



Organizational Bylaws
Ratified, September 2, 2016

I. Mission

The Northwestern University Research Administration Professionals (NURAP) brings together NU staff from across the university with the aim of improving institutional cohesiveness in research administration and fostering professional excellence among its members. As scholarly inquiry becomes increasingly collaborative, NURAP endeavors for a diverse membership of research support professionals in departments, divisions, centers, schools and central administration units. With an emphasis on operations and organizational management, NURAP will provide an educational forum to discuss current policies, exchange best practices/ideas and network. In this way, NURAP will strengthen the enabling infrastructure as described in *We Will. The Campaign for Northwestern* (Northwestern, 2014).

II. General Membership

Membership shall be open to any NU staff member, especially those whose job duties include any aspect of research administration as well as any who aspire to become a research administration professional.

III. Rules Governing Operation

A. Steering Committee

NURAP shall be guided by a Steering Committee composed of officers and general members. The Steering Committee shall have five standing subcommittees comprised of Steering Committee members – the Executive, Programming, Communications & Outreach, Continuing Education and Membership Subcommittees. Other subcommittees may be formed and disbanded as appropriate.

1. Steering Committee Meetings

- a. Steering Committee meetings shall be held no less than once every two months, during normal working hours.
- b. An effort shall be made to alternate between the two campuses at the discretion of the President and Vice President in concert.
- c. A meeting may be held in whole or by any combination of in-person, conference call or videoconference in incidents of *force majeure* or other extenuating circumstances.
- d. The President shall lead all meetings and provide an agenda.
- e. In the President's absence, the Vice President shall lead the meeting and assume the President's duties.
- f. Any member of the Steering Committee may request a special meeting. If such a request is made, the President and/or Vice President will determine the necessity of such a meeting in a timely manner.
- g. The President or, by proxy, the Vice President or Secretary, will notify all members of the Steering Committee no less than one week in advance of any meeting.
- h. A quorum is established when a majority, including at least either the President or Vice President, is present at the commencement of a committee meeting. A quorum cannot be established without the presence of the President or Vice President.

2. Steering Committee Membership

- a. The Steering Committee shall consist of eight to fifteen members with equal voting power.
- b. Additional non-voting *Ex Officio* members may be named by a majority of Steering Committee members and will serve on an as needed basis.
- c. Steering Committee Members shall serve for a term of two years, renewable for up to three consecutive terms.
- d. Steering Committee Membership should represent the full diversity of Research Administration Professionals on both campuses. This diversity is defined by, but not limited to, distinctions of campus location, job classification, functional area, gender, race, sexual orientation or belief.
- e. Members shall be permanent full-time and/or permanent part-time NU staff and have not less than one year's continuous service with the University by the date of appointment.
- f. New members must express a willingness to serve in terms of time and commitment and must provide written approval from their supervisor.
- g. Steering Committee members are expected to make every effort to participate in meetings. If multiple meetings are missed in one fiscal year, the Executive Committee may ask the steering committee to decide if the member in question should continue in their membership.
- h. If the Steering Committee membership drops below eight, the vacancy shall be filled in a timely manner and by a majority vote of the steering committee.
- i. New members or the retention of members shall be decided by a majority vote.

B. Officers/Duties/Terms of Office

The President, Vice President and Secretary of the NURAP Steering Committee shall be elected by a majority vote of the Steering Committee membership during Spring or Summer quarter and begin serving their terms at the start of the fiscal year. These officers shall be elected for a one-year term, shall have had at least one year of Northwestern University employment, and may be re-elected for up to three consecutive terms. Mid-term replacement of these officers can occur as needed due to sudden loss or prolonged absence by a majority vote of the Steering Committee members at a regular or ad hoc Committee Meeting.

1. The President

- a. The President shall preside over all regular and special meetings of the Steering Committee.
- b. The President shall produce an annual report at the end of each of his/her terms.
- c. The President shall represent NURAP on appropriate occasions; serve as the NURAP spokesperson, and work to secure funding for the organization.
- d. The President shall serve on any or all subcommittees at his/her discretion.
- e. The President shall, at the completion of his/her term(s) in office, continue to serve for a minimum of one year as a regular member of the Steering Committee with the title of "Immediate Past President". The Immediate Past President may be asked to serve on the Executive Subcommittee on an *Ex Officio* basis at the discretion of that subcommittee.
- f. The President shall monitor "old business" for items that require discussion at subsequent meetings.

- g. The President shall perform other duties as the Steering Committee should require of him/her.

2. The Vice President

- a. The Vice President shall assist the President in the performance of his/her duties.
- b. The Vice President shall serve on any or all subcommittees at his/her discretion.
- c. The Vice President shall reconcile the NURAP chart string monthly and communicate requests for goods and services to the Office for Research.
- d. The Vice President shall provide financial reports at regular Steering Committee meetings and as requested by the President and/or the Steering Committee.
- e. The Vice President shall perform the duties of the President in cases where the President is unavailable or incapacitated, at the discretion of either the President or the Steering Committee.
- f. The Vice President will serve as President in any case of sudden departure of the President, until the steering committee can vote on a replacement.

3. The Secretary

- a. The Secretary shall maintain the official copy of the organization's bylaws and its previous iterations.
- b. The Secretary shall keep a record of all proceedings of the Steering Committee and keep a file of those records.
- c. The Secretary shall distribute meeting minutes to Steering Committee Members in a timely manner.
- d. The Secretary shall maintain a file of all of the organization's reports, including annual reports, financial reports, subcommittee reports, and other official documents as designated by the Steering Committee.
- e. The Secretary shall assist the President and Vice President as needed with administrative and organizational tasks.
- f. The Secretary shall maintain the steering committee membership roster and make a copy available to any Steering Committee member upon request.

C. Meeting Procedures

1. Voting

Voting at meetings on matters of general business shall consist of a voice vote unless a motion is specifically passed for a hand and/or secret ballot. In some cases, a vote via email may be appropriate and should be handled by votes being sent via electronic mail to two named Steering Committee members or by the use of an online survey service, such as Survey Monkey.

2. Approval of motions

Matters of general business are approved by a majority of an established quorum. In the event of a tied vote, the President will be afforded an additional vote to break the tie.

3. Absentee Voting

Steering Committee members may submit a written or emailed absentia ballot for any matter requiring approval by Steering Committee vote that has been distributed for review prior to a regular or special meeting. Absentia ballots shall be received by the Secretary no less than 24 hours prior to the scheduled meeting.

D. Standing Subcommittees

1. General

- a. Each standing subcommittee should be co-chaired by a Steering Committee member from each campus.
- b. There will be five standing subcommittees: executive, programming, membership, continuing education and communications & outreach.
- c. Standing subcommittees shall report their activities to the Steering Committee at each meeting using the template provided by the Secretary.
- d. Each standing subcommittee is responsible for preparing an annual report summarizing their work for the year which may contain recommendations for further action.
- e. Each subcommittee shall meet as it deems necessary. Each subcommittee shall be responsible for setting its agenda and goals.
- f. The leadership of each subcommittee may, at its discretion, call for volunteers from the general membership for service as ex-officio advisory members on their subcommittees as needed.

E. Adoption of Amendments

Proposed amendments to these by-laws shall be made by a majority vote at a Steering Committee meeting. Proposed amendments must be distributed in writing to the Steering Committee at least one week before the meeting.