

# CONSTITUTION AND BYLAWS OF THE NORTH CAROLINA ASSOCIATION FOR RESEARCH IN EDUCATION

**Last Revised: August 24, 2018**

## **ARTICLE I NAME AND MEMBERSHIP**

### **Section 1**

The organization shall be known as the North Carolina Association for Research in Education. Membership will be open to any person who demonstrates an interest in improving educational practice, especially in North Carolina, through research.

### **Section 2**

The Board of Directors shall be empowered to establish non-voting membership for institutions or individuals.

## **ARTICLE II PURPOSE**

### **Section 1**

The North Carolina Association for Research in Education shall be a non-profit organization whose purpose is that of improving educational practice in North Carolina through the production and application of research and evaluation. The Association shall serve as a bridge between the research community, the educational practitioner, the public, and policy-makers.

The Association shall engage in activities which stimulate and improve the quality of research and evaluation; which facilitate communication between the members of the Association, practitioners in education, and the general public; which use the competencies of the membership, enabling it to address special issues relevant to the improvement of educational practice; and which stimulate the allocation and use of resources for education and evaluation.

### **Section 2**

Among the activities in which the Association may engage are the following, all aimed at achieving the goal of improving educational practice in North Carolina through research.

(a) Meetings and publications, both formal and informal in nature, for the purpose of sharing research findings.

(b) Communication efforts aimed at informing resource allocators, policy- makers, educational practitioners, and the general public of the role of research.

- (c) Efforts to stimulate an increase in resources for research related to educational practice.
- (d) Identification of researchers and resources available in North Carolina and the compilation of this information into a directory.
- (e) Efforts to improve the quality of research and evaluation.
- (f) Efforts to improve training programs in research.
- (g) Efforts to bring in the resources and talents of the research community to the assistance of decision-makers on special issues relevant to education.
- (h) Efforts to provide direction for improved educational practice in the state.

## **ARTICLE III OFFICERS AND TERM OF OFFICE**

### **Section 1**

A ten-member Board of Directors consisting of three (3) officers of the Association, the immediate past president, and six (6) elected Board members shall govern the association. The officers shall consist of the President, the President-Elect, and the Secretary/Treasurer. The elected members of the Board shall consist of one (1) representative of the elementary-secondary schools, one (1) representative of the Department of Public Instruction, one (1) representative of higher education, and three (3) members at large. The officers and members of the Board of Directors shall be elected from the membership.

Section 2 (a) Association officers shall be elected by mail or electronic vote for one term and shall assume office at the general membership meeting at the Annual Conference. Each officer shall serve until a successor is named.

(b) Elected members of the Board of Directors shall be elected by mail or electronic vote and shall hold office for a term of two years. Three members of the Board of Directors shall be elected each year and shall assume office at the general membership meeting at the Annual Conference.

(c) The tenure of Association officers and members of the Board of Directors shall be as follows:

- (1) The President shall serve for a term of one (1) year. An individual serving as President may not be elected President-Elect. The President-Elect shall serve for a term of one (1) year and then assume the office of President for a term of one (1) year.
- (2) The Past-President shall serve for a term of one (1) year.
- (3) The Secretary/Treasurer shall serve for a term of two (2) years and may serve an unlimited number of consecutive terms.

(4) If a vacancy occurs in the office of Secretary/Treasurer, or the Board of Directors, the Board of Directors shall fill the vacancy. A person named to fill such an unexpired term shall be eligible for election to a full term.

(5) In case of resignation or incapacity of the President, the President-Elect shall complete the unexpired term and serve the term to which elected.

(6) In case of resignation or incapacity of the President-Elect, both a President-Elect and a President shall be elected at the next election.

(7) In case of resignation or incapacity of both the President and the President-Elect, the Secretary/Treasurer shall convene a meeting of the Board for purposes of appointing a President to serve until the next election of officers.

## **ARTICLE IV DUTIES OF THE OFFICERS AND MEMBERS**

Section 1 (a) The President shall preside at all regular and special meetings of the Association and all regular and special meetings of the Board of Directors. In the absence of the President, the President-Elect or another officer designated by the President shall assume this responsibility.

(b) The President shall coordinate all activities of the Association, represent the Association at all regular and special functions, and serve as the spokesperson for the Association.

(c) The President shall appoint committees of the Association and delegate specific responsibility as necessary.

### **Section 2**

The President-Elect shall assist the President in the execution of duties outlined in Article IV, Section 1, and also serve as the Program Chair for the Annual Conference.

### **Section 3**

(a) The Secretary/Treasurer shall conduct the correspondence for the Association, keep the minutes and records for all regular and special meetings of the Association, and keep minutes and records for all meetings of the Board of Directors.

(b) All minutes prepared by the Secretary/Treasurer are to be presented at the next Board of Directors meeting, reviewed, amended if necessary, and approved by the Board. These minutes shall become the official record of the proceedings of the meeting.

## **Section 4**

- (a) The Secretary/Treasurer shall keep accounts and report all monies received, write checks as authorized by the Board of Directors, and supervise registration of the Association meeting. The Secretary/Treasurer shall submit all records for financial audits as necessary. (See Article IV, Section 5b.)
- (b) The Secretary/Treasurer or a designee of the Board shall keep an up-to-date membership list.

## **Section 5**

- (a) The members of the Board of Directors shall attend all regular and special business meetings of the Board and shall perform such responsibilities as are designated by the President, including service on various standing and ad hoc committees.
- (b) The Board of Directors shall provide for financial audits as necessary.
- (c) The fiscal year shall be from each Annual Conference until the next.

## **ARTICLE V MEETINGS OF THE BOARD OF DIRECTORS**

The Board of Directors shall hold at least two meetings per year. These meetings shall be held for the purpose of outlining and planning activities for the Association's Annual Meeting including the program, the budget, proposed changes in the constitution and bylaws, and other matters of business that need to be attended at that time. These meetings are to be held at a place designated by and announced by the Board. Additional meetings of the Board of Directors can be called by the President or by petition of three members of the Board. All meetings shall be announced at least two weeks in advance.

## **ARTICLE VI NOMINATION AND ELECTION OF OFFICERS**

Section 1 (a) Not more than 120 days after taking office, the president shall appoint three members to the Nominating Committee, including the past president, and shall inform the membership of these appointments.

- (b) Any member of the Association may recommend nominees for any office or for the Board of Directors by making recommendations to any member of the Nominating Committee prior to a date established by the President.
- (c) The Nominating Committee shall confirm eligibility of nominated members of the Association.
- (d) The names of qualified nominees shall be announced to the members of the Association.

## **Section 2**

The Secretary/Treasurer of the Association shall prepare ballots and conduct the election by mail or electronic ballot no earlier than 120 days after the Annual Meeting, no earlier than 15 days after announcing the nominees and no later than 30 days prior to the next Annual Meeting.

## **Section 3**

(a) The Officers and members of the Board of Directors shall be elected by a simple plurality of the members voting by mail or an electronic ballot.

(c) The Secretary/Treasurer and one additional teller appointed by the President will tally the votes.

## **ARTICLE VII ADVISORY AD-HOC COMMITTEES**

(a) Certain Committees may be established by the Board of Directors to accomplish the purpose of the Association, for example, a membership committee. The President shall appoint chairs and members of those committees that have been established by the Board of Directors.

(b) The Board of Directors shall also appoint advisory committees to the Board relevant to selected educational issues. Members of the advisory committees shall be selected to ensure representation from interested segments of the public.

## **ARTICLE VIII MEETINGS OF THE ASSOCIATION**

The Association shall hold an Annual Meeting at such time and place as designated by the Board of Directors. Additional meetings of the membership shall be called at the discretion of the Board of Directors. When more than one meeting is held during the year, the Board of Directors will designate which one is to be the Annual Meeting.

## **ARTICLE IX AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution may be proposed by any member, provided (1) that a member submits the proposed amendment to the Board of Directors for action, (2) that the Board of Directors approves the amendment by a majority vote, (3) that the Board of Directors, upon approval, submits the proposed amendment to the Association, and (4) that it is approved by a two-thirds vote of the members voting at the annual meeting, or by a two-thirds vote of the members voting by mail or electronic ballot.

## **ARTICLE X INCORPORATION**

The Association shall be incorporated in accordance with the provision of the laws of the State of North Carolina.

## **ARTICLE XI AUTHORITY FOR CONDUCTING MEETINGS**

The latest edition of Robert's Rules of Order shall serve as the guide to be followed in conducting all meetings of the Association and of the Board of Directors. At the beginning of each session, the President may name a parliamentarian to rule on all procedural questions during the meetings.

## **ARTICLE XII MEMBERSHIP FEES**

An annual membership fee shall be assessed. The amount to be assessed shall be recommended by the Board of Directors and approved by a two-thirds vote of members voting at the Annual Meeting, or by two-thirds vote of members voting by mail or electronic ballot. Voting at the Annual Meeting or by mail or electronic ballot shall be limited to members in good standing as of the Annual Meeting.

## **ARTICLE XIII DISSOLUTION**

In the event that the organization is dissolved, any remaining assets will be used for educational purposes consistent with the organization's purpose as described in Article II.