

SOCIETY OF RESEARCH ADMINISTRATORS

CHAPTER BYLAWS

ARTICLE I. NAME

The name of this organization shall be the **Alabama** Chapter, a chapter of the Society of Research Administrators International, Inc., herein referred to as SRA International.

ARTICLE II. TERRITORY

The geographic area of this chapter is the **State of Alabama**.

ARTICLE III. PURPOSE

The purpose of this society shall be to improve the efficiency and effectiveness of the administration of research by supporting SRA International in:

Section 1 The exchange of information among SRA members through personal relationships, presentations, discussions, formal and informal meetings and publications.

Section 2 The education and professional development of SRA members.

Section 3 The development and promotion of professional standards.

Section 4 The improvement of the interface between research and its administration.

Section 5 Research in the area of administration of research.

Section 6 Such other activities as the membership shall adopt.

ARTICLE IV: MEMBERSHIP

Section 1 Membership shall be open to individuals who are interested in the field of research or sponsored project administration at any level and within any sector of the research community in the **Alabama** Chapter geographic area.

Section 2 Application for membership shall be made in accordance with adopted procedures and the payment of dues as prescribed by SRA International, the membership and these Bylaws.

Section 3 SRA members in good standing, whose research administration activities are within **Alabama** Chapter geographic area, shall be eligible to vote and participate in chapter meetings and functions.

Section 4 Membership may be terminated for cause by the Membership Committee of SRA International, with the direction of the **Alabama** Chapter President, President-Elect, and Treasurer.

Section 5 There shall be no discrimination due to age, sex, race, religion, creed, disability, or national origin.

ARTICLE V MEETINGS

Section 1 General meetings shall be held not less than annually. Special meetings shall be called by the President as necessary, provided a written notice of such action is sent to every member at least thirty days prior to the scheduled meeting date.

Section 2 Twenty-five percent of the voting membership shall constitute a quorum for the transaction of business.

ARTICLE VI OFFICERS

Section 1 The elected officers of the **Alabama** Chapter shall be a President, President-Elect, Immediate Past-President, Secretary and Treasurer.

Section 2 Only full members of SRA International shall serve as elected officers.

Section 3 **All Chapter officers shall hold office for two-year terms.** All officers shall take office at the close of the annual Chapter meeting at which the election of officers has taken place and is announced. Any one office shall not be held for longer than three consecutive terms by any one person.

Section 4 Election of officers shall be held annually according to the schedule noted in Article VI, Section 3.

- a. The Nominating Committee shall present a slate of candidates for each office.
- b. Recommendations for elective positions may be made to the Nominating Committee by written petition requiring signature of the nominee who must be a full member of SRA International. A letter of commitment/support from the

- nominee's institution is recommended but not required. The petition must be received by the Nominating Committee not less than sixty days prior to the annual meeting.
- c. The slate of nominees presented by the Nominating Committee shall be placed on a ballot which shall be distributed to all members.
 - d. Election shall be a majority of votes cast.
 - e. The President-Elect shall act as President in case of the absence, incapacity, or secession **of the President from the Alabama Chapter.**
 - f. A vacancy in the office of President-Elect, Secretary or Treasurer shall be filled by an eligible **Alabama** Chapter member appointed by the Chapter President in consultation with the Executive Committee.
 - g. The President-Elect shall automatically become President at the end of their term as President-Elect.
 - h. The President shall automatically become the Immediate Past-President at the end of their term as President.
 - i. Members cannot hold more than one elected office concurrently.

ARTICLE VII COMMITTEES

The following shall be the Standing Committees:

- Section 1** Executive Committee. The Executive Committee shall be the governing body of the Chapter. It shall be composed of the President, President-Elect, Immediate Past-President, Secretary, Treasurer and the Chairs of the Standing Committees.
- Section 2** Nominating Committee. The Nominating Committee for each coming year shall consist of at least three members. One member shall be outgoing president of the Chapter. The other members will be selected by the Executive Committee.
- Section 3** Membership Committee. The Membership Committee shall be composed of a Chair appointed by the President and additional members appointed by the Chair.
- Section 4** Program Committee. The Chair of the Program Committee shall be the President and additional members appointed by the Chair.
- Section 5** Ad Hoc Committees. Ad Hoc Committees shall be appointed by the President with the approval of the Executive Committee, as deemed necessary.
- Section 6** Chairs of all Committees shall be active members of the Chapter.

Section 7 The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII DISSOLUTION

If this Chapter is dissolved at any time by formal action or default, all assets of the Chapter shall revert to SRA International.

ARTICLE IX PARLIAMENTARY PROCEDURES

Section 1 The Chapter shall conduct its business and meetings in accordance with *Robert's Rules of Order, Newly Revised*, except where such rules may be in conflict with the Bylaws of SRA International, the policies and procedures of SRA International, the Bylaws of the **Southern** Section or the adopted policies and procedures of the **Alabama** Chapter.

ARTICLE X AMENDMENTS

Section 1 Proposed amendments to these Bylaws must be submitted to the Executive Committee of the Chapter at least sixty days prior to the Annual Meeting.

Section 2 The Executive Committee shall review all proposed amendments and submit its recommendations to the membership of the Chapter no less than thirty days prior to the meeting.

Section 3 The proposed amendments shall be adopted by a two-thirds vote of the members present and voting at the Annual Meeting of the Chapter.

Section 4 Upon passage of such an amendment(s) it shall be submitted to the SRA International Board of Directors for ratification through the President of the Southern Section. It shall become effective at the time of ratification.

ARTICLE XI ADOPTION

The Bylaws shall be adopted by a two-thirds vote of the members present and voting at any regular or special meeting of the Chapter called for this purpose, provided that notice of the meeting, the purpose thereof, and copies of these Bylaws are sent to each member prior to the meeting. When adopted by the Chapter, these Bylaws shall become effective upon ratification by the SRA International Board of Directors.