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***SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL***

***BYLAWS OF THE WESTERN SECTION***

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**ARTICLE I NAME AND AFFILIATION**

- Section 1** The name of this organization is the Western Section of the Society of Research Administrators International (hereinafter referred to as the "Section").
- Section 2** This organization is established as a Section of the Society of Research Administrators International (SRAI) and shall be governed by, and function as a subgroup under the Bylaws thereof.

**ARTICLE II PURPOSE**

- Section 1** This Section is organized in furtherance of the basic purposes of SRAI, and in addition:
- a. To consider local issues and opportunities affecting Section members and to promote mutual assistance among Section members;
  - b. To carry out functions to foster communication, education, understanding and friendship among research administrators in this Section;
  - c. To carry out other purposes, as determined by the membership, which are not in conflict with the SRAI Bylaws.

**ARTICLE III MEMBERSHIP**

- Section 1** All members of SRAI in good standing whose research administration activities are within the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming shall be members of the Section.
- Section 2** Initially, an SRAI member will be assigned to be a member of a Section based on their geographical location. However, a member

may elect to affiliate with a different Section of SRAI by notifying SRAI headquarters of this election in writing, but may be a voting member of only one Section at a time.

## **ARTICLE IV OFFICERS**

**Section 1** The officers of the Section shall be: President, President Elect, Immediate Past President, Secretary and Treasurer.

**Section 2** The term of office for the President, President Elect and Immediate Past President shall be one year. The election of the Secretary and the Treasurer shall be held in alternate years and each will continue for a period of two years. The President Elect shall succeed to the office of the President and the retiring President will likewise succeed to the office of Immediate Past President.

**Section 3** A vacancy in the office of President shall be filled by the Immediate Past President, who shall serve the remainder of the unexpired term. If the Immediate Past President is not able to serve, the Executive Committee shall select a member to serve the remainder of the unexpired term.

Whenever a vacancy occurs with more than four months remaining in an unexpired term of the offices of the President Elect, Secretary or Treasurer, the President shall coordinate with SRAI headquarters to conduct a special election of the section membership to fill the vacancy. If less than four months remain in an unexpired term of any of these offices, the vacancy shall be filled by a qualified Section member appointed by the Section President with the concurrence of the Executive Committee and the SRAI President, until the next scheduled election.

**Section 4** Duties and qualifications of the Section Officers are those commonly associated with the offices. Terms and additional conditions shall be as follows:

- a. The President's term of office begins upon completion of the term as President Elect at the close of business of the Annual Section Business Meeting. The term of office of the President shall terminate at the close of the next Annual Section Business Meeting.
- b. The President Elect's term of office begins at the close of the Annual Section Business Meeting at which the election results

are announced, and continues to serve until the close of the next Annual Section Business Meeting, automatically becoming Section President upon completion of term as President Elect.

Candidates for the position must have been a member of SRAI for at least three years at the time of nomination, and it is recommended they have served on at least one Section or International Program Planning Committee, or served as Secretary or Treasurer for the Section, or served as President of a Chapter.

- c. The Immediate Past President's term of office begins at the close of the Annual Section Business Meeting at which he/she has served as President, and continues for one year until the close of the next Annual Section Business Meeting.
- d. The Secretary's term of office begins at the close of the Annual Section Business Meeting at which the election is announced and serves for two years thereafter.

Election to office shall be held biennially in years during which the election for the Treasurer position is not held. It is recommended nominees for Secretary have been a member of SRAI for at least two years at time of nomination.

- e. The Treasurer's term of office begins at the close of the Annual Section Business Meeting at which the election is announced and serves for two years thereafter.

Election to office shall be held biennially in years during which the election for the Secretary position is not held. It is recommended nominees for Treasurer have been a member of SRAI for at least two years at time of nomination.

**Section 5** Unless previously excused, Section Officers shall be required to participate in 75% of all Section business (i.e. section meetings, planning calls) held during any calendar year in order to retain his/her position.

Officers failing to meet these standards will be contacted by the Section President (or in the case that the President is out of compliance, the Immediate Past President) in writing via email and/or hard copy, and asked to offer reasonable explanation within thirty (30) days of notice as to why they have not been able to fulfill their duties and whether they reasonably expect to be

able to do so moving forward for the duration of his/her elected term. If it will not be feasible for the officer to fulfill his/her duties, the President, in consultation with the executive committee will review the matter and decide whether to ask for the officer's resignation or if necessary, remove him/her from office. (See Article IV, Section 3 for filling a vacancy.)

## **ARTICLE V ELECTION OF OFFICERS**

- Section 1** Each year, SRAI will send out a call for nominations for open positions in the Section, advising members of their right to submit nominations for themselves or others, and including the deadline and requirements for submission. The Section Nominations Committee shall nominate at least one member in good standing with SRAI for the office of President Elect and, in alternating years as described in Article IV, Section 2, at least one member for the offices of Secretary or Treasurer, to be filled by election. Wherever possible, two or more candidates should be nominated for elected positions. Prior to election, the committee shall verify each candidate's capability and willingness to serve.
- Section 2** All nominations must include a written statement that the candidate has the capacity and willingness to serve if elected to the position.
- Section 3** All nominations must be received by the deadline set in the SRAI call for nominations. SRAI will send out ballots to all members in good standing of the Section allowing a minimum of 14 days for voting.
- Section 4** Voting and certification of the election shall be conducted in accordance with SRAI policies and procedures. The Chair of the Nominations Committee, in collaboration with SRAI headquarters staff, shall be responsible for certifying, reporting and documenting the election results.
- Section 5** The results of the election may be reported to the Executive Committee any time after certification, and shall be reported to the membership at the Annual Section Meeting. In the case of tie votes, the selection shall be made by the Executive Committee by means of a secret ballot. All votes shall be available for audit by any SRAI member and shall be held for said purpose for at least thirty (30) days following the close of the Annual Section Meeting, after which they may be destroyed.

## ARTICLE VI CHAPTERS/INTEREST GROUPS

**Section 1** **Purpose.** The Section and SRAI recognize the importance of and encourages the establishment and support of Chapters. Chapters are subunits of SRAI and the Section designed to provide more frequent and local opportunities for members to participate in activities related to research administration. A list of the current Chapters of this Section is included as an addendum to these Bylaws. The addendum shall be updated when a new Chapter is formed or when a Chapter is dissolved in accordance with these Bylaws.

**Section 2** **Members.** Section Chapters serve a specific geographic area within the state boundaries of a Section. Full Members of a particular Section are also considered to be Members of a Chapter in good standing based on geographical location. A Section Member may elect to affiliate with any Chapter by submitting this information to SRAI headquarters in writing but shall have a vote in only one Chapter annually.

**Section 3** **Establishment.** An SRAI member in good standing may submit a statement of interest to Section leadership proposing formation of a Chapter as a Subgroup in accordance with SRAI Bylaws. The statement shall provide the proposed name of the Chapter, a brief discussion of the purpose for formation, the geographical areas to be covered by the Chapter, the identification and contact information for the founding leaders of the Chapter who will provide direction and governance of the Chapter prior to a Chapter's first election, and a summary of the estimated membership numbers or number of research institutions with research administrators that are anticipated to participate in Chapter activities. Section leadership shall make an initial assessment of the statement of interest in coordination with the SRAI Treasurer and the member of the Board of Directors assigned as the primary liaison on the Board for Section and Chapter Presidents. If formation is feasible based on resources available and viability of the statement of interest, Section leadership shall submit the proposal to Section Members for a vote at its next available business meeting. If approved by Section Members, the Section shall include in its next SRAI Board Report an action item for the SRAI Board of Directors requesting approval for formation of a new Chapter. The Chapter will be considered formed upon an affirmative vote of the SRAI Board.

**Section 4** **Governance.** Chapters shall within one year of initial formation, hold an election to fill positions for a President, a Secretary and a Treasurer position. Thereafter, an annual election shall be held for

President Elect of the Chapter who will become Chapter President at the end of their one year President Elect term. Collectively, these positions will serve as the Executive Committee for the Chapter. The President will serve a one year term and then will become Immediate Past President for an additional year. The positions of Secretary and Treasurer shall be elected separately, if feasible, but may be combined if necessary. The Secretary and Treasurer will each serve a two year term, with elections for these positions held in alternating years, if held by separate members. The Executive Committee may nominate members in good standing to run for office or members may self-nominate by providing the Executive Committee a statement of willingness to serve. Elections will be held in accordance with SRAI procedures.

**Section 5** **Vacancies.** In the event of a vacancy in the President's position, the Immediate Past President will serve until the vacancy is filled by the incoming President Elect. In the event of a vacancy in the President Elect position, a Special Election shall be held as soon as possible upon the position becoming vacant. In the event of a vacancy in the Secretary and Treasurer positions, the President, with approval of the Executive Committee shall appoint a member in good standing to serve the remainder of the vacated position's term. All officers of the Chapter shall be Full Members in good standing of SRAI.

**Section 6** **Roles and Responsibilities.** The President of the Chapter will preside over the Chapter Executive Committee which includes the President, Immediate Past President, President Elect, Secretary and Treasurer positions. The President will also serve as Chair of the Program Committee for the Chapter's annual meeting and other Chapter activities. The President Elect will serve as Vice-Chair of the Chapter Program Committee. The Immediate Past President will serve on the Section's Nominations Committee and will assist in identifying nominees for Chapter leadership positions. The President will appoint Chapter Members to activities and Committees as identified to meet Chapter and Section needs. The Secretary will prepare meeting minutes and the Treasurer will prepare budget and financial reports for inclusion in the Section's Board meeting reports.

**Section 7** **Meetings and Activities.** The Chapter is encouraged to conduct at least one annual meeting in its geographical region in accordance with SRAI meeting guidelines. The Chapter will also conduct a business meeting at the Section Annual Meeting. The President may call a Special Meeting by providing members 30 day notice of the time, place and purpose of the meeting. Meetings may be in person

or held by electronic means. Other professional development, networking and local engagement of SRAI members is encouraged on an ongoing basis in coordination with the Section.

**Section 8** **Dissolution of Chapters.** A Chapter may be dissolved with a two-thirds vote of a quorum of Chapter Members at a Chapter Meeting and concurrence of the Section's Executive Committee.

## ARTICLE VII COMMITTEES

**Section 1** **Executive Committee.** The Executive Committee shall be the governing body of this Section. It shall be composed of the officers of the Section (see Article IV), the Presidents of Chapters duly organized in the section in accordance with Article VI, and the appointed representative from the Section to the SRAI Bylaws Committee and the SRAI Membership Committee. The Section President shall act as Chair and a simple majority shall constitute a quorum. Meetings of the Executive Committee shall be called by the President or by a majority of the members of this committee.

Upon request of any member of this committee, any action contemplated or taken shall be referred to the membership for approval.

**Section 2** **Nominations Committee.** The Nominations Committee shall seek, review, and recommend qualified candidates to run for office for any vacant position to be filled at a regular election. This includes the President Elect position on an annual basis and the Secretary and Treasurer positions every two years, alternating as set forth in Article IV, Section 2. The Nominations Committee shall consist of the Immediate Past President of the Section, who shall serve as Chair, and additional members as deemed necessary by the Executive Committee to fulfill the duties of the committee.

If the Immediate Past President is not able to serve as chair of the Committee, the President shall select a chair from the membership of the Section.

**Section 3** **Program Committee.** The Program Committee is responsible for Section Meeting program development. The Committee works with SRAI headquarters staff on the facility planning and logistics for the meeting location/venue. Operational procedures are in accordance with SRAI policies and procedures. The Committee shall be chaired by the current President and the President Elect will serve as Vice-

Chair. Additional members may be appointed as deemed necessary to fulfill the duties of the committee.

**Section 4** **Other Committees and Appointments.** Other Section Committees as deemed necessary shall be appointed by the President with approval of the Executive Committee. The President shall have the authority to make appointments to SRAI committees and task forces as requested by SRAI.

## **ARTICLE VIII MEETINGS**

**Section 1** There shall be an annual meeting of the Section. It shall be held within the first six months of the calendar year. The membership shall be notified of the time and location no later than thirty (30) days prior to the scheduled start of the meeting.

**Section 2** There may be other meetings of the Section subject to approval by the Executive Committee.

## **ARTICLE IX FINANCE**

**Section 1** A financial report of the Chapters and Section shall be presented by the Section Treasurer at the Annual Section Meeting and additionally as determined by the Executive Committee.

**Section 2** Sections will submit an annual Section and Chapter budget to the SRAI Treasurer to be included in the SRAI Budget approved by the Board of Directors and shall provide an annual report regarding use of any discretionary funds and the outcome of those funded activities.

## **ARTICLE X AMENDMENTS**

**Section 1** Amendments to these Bylaws must be proposed by:

- a) the Executive Committee,
- b) the SRAI Bylaws Committee either of its own accord or at the direction of the SRAI Board of Directors, or
- c) a petition signed by at least 10% of the members of the Section and submitted to the Secretary, who will forward the proposal to the SRAI Bylaws Committee no less than sixty (60) days prior to any duly noted meeting of the SRAI Board of Directors.



**Section 2** Proposals shall be considered by the Bylaws Committee and submitted with a recommendation for action to the SRAI Board of Directors thirty (30) days prior to a Board of Directors meeting. The Board of Directors shall provisionally approve amendments to Section Bylaws, and submit them back to affected sections for final approval no less than forty-five (45) days prior to a duly noted Section meeting.

**Section 3** These Bylaws may be amended when proposed and processed as stipulated in Sections 1 and 2, above, and presented at any regular or special meeting of the Section by a two-thirds vote of the members present and voting, provided that notice of this meeting, purpose thereof and copies of the proposed amendment are sent to each member no less than thirty (30) days prior to the meeting. Any written statement from any member not present pertaining to a proposed amendment shall be presented to the section prior to submission of the proposed amendment for passage.

**Section 4** Upon passage of such an amendment, the SRAI Board of Directors shall be notified of the action. It shall become effective at the time of adoption.

## **ARTICLE XI ADOPTION**

**Section 1** These Bylaws will be adopted by a two-thirds vote of the members present and voting at any regular or special meeting called for this purpose, provided that notice of the meeting, the purpose thereof, and copies of these Bylaws are sent to each member no less than thirty (30) days prior to that meeting. When adopted by the Section, these Bylaws will become effective upon ratification by the SRA Board of Directors.

Ratified: May 8, 2002, at the Western Section Annual Meeting held in Tucson, Arizona

Updated 10/30/2013

Adopted as revised at the October 15, 2017 business meeting of the Western Section, Vancouver, Canada.

Ratified October 18, 2017, by the SRA International Board of Directors, October 2017, Vancouver, Canada.