

# MSERA OPERATIONS MANUAL

## Introduction

### ***Purpose of the Manual***

The *Operations Manual* is designed to assist elected Officers and Directors to fulfill the duties and responsibilities of their respective offices. The *Manual* or sections of the *Manual* also provide guidance to committee chairs and other specially appointed members to assist them in successfully completing their assigned tasks.

### ***Organization and Contents of the Manual***

The *Manual* is organized to address major operational components of the Association. The introduction provides a brief history and describes the purpose of the organization.

Section 1 provides an overview of governing Board of the organization. This section also addresses procedures for updating the *Operations Manual*.

A current copy of the Constitution and Bylaws is included in Section 2 of the *Operations Manual*. The Constitution and Bylaws are posted on the website.

Section 3 describes the selection procedure, terms of office, responsibilities, and of the elected and appointed Officers and Directors. Section 4 contains the duties and responsibilities of the standing committees.

Section 5 describes the Association's publications and responsibilities of the editors of these.

Section 6 describes the Mid-South Educational Research Foundation (MSERF).

The Appendices contain information to assist and support the operations of the organization and the functions of Officers, Directors, and Committees.

- A. Brief History of MSERA
- B. Installation of New Officers and Board Members
- C. Orientation for Newly Elected Officers and Board Members
- D. Distinguished Service Awards Selection Process
- E. Executive Director Evaluation Packet
- F. Distinguished Paper/Outstanding Thesis/Dissertation Awards Selection Process

- G. Board Meeting and Annual Meeting agenda Examples
- H. Budget Categories' Example
- I. Committee information
- J. Timelines and Reminders

## Section 1: Overview

The governing body or Board of MSERA includes the elected officers of the organization: President, Vice President/President-Elect, Secretary, Immediate Past President, and Directors. The Executive Director and Historian are ex-officio non-voting members of the Board. The President, Vice President/President-Elect, Secretary, and Immediate Past President shall constitute the Executive Committee of the Board. The Executive Committee meets at the call of the President of the Association. This committee has general supervisory responsibility for the affairs of MSERA between meetings of the Board. They also make recommendations to the Board on matters that affect the Association.

The Vice President/President-Elect and Secretary are elected at the Annual Meeting of the Association to terms of one year for the Vice President/President-Elect and two years for the Secretary. The Secretary is elected at the Annual Meeting during even-numbered years. The Vice President/President-Elect shall succeed automatically to the office of President for a term of one year upon completion of a term as Vice President/President-Elect or upon the occurrence of a vacancy in the office of President. Each officer shall serve until a successor assumes office except for the Vice President/President-Elect who would succeed to the office of President due to a vacancy in the office.

Elected Officers and Directors are eligible for reelection to the offices they hold for one additional term except the Vice President/President-Elect and the Graduate Student Director, who are restricted to one term. The Secretary is not restricted as to the number of terms of service.

The elective Officers and Directors of the Association are elected by secret ballot of the members attending and voting at the business session of the Annual Meeting of the Association with the exception of the State Directors. State Directors are elected by a vote of the members of the Association who are from the state to be represented by the Director. A majority (50% plus one) of the votes cast shall be required to elect Officers and Directors, except for the At-large Directors. A plurality (most votes received of all votes cast for the office) of the votes cast on ballots for Directors At-large shall be required for election.

Once the officers are elected and announced to the membership, they must be installed. The installation ceremony and wording is included in Appendix B.

In a case of a vacancy in the office of Secretary or among the Directors, the successor will be named by a majority vote of the Board of the Association. If a vacancy occurs in the office of Vice President/President-Elect, the office will be filled by election at the next Annual Meeting of the Association. Any person who is named to fill an unexpired term shall be eligible for election to the office to which the appointment is made.

Absence by a Board Member from two meetings during a term of office shall constitute grounds for declaring the office vacant. In such case, the Board determines the reasonableness

of the absences. If the Board deems that the absences are without merit, the office will be declared vacant. In the case of an elective office, except for the office of Vice President/President-Elect, the successor is named by a majority vote of the Board of the Association.

The Board of MSERA may remove a member of the Board, for good cause, by a two-thirds majority vote of the Board members present and voting at a regular or special meeting of the Board. One, but not the only, good cause is the failure to perform the duties of the office held by the member of the Board.

## **Section 2: MSERA Constitution and Bylaws**

### **CONSTITUTION AND BYLAWS OF THE MID-SOUTH EDUCATIONAL RESEARCH ASSOCIATION**

**(As Amended November 4, 2010)**

#### **CONSTITUTION**

##### **ARTICLE I**

##### **NAME AND MEMBERSHIP**

The organization shall hereafter be known as the Mid-South Educational Research Association. Any person who supports the purposes of the Association shall be eligible for membership and shall be an active member in this organization upon payment of annual dues as provided in the bylaws.

##### **ARTICLE II**

##### **PURPOSES**

The Mid-South Educational Research Association shall be a nonprofit incorporated educational organization whose purposes are to encourage quality educational research in the Mid-South and to promote the application of the results of quality educational research in the schools.

Said corporation is organized exclusively for educational and scientific purposes; i.e., as a nonprofit educational organization whose purpose is to encourage and provide results of quality educational research in elementary and secondary schools and in institutions of higher learning, including, for such purposes, the receipt of donations and books to further educational research and the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of

the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

In the event of dissolution of the corporation, any assets remaining after paying all liabilities shall revert to and become the property of an organization which is qualified under section 501 (c) (3) of the Internal Revenue Code of 1954 amended.

### ARTICLE III

#### INCORPORATION

The Association shall be incorporated upon provision of the laws of the State of Mississippi.

### ARTICLE IV

#### OFFICES AND TERMS OF OFFICE

**Section 1.a.** The governing body of the Association shall consist of a President, Vice President/President-Elect, Secretary, Immediate Past President, Directors, and Executive Director, who are members of the Association. These officials shall constitute the Board of Officers and Directors of the Association (hereafter called the Board of the Association). The term of office for each elected official shall begin on the first day of the calendar year following election to the Board of the Association.

b. The Directors shall consist of four members at large; one from among the representatives of local education agencies or state education agencies; one from among the representatives who are graduate students at the time of election; and one from each of the constituent states.

**Section 2.a.** The Officers of the Association who serve as Vice President/President-Elect and Secretary shall be elected at the Annual Meeting of the Association to terms of one year for the Vice President/President-Elect and two years for the Secretary. The Secretary shall be elected at the Annual Meeting during even-numbered years. The Vice President/President-Elect shall succeed automatically to the office of President for a term of one year upon completion of a term as Vice President/President-Elect or upon the occurrence of a vacancy in the office of President. Each officer shall serve until a successor assumes office except for the Vice President/President-Elect who would succeed to the office of President due to a vacancy in the office.

b. The Directors of the Association shall be elected for a term of two years. The Directors elected at large, the Director representing the local education agencies/state education agencies, and the Director representing the graduate students shall be elected at the Annual Meeting during odd-numbered years, and the Directors representing the states shall be elected at the Annual Meeting during even-numbered years. Each Director shall serve until a successor assumes office.

c. All elective Officers and Directors will be eligible for reelection to the offices that they hold for one additional term except the Vice President/President-Elect and the graduate student, who are restricted to one term, and the Secretary, who is not restricted as to the number of terms served.

d. In case a vacancy occurs in the office of Secretary or among the Directors, the successor to fill the vacancy shall be named by a majority vote of the Board of the Association. If a vacancy occurs in the office of Vice President/President-Elect, the office will be filled by election at the next Annual Meeting of the Association. Any person who is named to fill an unexpired term shall be eligible for election to the office to which the appointment is made.

**Section 3.** The Immediate Past President of the Association shall be an ex officio voting member of the Board of the Association and shall serve during the term of office of the successor as President.

**Section 4.** The Board shall appoint an Executive Director of the Association who will be an ex officio nonvoting member of the Board and will serve at the pleasure of the Board.

**Section 5.** The Board shall appoint a Historian of the Association who will be an ex officio nonvoting member of the Board and will serve at the pleasure of the Board.

**Section 6.** The President, Vice President/President-Elect, Secretary, and Immediate Past President shall constitute the Executive Committee of the Board. The Executive Director will serve as an ex officio non-voting member of the Executive Committee.

**Section 7.** The Officers, Directors, and Executive Director of the Association shall be residents of the constituent states during their terms of service on the Board, except that the Directors elected at large may be residents from within or outside the constituent states. Any vacancy on the Board that occurs as a result of a failure to comply with this requirement shall be filled in the manner prescribed herein for the respective office. The Officers, Directors, and Executive Director must be members of the Association in good standing during the time that they serve in their respective positions.

## ARTICLE V

### MEETINGS OF THE BOARD OF THE ASSOCIATION

The Board of the Association shall hold at least two meetings per year at sites designated by the President. One meeting shall be held for the purpose of outlining and planning activities for the Association's Annual Meeting including the program for the Association, approving the annual budget, approving changes in the constitution and bylaws, and discussing such other matters of business that need to be addressed at that time. The second meeting shall be held prior to the Annual Meeting of the Association for the purpose of finalizing program plans, acting upon

proposed changes in the constitution and bylaws, and conducting such other business as the President or other members of the Board may deem necessary.

## ARTICLE VI

### NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

**Section 1.a.** A slate of nominees for Officers and Directors to be elected at the Annual Meeting of the Association will be named by a committee appointed by the President and composed of equal representation from each of the constituent states.

b. Nominations for any position may be made to the committee by any active member of the Association, provided that the member secures (1) the written permission of the nominee and (2) the signatures of four other active members endorsing the nomination. The committee shall establish and announce a deadline for receiving nominations.

**Section 2.** The nominating committee shall announce the nominations for all positions, direct the preparation of ballots, and conduct the election. The President will announce the results of the election at the business session of the Annual Meeting of the Association. The Immediate Past President shall serve as chair of the nominating committee.

**Section 3.** The elective Officers and Directors of the Association shall be named by secret ballot of the members attending and voting at the business session of the Annual Meeting of the Association. A majority of the votes cast shall be required to elect Officers and Directors except for the Directors elected at large. A plurality of the votes cast on ballots for Directors elected at large shall be required for election.

**Section 4.** Each Director representing a constituent state shall be elected by the members of the Association who are from the state represented by the respective Director.

## ARTICLE VII

### MEETINGS OF THE ASSOCIATION

The Association shall hold an annual meeting at such time and place as is designated by the Board of the Association.

## ARTICLE VIII

### BYLAWS

The Association may adopt such Bylaws as are necessary for its operation by a majority of the active members present and voting at any Annual Meeting of the Association. Such Bylaws shall not be in conflict with the provisions of this constitution. Bylaws or their modification may be

proposed by an active member of the Board of Directors or any active member of the Association.

## ARTICLE IX

### AFFILIATIONS

A state research association whose members are desirous of promoting the purpose of this Association and sharing in its work may become affiliated with this organization as provided in the Bylaws.

## ARTICLE X

### AUTHORITY FOR CONDUCTING MEETINGS

**Section 1.** Robert's Rules of Order shall serve as the guide to be followed in conducting all regular and special meetings of the Association and the Board of the Association. At the beginning of each session, the President will name a parliamentarian to advise on all parliamentary questions during the meeting.

**Section 2.** This constitution shall go into effect immediately upon acceptance by a three-fourths majority vote of the members of the Board of the Association attending and voting at a regular Board meeting and by a three-fourths majority vote of the members attending and voting at a regular meeting of the Association.

## ARTICLE XI

### AMENDMENTS

**Section 1.** This constitution may be altered, amended, or repealed and a new Constitution or portions thereof may be adopted by a vote of two-thirds of the votes cast at an Annual Meeting of the Association or by a majority of the total voting power of the Association, whichever is less, provided that notice of any proposed revision has been mailed to every member of the Association at least thirty days prior to the Annual Business Session at which the revision is to be considered.

Revisions of this Constitution as provided above shall not be considered by the membership of the Association until such proposed revisions have been submitted to, reviewed by, and approved by the Board of the Association. Upon its election, in the case of conflict of interest or other special circumstances, the Board may choose to submit a proposed revision of the Constitution to the Association members without recommendation provided that the Board communicates the basis for this election to the members along with the proposed amendment. For the purpose of the review and recommendation by the Board, proposed revisions of the Constitution shall be submitted to the Board at any regular or special meeting. After review

and appropriate action thereon, the Board shall forward the proposed revisions to the membership of the Association for consideration. During its review and prior to forwarding the proposed revisions with its recommendation, the Board may make such editorial revisions as are necessary and appropriate.

**Section 2.** The activities of the Association shall be regulated by the Bylaws. The Bylaws of the Association may be altered, amended, or repealed and new Bylaws or portions thereof may be adopted in the same manner as prescribed for the Constitution in the above Section 1 of this Article.

## **BYLAWS**

### **ARTICLE I**

#### **CONSTITUENT STATES OF THE ASSOCIATION**

The constituent States of the Association include Alabama, Arkansas, Kentucky, Louisiana, Mississippi, and Tennessee.

### **ARTICLE II**

#### **DUTIES OF THE OFFICERS AND DIRECTORS OF THE ASSOCIATION**

**Section 1.a.** The President presides at all regular and special meetings of the Association and all regular and special meetings of the Board, or shall designate an individual to assume this responsibility.

b. The President shall ensure the coordination of all activities of the Association through cooperative efforts with the Executive Director shall represent the Association at all regular and special functions, shall speak for the Association at all times while serving as President, and shall prepare the annual budget.

c. The President shall appoint committees of the Association as necessary to perform specific responsibilities with the chair of each committee serving as a nonvoting representative to the Board. The Chair and members of each committee must be members of the Association in good standing during the time that they serve in their respective positions.

d. The President shall appoint editors for the Proceedings of the Annual Meeting and any periodic publications of the Association with each editor serving as a nonvoting representative to the Board. The Editors must be members of the Association in good standing during the time that they serve in their respective positions.

e. The President shall conduct the selection of the recipients of the service awards that are presented at the MSERA annual meeting.

f. The President shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of President.

**Section 2.a.** The Vice President/President-Elect shall assist the President at all times. In the case of the resignation or incapacity of the President, the Vice President/President-Elect shall assume the office of President and complete the unexpired term. In such case, the Vice President/President-Elect shall also serve the subsequent full term as President that would have accrued by succession to the office.

b. The Vice President/President-Elect shall be responsible for coordinating the preparation and dissemination of current revisions and additions to the Operations Manual of the Association. These materials shall be distributed at semi-annual meetings of the Board and the committee chairpersons as appropriate.

c. The Vice President/President-Elect shall conduct the selection of the recipients of the distinguished paper award and the outstanding dissertation/thesis award that are presented at the MSERA annual meeting.

d. The Vice President/President-Elect shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Vice President/President-Elect.

**Section 3. a.** The Secretary shall conduct the correspondence for the Association, keep minutes and records for all regular and special meetings of the Association, keep minutes and records for all meetings of the Board, and supervise registration at the Association's Annual Meeting.

b. The Secretary shall prepare and distribute minutes to the Board Members for any regular and special meetings within six weeks after the conclusion of each meeting. Unless there is written notice from any Board Member within four weeks after the distribution of the minutes concerning errors in the minutes, these shall become the official record of the proceedings of the meeting upon approval by the Executive Committee of the Board.

c. The Secretary shall receive, record, and maintain membership applications for the current year and forward any dues received to the Executive Director to be deposited in the Association's financial account. The Secretary shall update the directory of members for the current year upon receipt of registration information from the Executive Director following the MSERA Annual Meeting.

d. The Secretary shall maintain the membership roster for the current year and the previous year and shall provide such information to any authorized users upon request.

e. The Secretary shall transmit the official membership roster to the Historian upon the conclusion of the Association's business year.

f. The Secretary shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Secretary.

**Section 4.** The Directors elected at large shall attend all regular and special business meetings of the Board, stimulate interest in the membership of the Association and perform such responsibilities as are designated by the President. The Directors elected at large shall be responsible jointly for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Director at large.

**Section 5.** The Directors who represent the local education agencies/state education agencies and graduate students shall attend all regular and special meetings of the Board, coordinate activities within these groups, actively solicit memberships in the Association from their respective groups, and perform such responsibilities as are designated by the President. The Directors who represent the local education agencies/state education agencies and graduate students shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to their respective offices.

**Section 6.** The Directors who represent the various states shall attend all regular and special meetings of the Board, solicit memberships in the Association from their states, and perform such responsibilities as are designated by the President. The Directors who represent the various states shall be responsible jointly for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Directors who represent the various states.

**Section 7.a.** The Executive Director shall be responsible for coordinating the work of the Association and serving as advisor in all activities of the Association.

b. The Executive Director shall provide liaison with other professional organizations and entities on behalf of the Association.

c. The Executive Director shall maintain a current compilation of the policies and procedures approved by the Board.

d. The Executive Director shall perform business and communication functions of the association as directed by the Board.

e. The Executive Director, who shall be bonded, shall keep account of and report all monies received on behalf of the Association and shall write all checks as authorized by the Board.

f. The Executive Director shall prepare and submit the books of the Association for an annual review to be conducted after the close of the business year on December 31 by an independent

third party with appropriate financial expertise who will be recommended by the President and appointed by the MSERA Board at the Fall Board meeting. A certified statement attesting to the accuracy of the financial records for the preceding year will be presented to the Board of the Association at its first meeting of the calendar year.

g. The Executive Director shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Executive Director.

h. The Executive Director shall be evaluated annually by the members of the MSERA Executive Committee and other officials as may be designated by the MSERA Board using procedures approved by the Board.

**Section 8a.** The Historian shall maintain an archival repository of historical records and documents of the Association as specified by the Board in an electronic form. These records and documents shall include, but not be limited to, the minutes of all MSERA Board meetings, copies of all committee reports to the MSERA Board, annual MSERA membership records, and rosters of officers and other MSERA officials for each year.

b. The Historian shall coordinate the collection of MSERA membership records with the Secretary to ensure that the records maintained on membership are accurate and complete.

c. The Historian shall coordinate the creation and maintenance of archival records and documents with the entity that maintains the official archives of the Association.

d. The Historian shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Historian.

**Section 9.a.** The Immediate Past President shall chair the MSERA nominating committee.

b. The Immediate past President shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the office of Immediate Past President.

**Section 10.a.** The Executive Committee of the Board will meet on call of the President of the Association. The committee shall have general supervision of the affairs of the Association between meetings of the Board, shall make recommendations to the Board on any matters affecting the Association, shall be responsible for annually reviewing and updating as appropriate the section of the Operations Manual applicable to the Executive Committee, and shall perform such other duties as the Board may assign to the Executive Committee.

b. Notice of all meetings of the Executive Committee and actions taken at these meetings shall be reported promptly to the entire membership of the Board. Actions of the Executive Committee shall be in conformity with these Bylaws and shall be subject to approval of the Board at its next meeting.

### ARTICLE III

#### MEMBERSHIP DUES AND OTHER FEES

The Board of Directors has the authority during any budget year to establish the annual dues and also fees effective the subsequent year.

### ARTICLE IV

#### REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS

**Section 1.** The absence of a Board Member from two meetings during a term of office shall constitute grounds for declaring the office vacant. In such case, the Board shall determine the reasonableness of the absences. If the Board deems that the absences are without merit, it shall declare the office vacant. In the case of an elective office except for the office of Vice President/President-Elect, the successor to fill the vacancy shall be named by a majority vote of the Board of the Association.

**Section 2.** The Board of the Association may remove a member of the Board, for good cause, by a two-thirds majority vote of the Board members present and voting at a regular or special meeting of the Board. One, but not the only, good cause is the failure to perform the duties of the office held by the member of the Board.

### ARTICLE V

#### AFFILIATION WITH THE ASSOCIATION BY STATE RESEARCH ASSOCIATIONS

**Section 1.** The Association may establish affiliate relationships with state research associations in the Association's region that promote the purposes of the Association.

**Section 2.a.** The Association shall act on a request for affiliation by a state research association upon the submission to the President of the Association of a petition requesting affiliation which has been approved by the membership of the state research association and a copy of the constitution and bylaws of the state research association.

b. The establishment of an affiliate relationship between the Association and a state research association must be approved by a majority vote of the members of the Board of the Association attending and voting at a Board meeting and a majority vote of the members of the Association attending and voting at the Annual Meeting of the Association.

**Section 3.a.** The affiliate relationship between the Association and a state research association shall have as a provision that each organization may appoint a nonvoting representative to serve on the board of its affiliate organization. The appointment of the Association's representative to an affiliated state research association shall be made by the President. The appointment of the state research association representative to the Board of the Association shall be made in the manner prescribed by the state research association.

b. The Association and an affiliated state research association shall advise their members of the activities of both organizations. Each organization shall encourage membership and participation in the other organization by persons from the state served by the state research association.

c. The Association and an affiliated state research association may cite their affiliation with each other where appropriate and desirable. The Association shall be identified as the senior organization because of its multistate, regional scope.

d. The affiliation between the Association and a state research association shall not infringe upon the autonomy of either organization nor cause either organization to incur any responsibility for the financial obligations of the other organization.

e. The affiliation between the Association and a state research association may be terminated at any time by the decision of either organization. The decision by the Association to terminate the affiliation with a state research association must be approved by a majority vote of the members of the Board attending and voting at a Board meeting and a majority vote of the members of the Association attending and voting at the Annual Meeting of the Association.

f. Membership of an individual in either the Association or an affiliated state research association shall not constitute nor imply membership in the other organization.

## ARTICLE VI

### ARCHIVES OF THE ASSOCIATION

**Section 1.** The Board of the Association may designate one or more educational agencies and/or institutions to serve as official archives of the Association.

**Section 2.a.** The establishment of archives for the Association shall require approval by a majority vote of the members attending and voting at any regular Board meeting.

b. Archives shall be established by entering into a formal agreement between the Association and an educational agency or institution that includes specifications of the materials to be placed in the archives, the operational procedures for maintaining the archives, the services to be provided for users, and other matters as determined by the Board and the agency or institution.

c. Any educational agency or institution that maintains archives for the Association shall be located within the Association's region.

**Section 3.a.** An educational agency or institution that maintains archives of the Association shall comply fully with the specifications in the agreement with the Association. Failure to comply with these specifications will constitute cause for termination of the agreement by the Association.

b. The archives must be organized and maintained in such manner that the contents are readily identifiable, accessible, and retrievable to serve users.

c. A report on the status and operation of the archives shall be made at least annually to the Board by the agency or institution that maintains archives of the Association.

**Section 4.a.** The agreement between the Association and an educational agency or institution that maintains archives for the Association may be terminated by a decision of either party.

b. A decision by the Board of the Association to terminate such an agreement must be approved by a majority vote of the members attending and voting at any regular Board meeting.

c. Written notification of termination by either party shall be given to the other party and must include a delineation of the reason for the decision.

## **Section 3: Responsibilities of Elected and Appointed Officers and Directors**

### ***Elected Officers***

#### ***President***

The President must be familiar with the duties of the office and that of the Officers and Directors of the association as written in the Constitution and Bylaws of the Association. This section of the *Operations Manual* provides guidance in the performance of these duties and responsibilities of the office of President.

The President presides at all regular and special meetings of the Association and all regular and special meetings of the Board during his/her term of office. If the President is unable to preside at a meeting, s/he will designate an individual to assume this responsibility. The President represents the Association at regular and special functions and speaks for the Association. The President provides the Editor of the MSERA website a list of the names and email addresses of all Board members by January 15. Appendix G includes examples of agendas for the Board meetings and Annual Meeting.

The President coordinates with the Executive Director to carry out the activities and functions of the Association. One of the functions that requires close coordination among the President, Executive Director, and Budget Advisory Committee is the preparation of the annual budget. The President has the responsibility for presenting to the Board at the Spring Board meeting a balanced budget for that operational year (January – December). See Appendix H for an example of budget categories.

The President appoints members to chair committees necessary to perform specific activities for the Association. The list of standing committees is found in Section 4. The chair of each committee serves as a nonvoting representative to the Board. The chair and all members of committees must be active members in good standing in the Association during their time of service. A list of committee chairs and, if applicable, co-chairs with email contact information is submitted to the Editor of the MSERA website by January 15. The President may also appoint Ad Hoc committees to serve specific functions during his/her term of office. The President may want to have each committee chair submit the names of each committee member when providing a report to the Board at the Spring and Fall meetings.

The President recommends to the MSERA Board at the Fall Board Meeting the name of an independent third party to review the financial records of the organization. The independent third party, with appropriate financial expertise, reviews the books of the Association prepared by the Executive Director. The books must be submitted by January 15, after the close of the Association business year December 31, to the independent third party. The independent third

party submits a certified statement to the President attesting to the accuracy of the financial records. This statement is presented to the Board of MSERA at the Spring Board Meeting.

The President appoints the editor(s) for the Proceedings of the Annual Meeting. The editor(s) is a nonvoting representative to the Board and must be member(s) in good standing during the time of service.

The President serves as the chair for the selection of recipients of the service awards of the Association. See Appendix D for descriptions of service awards, selection criteria, and methods of making the selections.

The President is responsible for coordinating the annual evaluation of the Executive Director. The complete packet of evaluation materials is included in Appendix G. The evaluation is conducted by the Executive Committee and others as appointed by the Board. The evaluation is to be retrospective for the prior year – January 1 to December 31. Those appointed by the Board should include persons who had a working relationship with the Executive Director in the prior year, such as the Program Chair(s), Local Arrangements Chair(s), and Future Site Selection Chair(s). It is expected that the Executive Committee members will confer with other elected Board members in completing the evaluation. In general the procedures for conducting the annual evaluation include a notification memorandum to the Executive Committee and others appointed by the Board with a copy to the Executive Director, evaluation form to be completed by each committee member, self-review form to be completed by the Executive Director, and a Summary of the Evaluation ratings. All evaluation forms are to be submitted to the President by January 30. The President compiles the results from the committee members and completes the Summary form with the average ratings and the Executive Director's ratings. On the first day of the Spring Board meeting the Executive Committee and Executive Director review and discuss the evaluation. As a result of the annual evaluation the Executive Committee will make recommendations to the full Board for commendations, improvements, changes in operations, or removal of the Executive Director.

The President must as the year of service draws to a close review this section of the Operations Manual to identify any edits, further description, or additions that will assist the incoming and future Presidents to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

### ***Vice President/President-Elect***

The Vice President/President-Elect must be familiar with the duties and responsibilities of the office as written in the Constitution and Bylaws of the Association. This section of the *Operations Manual* provides guidance in the performance of these duties and responsibilities of the office of Vice President/President-Elect.

The Vice President/President-Elect is to assist the President. The Vice President/President-Elect serves in this office for one year before automatically advancing to the position of President.

The Vice President/President-Elect assumes the office of President in the case of the resignation or incapacity of the President and completes the unexpired term. The Vice President/President-Elect subsequently serves the full term of office as President.

The Vice President/President-Elect serves as chair of the Distinguished Paper/Outstanding Thesis/Dissertation Awards Committee. See Appendix F for instructions for submissions, forms for reviewers, and a timeline of activities. Instructions for submission are to be submitted to the MSERA Website Editor by February 15. The Vice President/President Elect is to coordinate the activities of this committee with the program chair.

The Vice President/President-Elect is responsible for coordinating the preparation and dissemination of revisions and additions to the *Operations Manual*. S/He follows the Procedures for Updating the *Operations Manual* shown below. The Vice President/President-Elect is also responsible for reviewing the section of the *Operations Manual* on the duties of this office and recommending any necessary revisions or additions. The Vice President/President-Elect submits revised sections to the *Operations Manual*, upon final approval, to the MSERA web site editor.

#### ***Procedures for Updating the Operations Manual***

The Vice President/President Elect has the responsibility for updating the Manual and presenting the updates to the Board for review and comment.

1. The Vice President/President Elect will remind all Officers, Directors, committee chairs, and specially appointed members six to eight weeks before the Annual Meeting of their responsibility to review the pertinent section(s) of the *Operations Manual* to provide any necessary updates.
2. Officers, Directors, committee chairs, and specially appointed members will submit proposed changes in procedures (as presented in the current *Operations Manual*).
3. The Vice President/President Elect will assemble additions, deletions, and updates for the *Operations Manual* and disseminate to Board members two weeks prior to the Annual Meeting
4. The Board should review all changes to the *Operations Manual* to be prepared to vote on all sections with changes at the Annual Meeting.
5. Changes in all sections must receive a majority vote by the Board to become effective.

***Past President***

The Past President occupies this office in the year following his/her term as President of the Association. The Past President provides support to the current President. S/He is an ex officio voting member of the Board.

The Past President serves as chair of the Nominations Committee. As the Nominations Committee Chair, the Past President assembles a committee representative of the six states of MSERA. The committee follows the guidance provided in Section 4, Nominations Committee.

The Past President must as the year of service draws to a close review this section of the *Operations Manual* to identify any edits, further description, or additions that will assist the incoming and future Past Presidents to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

***Secretary***

The Secretary must be familiar with the duties and responsibilities of the office as written in the Constitution and Bylaws of the Association. This section of the *Operations Manual* provides guidance in the performance of these duties and responsibilities of the office of Secretary.

The Secretary is responsible for conducting all correspondence for the Association. Correspondence includes but is not limited to keeping minutes and records for all regular and special meetings of the Association, including meetings of the Board and the business meeting at the Annual Meeting of the membership.

The Secretary is responsible for preparing a written electronic copy of the Board Meeting minutes for regular and special meetings and electronically distributing to Board members within six weeks of the conclusion of Board meetings. S/He asks for any corrections or comments at the time of distribution. Board members have four weeks from the time of the distribution to submit corrections or comments. At the conclusion of the correction and comment period, the Secretary seeks the approval of the minutes from the Executive Committee of the Board. Once approved, the minutes become the official record of the proceedings of the meetings. They may be provided to the Board at the subsequent meeting as a frame of reference. The Secretary sends a copy of the meeting minutes to the Editor of the MSERA Website for posting. The Secretary also provides the Chair of the Constitution and Bylaws Committee and Executive Director with a copy of all motions made and approved at each meeting for inclusion in the appropriate documents of the organization.

For the Annual Business meeting, the Secretary prepares a draft of the minutes after the conclusion of the meeting. A draft of the minutes is sent to the Editor of the MSERA Website for posting. A notice to the membership of the posting of the minutes is to be sent to the

membership through the listserv. At the subsequent Annual Business Meeting, the President asks the membership for approval. After approval by the members attending the business meeting at the Annual Meeting, the minutes are considered final. The Editor of the MSERA Website is sent the final copy of the previous year's minutes at the same time the draft of the current year minutes are sent for posting.

The Secretary is responsible for receiving, recording, and maintaining membership applications for the current year. For membership applications received during the course of the Association year, the Secretary photocopies or scans the membership form and check, if applicable, and adds the name to the current membership list. The Secretary must forward the original membership form and check, if applicable, to the Executive Director for deposit by the 15<sup>th</sup> of each month or communicate that no membership forms were received.

Membership information received through registration at the Annual Meeting is provided to the Secretary by the Executive Director at the close of the Annual Meeting. Within 15 days of the conclusion of the Association's business year, December 31, the Secretary will transmit the membership list for that business year to the Historian. The Secretary and Historian both maintain a list of the previous years' members.

As a matter of routine, a membership list is provided to the President, Membership Committee Chair(s), Historian, and Executive Director monthly. Directors may request membership rosters in order to communicate with their membership. The Secretary is also responsible for seeing that the Editors of the *Researcher* and *Research in the Schools* have the membership information necessary for mailing copies to members. Also, the Secretary will provide the Editors of the *Researcher* the membership list by the date scheduled for the Membership Volume.

The Secretary also serves in a supervisory capacity for registration at the Association's Annual Meeting. S/He is responsible for being at the registration table and assisting the Executive Director with registration process.

The Secretary must as the year of service draws to a close review this section of the *Operations Manual* to identify any edits, further description, or additions that will assist the incoming and future Secretaries to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

## **Directors**

The primary responsibilities of the Directors are to stimulate interest in the membership of the Association and to perform such responsibilities as designated by the President. Directors are elected to two-year terms of office and may be re-elected for a second term in a specific Directorship except for the Graduate Student Director who is limited to one term. The absence

of a Director at two Board meetings during a term of office may constitute the office to be declared vacant.

### State Directors

There are six state Directors elected at the Annual Business Meeting. The election of these Directors occurs in even-numbered years. Each state Director is elected by MSERA members attending the Annual Business Meeting who reside in the state that the Director is to represent.

State Directors are responsible for attending all regular and special business meetings of the Board. They are also responsible for promoting MSERA within their respective states by soliciting members and informing the educational research community of the annual call for papers and meeting.

The State Directors must as their year of service draws to a close review this section of the *Operations Manual* to jointly identify any edits, further description, or additions that will assist the incoming and future State Directors to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

### At-large Directors

There are four at-large Directors elected at the Annual Business Meeting. The election of these Directors occurs in odd-numbered years. At-large Directors are elected by the MSERA members present at the Annual Business Meeting.

At-large Directors are responsible for attending all regular and special business meetings of the Board. They are also responsible for promoting MSERA by soliciting members and informing the educational research community of the annual call for papers and meeting.

The At-large Directors must as their year of service draws to a close review this section of the *Operations Manual* to jointly identify any edits, further description, or additions that will assist the incoming and future At-large Directors to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

### Other Directors

There is a Director who represents state local education agencies (SEA) or local education agencies (LEA) and a Director who represents graduate students. They are elected in odd-numbered years. The SEA/LEA Director and Graduate Student Director are elected by the MSERA members present at the Annual Business Meeting.

The SEA/LEA Director and Graduate Student Director are responsible for attending all regular and special business meetings of the board. They are also responsible for promoting MSERA within their constituent groups by soliciting members and informing the educational research community of the annual call for papers and meeting.

The Other Directors must as their year of service draws to a close review this section of the *Operations Manual* to jointly identify any edits, further description, or additions that will assist the incoming and future SEA/LEA and Graduate Student Directors to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

### ***Appointed Offices***

#### ***Executive Director***

The Executive Director of the Association is appointed by the Board and serves at the pleasure of the Board. S/He is an ex officio nonvoting member of the Board. The Executive Director must be a resident of the constituent states during the term of service and must be a member in good standing with MSERA during the time that s/he serves in the position.

The Executive Director is responsible for coordinating the work of the Association and serving as an advisor for activities of the Association. S/He serves as a liaison with other professional organizations and entities on behalf of MSERA. The Executive Director must coordinate with the President to carry out the activities and functions of the Association.

The Executive Director is to maintain a current compilation of the policies and procedures approved by the Board, including but not limited to the Constitution and Bylaws and *Operations Manual*. The Executive Director will coordinate this activity with the Vice President/President-Elect, Secretary, and Chair(s) of the Constitution and Bylaws Committee. The Executive Director coordinates with the Vice President/President Elect and the President in order to purchase plaques for those to receive the Associations Service Awards and the Distinguished/ Outstanding paper awards.

The Executive Director must be bonded. The President is to be provided evidence that the Executive Director is bonded by January 15 of each year.

The Executive Director performs business and communications functions as directed by the Board. The functions include:

- Receiving monies on behalf of the organization through membership dues and Annual Meeting registration fees;
- Depositing monies in a timely manner, generally within 15 working days, of receipt of monies;

- Reporting all monies received on behalf of the organization. A written accounting of all monies received and expended is to be routinely provided to the President at the Spring Board Meeting, July 1, Annual Board Meeting, and December 15;
- Coordinating with the President and Budget Advisory Committee to prepare the annual budget for that operational year (January – December) which allows the President to present the proposed budget to the Board at the Spring Board meeting;
- Writing checks up to \$250 on behalf of the Association. For amounts exceeding \$250, the Executive Director must seek authorization from the Board through the President. Authorization requests must include the purpose, vendor, and amount.
- Coordinating the membership list with the Secretary.
  - The Secretary will forward to the Executive Director by the 15<sup>th</sup> of each month original membership form and checks received, if applicable, for deposit or communicate that no membership forms were received.
  - The Executive Director will provide the Secretary membership information received through registration at the Annual Meeting at the close of the Annual Meeting.
- Corresponding or otherwise communicating with individuals or organizations on behalf of MSERA. The President is to be copied on all correspondence conducted on behalf of the organization.

The Executive Director must annually prepare the books of the Association for an annual review by an independent third party with appropriate financial expertise. The books must be submitted by January 15, after the close of the Association business year December 31, to the independent third party appointed by the MSERA Board at the Fall Board Meeting. The independent third party submits a certified statement to the President attesting to the accuracy of the financial records. This statement is presented to the Board of MSERA at the Spring Board Meeting.

The Executive Director is evaluated annually by the Executive Committee and others as appointed by the Board. The complete packet of evaluation materials is included in Appendix E. In general, the evaluation includes a notification memorandum to the Executive Committee and others appointed with a copy to the Executive Director of the annual evaluation, evaluation form to be completed by each committee member, self-review form to be completed by the Executive Director, and a Summary of the Evaluation ratings. The evaluation is to be retrospective for the prior year – January 1 to December 31. All evaluation forms are to be submitted to the President by January 30. The President compiles the results from the committee members and completes the Summary form with the average ratings and the Executive Director's ratings. On the first day of the Spring Board meeting the Executive Committee and Executive Director review and discuss the evaluation. As a result of the annual evaluation the Executive Committee will make recommendations to the full Board for commendations, improvements, changes in operations, or removal of the Executive Director.

The Executive Director must review this section of the *Operations Manual* annually to identify any edits, further description, or additions that will assist the incoming and future Executive

Directors to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set, but in no case less than six weeks before the Annual Meeting.

### ***Historian***

The Board appoints an Historian of the Association who serves a two year term. The Historian serves at the pleasure of the Board. S/He is a non-voting ex-officio member of the Board.

The Historian is responsible for maintaining the operational history of the organization. S/He must annually confer with the Board on the specific documents to be maintained in the archives of the organization and electronic location(s) of these documents. Documents are to be put into electronic format for storage. Additionally, the Historian is to coordinate the creation and maintenance of organizational records and documents with the Chair(s) of the Archives Committee to avoid duplication of efforts and to ensure all necessary documents are maintained. Examples of organizational documents and records include, but are not limited to:

- Minutes of the MSERA Board Meeting;
- Copies of Committee Reports to the MSERA Board;
- Membership lists;
- Rosters of officers and other MSERA officials by year;
- Financial reports, including operational budgets;
- Agendas of the Annual Business meeting.

The Historian is to receive from the Secretary within 15 days of the conclusion of the Association's business year, December 31, the membership list for that business year. The Secretary and Historian both maintain a list of the previous year's members.

The Historian must review this section of the *Operations Manual* annually to identify any edits, further description, or additions that will assist the incoming and future Executive Directors to fulfill the duties of this office. These updates are to be submitted to the Historian according to the schedule set, but in no case less than six weeks before the Annual Meeting.

## **APPENDICES**

- A. Brief History of MSERA
- B. Installation of New Officers and Board Members
- C. Orientation for Newly Elected Officers and Board Members
- D. Distinguished Service Awards Selection Process
- E. Executive Director Evaluation Packet
- F. Distinguished Paper/Outstanding Thesis/Dissertation Awards Selection Process
- G. Board Meeting and Annual Meeting agenda Examples
- H. Budget Categories' Example
- I. Committee information
- J. Timelines and Reminders

## APPENDIX A: *Brief History of the Association*

The Mid-South Educational Research Association was an idea conceived by Dr. Walter Mathews of the Department of Administration and Supervision of the University of Mississippi who asked the cooperation of Dr. Douglas McDonald, Director of Educational Research and Professor of Education, at the same institution. Together, they called for a meeting at the University of Mississippi of personnel from institutions of higher learning, from state departments of education, and from larger school systems in Alabama, Arkansas, Louisiana, Mississippi, and Tennessee. This meeting was made possible through a grant from the Graduate School of the University of Mississippi.

The first meeting was called to order in the Auditorium of the Education Building of the University of Mississippi on Monday, March 20, 1972 by Dr. Walter Mathews. There were 73 people representing institutions of higher learning, state departments of education, and elementary and secondary schools, and 34 student members present from the five states. Dr. McDonald served as recorder for the first session. Dr. Ken Brunner from the Atlanta Regional Office of the United States Office of Education was present to give the keynote address at the luncheon meeting held in the Continuation Center at the University of Mississippi.

The first group named temporary officers and committee chairmen to lay plans for the new organization as follows: Chairman Walter Mathews, University of Mississippi; Vice Chairman and Financial Officer Douglas McDonald, University of Mississippi; Executive Committee Alabama, Virginia Horns, University of Alabama in Birmingham; Arkansas Donald Wright, Arkansas State University; Louisiana Fred Smith, Louisiana State University; Mississippi Richard Kazelskis, University of Southern Mississippi; and Tennessee Thomas L. Reddick, Tennessee State University. After the selection of these officers, Chairman Mathews named the first program committee consisting of Charles Babb, Middle Tennessee State University; Fred Bellott, Memphis State University; and George Gaines, Louisiana State University at New Orleans. The first dues of the organization were set for \$2.00.

The purposes of the Association were outlined by members, using the interview technique of planning, as follows: "To provide an organization that will promote and encourage utilization of quality research in the region and its application in the schools."