidelines and standard operating procedures 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.

Spring, 2018