



NCURA Region II Administrative Policies

The Region II Administrative Policies establish the guidelines that govern the appointment and roles of Region II Officers and committee members. These Administrative Policies shall be evaluated by the Region II Steering Committee no less frequently than every three (3) years to ensure compatibility with the NCURA Articles of Incorporation and Bylaws, as well as the operations of the Region itself. All changes to these Administrative Policies shall be approved by a majority of the Regional Steering Committee and communicated to the Region II membership no later than the following Regional Business Meeting. A majority of the membership at the Regional Business Meeting may ask for reconsideration by the Regional Steering Committee of any changes presented. All Officers and members of Region II committees must be current Region II members.

I. DUTIES OF THE OFFICERS

A. *Chair*

1. The Chair will serve a one-year term. The Chair shall be the chief executive officer of the Region, and is empowered to conduct activities in consultation with the Regional Steering Committee. The Chair shall have the responsibility of calling meetings, appointing members to Regional committees (subject to these policies), filling vacancies in Regional offices (subject to the concurrence of a majority of the Regional Steering Committee), chairing the Regional Business Meetings at the National and Regional meetings, approving all Region expenditures and reimbursements (unless those due to the Chair), and generally directing the activities of the Region.
2. If the Treasurer is unavailable to sign a check on the Regional account, or if such check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, the Chair shall be the second authorized signature on all checks drawn on the Regional account that are \$25,000 or more.
3. The Chair shall be responsible for organizing one annual Regional meeting during their term, and may delegate such task to one or more Regional Meeting Chairs.
4. The Chair shall provide articles about Regional activities for the National Magazine according to the issued publication schedule, as well as submit E-blasts and other electronic communications for distribution by the National organization. The Chair may assign this to other Officers or committee chairs when needed.
5. The Chair shall provide training to the Chair-Elect by including, when appropriate, the Chair-Elect in the planning of Regional meetings and activities, the meetings and events of the Regional Steering Committee, and the general activities of the Region.
6. In the event of a vacancy in the office of the Chair, the Chair-Elect will assume the duties of the Chair. In such instance, an Acting Chair Elect shall be selected consistent with Section B(6) below. After completing the term of a vacated Chair, the Chair-Elect will

serve a full term as Chair.

B. Chair-Elect

1. The Chair-Elect will serve a one-year term. The Chair-Elect will serve as an ex-officio member of the Regional Steering Committee, as well as a member of the Regional Meeting Committee, Communications Committee, and Site Selection Committee for the Regional Meeting to be held during their year as Chair.
2. The Chair-Elect will serve as Chair of the Volunteer and Membership Development Committee, and serve as the Region's Volunteer Coordinator. The Chair-Elect, as Chair of the Volunteer and Membership Development Committee, shall send correspondence to new Region II members each month welcoming them to the Region and providing helpful information.
3. The Chair-Elect will assist the Chair, when appropriate, in the planning of Regional meetings and events, the meetings and activities of the Regional Steering Committee, and the general activities of the Region.
4. If the Chair is unable to complete their term, the Chair-Elect will assume the office of Chair, complete the remaining term, and then serve a full term as Chair.
5. At the end of their one-year term, the Chair-Elect will assume the office of Chair.
6. In the event of a vacancy in the office of Chair-Elect, the Chair may appoint an Acting Chair-Elect upon confirmation by majority vote of the Regional Steering Committee. Concurrently, a special Regional election may be held for the position of Chair-Elect, and the nomination and election process for this special election will have an abbreviated timeline compared to that followed for annual elections. The successful candidate will serve the remainder of that year as Chair-Elect, and move to the position of Chair in January of the following year.

C. Secretary

1. The Secretary will serve a one-year term. The Secretary will be responsible for recording the minutes of Regional Steering Committee meetings and all Regional Business meetings, maintaining the other non-financial records of the Region, and providing all additional information and documentation required by the Chair to prepare reports to the Regional Steering Committee and National organization.
2. The Secretary will serve as an ex-officio member of the Regional Steering Committee, as well as a member of the Regional Meeting Committee and other ad hoc committees as appropriate.
3. The Secretary will further serve as Chair of the Communications Committee.
4. In the event of a vacancy in the office of Secretary, the Chair may appoint an Acting Secretary pending selection of a successor by the Regional Steering Committee. Appointment of the new Secretary will be made within sixty calendar (60) days and confirmed by a majority vote of the Regional Steering Committee. The new Secretary shall serve out the remainder of the term and shall have all of the duties, responsibilities, and powers of the position as if elected by the membership.

D. *Treasurer*

1. The Treasurer shall serve a two-year term beginning in odd-numbered years on January 1. The Treasurer will be responsible for the administration of the Region's finances, including, but not limited to, collecting, depositing, and disbursing Regional funds, and serving as the primary signatory for checks drawn upon the Regional account. If a check is in reimbursement to the Treasurer, the Chair shall be the primary signatory. In addition, all checks drawn on the Regional account that are \$25,000 or more shall require a second signature by the Chair. The Treasurer shall also be the primary person responsible for the Region II American Express Credit Card and related account information.
2. The Treasurer will also have responsibility for:
 - a. The administration, in concert with the National organization, of registrations for the Regional Meeting;
 - b. Administration of other Regional programming registrations, including, but not limited to, workshops offered by the Region's Professional Development Committee;
 - c. Administration of Regional finances, including, but not limited to, maintenance of accounts receivable and accounts payable for the Regional checking and credit card accounts through QuickBooks, and conducting financial operations of the Region in conjunction with the Chair;
 - d. Acting as Regional liaison to the National and, in addition to any ad hoc requests, providing them the following:
 - i. Annual Regional budget by January 31st;
 - ii. Six-month financial report to National organization by July 31st;
 - iii. 1099 Vendor report to National organization by December 31st; and
 - iv. Annual 990 summary report to the National organization.
 - e. Working in conjunction with the Region Chair, Chair-Elect, and Regional Meeting Program Committee Chair(s) on securing a location and negotiating the contract for Regional meetings;
 - f. Managing the Region's credit card authorization platform providing all related and requested reports to the National organization, and executing any documents as National may require to continue the use of any such platforms; and
 - g. Signing all Region contracts, following review and approval by the National organization.
3. The Treasurer will complete Profit/Loss Statements for the Regional Meeting within ninety (90) days of the end of the meeting. The Treasurer will also complete a Profit/Loss Statement for each Professional Development Committee workshop within thirty (30) days from the date of the workshop. These Statements will be provided to the Chair.
4. As Chair of the Site Selection Committee, the Treasurer shall be responsible for negotiating and signing the contract with the hotel hosting the following year's Regional Meeting.
5. The Treasurer will serve as an ex-officio member of the Regional Steering Committee, as well as a member of the Professional Development Committee and Regional Meeting Committee, as well as other ad hoc committees as assigned.
6. In the event of a vacancy in the office of Treasurer, the Treasurer-Elect shall assume the duties of Treasurer. After completing the term of the vacated Treasurer, the Treasurer-Elect will serve a full term as Treasurer. In such instance, an Acting Treasurer-Elect shall

be selected consistent with Section E(3) below.

E. Treasurer-Elect

1. The Treasurer-Elect will serve a one-year term beginning in even-numbered years on January 1. The Treasurer-Elect will serve as an ex-officio member of the Regional Steering Committee, as well as a member of the Professional Development Committee and Regional Meeting Committee, in addition to other ad hoc committees as assigned. The Treasurer-Elect will also assist the Treasurer in all of the Treasurer's duties.
2. At the end of the one-year term, the Treasurer-Elect will assume the office of Treasurer. The Treasurer-Elect will also have responsibility for assisting and working with the Treasurer as needed to prepare budget reports, including the budget for the year when Treasurer-Elect becomes Treasurer and to develop the next year's budget. The Treasurer-Elect will work with the Treasurer, Regional Chair, and the Regional Meeting Planning Chair(s) to secure locations and negotiate contracts for upcoming Regional Meetings. The Treasurer-Elect will work with the Treasurer to ensure a smooth transition from one year to the next.
3. In the event of a vacancy in the office of Treasurer-Elect, the Chair may appoint an Acting Treasurer-Elect pending selection of a successor by the Regional Steering Committee. Appointment of the new Treasurer-Elect will be made within sixty calendar (60) days and confirmed by a majority vote of the Regional Steering Committee. The new Treasurer-Elect shall serve out the remainder of the term and shall have all of the duties, responsibilities, and powers of the position as if elected by the membership, but shall not automatically succeed to the position of Treasurer.

F. Immediate Past-Chair

1. The Immediate Past-Chair will serve a one-year term. The Immediate Past-Chair will serve as an ex-officio member of the Regional Steering Committee, as well as a member of other ad hoc committees as assigned.
2. The Immediate Past-Chair will assist the Chair by being available to answer questions, provide advice and assistance as requested, and will provide advice and guidance in the transition of new officers.
3. The Immediate Past-Chair will serve a one-year term as Chair of the Leadership Development and Nominating Committee.

G. Immediate Past-Treasurer

1. The Immediate Past-Treasurer will serve a one-year term. The Immediate Past-Treasurer will serve as an ex-officio member of the Regional Steering Committee, as well as a member of other ad hoc committees as assigned.
2. The Immediate Past-Treasurer will assist the Treasurer by being available to answer questions, provide advice and assistance as requested, and provide advice and guidance in the transition of new officers.

H. Member of the Board of Directors

1. The Board of Directors is the primary governing body of the NCURA National organization. Guided by a strategic plan, and working for the good of the organization, Board Members shall oversee and direct the business of the National organization in accordance with the National bylaws. The detailed description, as well as qualifications and requirements, for this position is updated and maintained by the National organization.
2. A Member of the National Board of Directors shall be elected by the Regional membership to serve a term that begins on January 1 in odd-numbered years. The Regional Steering Committee shall charge the Region II Leadership Development and Nominating Committee in the appropriate even-numbered years to conduct a nominations and election process for the selection of said Member.
3. The Region II Member of the Board of Directors shall participate in all activities of the National Board of Directors as required, and shall provide regular reports to the Regional Steering Committee and Region Membership as appropriate.
4. In the event of a vacancy during the current term of the Member, the Chair may appoint an Acting Member pending selection of a successor by the Regional Steering Committee. Appointment of the new Member will be made within sixty calendar (60) days and confirmed by a majority vote of the Regional Steering Committee. The new Member shall serve out the remainder of the term and shall have all of the duties, responsibilities, and powers of the position as if elected by the membership.

II. REGION II COMMITTEES

A. Regional Steering Committee

1. The Regional Chair shall serve as Chair for the Steering Committee. The Regional Steering Committee shall assist the Chair in directing the activities of the Region, and shall be made up of the Regional Officers; the regionally-elected Member of the National Board of Directors; the Chairs of the Standing Committees (who all serve as voting ex-officio members); and no more than six (6) At-Large Members, appointed by the Chair consistent with these Administrative Policies to a serve a two-year term beginning January 1.
2. Every two years, no more than three (3) of the At-Large members will be appointed, and no At-Large Member may serve more than two consecutive terms as an At-Large Member unless one of the terms is to fill an At-Large vacancy, which will be appointed by the Chair with the concurrence of the Regional Steering Committee.
3. The responsibilities of the Regional Steering Committee are to:
 - a. Advise the Chair on Regional business;
 - b. Develop strategies for Regional activities;
 - c. Evaluate Regional issues;
 - d. Confirm candidates for Regional office, the National Board, Travel Awards, the National Nominating and Leadership Development Committee (N&LDC), and other positions that are nominated by the Regional Leadership Development and Nominating Committee;
 - e. Select among nominated individuals for receipt of Regional Distinguished Service Awards, as well as Travel Awards to National and Regional Meetings;
 - f. Serve as an advisory council to the Chair and the membership; and

- g. Review and comment on the Region II budget each year, including the budgets of all Standing Committees.

B. Leadership Development and Nominating Committee

1. The Leadership Development and Nominating Committee shall be chaired by the Immediate Past-Chair of the Region, who will serve as Chair of the committee for one Year.
2. The Leadership Development and Nominating Committee shall include at least three additional members, of whom at least two shall not currently occupy an elected or appointed Regional office. These members shall be appointed by the Immediate Past-Chair for a one-year term beginning January 1, and shall have the opportunity to continue for one additional one-year term upon the discretion of the Regional Steering Committee.
3. The responsibilities of the Leadership Development and Nominating Committee are to:
 - a. Implement the nominating and election procedures for all the Regional officers as outlined and to conduct the election process, with candidates to be confirmed by the Regional Steering Committee;
 - b. Identify and nominate individuals for the following, with candidates to be finalized by the Regional Steering Committee:
 - i. Member of the National Board;
 - ii. Regional Distinguished Service Award;
 - iii. National and Regional Meeting Travel Awards; and
 - iv. Member of the National Nominating and Leadership Development Committee (N&LDC).
4. Write and maintain role descriptions for all Committee positions;
5. Present a concurrent session each year at the Regional Meeting that explains the roles and responsibilities of Region II officers and committee chairs, which shall be attended by Region II officers and committee chairs attending the Regional Meeting; and
6. Develop and maintain onboarding materials for each officer and committee member to facilitate their performance of duties.

C. Communications Committee

1. The Communications Committee shall be chaired by the Secretary, who shall appoint members for a one-year term beginning January 1.
2. In addition to other related activities deemed appropriate and manageable by the Regional Steering Committee, it is the responsibility of this Committee to:
 - a. Collect and archive pertinent Regional information via the Region II website and the Region II document archive, as applicable;
 - b. Update and maintain the Region II website and other platforms;
 - c. Publicize and disseminate information regarding Regional activities through the Region II website and various Internet-based platforms (such as Facebook and Twitter);
 - d. Work with the Regional Chair and Regional Steering Committee to determine if there will be content theme for any given year and then to monitor the continuity of this throughout the year;
 - e. Work with the Regional Chair and Regional Steering Committee to develop and

- f. present a consistent appearance of all communication tools (when possible); and
- f. Work with other Officers and Committee Chairs to disseminate relevant information to the Region II membership in a timely fashion, including, but not limited to, the publicizing of upcoming Professional Development Committee workshops and Subregion activities.
3. The Communications Committee shall further work with the Treasurer to organize the operation of the Region II Hospitality Suite or its equivalent (e.g. Netzone) at the Annual Meeting. Responsibilities may include the coordination of theme, decorations, food, fun, entertainment, marketing and communication and be in conjunction with the other Regions as appropriate.

D. Regional Meeting Program Committee

1. The Regional Meeting Program Committee develops the program for, and has responsibility for overall planning and organization for all tasks related to, the Regional Meeting, which is the main Regional event.
2. The Committee has a Chair and a Co-Chair. The Chair of the Regional Meeting Program Committee, in consultation with the Chair of Region II, will recommend a Co-Chair for that year's meeting. This recommendation is to be approved by the Regional Steering Committee. The Co-Chair will become the Chair for the Regional Meeting Program Committee the following year.
3. The Regional Meeting Program Chair, in consultation with the Co-Chair, will:
 - a. Solicit at least ten Region II members to form the Regional Meeting Program Committee, which shall develop and present a full program for the Regional Meeting;
 - b. Present the theme and general outline of the Regional Meeting at the Annual Meeting immediately before the Regional Meeting; and
 - c. Conduct an evaluation of the Regional Meeting for presentation to the Regional Steering Committee within sixty (60) days of the conclusion of the Regional Meeting.
4. Further explanation of the duties of the Regional Meeting Program Committee, as well as a proposed schedule of activities, is included herein as Appendix A.

E. Site Selection Committee

1. The Site Selection Committee shall be chaired by the Treasurer, and shall further include the Treasurer, the Treasurer-Elect, the Chair-Elect, the current Co-Chair of the Regional Program Meeting Committee.
2. It will be the responsibility of this Committee to:
 - a. Determine possible locations for the next year's Regional Meeting and compile cost estimates for each, using third parties as necessary;
 - b. Present the locations to the Regional Steering Committee, and, in consultation with the Regional Steering Committee, select at least two (2) locations as finalists;
 - c. Collaborate with the Chair, and other appropriate resources, to poll the Region II membership as to their preference from among the finalists; and
 - d. Announce the site for the future meeting no later than the NCURA Annual Meeting of the year preceding the Regional Meeting.

3. Notwithstanding the above, the Steering Committee may overrule the vote of the membership for the location of a particular Regional Meeting in the event of extenuating circumstances.
4. Further, in the event that Region II pairs with another NCURA Region for a Regional Meeting, the Site Selection Committee, in consultation with the Regional Steering Committee, may proceed with the selection of the location of the joint meeting without a vote by the Region II membership.

F. Volunteer and Membership Development Committee (Subregions)

1. The Volunteer and Membership Development Committee shall be chaired by the Chair-Elect, and shall further include up to nine other members, selected by the Chair-Elect from the nine Subregions, who will serve one-year terms beginning January 1 with the option of serving an additional year based on interest. The nine Subregions are as follows:
 - Subregion 1 Western NY (incl. Buffalo and Rochester areas)
 - Subregion 2 Eastern NY (incl. Ithaca, Syracuse, and Albany areas)
 - Subregion 3 New York City
 - Subregion 4 Philadelphia
 - Subregion 5 Central PA
 - Subregion 6 Pittsburgh (incl. West Virginia)
 - Subregion 7 Baltimore
 - Subregion 8 College Park (incl. Montgomery Co. and Eastern Shore)
 - Subregion 9 Washington, DC
2. It is the responsibility of this Committee to:
 - a. Coordinate volunteer opportunities for members of Region II;
 - b. Update the Volunteer Roster and the Volunteer Action Plan submitted to the National organization each September;
 - c. Coordinate the New Member Reception and other events (e.g. dinner groups) at the Annual Meeting;
 - d. Coordinate member events at the Regional Meeting; and
 - e. Conduct special activities to welcome new members, including:
 - i. Designing and implementing hospitality-related activities at Annual and Regional Meetings aimed at assisting new members in meeting and networking with current members; and
 - ii. Managing and carrying out the Mentor Program at the Regional Meeting.
 - f. Work with the Communications Committee and Treasurer to organize the operation of the Region II Hospitality Suite or its equivalent (e.g. Netzone) at the Annual Meeting
3. Members of the Volunteer and Membership Development Committee shall:
 - a. Plan and arrange up to four Subregion-specific events per year;
 - b. Create and maintain a Subregion Subcommittee to assist in the planning of events;
 - c. Provide regular communications to their Subregion members regarding upcoming activities;
 - d. Provide regular updates to the Region Chair and Chair-Elect;

- e. Provide updates in advance of the Annual and Regional Meeting Business Meetings;
- f. Present on their Subregion activities, as feasible, at the Annual and Regional Business Meetings; and
- g. Provide general assistance to the Region Chair-Elect with respect to Regional volunteer activities.

G. Professional Development Committee

1. The Professional Development Committee (PDC) shall be chaired by the Region II Professional Development Chair. The Regional Chair, in coordination with the PDC Chair, will appoint a PDC Co-Chair with the understanding that the PDC Chair mentors the Co-Chair in preparation for them transitioning to Chair of the PDC the following year.
2. The term of the Chair and Co-Chair of the Professional Development Committee is one year in each position.
3. The PDC will consist of 8 members, two of which shall be the PDC Chair and PDC Co-Chair. The remaining members may include the Region II Chair-Elect, the Region II Treasurer, the Region II Treasurer-Elect, and a representative of the Communications Committee. Additional at-large members may be appointed by the PDC Chair, who will serve terms of one year. It is preferred that the at-large members not be members of the Regional Steering Committee.
4. It is the responsibility of the Professional Development Committee to:
 - a. Develop and present Regional Professional Development workshops;
 - b. Identify faculty to deliver and present workshops;
 - c. Coordinate the comprehensive assessment of professional development activities offered by Region II and to report the findings to the Regional Steering Committee, along with recommendations for filling identified needs or addressing concerns identified by the assessment;
 - d. Support the other Committees' needs to provide professional development-related programs and activities;
 - e. Prepare and submit a budget to the Regional Steering Committee for approval each year; and
 - f. Prepare and submit all required reports to the National organization.
5. Further explanation of the duties of the Professional Development Committee is included herein as Appendix B.

H. Cheryl Lee Howard Mentor Me Committee

1. The Cheryl-Lee Howard Mentor Me Committee (MMC) shall be chaired by the Region II Mentor Me Chair. The Regional Chair, in coordination with the Chair of the Mentor Me Committee, will appoint a MMC Co-Chair with the understanding that the MMC Chair mentors the MMC Co-Chair in preparation for them transitioning to the position of Chair the following year.
2. The terms for the MMC Chair, MMC Chair-Elect, and the MMC Immediate Past-Chair are one year.
3. The MMC will consist of at least six (6) members. Three (3) of these members shall be the MMC Chair, the MMC Co-Chair, and the MMC Immediate Past-Chair. At least three (3)

additional members will be selected by the MMC Chair in coordination with the MMC Co-Chair and MMC Immediate Past-Chair. These At-Large members will serve the role as Mentor along with the MMC Immediate Past-Chair. The Co-Chair may serve as a Mentor if the MMC Chair and MMC Immediate Past-Chair agree. If not, an additional Region II member shall be chosen to be a Mentor. The Chair cannot serve as a Mentor during their year as Chair.

4. Mentors shall serve in their capacity until the completion of the program by their cohort.
5. It is the responsibility of the MMC to:
 - a. Distribute the call for Mentee nominations and applications;
 - b. Review and select Mentees for that year's program, in consultation with the Regional Steering Committee (the number of Mentees will be selected based on that year's financial considerations as reviewed and approved by Regional Chair and Treasurer);
 - c. Create and coordinate yearly activities for the Mentor Me program, and coordinate the MMC annual retreat;
 - d. Prepare and submit an annual budget to the Regional Steering Committee;
 - e. Advise and support the Chair, and Regional Steering Committee, as requested.

I. Ad Hoc Committees

1. In addition to the Committees named herein, ad hoc committees may be formed at the discretion of the Chair, in consultation with the Regional Steering Committee, to facilitate Regional business and activities.
2. No terms of office for such committees are specified, but it is understood that such committees are disbanded at the end of the calendar year unless continued or reconstituted by the incoming Chair.

III. ELECTIONS

- A. The Leadership Development and Nominating Committee shall solicit nominations from the membership and, after selection and confirmation by the Regional Steering of the candidates, shall present to the membership a slate of one or more candidates for each office each year, appropriately documented and with pertinent biographical information, with a sufficient time period in advance of a call for a vote, whether by conventional assembly or via electronic means.
- B. Officer candidates must:
 1. Have been Region II members for a minimum of one year;
 2. Appear on the official NCURA membership roster;
 3. Have NCURA-related experience;
 4. Have a known interest in Region II affairs; and
 5. Be willing to serve, if elected.
- C. Special Considerations for Officers:
 1. The candidates for Chair-Elect should have at least five years' experience in research administration.
 2. Candidates for Treasurer and Treasurer-Elect should have at least three years' experience in research administration and appropriate financial or accounting experience.

3. The candidates for Secretary should have at least three years' experience in research administration and appropriate expertise. The candidate should also be able to manage the process of supporting a website, social networking sites, and print or electronic publications.
4. The candidate for the Board of Directors should have all of the requisite qualifications described in the position [description](#) maintained by the NCURA National organization.

IV. TRAVEL AWARDS

- A. The Region shall make up to four (4) travel awards each year. Two are designated for a National Meeting (i.e. FRA, PRA, or the Annual Meeting) and two for the Regional Meeting. Each award provides funds to cover a portion of the costs for the recipient's meeting registration, travel, and lodging.
- B. Travel award nominees must be research administrators from the Region II geographic area who have never attended an NCURA National Meeting or Regional Meeting, depending on the award for which they are applying. Nominees need not be members of NCURA at the time of nomination, but must become a member prior to attending the meeting related to their award.
- C. Selection of the awardees will be made by the Region II Leadership Development and Nominating Committee, and then confirmed by the Steering Committee based on perceived need and benefit to the nominees as determined by the criteria above. The Regional Steering Committee's decision is final.
- D. Travel Awards for National Meetings must be applied within one calendar year from their award. Travel Awards for Regional Meetings must be applied to the first Regional Meeting that occurs following the award.
- E. To receive reimbursement of costs incurred through their attendance at a meeting, as further detailed in the Administrative Procedures herein, the recipient(s) must submit a report to the Leadership Development and Nominating Committee Chair detailing their meeting experience within thirty calendar (30) days after their meeting.
- F. Previous Mentor Me Mentees, as well as current Mentees within a Mentor Me cohort, are ineligible for a travel award.

V. DISTINGUISHED SERVICE AWARDS

- A. The Distinguished Service Award is an annual award to recognize members of the Region who have made sustained and significant contributions to the Region. Up to three (3) awards may be given in any one year.
- B. Candidates must be nominated by a current Region II member, be a current or past member of NCURA at an institution located in Region II, and must have made significant contributions to the Region.
- C. Current Region II officers (Chair, Chair-Elect, Secretary, Treasurer, and Treasurer-Elect), as well as

Chairs and Co-Chairs of Region II Standing Committees (PDC, Mentor-Me, LDNC), are ineligible for nomination for the Region II Distinguished Service Award.

- D. The Leadership Development and Nominating Committee Chair shall coordinate the receipt of nominations, the review and selection of recipients by the Steering Committee, and the announcement of the award. The Chair of the Region, along with the Chair of the Leadership Development and Nominating Committee, shall arrange for appropriate recognition at the Regional Meeting.

VI. DIVERSITY INITIATIVE

- A. The National Council of University Research Administrators (NCURA) recognizes, values, and celebrates diversity of persons, skills, and experiences in its mission to advance the profession of research administration. Thus, NCURA is committed to building and maintaining a diverse membership and a culture of inclusion. Every member of NCURA has a right, without regard to gender, race, ethnicity, age, religion, social class, sexual orientation, ability, personality, functional experience, or background, to fair and respectful treatment, equal access to resources to support professional growth, and equitable opportunities to contribute to NCURA's success.
- B. Region II is committed to following and maintaining the above principles of diversity and inclusion, and recognizes their importance to facilitating an environment that fosters professional growth and development. As such, the Region II Steering Committee shall work to ensure that such principles are addressed in all Region activities, and further engage the membership in regular communications concerning their observance.



NCURA Region II Administrative Procedures

The Region II Administrative Procedures guide Regional officers and committee members for the proper functioning of the Region. These guidelines have been developed to assist Regional leadership in effectively implementing the Region II Bylaws and Region II Administrative Policies. These Administrative Procedures shall be evaluated by the Region II Steering Committee no less frequently than every three (3) years to ensure compatibility with the NCURA Articles of Incorporation and Bylaws, as well as the operations of the Region itself.

A. Elections

1. No later than May 15 of each year, the Leadership Development and Nominating Committee, with assistance from the Region Chair, Region Co-Chair, and the Communications Committee, solicits nominations for officer candidates from the Regional membership.
2. The nomination period shall be open for thirty (30) days following the call for nominations.
3. Once nominations are received, the Chair of the Leadership Development and Nominating Committee contacts each nominee to confirm their willingness to run and serve, if elected.
4. If a nominee is interested, the Chair of the Leadership Development and Nominating Committee obtains a short bio and statement of interest that will be reviewed by the Leadership Development and Nominating Committee to determine candidate eligibility, as well as to confirm the member is in good standing (i.e. that their membership is current).
5. The Leadership Development and Nominating Committee, through its Chair, submits a short list of nominees to the Regional Steering Committee, who selects at least one candidate for each office opening.
6. The Chair of the Leadership Development and Nominating Committee writes an E-blast for the Regional Chair to send to the National organization, which announces the launch of the elections and includes the deadline for nominations.
7. The list of candidates is also forwarded to the National organization, who develops the ballot and distributes the announcement to the Regional membership, and the Regional Secretary, who posts information on the election as well as the bios and statements of interest of the candidates on the Region II website.
8. Elections end at the close of business of the 30th day. The National organization then certifies the election results to the Regional Chair, Chair-Elect, and the Chair of the Leadership Development and Nominating Committee.
9. The candidate for each office receiving a majority of the votes cast shall be declared elected.

10. In the event no one candidate receives a majority of the votes cast for the particular office, a run-off election shall be held in accordance with the election procedures contained herein.
11. The Chair of the Leadership Development and Nominating Committee notifies the winning candidates of their election and confirms that they are willing to serve, and then calls the unsuccessful candidates to encourage them to seek the office again next term. Once all candidates have been notified, the Chair of the Leadership Development and Nominating Committee notifies the Steering Committee.
12. Newly-elected officers will be announced during the Regional Business Meeting at the Annual Meeting.

B. Soliciting Volunteers

1. Twice per year, the Region Chair-Elect sends out an E-blast asking for interested persons to complete a volunteer form: once prior to the Annual Meeting, and once prior to the Regional Meeting.
2. All positive responses are recorded in the volunteer spreadsheet for current and future use. This electronic document is then passed on to the incoming Chair-Elect for continued coordination via Dropbox or other methods as agreed to by the Chair/Chair-Elect.
3. Unless otherwise indicated in the Administrative Policies, volunteers who serve as members of the Standing Committees will, with the exception of the Regional Meeting Committee, serve for two year terms that begin January 1, and, if they are appointed mid-year, their term will be considered as including all of that year.

C. National Meeting Awards

1. No later than May 1 of each year, the Chair of the Leadership Development and Nominating Committee will draft and submit to the Regional Chair, for forwarding to the National organization for release, an E-blast that announces the availability of Travel Awards for a National Meeting (e.g. FRA, PRA, Annual Meeting) and specifies the deadline for receiving applications. The Chair of the Leadership Development and Nominating Committee will work with the Communications Committee to ensure that the Region II website is updated with the current year's application form and information (including the deadline date).
2. The Chair of the Leadership Development and Nominating Committee will compile all applications and send them to the Leadership Development and Nominating Committee, requesting that the Committee members vote for their two top nominees, and will give them a deadline by which to return their votes. Each Committee member should provide the top nominee with two points and the second nominee with one point. The Chair of the Leadership Development and Nominating Committee will tally the results, and additional conversation or voting among the Committee will follow until two nominees are selected.
3. Selection of the awardees will be determined by the Leadership Development and Nominating Committee based on perceived need and benefit to the nominees. The Region II Steering Committee shall confirm the nominations. The decision of the Region II Steering Committee is final.
4. The Chair of the Leadership Development and Nominating Committee notifies both the

recipient(s) and the unsuccessful applicants, and notifies the National organization with the name(s) of the recipient(s) so that their hotel rooms can be reserved.

5. The Travel Awards will be used to reimburse each awardee expenses of up to \$1,000, or at an amount determined by the Steering Committee, for meeting registration, travel, and hotel costs. The awardees are responsible for completing registration for the meeting and making their own travel arrangements.
6. Award recipients must submit a report describing their meeting experience, along within their request for reimbursement, within thirty calendar (30) days of meeting adjournment. This report is sent to the Chair of the Leadership Development and Nominating Committee for review, who then forwards it to the Regional Treasurer for review, approval, and payment. The request for reimbursement must include the expense receipts. The reports will then be distributed to the Leadership Development and Nominating Committee and the Steering Committee. Segments of the awardee reports may be published as Regional Corner articles in the NCURA Magazine subsequent to the meeting.

D. Regional Meeting Travel Awards

1. No later than June 15 of each year, the Regional Chair will announce the availability of travel awards for the Regional Meeting.
2. The Chair of the Leadership Development and Nominating Committee will draft for the Regional Chair, to submit to the National organization for release, an E- blast that announces the availability of Regional Meeting Travel Awards and that specifies the deadline for receiving applications. The Chair of the Leadership Development and Nominating Committee will work with the Communications Committee to ensure that the Region II website is updated with the current year's application form and information (including the deadline date).
3. The Chair of the Leadership Development and Nominating Committee will compile all applications and send them to the Leadership Development and Nominating Committee, requesting that the Committee members vote for their two top nominees, and will give them a deadline by which to return their votes. Each Committee member should provide the top nominee with two points and the second nominee with one point. The Chair of the Leadership Development and Nominating Committee will tally the results, and additional conversation or voting among the Committee will follow until two nominees are selected.
4. Selection of the awardees will be determined by the Leadership Development and Nominating Committee and confirmed by the Regional Steering Committee based on perceived need and benefit to the nominees. The decision of the Regional Steering Committee is final.
5. The Chair of the Leadership Development and Nominating Committee notifies both the recipient(s) and the unsuccessful applicants.
6. The Travel Awards will be used to reimburse each awardee expenses of up to \$1,000, or at an amount determined by the Steering Committee, for meeting registration, travel, and hotel costs. The awardees are responsible for completing registration for the meeting and making their own travel arrangements.
7. Award recipients must submit a report describing their meeting experience, along within their request for reimbursement, within thirty calendar (30) days of meeting

adjournment. This report is sent to the Chair of the Leadership Development and Nominating Committee for review, who then forwards it to the Regional Treasurer for review, approval, and payment. The request for reimbursement must include the expense receipts. The reports will then be distributed to the Leadership Development and Nominating Committee and the Steering Committee. Segments of the awardee reports may be published as Regional Corner articles in the NCURA Magazine subsequent to the meeting.

E. Region II Distinguished Service Award

1. No later than June 15th of each year, the Steering Committee, through the Chair of the Leadership Development and Nominating Committee, will solicit nominations for the award. The awardees must be individuals who have made sustained and significant contributions to Region II.
2. A candidate for the Region II Distinguished Service Award must:
 - a. Be a current or past member of NCURA at an institution located in Region II;
 - b. Have made sustained and significant contributions to Region II;
 - c. Be nominated by a current Region II member; and
 - d. Not be a Current Region II officer (Chair, Chair-Elect, Secretary, Treasurer, and Treasurer-Elect) or Chair or Co-Chair of a Region II Standing Committee (PDC, Mentor-Me, LDNC).
3. To be considered, a completed nomination packet must be submitted on behalf of each candidate that consists of:
 - a. A letter of nomination detailing the nominee's sustained and significant contributions to Region II; and
 - b. Two additional letters of support from individuals familiar with the nominee's contributions to Region II
4. Complete nomination packets must be received by the Chair of the Leadership Development and Nominating Committee no later than August 1st to receive consideration for the Award. There will be no extensions.
5. The Chair of the Leadership Development and Nominating Committee will compile all applications and send them to the Leadership Development and Nominating Committee, requesting that the Committee members vote for their three top nominees, and will give them a deadline by which to return their votes. Each Committee member should provide the top nominee with three points, the second nominee with two points, and the third nominee with one point. The Chair of the Leadership Development and Nominating Committee will tally the results, and additional conversation or voting among the Committee will follow until two nominees are selected.
6. The Chair notifies each recipient, and invites the individuals who nominated the recipient(s) to attend the Regional Meeting to introduce the recipient(s) prior to the recipient's acceptance speech.

F. National Call for Nominations for Membership on the National Nominating and Leadership Development Committee ("N&LDC")

1. The responsibilities of the National Nominating and Leadership Development Committee (N&LDC) include nominating candidates for National organization and identifying,

- training, promoting and rewarding the future and current leaders of the organization.
2. In March of even numbered years, the NCURA President will ask that the Regional Chair submit the names of two candidates from Region II, along with a short bio for each, to be considered by the Board for membership on the National Nominating and Leadership Development Committee.
 3. The Regional Steering Committee, through the Chair of the Leadership Development and Nominating Committee, identifies individuals from the membership for the position. The nominees must be knowledgeable about NCURA, its mission, and its diverse membership, and should have some type of experience at the National level on program, standing, or ad hoc committees.
 4. Bios are normally due to the National President in May of each even-numbered year for final consideration by the National Board of Directors.
 5. Terms are for two years, beginning January 1 of the following year.

G. Regional Meeting

1. *Site Selection*
 - a. The Site Selection Committee is tasked with identifying possible sites to hold the Regional Meeting. Sites should be selected as much in advance as possible to allow for proper preparation time and for the possibility of gaining a better-negotiated room rate.
 - b. The Site Selection Committee shall convene in January to begin discussions regarding the site of the Regional Meeting to be held the following year.
 - c. The Site Selection Committee shall collect relevant information for multiple host options within at least two cities, including, but not limited to, room rates, food and beverage minimums, and A/V costs.
 - d. The Site Selection Committee, through the Region Chair-Elect or Treasurer-Elect, shall share host information with the Regional Steering Committee no later than April 1, and, in consultation with the Regional Steering Committee, and no later than May 1, the Site Selection Committee shall select at least two finalist cities to host the Regional Meeting the following year.
 - e. Immediately following their selection, the Region II membership shall vote on the finalists to determine which option is preferred, and the chosen host city shall be announced to the membership no later than the Annual Meeting in the year prior to the Regional Meeting in question.
 - f. Notwithstanding the above, the Steering Committee may overrule the vote of the membership for the location of a particular Regional Meeting in the event of extenuating circumstances.
 - g. The hotel contract is negotiated by the Regional Treasurer, in consultation with the Region Chair, and sent to the National organization, allowing at least five (5) business days for review, prior to signature by the Treasurer.
2. *Regional Meeting Program Chair Selection*
 - a. The Regional Meeting Program Committee has a Meeting Chair and Co-Chair. The Co-Chair becomes the Chair for the following year's Regional Meeting.
 - b. The selection of the Co-Chair should come shortly after the site announcement, and shall be made by that Regional Meeting's Chair, in consultation with the

Steering Committee.

3. *Regional Meeting Program Committee*
 - a. A suggested timeline for the activities of the Regional Meeting Program Committee can be found in Appendix A. If the Regional Meeting is held at a different time of year, the timeline should be adjusted accordingly.
4. *Program Expenses*
 - a. Any costs that the Region must commit to in relation to the program must be reviewed and approved by the Chair, in consultation with the Treasurer, to assure adequate funds are available.
 - b. The Treasurer will complete a Profit/Loss Statement for the Regional Meeting within ninety (90) days of the end of the Regional Meeting.
 - c. Speaker Funds: The National organization provides each Region up to \$500 for assistance in obtaining speakers for the Regional Meeting.
 - i. If the Region wishes to make use of speaker funds, the Regional Chair should notify the National organization as soon as that person has been identified (but no later than thirty calendar (30) days in advance of the meeting) with a letter from the Regional Chair to the NCURA Executive Director.
 - ii. After the meeting, the National organization will reimburse the Region for funds expended for the speaker, up to \$500. Supporting documentation for the funds expended should be sent to the NCURA Director of Finance, who will then reimburse the Region.
 - iii. The speaker fees can be used for both an existing NCURA member from outside of the Region or for a non-member from any area.

H. Regional Professional Development Workshops

1. The Professional Development Committee is tasked with developing or determining for approval by the Regional Steering Committee the topics of the Regional Professional Development workshops, the budget for each workshop, participant registration fees, and the amount of the honorarium paid to workshop presenters and coordinators.
2. The Professional Development Committee will review and approve the curriculum for the Professional Development workshops. The Professional Development Committee also obtains review and approval for any new Regional workshops as required by the Administrative Procedures of the National organization.
3. Full-day or half-day Regional Professional Development Workshops will be offered as determined by the interest and needs of the Regional membership, on dates that do not coincide or conflict with the Regional Meeting or the Annual Meeting, in different geographical areas of Region II.
4. All efforts will be made to ensure each workshop will be self-financed through registration fees, sponsorships, and in-kind or donated support. Funds that remain after paying all the expenses related to a workshop shall revert to the Region. Expenses may include facility costs (up to \$1,000, unless otherwise agreed to by the Steering Committee); refreshments and meals, supplies and resources to support the workshop; honorarium to the workshop presenters, logistics coordinator, and financial coordinator; expenses related to the

collection and management of registrations and registration fees; and expenses related to the travel, room, and board of the workshop presenters. All travel expenses will be reimbursed in accordance with the [NCURA Travel Reimbursement Policy](#) in effect at the time the travel occurs, and receipts and documentation must be submitted to support expenses in accordance with the aforementioned policy, as well as may be requested by the Regional Treasurer.

5. Workshops should be limited to a maximum of two PDC faculty unless otherwise approved by the Regional Steering Committee. The honorarium amount for workshop presenters is set by the Region II Steering Committee, upon recommendation by the Professional Development Committee, and shall be a reasonable amount. It is expected that the honorarium amount for each faculty member shall not exceed \$1,000 for a full day workshop, unless otherwise approved by the Regional Steering Committee.
6. The Chair of the Professional Development Committee shall solicit feedback from the Regional Steering Committee regarding registration fees and budgets for any workshop.
7. The Regional Treasurer will be responsible for reviewing, approving, and paying all expenses related to each Regional Professional Development Workshop. As needed, the Regional Chair, the Chair of the Professional Development Committee, and those associated with the workshops will provide information, advice, and support to the Regional Treasurer concerning expenses related to the workshops. The Regional Treasurer will complete a Profit/Loss Statement within thirty (30) days after the end of the workshop, which shall be shared with the Professional Development Committee and the Chair of the Region. After each Regional Professional Development workshop, the Professional Development Committee designee (usually the Regional Treasurer) will submit reports as required by the NCURA Administrative Procedures pertaining to Regional Workshops and Training Programs.
8. The Professional Development Committee will assess the outcomes of the workshops as they occur and will implement changes as needed for subsequent workshops as needed. The Chair of the Professional Development shall further initiate a review of the Region's workshop overall offerings each January to determine whether any changes should be made that year with respect to topics offered or procedural policies.
9. The Chair of the Professional Development Committee will provide reports on the Committee's activities to the Regional Chair and the Regional Steering Committee on the outcomes of the Regional Professional Development Workshops with related information on a regular basis.
10. The Regional Steering Committee shall work with the Professional Development Committee to ensure that workshops are scheduled and budget consistent with the goals and within the parameters of Region II.
11. Unless otherwise authorized by the Regional Steering Committee, each institution that hosts a Regional Workshop shall be entitled to two (2) free registrations to that particular workshop.

I. Leadership Training

1. The Leadership Development and Nominating Committee is charged with providing resources to enlist and support current and possible Regional officers and committee chairs.
2. The Leadership Development and Nominating Committee will host a concurrent session

at each Regional Meeting discussing the leadership structure of the Region and providing background as to the roles and responsibilities of each of the Region's officers and committee chairs.

J. Contract review process

1. At the earliest possible date, all contracts should be forwarded to the Regional Treasurer and Regional Chair for review and approval. Areas of activity that fall under this category include, but are not limited to:
 - a. Hotel and lodging for the Regional Meeting;
 - b. Use of facilities for PDC workshops;
 - c. Purchase of goods/services; and
 - d. Entertainment for the Regional Meeting.
2. The Treasurer will send each contract to the National organization for review prior to signature, and will allow at least five (5) business days for National to review the contract. Further negotiation may be required based upon recommendations from the National organization.
3. After review by the National organization and final negotiation:
 - a. If the contract value is under \$10,000, the Regional Treasurer will review for final approval; or
 - b. If the contract value is or exceeds \$10,000, the Regional Treasurer and Regional Chair will review for final approval.
4. Once all terms have been agreed to between the parties, the Regional Treasurer will execute contracts on behalf of Region II.
5. All invoices and/or reimbursements will be approved by the Chair prior to payment. If the Chair is not available the Immediate Past-Chair will approve on the Chair's behalf.

Appendix A
Regional Meeting Timeline

<p>February/March</p>	<ul style="list-style-type: none"> • Schedule first conference call with Program Committee • Setup weekly call for the Program Committee • Draft budget for conference • Start pulling together sessions/workshop/discussion group ideas • Start planning workshops • Develop theme for meeting • eBlast promoting meeting, announcing theme and dates • send out template/survey/questionnaire to members for session/workshop/discussion group suggestions • Follow up with vendors from National using template invitation • Fun Committee - start planning activities for meeting • Plenary speaker in place, update regional websites to include information • eBlast to Membership and Subregions to advertise meeting
<p>March/April</p>	<ul style="list-style-type: none"> • Program Development volunteers break into smaller track groups and start meeting • Other committees get chairs and start meeting regularly to report session ideas and plans • Update regional meeting websites to include conference pages and workshop & plenary speaker descriptions • Workshops finalized (mostly) and standard format sent to speakers • Workshop descriptions needed • eBlast to Membership and Subregions to advertise meeting with most up-to-date info
<p>May</p>	<ul style="list-style-type: none"> • Track chairs update full committee on sessions received and other sessions suggested by committee • eBlast to Membership and Subregions to advertise meeting with most up-to-date info
<p>June</p>	<ul style="list-style-type: none"> • Finalize meeting costs – workshops, early bird, same day registration, guests at fun events • Finalize vendor costs and sponsorship levels and send template email to vendors who are attending • Start filling holes in program and set schedule, starting with the first day of conference breakfast, business meeting and plenary speaker and meeting room assignments • Start to work on event app • Send schedule to plenary speaker • Develop program cover • Preliminary program drafted (holes and all) • Draft preliminary program should be published on website • Website up-to-date with program, plenary speaker promo, and hotel information and link • Registration information on-line

	<ul style="list-style-type: none"> • eBlast to Membership and Subregions to advertise meeting with most up-to-date info
July/August	<ul style="list-style-type: none"> • Plan and order give-aways in July to hand out at Annual Meeting to advertise • Keep working on holes in program, firm up speakers, meeting room assignments • Continue working on entering all information in event app • Track Chairs send emails to session/discussion group speakers using template memo, attaching Region II PowerPoint template, with deadline for receipt of presentation materials and AV needs • Evaluation subcommittee reviews, updates evaluations in preparation for meeting • eBlast to members and Subregions to promote meeting and remind membership of early bird savings and that hotel is filling up • Be prepared to list alternative hotels for attendees on website • Attendee packets - plan contents, including vendor, sponsor information
August	<ul style="list-style-type: none"> • Plan meals at hotel • Check AV needs in speaker rooms • Check vendor areas and finalize IT needs for them • Plenary speaker: send out final schedule and provide support • Finalize program • Continue working on entering all information in event app • Order ribbons (remember past officers, both national and regional) • Site volunteers requested for registration, AV, etc. • Transportation to events, if needed – buses? • Are there any special needs? • Have “secret” website set up to post all of the non-workshop sessions for attendee’s download
September/October	<ul style="list-style-type: none"> • Follow-up with speakers re: presentation materials – must have at least 2 weeks before conference to post on “secret” website • Post all non-workshop presentation materials on “secret” website • Final program on regional websites • Continue working on entering all information in event app • Final run through of room assignments, AV needs, table placement, etc. • Final head count of attendees, meal counts, event attendees and guests (National Registration should be cut off a week or two before the meeting to ensure an accurate number of registrants) • Cell phones of all attending Planning Committee members to program chair • Emergency plan for on-site

Appendix B

Professional Development Committee Expectations

Committee Member

- Attend and participate in monthly conference calls (all members)
- Act as secretary and take minutes for each meeting (all members, rotating)
- Act as logistics coordinator for at least one workshop each year (all members, excluding Regional Meeting Chair/Co-Chair if they are on the PDC)
- Market workshops (all members)
 - Advertising planned workshops
 - Outreach to book new workshops
- Show up at a workshop at the start/lunch/end to intro the PDC, talk about offerings, etc. (all members, where geographically possible)
- Attend a Chatterbox post-workshop (all members, where geographically possible)
- Serve as a member of the Region II Steering Committee (Chair)
- Present activities and overview of PDC at Annual and Regional meetings (Chair or Co-Chair)

Logistics Coordinator

- Speak with host institution as to whether the workshop can be offered towards continuing education credits for their institution. Use this in marketing.
- Work with host institution point-of-contact to secure a location where the workshop can be held
 - Communicate the needs of the PDC faculty (e.g., laptop, microphones (specify #), stools, table)
 - Determine the setup for the room (e.g., crescent rounds or classroom style, etc) based on the anticipated number of attendees
 - Inquire if any specific parking instructions should be communicated to faculty or attendees
 - Review/negotiate institutional agreement, if required by the host institution, and coordinate with National for their review as well
 - Attempt to negotiate a reduced A/V/room fee, if necessary
 - If breakfast/lunch will be offered, obtain a menu of items from the host institution's POC and determine the most cost-effective selections for each meal
 - Maintain periodic contact with the host institution's POC to keep the individual abreast of registration numbers
- Create electronic registration form from existing template and share with the Secretary of the Region so it can be posted on the Region II website, in addition to the general announcement
- Work with host institution and Chair of the Region to develop an e-blast that is sent to Region II membership at least four weeks before the workshop, which includes workshop information and a link to the registration form.
- Work with Region II members in workshop location so that area members can also be specifically targeted by email

- Work with PDC faculty and determine a point in time when workshop materials need to be sent to the Logistics Coordinator so he/she can share with attendees via e-mail, and send workshop materials to attendees at least 2 business days prior to the workshop
- Coordinate with Regional Treasurer to ensure that honorariums are presented to the faculty on the day of their workshop
- Develop workshop materials:
 - Handouts and slides for the workshop participants are developed by the faculty but are printed out by the hosting institution
 - Attendance sheet should be distributed and collected at the workshop
 - Certificates of Attendance are delivered electronically post-workshop to those registrants who attended the workshop
- Responsible for coordinating all of the feedback from the workshop, including developing and distributing electronic surveys to attendees (developed in Region II SurveyMonkey account)
- Work with the Chair of the Region to ensure a *Thank You* letter is sent to the host institution no later than one week after the event takes place.