



# OPERATIONS MANUAL

*Revised Fall 2023*

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## **Section 1: Brief History of the Association**

The Mid-South Educational Research Association (MSERA) 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."

### **MSERA Constitution and Bylaws**

The [MSERA Constitution and Bylaws](#) are available on the MSERA website under the 'About Us>Our Mission' tab.

## **Section 2: Operations Manual & Board Overview**

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

The *Operations Manual* is designed to assist elected Officers and Directors in fulfilling 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 Operations Manual***

The *Operations Manual* is organized to address major operational components of the Association.

**Section 1** provides a brief history and describes the purpose of the organization.

**Section 2** provides an overview of the *Operations Manual* and the governing Board of the organization. This section also addresses procedures for updating the *Operations Manual*.

**Section 3** describes the selection procedure, terms of office, responsibilities, and duties of the elected and appointed Officers and Directors.

**Section 4** contains the duties and responsibilities of the standing committees and other Board representatives.

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

**Section 6** provides information regarding the Bowman and Mathews Service Awards.

**Section 7** describes the Mid-South Educational Research Foundation (MSERF).

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

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

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.

Officers, Directors, Committee Chairs, and specially appointed members will submit proposed

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changes in procedures (as presented in the current *Operations Manual*), no fewer than four weeks prior to the Annual Meeting.

The Vice President/President-Elect will assemble additions, deletions, and updates for the *Operations Manual*, confirm with the Constitution and Bylaws Committee Chair that the proposed changes do not conflict with the Constitution and Bylaws, and disseminate to Board members two weeks prior to the Annual Meeting.

The Board should review all changes to the *Operations Manual* and be prepared to vote on all sections with changes at the Fall Board Meeting prior to the Annual Meeting.

Changes in all sections must receive a majority vote by the Board to become effective.

### ***MSERA Board***

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, who is restricted to one term. The Secretary is not restricted as to the number of terms of service.

The Elected 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. At-large, University Student, and State Education Agency/Local Education Agency directors are elected by a vote of

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the members of the Association attending the Business Session of the Annual Meeting of the Association. A majority (50% plus one) of the votes cast shall be required to elect these Directors.

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

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 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.

## **Installation of New Officers and Board Members**

The new Officers and Board members shall be installed by the outgoing President of the Association using the script below:

### **INSTALLING OFFICER:**

The members of the Mid-South Educational Research Association have found you worthy of confidence to provide leadership and to serve as trustees for our professional organization. You have been called to work for the advancement of the purposes of the Association throughout its constituent region and beyond those geographic boundaries. Your commitment to perform the duties of your office will determine the nature and scope of influence exercised by this organization. Your enthusiastic exercise of leadership will increase the cooperation of your fellow members toward advancing education through research. Your vision will make clearer the ultimate goal of our united efforts. As our representatives, you are the trustees and exemplars of our organization.

Do you accept the position as an Officer or Board member of the Mid-South Educational Research Association? If so, you will answer, "I do."

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**INSTALLING OFFICER:**

When conducting the business of the Association, do you promise to observe the Constitution and Bylaws of the Mid-South Educational Research Association? If so, you will answer, "I do."

**INSTALLING OFFICER** (To members of the Association):

**[Please stand]** Do you accept these members of our Association as our Officers for their term of office, and Board members for their term of office? Do you pledge your cooperation in increasing the influence of the Mid-South Educational Research Association? If so, you will answer, "We do."

**INSTALLING OFFICER:**

I now have the honor of declaring you (giving names and corresponding offices and states represented) Officers and Board members of the Mid-South Educational Research Association. We, as members, have pledged our confidence and support as you guide our Association in the fulfillment of its purposes.

We congratulate you as our new Officers and Board members.

**Board Member and Committee Chair Directory Templates**

The following templates assist the President in compiling an MSERA Leadership Directory for dissemination to the public via the website (name, affiliation, and contact information only) and to the Historian for archival purposes.

**20XX MSERA Leadership**

**Elected Officers**

<b>Leadership Position</b>	<b>Description</b>	<b>Election/Term</b>	<b>Name, Affiliation, Email Address</b>
President	Voting Exec. Committee Board Member	One year	
Vice President/ President-Elect	Voting Exec. Committee Board Member	One year	
Secretary	Voting Exec. Committee Board Member	Two years, elected in even years	
Immediate Past President	Ex Officio   Non-voting Exec. Committee Board Member	One year	
Alabama Director	Voting   Board Member	Two years, elected in even years	
Arkansas Director	Voting   Board Member	Two years, elected in even years	
Florida Director	Voting   Board Member	Two years, elected in even years	
Kentucky Director	Voting   Board Member	Two years, elected in even years	
Louisiana Director	Voting   Board Member	Two years, elected in even years	
Mississippi Director	Voting   Board Member	Two years, elected in even years	
Tennessee Director	Voting   Board Member	Two years, elected in even years	
At-Large Director	Voting   Board Member	Two years, elected in odd years	
At-Large Director	Voting   Board Member	Two years, elected in odd years	
At-Large Director	Voting   Board Member	Two years, elected in odd years	
At-Large Director	Voting   Board Member	Two years, elected in odd years	
LEA/SDE Director	Voting   Board Member	Two years, elected in odd years	
University Student Director	Voting   Board Member	One Year, elected annually	



**Appointed Officers**

<b>Leadership Position</b>	<b>Description</b>	<b>Election/Term</b>	<b>Name, Affiliation, Email Address</b>
Executive Director	Ex Officio   Non-Voting Executive Committee Board Member	Three years, at the pleasure of the Board	
Historian	Ex Officio   Non-Voting Board Member	Two years, appointed by the Board	

**Other Representatives to the Board (Non-voting)**

<b>Leadership Position</b>	<b>Term/Appointment</b>	<b>Name, Affiliation, Email Address</b>
Archives/Paper Repository Institution Representative	One year, appointed by Archives Institution	
MSER Foundation President	One year, Elected by MSERF	
LERA Representative	One year, appointed by LERA	
SRERA Representative	One year	
The Researcher Co-Editor	5 years, appointed by President upon Executive Committee recommendation	
The Researcher Co-Editor	5 years, appointed by President upon Executive Committee recommendation	
Research in the Schools ( <i>RITS</i> ) Co-Editor	5 years, appointed by President upon Executive Committee recommendation	
<i>RITS</i> Co-Editor	5 years, appointed by President upon Executive Committee recommendation	

**Standing Committees (Non-voting Representatives to the Board)**

<b>Leadership Position</b>	<b>Term/Appointment</b>	<b>Name, Affiliation, Email Address</b>
Budget Advisory Committee Chair	One year, appointed by President	
Constitution and Bylaws Committee Chair	One year, appointed by President	
SRERA	One year, appointed by President	
Institutional Membership & Sponsorship Committee Chair	One year, appointed by President	
Institutional Membership & Sponsorship Committee Co- Chair	One year, appointed by President	
Evaluation Committee Co-Chair	One year, appointed by President	
Evaluation Committee Co-Chair	One year, appointed by President	
Evaluation Committee Co-Chair	One year, appointed by President	
Future Site Selection Committee Co-Chair	One year, appointed by President	

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Future Site Selection Committee Co-Chair	One year, appointed by President	
Graduate Student Advisory Committee CO-Chair	One year, appointed by President	
Graduate Student Advisory Committee Co-Chair	University Representative, One year	
Local Arrangements Committee Co-Chair Current Year Conference	Two years, appointed by President	
Local Arrangements Committee Co-Chair Current Year Conference	Two years, appointed by President	
Local Arrangements Committee Co-Chair	Subsequent Year Conference	
Local Arrangements Committee Co-Chair	Subsequent Year Conference	
Membership Committee Co-Chair	Two years, appointed by President	
Membership Committee Co-Chair	Two years, appointed by previous year's President	
MSERA Mentors Committee Chair	One year, appointed by President	
Program & Proceedings Chair, Editor	One-year, appointed by President upon Exec Comm. recommendation	
Program & Proceedings Co-Chair, Co-Editor	One-year, appointed by President upon Program Chair recommendation	
Publications Committee Chair	One year, appointed by President	
Technology Committee Chair and Webmaster	One year, appointed by President	

**Other Standing Committees (Non-voting Representatives to the Board)**

<b>Title of Committee</b>	<b>Term/Chair</b>	<b>Name</b>
Distinguished Research Paper and Outstanding Dissertation/Thesis Selection Committee Chair	One-year, VP/ President-Elect	
Nominations Committee Chair	One-year, Immediate Past President	
Service and Historical Contributions Awards Process	One-year, President	

## **Section 3: Responsibilities of Elected Officers, 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 and Executive Committee during the term of office. If unable to preside at a meeting, the President 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 MSERA Webmaster a list of the names, affiliations, and email addresses of all Board members by January 15 (or as soon as Committee Chairs can be appointed). See **Board Member and Committee Chair Directory Templates** in Section 2.

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. As a nonprofit organization, the Association's financial records shall show a net of zero profit or loss. The President has the responsibility for presenting to the Board at the Spring Board meeting a balanced budget for that operational year (January – December). The President should provide the membership of the Association with a financial report during the Business Session of the Annual Meeting with current financial information and comparisons to previous years' actual expenditures. Refer to the **Budget Advisory Committee** in Section 3 for annual budget template and report formats.

The President appoints members to chair committees necessary to perform specific activities for the Association. The list of standing committees is found in Section 3. 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. 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 the committee members when providing a report to the Board at the Spring and Fall meetings and recognize committee member service at the Business Session of the Annual Meeting.

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At the conclusion of the first and third years of the term of office of the Executive Director, the President of the Association shall appoint a Budget Advisory Committee to prepare and submit the books of the Association to the Executive Committee at least two weeks prior to the Spring Board Meeting each year. At the conclusion of the second year of the three-year term of office by the Executive Director, the President of the Association will recommend to the Executive Committee a certified public accountant to conduct a financial review of the Association’s financial records and to issue a certified financial statement on its fiscal status. To ensure a smooth process for the financial review, the Executive Director will submit the books of the organization on December 1 or the first business day thereafter to the certified public accountant selected by the Board. The President or designee will submit the certified financial statement prepared by the Certified Public Accountant to the Executive Committee of the Association for review as soon as it has been prepared and to the full Board at the subsequent Board Meeting.

The President serves as the Chair for the selection of recipients of the service and historical contributions awards of the Association. See Section 6 for additional information.

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.

**President’s Timeline of Activities**

<b>Duties</b>	<b>Timelines</b>
Select Committee Chairs	<p><b>November</b> (after Annual Meeting): All committee Chairs serve at the will of the President. As the incoming President you can choose to appoint all new Chairs or ask the previous year’s Chairs to continue to serve. The exception is the Membership Committee Chair, who serves a two-year term. Check with outgoing President about how many terms the current Membership Chair has served. (This is the preparation stage, since term of office does not begin until January.)</p> <p><b>December-January:</b> Contact prospective committee chairs to ensure they wish to serve or continue (see Template).</p> <p><b>January:</b> Send the names of Committee chairs and co-chairs to the Association Webmaster for posting. Provide Committee Chairs with the list of members who indicated their interested in participating on their respective committees during the</p>

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	<p>Annual Meeting (Participation Survey administered during the Business session).</p>
<p>Executive Director Business</p>	<p><b>December:</b> <u>Meet with the incoming Vice-President/President Elect to establish priorities for the coming year and a plan for working together to achieve them.</u> Review the <i>Operations Manual</i> section on the President’s responsibilities for the annual evaluation of the Executive Director, as well as the evaluation materials.</p> <p>Coordinate with the Past President the appointment of additional persons to the Executive Director Evaluation Committee with the Vice President/President-Elect President. Those additional persons would be ones who have direct interaction with the Executive Director, such as Membership, Future Site, Budget Advisory, etc.</p> <p><b>January:</b> Schedule a check-in call or virtual meeting with the Executive Director. During the first months of the presidency, weekly or biweekly phone calls may be helpful. Request documentation that the Executive Director and Executive Committee are bonded (to be received by January 15).</p> <p>Send a reminder to the Executive Director about the financial review. The financial review process may vary depending on which year the current year falls in Executive Director’s three-year term.</p>
<p>Plan Spring Board Meeting</p>	<p><b>January:</b> Coordinate Spring Board meeting dates, and times with Board Members and Executive Director. The Spring Board meeting is usually scheduled to avoid Mardi Gras, Spring Break, and LERA conflicts (late February – early March)</p> <p>Work with Executive Director to plan meals and accommodations at the Spring Board Meeting (if not held at Annual Meeting venue). NOTE: If the cost of meeting at the Annual Meeting hotel is not cost effective, contact local universities/colleges about hosting the Spring Board Meeting.</p> <p><b>February:</b> Notify Board members and Committee Chairs/Co-Chairs of the agenda, meeting location, and accommodations.</p>

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	<p>Encourage them to make room reservations.</p> <p>Plan meeting activities with Local Arrangements Chair and Executive Director.</p> <p><b>February/March:</b> Conduct Spring Board Meeting (disseminate agenda and working materials to Board members in advance; arrange refreshments). If you have selected a theme for the Annual Meeting, present it to the Board at the meeting.</p>
<p>Assist with Publications</p>	<p>Write President columns for <i>The Researcher</i>.</p> <p>Collaborate with Publications Committee Chair to decide publication dates and dissemination plans for <i>The Researcher</i> and newsletters (if used).</p> <p>Coordinate with Program &amp; Proceedings Committee and Publications Committee to promote Annual Meeting theme in <i>The Researcher</i>.</p>
<p>Monitor Committee Work</p>	<p><b>January:</b> Meet individually with new ommittee Chairs and negotiate what activities will take priority in the year.</p> <p><b>February:</b> Based on meetings with individual Committee Chairs, stablish ‘charges’ for each committee of business that needs to be accomplished during the year. Share the charges at the Spring Board Meeting.</p> <p><b>Monthly:</b> Check in with Committee Chairs to see if assistance is needed in accomplishing the charges.</p> <p><b>Monthly, as needed:</b> Work closely with the Program and Proceedings Committee and Webmaster to prepare the call for proposals, update the website with dates and proposal requirements, coordinate proposal submissions and reviews in Oxford Abstracts, and organize the Annual Meeting program.</p> <p><b>May-August:</b> Work with the Local Arrangements chair and Executive Director on arrangements for the Fall Board meeting and dinner, as well as the business meeting and reception.</p> <p><b>August-September:</b> Encourage the Program and Proceedings Committee chair(s) to work closely with the Local Arrangements chair to coordinate the MSER Foundation</p>

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	<p>luncheon, outstanding paper winners’ session, Past President’s breakfast and student/new member functions.</p>
<p>Organize Annual Meeting</p>	<p><b>January-February:</b> If you will have a Keynote Speaker for the Annual Meeting, make arrangements and obtain signature of presenter agreement.</p> <p><b>August:</b> Review with the Executive Director and <i>The Researcher</i> Editor the program before it is finalized for posting.</p> <p>If there will not be a printed copy of <i>The Researcher</i> at the Annual Meeting, coordinate the printing daily ‘At-A-Glance’ schedules (paper), Daily poster of presentations, locations, receptions, meetings, and Luncheon/Keynote Speaker poster.</p> <p>Obtain photo and bio from Keynote Speaker.</p> <p>Meet with the Executive Committee to ensure all systems are coordinated and functioning appropriately in preparation for the Annual Meeting.</p> <p>Meet with Vice President/President-Elect about upcoming responsibilities for obtaining <i>Operations Manual</i> changes from Board members and coordinating the paper awards process.</p> <p><b>October:</b> Meet regularly with the Executive Director to plan Annual Meeting. Request assistance from the Vice President/President-Elect, as needed.</p> <p>Communicate with Board members and committee chairs about reports expected to be prepared and presented at the Fall Board meeting. Obtain a count of attendees for the Board dinner.</p> <p>Work with the Local Arrangements chair to obtain the number of attendees for the Past President’s breakfast.</p> <p>Coordinate with the President of the MSER Foundation or acting representative to obtain the number of attendees for the Foundation luncheon.</p> <p>Develop the agenda for the Fall Board Meeting and for the Annual Business Meeting.</p>

	<p>Send reminders to Directors and Board members related to any reports or other expectations, such as the expectation that Directors will bring items for door prizes.</p> <p>Make a copy of the Installation of Officers script from the <i>Operations Manual</i> (see Section 2).</p> <p>Develop the agenda and slide deck presentations for the Board meeting, welcome session, and business meeting.</p> <p><b>November:</b> Check-in with the Executive Director. Prepare President’s report.</p> <p><b>Before the Annual Meeting:</b> Make a final communication with Local Arrangements, Program, and Evaluation committee chairs.</p> <p>Remember the gavel. Conduct the Fall Board meeting.</p> <p><b>At the Annual Meeting:</b> Attend as many of the different kinds of sessions and functions as possible (student/new member breakfast, RiP sessions, outstanding paper winners’ session, etc.). Encourage Board members to do the same.</p> <p>Conduct the Annual Business Meeting.</p> <p><b>After the Annual Meeting-December:</b> Work with the Vice President/President-Elect to identify any carryover business items. Confirm with the Vice President/President-Elect that final revisions to the <i>Operations Manual</i> reflect any decisions made during the Fall Board meeting.</p> <p>Email committee Chairs to thank them for their year of service. Email Board members to thank them for their support during your year of service.</p> <p>Contact the incoming President to offer congratulations and support.</p>
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### **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. The Vice President/President-Elect assumes office in January and serves for one year before automatically advancing to the position of President. In the case of the resignation or incapacity of the President, the Vice President/President-Elect completes the unexpired term and serves the full term of office as President. In addition to assisting the President, as requested throughout term of office, the Vice President/President Elect leads in the following capacities:

- Chair of the Distinguished Research Paper Award and Outstanding Dissertation/Thesis Award Selection Committee
- Coordinator, Operations Manual Updates and Revisions (see Section 2 for details)
- Coordinator, Annual Meeting Participation Survey Results

#### **Vice President/President-Elect’s Timeline of Activities**

<b>Duties</b>	<b>Timelines</b>
Assist President as needed	Throughout the year, the President may call on you to assist with identifying prospective committee chairs, conducting the business of the organization, and achieving the priorities of the year. Assistance with the Spring Board Meeting, virtual meetings with committees, and the Fall Board Meeting are usually welcome.
Coordinate Distinguished Research Paper Award and Outstanding Dissertation/Thesis Award Selection Committee	<p><b>February:</b> Provide the Distinguished Research Paper Award and Outstanding Dissertation/Thesis Award application instructions to the MSERA Webmaster by February 15.</p> <p><b>July-August:</b> Organize Selection Committee members for the paper/research awards. A minimum of 8 reviewers is recommended and includes members of the Program Committee.</p> <p><b>August:</b> Obtain the list of paper/research award candidates from the Program Committee Chair. Inform applicants of final paper submission requirements and the due date (early September, your decision).</p>

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	<p><b>September:</b> Send a reminder notice to candidates about submission deadline for final papers. Acknowledge that final papers have been received as you receive them. Maintain a spreadsheet of applicants and document when papers are received.</p> <p>Organize paper review process in Teams or similar document-sharing group. Convene committee to discuss selection process. Conduct the reviews. Calculate results. Confirm the October 15 due date with the Executive Director.</p> <p><b>October:</b> Report winners to Executive Director by deadline.</p>
<p>Coordinate Operations Manual Updates and Revisions</p>	<p><b>Summer:</b> Follow the ‘Procedures for Updating the Operations Manual’ in Section 2. Review Operations Manual for consistency and minor terminology updates</p> <p><b>September:</b> Send email to Officers, Directors, Committee Chairs, and specially appointed members reminding of their responsibility to review their respective sections of the Operations Manual for updates. Review this <i>Operations Manual</i> section on Vice President/President-Elect responsibilities for any revisions or additions that should be made.</p> <p><b>October: Four weeks prior</b> to the annual meeting, collect and compile results of Board suggestions for Operations Manual updates. Prepare a report and send proposed changes to Board members at least <b>two weeks prior</b> to the Fall Board Meeting. Ask the Constitution and Bylaws Committee Chair to review the recommendations for compliance with the Constitution and Bylaws.</p> <p><b>November:</b> Present proposed changes at the Fall Board Meeting.</p> <p><b>December:</b> Submit Board-approved revisions of the <i>Operations Manual</i> to the MSERA Webmaster.</p>
<p>Compile Participation Survey results</p>	<p><b>At the Fall Business Meeting:</b> Collect paper Participation Surveys.</p> <p><b>Immediately after Annual Meeting:</b> Compile results from paper and digital surveys.</p>

## **Immediate Past President**

The Immediate Past President occupies this office in the year following the term as President of the Association. The Immediate Past President provides support to the current President as an ex officio voting member of the Board.

The Immediate Past President serves as Nominations Committee Chair and assembles a committee representative of the constituent states of the Association (see Section 4 for specific information on Nominations Committee).

The Immediate Past President is responsible for coordinating the annual evaluation of the Executive Director. The complete packet of evaluation materials is included in this section of the *Operations Manual* after the description of the Executive Director's roles and responsibilities. The Executive Committee and others conduct the evaluation 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 Evaluation ratings. All evaluation forms are to be submitted to the President by January 31. 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.

As year of service draws to a close, the Immediate Past President must review this section of the *Operations Manual* to identify any edits, further description, or additions that will assist the incoming and future Immediate 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.

## **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.

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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 Session of the Annual Meeting of the membership.

The Secretary is responsible for preparing a written electronic copy of the Spring and Fall Board Meeting minutes for regular and special meetings and electronically distributing to Board members within six weeks of the conclusion of Board meetings. The Secretary 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 MSERA Webmaster 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 Business Session at the Annual Meeting, the Secretary prepares a draft of the minutes after the conclusion of the meeting. A draft of the minutes is sent to the MSERA Webmaster 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 Business Session of the Annual Meeting, the President asks the membership for approval. After approval by the members attending the Business Session at the Annual Meeting, the minutes are considered final. The MSERA Webmaster is sent the final copy of the previous year's minutes at the same time the draft of the current year's minutes is sent for posting.

The Secretary is responsible for receiving, recording, and maintaining membership applications for the current year. The Executive Director will coordinate with the Secretary (1) the collecting, depositing, and reporting of membership dues and Annual Meeting registration fees and (2) the maintenance of the membership roster for the current and previous years.

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 at the end of January. 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 distributing copies to members. Also, the Secretary will provide the Editors of *The Researcher* the membership list by the date scheduled for the

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Membership Volume.

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

<b>Duties</b>	<b>Timelines</b>
Prepare Minutes of Regular Board Meetings (Spring, Fall), Special Meetings, and Executive Committee Meetings	Within six weeks of the Board meeting, send draft minutes to Board Members, requesting corrections or comment.  After four weeks, incorporate corrections or comments, and send finalized minutes to the Executive Committee for approval.  Once approved, send minutes to the Webmaster for posting Compile motions and approvals and send to the Chair of the Constitution and Bylaws Committee.
Prepare Minutes of Annual Business Meeting	At the conclusion of the meeting, compile draft minutes Send draft minutes to the Webmaster for posting.  Notify members that draft minutes have posted online for review (email).  (Reminder) At subsequent Annual Meeting, President requests membership approve minutes.  Send approved minutes to the Webmaster for final posting.

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Compile Membership Lists	<p><b>By January 15</b>, send Historian previous year’s membership list.</p> <p><b>End of January:</b> Send President, Executive Director, Historian, and Membership Chair(s), current year’s membership list.</p> <p>Directors may request membership list.</p> <p>Provide membership lists to Editors of MSERA publications on an agreed upon schedule.</p>
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## **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. State, At-large, and SEA/LEA Directors are elected to two-year terms of office and may be re-elected for a second term in a specific Directorship. The University Student Director 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**

Directors for the constituent states are elected at the Business Session of the Annual 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 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 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.

### **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, including individual state research associations, 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 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.

### **State Education Agency (SEA)/Local Education Agency (LEA) Director**

There is a Director who represents SEAs or LEAs and is elected in odd-numbered years. The SEA/LEA Director may be re-elected for a second term. The SEA/LEA Director is elected by the MSERA members present at the Business Session of the Annual Meeting.

### **University Student Director**

The Director representing undergraduate/graduate students shall serve a one-year term and is eligible for re-election to a second one-year term. This Director is elected by the MSERA members present at the Business Session of the Annual Meeting.

The SEA/LEA and University Student Director are responsible for attending all regular and special business meetings of the board. They are 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.

These Directors must, as their 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 SEA/LEA and University 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.

## ***Appointed Officers***

### **Executive Director**

The Executive Director of the Association is appointed by the Board and serves at the pleasure of the Board for a three-year term with appointment to one or more additional terms at the will of the Board of the Association and the incumbent Executive Director. The Executive Director is an ex officio nonvoting member of the Board and must be a resident of a constituent state during

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the term of service, in good standing with MSERA during the time of service.

The Executive Director is responsible for coordinating the work of the Association and serving as an advisor for activities of the Association. The Executive Director serves as a liaison with other professional organizations and entities on behalf of MSERA and coordinates 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.

For presentation at the Annual Meeting, the Executive Director coordinates with the Vice President/President-Elect and the President the purchase of plaques for those receiving the Association's Service and Historical Contributions awards and the Distinguished Research Paper/Outstanding Dissertation/Thesis paper awards.

The Executive Director of the Association shall serve as the point of contact for the SRERA Vice-President for Annual Meetings/Program Chair to schedule the MSERA Outstanding Paper on the AERA Annual Meeting Program. The SRERA Liaison for MSERA will ensure that the SRERA Vice-President for Annual Meetings/Program Chair is kept informed of the MSERA point of contact for all matters related to the relationships among MSERA, SRERA, and AERA.

The Executive Director is responsible for coordinating with the Secretary the purchase of name badges and other such materials as are necessary for the registration table at the Annual Meeting.

The Executive Director, along with members of the Executive Committee, must be bonded. The President is to be provided evidence by the Budget Advisory Committee that the Executive Director and those officers are 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;



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- 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;
- Making payments up to \$500 on behalf of the Association. For amounts exceeding \$500, 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 is responsible for receiving, recording, and maintaining membership applications for the current year. The Executive Director will coordinate with the Secretary (1) the collecting, depositing, and reporting of membership dues and Annual Meeting registration fees, and (2) the maintenance of the membership roster for the current and previous years;
- Providing 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.
- Transferring funds from MSER Foundation to MSERA in the event that MSERA is short on funds. First, the Executive Director would contact the Executive Committee to state the reason MSERA is short on funds and would request that money is transferred from the MSER Foundation. With a positive vote from the Executive Committee, the Executive Director may transfer funds from the MSER Foundation account.
- At the conclusion of the first and third years of the term of office of the Executive Director, the President of the Association shall appoint a Budget Advisory Committee to prepare and submit the books of the Association to the Executive Committee at least two weeks prior to the Spring Board Meeting each year. At the conclusion of the second year of the three-year term of office by the Executive Director, the President of the Association will recommend to the Executive Committee a certified public accountant to conduct a financial review of the Association's financial records and to issue a certified financial statement on its fiscal status. To ensure a smooth process for the financial review, the Executive Director will submit the books of the organization on December 1 or the first business day thereafter to the certified public accountant selected by the Board. The President or his/her designee will submit the certified financial statement prepared by the certified public accountant to the Executive Committee of the Association for review as soon as it has been prepared and to the full Board at the subsequent Board Meeting.
- The Executive Committee and others annually evaluate the Executive Director as appointed by the Board (see evaluation materials below). 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

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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.

### **Annual Evaluation of the MSERA Executive Director**

In accordance with the *MSERA Operations Manual*, the Executive Director will be evaluated prior to the Spring Board meeting by the Executive Committee and others as appointed by the MSERA Board. Each of these Members will be given the opportunity to complete the evaluation form; the President will compile the results of these surveys. The items below have been developed based on the responsibilities in the Bylaws of MSERA for the position of Executive Director. Rate each of the items using the five-point scale with one being Unsatisfactory performance to five being Superior performance.

1. Unsatisfactory
2. Needs Improvement
3. Satisfactory
4. Excellent
5. Superior

#### **Organizational Coordination**

1. Coordinates the work of the Association.	1	2	3	4	5
2. Acts as liaison with other professional organizations and entities on behalf of the Association.	1	2	3	4	5
3. Maintains current policies and procedures approved by the Board.	1	2	3	4	5
4. Performs business and communication functions of the association.	1	2	3	4	5

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5. Coordinates the purchase of plaques for presentation of those receiving awards. 1 2 3 4 5

1 2 3 4 5

6. Coordinates the purchase of registration materials for the Annual Meeting.

**Fiscal Responsibility**

1. Submits annually documentation that the Executive Director and members of the Executive Committee are bonded. 1 2 3 4 5

2. Ensures deposits from membership, registration, and other contributions occur in an expedient manner. 1 2 3 4 5

3. Transacts business of the organization as authorized by the Board. 1 2 3 4 5

4. Coordinates with the President and Budget Advisory Committee in the preparation of an annual budget. 1 2 3 4 5

5. Provides detailed reports of income and expenditures at the Spring Board Meeting, on July, Annual Board Meeting, and December 1. 1 2 3 4 5

6. Submits financial records of the organization for an annual review. 1 2 3 4 5

**Communications**

1. Responds in a timely manner to requests from the President, Secretary, Past President, and President-Elect. 1 2 3 4 5

2. Responds in a timely manner to communications from Board of Directors and Committee Chairs to support the work of the organization. 1 2 3 4 5

3. Responds to requests or questions during Board meetings with complete information. 1 2 3 4 5

**Comments:** \_\_\_\_\_

Based on the responses to the evaluation of professional qualities listed above, the following overall rating is assigned.

\_\_\_\_\_ 1. Unsatisfactory

\_\_\_\_\_ 2. Needs Improvement

\_\_\_\_\_ 3. Satisfactory

\_\_\_\_\_ 4. Excellent

\_\_\_\_\_ 5. Superior

Evaluation completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the MSERA President by January 31, 20XX.

### **MSERA Executive Director: Self-Review**

For period: January 1, 20XX to December 31, 20XX

In accordance with the MSERA Operational Manual, the Executive Director will be evaluated by the Executive Committee and others as appointed by the MSERA Board. These evaluations are to be submitted to the President by January 30. The President will compile the results of these surveys. The evaluation activities are to be completed prior to the Spring Board meeting.

The *Operations Manual* also provides for the Executive Director to complete a self-review to assist the evaluation committee in understanding the scope of the work in which s/he engages. This Self-Review is to be submitted to the President by January 31, 20XX.

Rate each of the items using the five-point scale with one being Unsatisfactory performance to five being Superior performance.

1. Unsatisfactory
2. Needs Improvement
3. Satisfactory
4. Excellent
5. Superior

**Organizational Coordination**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Coordinates the work of the Association.   | 1 | 2 | 3 | 4 | 5 |
| 2. Acts as liaison with other professional organizations and entities on behalf of the Association. | 1 | 2 | 3 | 4 | 5 |
| 3. Maintains current policies and procedures approved by the Board.                                 | 1 | 2 | 3 | 4 | 5 |
| 4. Performs business and communication functions of the Association.                                | 1 | 2 | 3 | 4 | 5 |
| 5. Coordinates the purchase of plaques for presentation to those receiving awards.                  | 1 | 2 | 3 | 4 | 5 |
| 6. Coordinates the purchase of registration materials for the Annual Meeting.                       | 1 | 2 | 3 | 4 | 5 |

**Fiscal Responsibility**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Submits annually documentation that s/he and members of the Executive Committee are bonded.                                      | 1 | 2 | 3 | 4 | 5 |
| 2. Ensures deposits from membership, registration, and other contributions occur in an expedient manner.                            | 1 | 2 | 3 | 4 | 5 |
| 3. Transacts organizational business as authorized by the Board.  | 1 | 2 | 3 | 4 | 5 |
| 4. Coordinates with the President and Budget Advisory Committee in the preparation of an annual budget.                             | 1 | 2 | 3 | 4 | 5 |
| 5. Provides detailed reports of income and expenditures at the Spring Board Meeting, in July, Annual Board Meeting, and December 1. | 1 | 2 | 3 | 4 | 5 |
| 6. Submits organization's financial records for an annual review.   | 1 | 2 | 3 | 4 | 5 |

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Communications

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Responds in a timely manner to requests from the President, Secretary, Past President, and President-Elect.                         | 1 | 2 | 3 | 4 | 5 |
| 2. Responds in a timely manner to communications from Board of Directors and Committee Chairs to support the work of the organization. | 1 | 2 | 3 | 4 | 5 |
| 3. Responds to requests or questions during Board meetings with complete information.  | 1 | 2 | 3 | 4 | 5 |

**Comments:** \_\_\_\_\_

Based on the responses to the evaluation of professional qualities listed above, the following overall rating is assigned.

\_\_\_\_\_ 1. Unsatisfactory

\_\_\_\_\_ 2. Needs Improvement

\_\_\_\_\_ 3. Satisfactory

\_\_\_\_\_ 4. Excellent

\_\_\_\_\_ 5. Superior

**Additional Information:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director

Return this form to the MSERA Immediate Past President by January 31, 20XX.

**SUMMARY: Annual Evaluation of the MSERA Executive Director**

For period: January 1, 20XX to December 31, 20XX

In accordance with the MSERA *Operations Manual*, the Executive Director will be evaluated by the Executive Committee and those selected by the MSERA Board. The evaluation activities are to be completed prior to the Spring Board meeting. Each committee member will be given the opportunity to complete the evaluation form; the President will compile the results of these surveys.

**Organizational Coordination**

	Average Committee Rating	Executive Director Rating
1. Coordinates the work of the Association.		
2. Acts as liaison with other professional organizations and entities on behalf of the Association.		
3. Maintains current policies and procedures approved by the Board.		
4. Performs business and communication functions of the association.		
5. Coordinates the purchase of plaques for presentation to those receiving awards.		
6. Coordinates the purchase of registration materials for the Annual Meeting.		

**Fiscal Responsibility**

	Average Committee Rating	Executive Director Rating
1. Submits annually documentation that s/he and members of the Executive Committee are bonded.		
2. Ensures deposits from membership, registration, and other contributions occur in an expedient manner.		
3. Transacts business of the organization as authorized by the Board.		
4. Coordinates with the President and Budget Advisory Committee in the preparation of an annual budget.		
5. Provides detailed reports of income and expenditures at the Spring Board Meeting, in July, Annual Board Meeting, and by December 1.		
6. Submits financial records of the organization for an annual review.		

**Communication**

	Average Committee Rating	Executive Director Rating
1. Responds in a timely manner to requests from the President, Secretary, Past President, and President-Elect.		



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2. Responds in a timely manner to communications from Board of Directors and Committee Chairs to support the work of the organization.		
3. Responds to requests or questions during Board meetings with complete information.		

**Comments:** \_\_\_\_\_

Based on the responses to the evaluation of professional qualities listed above, the following overall rating is assigned. \_\_\_\_\_

This evaluation was compiled from evaluations completed by (check all applicable):

- |                       |               |
|-----------------------|---------------|
| _____ President       | _____ (Title) |
| _____ Secretary       | _____ (Title) |
| _____ Past President  | _____ (Title) |
| _____ President-Elect |               |

Evaluation completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Review**

This evaluation has been provided to the Executive Director. The Executive Director’s signature does not necessarily reflect concurrence in the evaluation.

Signature of Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Historian**

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

The Historian is responsible for maintaining the operational history of the organization and must annually confer with the Board on the specific documents to be maintained in the electronic repository 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 Representative of the Archives/Paper Repository to avoid duplication of efforts and ensure

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necessary documents are maintained. Examples of organizational documents and records include, but are not limited to:

- Minutes of the MSERA Board Meetings;
- 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;
- Minutes 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 current and future Historians to fulfill the duties of this office. These updates are to be submitted to the Vice President/President-Elect according to the schedule set.

## **Section 4: Responsibilities of Appointed Standing Committees and Other Board Representatives**

The President appoints members to chair committees necessary to perform specific activities for the Association. The chair(s) of each committee serves as a nonvoting representative to the Board. All Chair(s) and committee members must be active members in good standing in the Association during their time of service.

### **Committees**

- Budget Advisory
- Constitution and Bylaws
- Institutional Membership and Sponsorship
- Distinguished Research Paper and Outstanding Dissertation/Thesis
- Evaluation
- Future Site Selection
- Local Arrangements
- Membership
- MSERA Mentors
- Nominations
- Program and Proceedings
- Publications
- Technology
- University Student Advisory

Other Representatives to the Board:

- Archives/Paper Repository Representative
- Louisiana Education Research Association (LERA) Liaison
- State and Regional Educational Research Associations (SRERA) Liaison

### **Budget Advisory Committee**

The purpose of the Budget Advisory Committee is to advise the organization, more specifically the President, on the development, implementation, and evaluation of the yearly budget presented to the Board. The President should consider asking the Past President to either chair or serve on this committee because of his/her past experience. The committee coordinates its work with the Executive Director, who serves as an ex-officio member of the committee, in order to determine expected income and past expenditures. The committee drafts a budget for the President by February 1 of each year (see sample budget below).

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In addition, the committee will act as a vehicle for the exchange of information between the organizational membership, the Board, and the President. The Budget Advisory Committee is responsible for ensuring that the Executive Director, President, Vice-President/President-Elect, and Secretary are bonded by January 15 of each year.

At the conclusion of the first and third years of the term of office of the Executive Director, the President of the Association shall appoint a Budget Advisory Committee to prepare and submit the books of the Association to the Executive Committee at least two weeks prior to the Spring Board Meeting each year. At the conclusion of the second year of the three-year term of office by the Executive Director, the President of the Association will recommend to the Executive Committee a certified public accountant to conduct a financial review of the Association’s financial records and to issue a certified financial statement on its fiscal status. To ensure a smooth process for the financial review, the Executive Director will submit the books of the organization on December 1 or the first business day thereafter to the certified public accountant selected by the Board.

The President or his/her designee will submit the certified financial statement prepared by the certified public accountant to the Executive Committee of the Association for review as soon as it has been prepared and to the full Board at the subsequent Board Meeting. As a nonprofit organization, the Association’s financial records shall show a net of zero profit or loss.

<b>MSERA Annual Budget Template</b>				
	Budget Year: 20XX			
INCOME	Income Type		Amount	Description/Notes
	Beginning Balance 01/20XX			
	Professional Members			
	Online Registration	# at \$175		
	On Site Registration	# at \$225		
	Keynote Luncheon	# at \$20		
	Student Members			
	Online Registration	# at \$75		

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	On Site Registration	# at \$100		
	Keynote Luncheon	# at \$5		
	Retired Members			
	Online Registration	# at \$75		
	On Site Registration	# at \$100		
	P-12 Educator Members			
	Online Registration	# at \$75		
	On Site Registration	# at \$100		
	Institutional Memberships			
	Institutional Members	# at		
	Institutional Donations	#		
	Corporate Donations	#		
	MSER Foundation Contributions			

	Research in Progress	# at		
	MSERA Website			
	Past Presidents Donation			
	Board Dinner Reimbursement			
	Interest on Checking			
	Other: (Describe)			

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	Total Receipts			
EXPENSES	Expense Item		Amount	
	Spring Board			
	Spring Board Refreshments			
	Spring Board Meeting Rooms			
	Spring Board AV/Media			
	Spring Board Dinner			
	Fall Board			
	Fall Board Refreshments			
	Fall Board Meeting Rooms			
	Fall Board AV/Media			
	Fall Board Dinner			

	Annual Meeting			
	Annual Meeting Schedule and Informational Posters		\$500	
	Annual Meeting Catering			
	Annual Meeting AV/Media			
	Annual Meeting Room Charges			
	Keynote Speaker Honorarium			
	Keynote Speaker Travel/Lodging			

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	Outstanding Paper Award			
	Outstanding Dissertation Award			
	Registration Supplies			
	Service Award Plaques			
	<i>The Researcher</i>			
	<i>The Researcher</i> Printing for Mailing			
	<i>The Researcher</i> Postage			
	<i>The Researcher</i> Office Supplies			
	<del><i>The Researcher</i> Program Printing</del>			
	<i>Research in the Schools (RITS)</i>			
	<i>RITS</i> Postage			
	<i>RITS</i> Office Supplies			
	<i>RITS</i> Program Printing			

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	Bonding (Ex Dir and Ex Comm)			
	Event Registration Fees			
	Online Payment Fees			
	Web Domain Hosting			
	Executive Director			
	Executive Director Stipend			
	Executive Director Travel			
	SRERA			
	SRERA Dues			
	SRERA Booth/Donation			
	Other: (Describe)			
	Total Expenses			
	Balance (income minus expenses)			

*\*An Excel version of this template is available.*

**MSERA Annual Meeting Financial Report Summary Template**

Beginning Checking Balance 01/20XX Year \_\_\_\_\_

Income:

Registration-Annual Meeting \_\_\_\_\_

Institutional Memberships \_\_\_\_\_



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Institutional Donation	_____
Corporate Donations	_____
Past President Donations	_____
MSERF Donations	_____
Other	_____
Board Dinner Reimbursements	_____
Past Presidents' Breakfast	_____
Total Income (as of 11/20XX):	_____
Expenses:	
Spring Board Meeting	_____
Fall Board Meeting	_____
Annual Meeting Catering	_____
Annual Meeting AV	_____
Annual Meeting Room Charges	_____
Keynote Speaker Honorarium & Expenses	_____
Outstanding Paper Awards	_____

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Outstanding Dissertation Awards	_____	
Registration/Office Supplies	_____	
Awards/Plaques/Certificates	_____	
<i>The Researcher</i>	_____	
Research in the Schools (RITS)	_____	
Eventbrite/PayPal Fees	_____	
Web Domain Hosting	_____	
Bonding	_____	
SRERA Dues & Donation	_____	
Executive Director		
Travel	_____	
Monthly Stipend	_____	
Total Expenses (as of 11/20XX)		_____
Balance in Checking (as of 11/20XX):		_____
NOTE: Funds held in trust by MSER Foundation:		_____

Notes:

The 20XX (previous year) had income of \$\$\$\$ compared to expenses of \$\$\$\$ . This year, to-date, income and expenses are (lower, comparable, higher). The reason(s) they are (lower, higher) include... This year's annual meeting costs to-date were (lower, comparable, higher). The reason(s) they are (lower or higher) seem to be...

## **Constitutions and Bylaws Committee**

The Constitution and Bylaws Committee prepares proposed amendments for action by the Board of the Association and submission to the membership for action at the Annual Meeting. The Committee receives all approved motions for revisions in the Constitution and Bylaws from each meeting of the MSERA Board and determines in which document (Constitution, Bylaws, or both) the Board-approved revision should be placed. The committee then prepares the revision for final approval by the Board and submission to the membership for action at the Annual Meeting. The committee serves as a channel through which any member of the Association, including committee members, can submit proposed revisions of the Constitution and Bylaws to the Board. Amendments may also be proposed directly to the Board if the requirements of the Constitution are met.

## **Institutional Membership and Sponsorship Committee**

The purpose of the Institutional Membership and Sponsorship Committee is to obtain financial contributions from institutions of higher learning, educational agencies, and corporate sponsoring organizations to support the efforts of the Association. The Institutional Membership and Sponsorship Committee works closely with the State Directors and At-Large Directors who form the membership of this committee. The Institutional Membership and Sponsorship Committee Chair maintains a database of all institutions/agencies/organizations in the MSERA constituent states, as well as other interested states such as Georgia and South Carolina, that may be contacted for interest and donations to the organization. At the end of the term of service, this database is transitioned to the Executive Director of MSERA and should help to inform the work of the next Committee Chair.

Institutions/Agencies/Organizations can support MSERA through nstitutional memberships and sponsorships, which are effective for one year past the date payment is received. The Executive Director provides tax-deductible receipts for all donations. The cost for memberships and sponsorships should be reviewed and confirmed annually at the Spring Board meeting.

- 1. Supporting Institutional Membership (\$250):** The Supporting Institutional Membership includes the following benefits:
  - a. Recognition in the MSERA The Researcher and at the Annual Meeting
  - b. Copies of all MSERA publications
  - c. Individual membership for Dean (or designee; does not include conference registration)
  - d. One conference registration for a student (includes the next year's membership and applies to the Annual Meeting that immediately follows receipt of payment)
  - e. Institution/Agency/Organization logo on the MSERA website
  - f. Acknowledgement in MSERA social media accounts

2. **Sustaining Institutional Membership (\$500):** The Sustaining Institutional Membership includes the following benefits:
  - a. Recognition in the MSERA The Researcher and at the Annual Meeting
  - b. Copies of all MSERA publications
  - c. Individual membership for Dean (or designee; does not include conference registration)
  - d. Three conference registrations for one professional and two students (includes the next year's membership and applies to the Annual Meeting that immediately follows receipt of payment)
  - e. Institution/Agency/Organization logo on the MSERA website
  - f. Acknowledgement in MSERA social media accounts
  
3. **Additional Sponsorship Opportunities**
  - a. *Gold Sponsorship (\$550)* - half-page ad in Annual Meeting e-program, exhibitor space at Annual Meeting, website recognition, sponsorship acknowledgement on sign at coffee break
  - b. *Silver Sponsorship (\$350)* - fourth-page ad in Annual Meeting e-program, exhibitor space at Annual Meeting, sponsorship acknowledgement on sign at coffee break
  - c. *Annual Meeting e-program advertisements*
  - d. Full page (\$300)
  - e. Half page (\$200)
  - f. Fourth page (\$100)
  - g. *Exhibitor Space* (\$200 per table with four chairs; electrical access extra as determined by venue)- Exhibits will be displayed in a designated area and highlighted in the Annual Meeting Program, at the annual luncheon, through appreciation at the Annual Business Session at the Annual Meeting, and listing in the Proceedings of that Annual Meeting
  - h. *Reception, Coffee Break, or Luncheon Sponsorship* (minimum \$400)

In February, the Institutional Membership and Sponsorship Committee Chair sends an email to State and At-large Directors requesting updates to the list of the previous year's institutional/agency/organization supporters and names and addresses of Deans and Institutions of Higher Education within their respective states. If At-large and State Directors share the same state, it is expected that they collaborate on this task. The Chair also does a search of colleges and universities in MSERA member states as a follow up.

In mid-May a cover letter (see Sample below) and invoices (see Sample below) are prepared and sent to the colleges and universities. The Chair also communicates with the previous year's contributors and exhibitors to solicit interest in continuing support of MSERA during the upcoming Annual Meeting.

The Chair of the Institutional Membership and Sponsorship Committee is responsible for communicating with the Local Arrangements and Program and Proceedings chairs to arrange recognitions and exhibit areas. The chair of this committee is responsible for preparing a report of institutional membership and sponsorship to the Board of Directors at the Fall Board meeting.

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Greetings, Colleagues!

The [Mid-South Educational Research Association](#) (MSERA) invites your membership and sponsorship opportunities at our Annual Meeting, Nov. 8-10, 2023 in Pensacola Beach, FL. MSERA is a seven-state, nonprofit, incorporated educational organization that encourages quality educational research in the mid-south and promotes the application of the results of educational research in schools. **Will you please consider joining us as a 2023 Institutional Member to showcase your institution/organization and the great work you are doing?** Your membership and support will allow the organization to fulfill its mission of engaging researchers, establishing research partnerships, and affecting positive changes in education through scholarship that informs evidenced-based practices. Please review the institutional membership and sponsorship information below for details, and let us know if you have questions ([info@msera.org](mailto:info@msera.org)).

<p>Supporting Institutional Membership (valid one year from receipt of payment)</p> <ul style="list-style-type: none"> <li>● One conference registration (1 student) for the 2023 <a href="#">MSERA Annual Meeting</a> (Nov. 8-10, Pensacola, FL)</li> <li>● 2024 membership for the Dean (or designee)</li> <li>● Institutional recognition in MSERA’s newsletter, <i>The Researcher</i>, the MSERA website, and at the Annual Meeting</li> <li>● Copies of all MSERA publications</li> </ul>	<p><b>\$250.00</b></p>
<p>Sustaining Institutional Membership (valid one year from receipt of payment)</p> <ul style="list-style-type: none"> <li>● Three conference registrations (1 professional, 2 students) for the 2024 <a href="#">MSERA Annual Meeting</a>, (Nov. 6-8 Chattanooga, TN)</li> <li>● 2024 membership for the Dean (or designee)</li> <li>● Institutional recognition in MSERA’s newsletter, <i>The Researcher</i>, the MSERA website, and at the Annual Meeting</li> <li>● Copies of all MSERA publications</li> </ul>	<p><b>\$500.00</b></p>
<p>Additional Sponsorship Opportunities (Optional)</p> <ul style="list-style-type: none"> <li>● <i>Gold Sponsorship</i> - half-page ad in Annual Meeting e-program, exhibitor space at Annual Meeting, website recognition, sponsorship acknowledgement on sign at coffee break (\$550)</li> <li>● <i>Silver Sponsorship</i> - fourth-page ad in Annual Meeting e-program, exhibitor space at Annual Meeting, sponsorship acknowledgement on sign at coffee break (\$350)</li> <li>● <i>Annual Meeting e-program advertisements</i> <ul style="list-style-type: none"> <li>○ Full page (\$300)</li> <li>○ Half page (\$200)</li> <li>○ Fourth page (\$100)</li> </ul> </li> <li>● <i>Exhibitor Space</i> (\$200 per table with four chairs; electrical access extra as determined by venue)</li> <li>● <i>Reception, Coffee Break, or Luncheon Sponsorship</i> (minimum \$400)</li> </ul>	

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Becoming an Institutional Member and taking advantage of the sponsorship opportunities outlined above is easy! [Just provide your sponsorship preferences on this form](#) (hyperlink to Qualtrics survey) and you will receive an invoice soon. Please remit payment with a copy of the invoice to:

Randy Parker, Ed.D.  
Executive Director, MSERA  
2100 Forest Hills Blvd.  
Haughton, LA 71037



**INVOICE**

2023 Mid-South Educational Research Association Institutional Membership-Sponsorship

- Sustaining Member (\$500)
- Supporting Member (\$250)
- Sponsorship (Gold \$550, Silver \$350, Exhibitor \$200, Reception \$400+, Advertisement \$100-\$300)

Institution:

Dean/Unit Head:

Address:

City, State, Zip:

Phone:

E-mail:

TOTAL DUE: \_\_\_\_\_

Payment Method:      Check              Debit/credit card              Purchase order

Please return this form and a check made payable to MSERA to: [Name] | MSERA Executive Director | [Address 1] | Electronic payment may be made on the [MSERA website](#). Thank you for your support!

## **Distinguished Research Paper and Outstanding Dissertation/Thesis Selection Committee**

The Distinguished Research Paper and Outstanding Dissertation/Thesis Selection Committee is chaired by the Vice President/President-Elect. To ensure the fair, unbiased, and worthy selection of a distinguished research paper and an outstanding dissertation/thesis, the committee chair selects members who can apply their experience in research design and methodology to the review process. The committee should be established and prepared to review papers beginning mid-September.

The Committee Chair is responsible for:

- Inviting empirical research submissions in a call published in *The Researcher* alongside the Annual Meeting Call for Papers (February issue; see example of the Call for Distinguished Research and Outstanding Dissertation/Thesis Awards below)
- Collaborating with the Webmaster and the Program and Proceedings Committee Chair to promote and recruit submissions for the awards
- Verifying MSERA membership status of the first author of each paper being considered for an award
- Ensuring the paper submissions represent empirical research and submissions for the James E. McLean Award are of sufficient quality to represent MSERA at AERA
- Selecting a due date for the final papers (usually mid-September) and communicating the date and paper requirements to applicants
- Organizing the paper review process with reviewers (NOTE: Reviewers typically review a set of papers for only one of the awards; however, if they choose to review more papers, they may review across both awards.)
- Maintaining a scoring spreadsheet as reviews are completed and determining the award recipients
- Notifying the Executive Director of the winning papers by October 15 (or date otherwise selected by the Executive Director)
- Securing the awards (plaques and checks) from the Executive Director and notifying the winners at the Business Meeting of the Annual Meeting.

### **Example of Call for Distinguished Research and Outstanding Dissertation/Thesis Awards**

MSERA members may apply for the James E. McLean Distinguished Research Paper Award or the Herbert M. Handley Outstanding Dissertation/Thesis Award by submitting their abstract proposals to present at the Annual Meeting through the electronic submission process as outlined in the Call for Papers on the MSERA website. If the submitted abstract is selected for presentation at the Annual Meeting, an electronic copy (PDF) of the complete paper or dissertation summary and a separate electronic cover sheet must be sent to the Awards Chair, [Name], at [email address] by Month/Day/20XX. Paper submissions should be extensions of the

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abstract that was accepted for presentation and may not be changed, except for possible editorial corrections. The maximum length is 25 double-spaced pages, including narrative, tables, and bibliography. All references to the author/s and affiliate institutions should be redacted in the paper submission. The first author of the Distinguished Research Paper Award receives a plaque and reimbursement of up to \$500 for costs affiliated with presenting the winning paper at the AERA conference following the MSERA Annual Meeting during which the award was made. The first author of the Outstanding Dissertation/Thesis Award recipient receives a plaque and \$250 cash, provided the dissertation was completed during or after the summer (previous year). One person may not be awarded both awards in the same year.

### **Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Criteria**

Proposals are blind reviewed by at least two committee members who are from the constituent states and are in good standing with the organization. These members have extensive experience in empirical research and experience reading research papers, theses, and dissertations. In instances of disagreement between the assigned reviewers, an additional reviewer is asked to complete the evaluation rubric (see below).

### **James E. McLean Distinguished Research Paper Award**

Each year, MSERA sponsors the James E. McLean Distinguished Research Paper Award. Any professional member in good standing with MSERA may submit an entry. The first author of the Distinguished Research Paper Award receives a plaque and reimbursement of up to \$500 for costs affiliated with presenting the winning paper at the AERA conference following the MSERA Annual Meeting during which the award was made. To be eligible for this award, the paper must be an empirical research study, and the author must be a member of MSERA. The author must use the online submission process to submit an abstract of no more than 300 words as outlined in the general Call for Papers on the MSERA website AND the completed paper in PDF format by the deadline indicated in the Call for Papers. The abstract (i.e., proposal) must be accepted for presentation at the annual meeting before it can be considered for the award. The paper submission may not exceed 25 double-spaced, typewritten pages, including narrative, tables, and bibliography. No identifying information should be included in the complete paper.

### **Selection Procedures for the Award**

Review for the award is a two-step process. First, the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee members, who are also members of the Program Committee, will review abstracts of the papers as part of the general review process to determine if the paper will be accepted for presentation at the Annual Meeting. Upon acceptance for presentation at the Annual Meeting, the selection committee reviews and scores the papers to identify the most outstanding among those remaining following the first stage of the review process. The chair of the committee will ensure that each paper receives a minimum



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of two (2) blind reviews by members of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee during the review process. The five (5) papers receiving the highest composite reviews (or all papers if fewer than five entries are submitted) will then be reviewed by members of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection. If there is not a clear winner during this review phase, the chair will assign additional reviewers to the highest-scoring papers until a winner is evident.

The paper judged to be most outstanding at the conclusion of the two-stage process will be declared winner of the competition. The chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee will announce the award winner at the MSERA Business Session at the Annual Meeting of the Association. The winner will be acknowledged in MSERA social media accounts and the abstract from the winning paper will be published on the MSERA website, in the *The Researcher*, or both.

### **Award**

The award consists of a plaque, \$500 reimbursement for AERA expenses, and a slot at the Spring meeting of AERA. Upon receipt of the name of the recipient(s) from the Vice President/President-Elect (Chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee), the Executive Director prepares a plaque for the recipient(s) and presents it at the Business Session of the Annual Meeting of the Association. The monetary award, \$250 from the association and \$250 from the MSER Foundation, is made to the lead author after AERA conference receipts are provided to the Executive Director following presentation of the paper.

Following the annual meeting at which the award is presented, the Executive Director forwards to the State and Regional Educational Research Association (SRERA) Vice President for Annual Meetings the following information: Name of Award Winner(s), Title of Paper, Abstract of Paper, and full text of paper. This action reserves a slot for presentation at the annual meeting of AERA in the special interest group of SRERA.

### **Past recipients of the James E. McLean Distinguished Paper Award**

2023 Kate Barnes and Sarah McKenzie  
2022 Donna Spencer-Pitts  
2021 Jessica Herring-Watson, Nykela Jackson, and Chelsie Dubay  
2020 Michelle Wilson, Margaret Rice, and Steven Yates  
2019 Laura McNeil, Margaret Rice, and Vivian Wright  
2018 Prathiba Natesan, Peter Boedeker, and Anthony Onwuegbuzie  
2017 Nykela Jackson and Rachele Miller  
2015 Suzanne Franco

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- 2014 Anthony Onwuegbuzie, Marla H. Mallette, Eunjin Hwang, and John R. Slate  
2013 Anthony Onwuegbuzie and Kathleen M. T. Collins  
2012 Franz H. Reneau  
2011 Andrea Lynch Paganelli  
2009 Larry Daniel, Lunetta Williams, and Katrina Hall  
2007 Nancy Leach and Anthony Onwuegbuzie  
2005 Glennelle and Gerald Halpin  
2004 Nancy Leach and Anthony Onwuegbuzie  
2003 Kathleen M. T. Collins and Anthony Onwuegbuzie  
2002 Betty Porter  
2000 J. Jackson Barnette and James E. McLean  
1999 Kevin M. Keiffer and Bruce Thompson  
1998 Katrina N. Rhymer, Karen I. Dittmer, Christopher H. Skinner, and Bertha Jackson  
1997 Scott C. Bauer and Ira E. Bogotch  
1996 Pat Wachholz and Carol Etheridge  
1995 Christopher H. Skinner, Patricia Logan, Gregg A. Johns, and Sheri L. Robinson  
1994 Yi-Cheng Wu and James E. McLean  
1993 Alan S. Kaufman, Jane Ford-Richardson, and James E. McLean  
1992 B. A. Nye, C. M. Achilles, J. Zahorias, and D. Fulton  
1991 Robert L. Kennedy, Jianliang Wang, and Gene Harryman  
1990 Marion Dana, Anthony Scheffler, Mark Richmond, Sandra Smith, and Howard Draper  
1989 Jeffrey Gorrell  
1988 James E. McLean and Alan S. Kaufman  
1987 Larry Webber, Bruce Thompson, and Gerald S. Berenson  
1986 Joan M. Butler, David DeRuzzo, John P. Wollenberg, and Herbert M. Handley  
1985 Charles J. Achilles and M. Nan Lintz  
1984 James Flaitz  
1983 James M. Prater, Jr.  
1982 Debra Joyce Steele  
1979 Charles E. Standifer and Ernest G. Maples  
1978 Robert E. Bills  
1977 Robert H. Bradley and Bettye M. Caldwell

## **Herbert M. Handley Outstanding Dissertation/Thesis Award**

Each year MSERA sponsors the Herbert M. Handley Outstanding Dissertation/Thesis Award. A completed dissertation or thesis by a current member of MSERA may be considered for the award if the dissertation or thesis has been submitted in partial fulfillment of degree requirements and successfully defended within 15 months prior to the Annual Meeting for which the award is being considered. The award winner receives a plaque and a \$250 cash award. The dissertation director is also recognized.

To be eligible for this award, the author must use the online submission process to submit an abstract of no more than 300 words as outlined in the Call for Papers AND the completed paper in PDF format by the deadline indicated in the Call for Papers. The abstract (i.e., proposal) must be accepted for presentation at the annual meeting before it can be considered for the award. The paper based upon the dissertation/thesis may not exceed 25 double-spaced, typewritten pages, including narrative, tables and bibliography. No identifying information should be included in the complete paper.

### **Selection Procedures for the Award**

Review for the award is a two-step process. First, the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee members, who are also members of the Program and Proceedings Committee, will review abstracts of the papers to determine if they will be accepted for presentation at the Annual Meeting.

Upon acceptance for presentation at the Annual Meeting, the selection committee reviews and scores the papers to identify the most outstanding among those remaining following the first stage of the review process. The chair of the committee will ensure that each paper receives a minimum of two (2) blind reviews by members of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee. The paper judged to be the most outstanding at the conclusion of the review process will be declared the winner. If there is not a clear winner during this review phase, the chair will assign additional reviewers to the highest-scoring papers until a winner is evident.

The paper judged to be most outstanding at the conclusion of the two-stage process will be declared winner of the competition. The chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee will announce the award winner at the MSERA Business Session at the Annual Meeting of the Association. The winner will be acknowledged in MSERA social media accounts and the abstract from the winning paper will be published on the MSERA website, in the *MSERA The Researcher*, or both.

### **Award**

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The award consists of a plaque and a \$250 cash award. The dissertation adviser is also recognized. Upon receipt of the name(s) of the recipient from the Vice -President/President-Elect (Chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee Committee), the Executive Director prepares a plaque for the recipient(s), a plaque for the dissertation advisor, and writes a check for \$250 from the association. The plaques and check are delivered to the recipients at the Business Session of the Annual Meeting of the Association.

**Past recipients of the Herbert M. Handley Outstanding Dissertation/Thesis Award**

- 2023 Courtney Jarrell
- 2022 Kimberly Rogers Davis
- 2021 Lisette Manuel
- 2020 Shannon D. Williams
- 2019 R. Stacy Fields
- 2018 Juanita McMath
- 2017 Andrain Yeldell
- 2015 James Bridgeforth
- 2014 Leilya A. Pitre
- 2013 Debbie D. Dailey and Shane T. Warren
- 2012 Jeremy Ross Serson
- 2011 Franz H. Reneau
- 2009 Monica Ratliff and Sherlyn Powell
- 2008 John F. Edwards
- 2007 Lishu Yin
- 2006 Paul Webb
- 2005 Susan Seay
- 2004 LaDonna K. Morris
- 2003 Mary Margaret Merrill
- 2002 Carla R. Monroe
- 2000 Laureen G. Mayfield
- 1999 Susan Dale Mason
- 1998 Sunya T. Collier
- 1997 Sue S. Minchew
- 1996 Rebecca McMahan
- 1995 Malenna A. Sumrall

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1994 Jayne B. Zaharias

1993 Colleen C. Johnson

1992 Michele G. Jarrell

1991 Margaret L. Glowacki

1990 Kevin Hughes

1989 Gloria A. Turner

1988 Soo-Back Moon

1987 M. Nan Lintz

**Rubric for Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection**

CATEGORY	0	1	2	3
Problem Statement	Paper's purpose is incomplete and/or unfocused.	States the paper's purpose but focus is weak and not engaging.	Clearly and concisely states the paper's purpose, but focus is somewhat weak.	Clearly and concisely states the paper's purpose and is engaging and thought provoking.
Theoretical/ Conceptual Framework	Provides weak to no support for the study topic.	Partially supports the study topic AND/OR is lacking literature or theory relevant to topic.	Adequately supports study topic AND is based upon literature or theory most relevant to topic; reflects little synthesis of information.	Strongly supports the study topic AND is based upon a thoughtful synthesis of the literature or theory most relevant to topic.
Research Methods	Lack adequate description OR not appropriate to address all the research questions	Adequately described, address the research questions, but the quality is questionable.	Sound, explained in detail, address the research questions, but some methods are not well aligned.	Sound, explained in detail, address the research questions, and all methods are aligned.

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CATEGORY	0	1	2	3
Results	Not appropriate for the research orientation OR tables or figures are missing, mostly inaccurate, or seriously distracting.	Appropriate for the research orientation AND tables or figures have few inaccuracies or need refinement.	Appropriate for the research orientation, neat and accurate tables or figures, and all results organized into a logical order.	Appropriate for the research orientation, neat and accurate tables or figures, all results organized to maximize reader interpretation, and exhibit sophistication and thoroughness.
Conclusions/ Implications	Discussion of results and conclusions does not address the research questions OR implications for practice/future research are minimal or not provided.	Results and conclusions address the research questions, discusses how conclusions derived from results and aligns with relevant literature, AND implications for policy/future research are provided.	Results and conclusions address the research questions, discusses how conclusions derived from results and aligns with relevant literature, AND implications for policy/future research are well-developed.	Results and conclusions address the research questions in a <u>substantive way</u> , <u>well-developed</u> discussion of how conclusions were derived with <u>thorough</u> discussion of literature connections, and implications for policy/future research are <u>very well-developed</u> .
Organization	The information appears to be disorganized.	Information is organized, but paragraphs are not well-constructed.	Information is organized with well-constructed paragraphs.	Information is very organized with well-constructed paragraphs, subheadings, and transitions.

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APA Style and Mechanics	Has many APA style, grammar, spelling, or punctuation errors that seriously compromise the work's integrity.	Has APA style, grammar, spelling, or punctuation errors that somewhat compromise the work's integrity.	Very few APA style, grammar, spelling, or punctuation errors.	No APA style, grammar, spelling, or punctuation errors.
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**Evaluation Committee**

The Evaluation Committee is charged with reporting how the organization can continually improve the Annual Meeting activities to meet the needs of the membership. The Evaluation Committee Chair(s) and its members collect data during the Annual Meeting to evaluate the effectiveness specific activities, analyzes the information and reports the results of the evaluation to the Board to formulate proposed changes to the policies or procedures of the organization.

The Evaluation Committee collects information regarding individual sessions as well as the overall meeting. The Evaluation Committee Chair(s) coordinate with the Program and Proceedings Committee Chair(s) to ensure Session Presiders can report evaluative information on individual sessions, including the number of presenters, presenters who did not attend/present, session attendance, room size and noise level, whether the presenters' papers were made available, etc. The Chair(s) of the Evaluation Committee is responsible for transmitting to the *Proceedings* Editor the names and titles of papers for presenters who did not present. The committee is responsible for reviewing existing evaluation methods and recommending changes to the Board as appropriate. Below is a template for reporting Evaluation Committee data.

**Evaluation Committee Report Template MSERA ANNUAL MEETING**

\_\_\_\_\_ (Date) | \_\_\_\_\_ (Preparer)

Committee Members:

Method(s) of data collection:

**Demographics of those completing evaluations**

Race/Ethnicity/Cultural Group

- African American/Black

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- American Indian/Alaskan Native
- Asian
- Hispanic
- Native Hawaiian/Other Pacific Islander
- White
- Other (please specify) \_\_\_\_\_

Membership

- Professional
- Student
- Retiree
- P-12 Educator

Professional Designation

- Higher Ed Faculty
- Higher Ed Administration
- P-12 Educator
- K-12 Administrator
- SEA/LEA Staff
- Other (please specify) \_\_\_\_\_

Number of evaluations completed:

Session Information (Numbers and percent):

Session Type & Participation	Training	Display	Discussion	Symposia
	Include the number and percent			
Sessions Scheduled				
Sessions Held				
Sessions Cancelled				
Presenters Present				
Presenters Not Present				



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Number of Substitute Presiders				
Number of Attendees				
Evaluations Completed				
Sessions Held				

Session Type & Supporting Materials/Technology	Training	Display	Discussion	Symposia
	Include the number and percent			
Formal Paper Handouts				
PowerPoint Handouts				
Technology – PowerPoint				
Technology – Other (wiki, blog)				

Special Session Types	Research in Progress	Mentor	Outstanding Paper
	Include the number and percent		
Presenters			
Attendees			

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Mentees			
Mentors			

Satisfaction Survey Information

A total of \_\_\_\_\_ surveys were completed.

	No Opinion	Very Unsatisfied	Unsatisfied	Satisfied	Very Satisfied
Overall Quality of Papers Presented					
Grouping of Sessions					
Planning and Organization of Annual Meeting					
Overall Quality of the Annual Meeting					
Overall Quality of Annual Meeting Facilities					
Overall Quality of Service of Annual Meeting Hotel					
Overall Satisfaction with the Annual Meeting					
Total					

Comments on the Annual Meeting

Especially Good

In need of improvement

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Type(s) of sessions participants would like to see offered or expanded

Type(s) of sessions to be discontinued, reduced, or changed

Other

Comparison with Prior Year Evaluation Reports

Committee Recommendations

### **Future Site Selection Committee**

The Future Site Selection Committee recommends to the Board states to serve as hosts for the MSERA Annual Meeting. In Fall 2019, the MSERA Board adopted a new site rotation cycle: Pensacola, open, New Orleans, open. The committee will identify selected states at least three years in advance of the Annual Meeting.

Committee collaboration with the state representatives is mandatory for the effective outcome of the committee. One member of this committee must also be a member of the Technology Committee. The submitted state proposals for hosting the conference must comply with the specifications outlined in the *Operations Manual* (see below) and posted electronically on the MSERA website (<http://www.msera.org/>). Submitted proposals are to be sent to the Chair(s) of the Committee, the President, and Executive Director. After securing the proposals from states, the committee evaluates the proposals to determine whether they meet MSERA’s specifications. Upon selection of the proposal, the committee recommends its choice to the President who then brings the proposal to the Board of Directors for a vote.

### **Specifications for Planning an Annual Meeting of MSERA**

The Annual Meeting is held within the first two weeks in November every year. This is negotiable depending upon property availability. Estimated Attendance: 250

### **Structure of the Annual Meeting**

*\*Subject to the specific conditions of the meeting time, including, but not limited to, health and safety precautions and the financial standing of the organization.*

Day	Activity	Time	Estimated Attendance	Room/Room Arrangement
Monday	Virtual Executive Committee meeting	7 pm	4	
Tuesday	Board meeting	1 pm – 5 pm	30	Conference room
	Board dinner	6 pm – 7:30 pm	30	Rounds
Wednesday	Registration	7:30 am – 5 pm		Commons area

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	Concurrent sessions	9 am – 12 pm 1:30 pm – 5 pm	All	Five or six theatre-style rooms seating 30-40 each
	Luncheon	12 pm – 1:30 pm	All	Rounds
	Poster sessions	5 pm – 6 pm	All	Tables or easels in commons area
	New member and graduate student social	6 pm – 7:30 pm	75	Rounds and/or cocktail rounds
Thursday	Registration	7:30 am – 5 pm		Commons area
	New member-graduate student breakfast	7:30 am – 8:30 am	75	Rounds
	Concurrent sessions	9 am – 12 pm 1:30 pm – 5 pm	All	Five or six theatre-style rooms seating 30-40 each
	Foundation luncheon	12 pm – 1:30 pm	25	Rounds
	Posters	12:30 pm – 1:30 pm	All	Tables or easels in commons area
	Business meeting	5 pm – 6 pm	150	Rounds or theatre-style setup
	Reception	6 pm – 7:30 pm	All	Rounds and/or cocktail rounds
Friday	Registration	7:30 am – 12 pm		Commons area
	Past president's breakfast	7:30 am – 9 am	20	Rounds or conference setup
	Concurrent sessions	9 am – 12 pm	All	Five or six theatre-style rooms seating 30-40 each

**Food and Beverage**

Ice water stations should be provided throughout each day.

The coffee station each morning should remain available until purchased volume of coffee is consumed. Buffet-style setups for meals is usually the most cost effective and convenient. However, plated service is acceptable. The less expensive of the two should be selected.

The Tuesday evening Board dinner should include dinner salad, entrée, dessert, iced tea, ice water, and coffee. If a plated service is selected, three entrée choices should be requested (one meat, one seafood, one vegetarian). Board members identify their selections by the property's

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due date through the MSERA Local Arrangements contact person (usually one week) prior to the dinner. Board members who wish to bring a guest must notify the Executive Director in advance and pay for the guest's meal.

Menu selections for each meal or break should include sufficient options for vegetarian guests.

The MSER Foundation luncheon and Past Presidents breakfast must be held in private rooms, not in reserved, open areas of the property's restaurant. However, the private room could be a room at the restaurant. If the restaurant has a buffet and the buffet per person is cheaper than a special buffet or plated service for these two groups, guests at these two meals may serve themselves from the restaurant buffet and dine in the private room.

The food and beverage minimum should not exceed \$12,000. Food and beverage minimums exceeding \$12,000 may be considered if the excess is reasonably offset among other proposed expenses. Menus with prices must accompany all bids submitted.

### **Audio/Visual**

For the Tuesday Board meeting room, each breakout room, the Wednesday luncheon room, and the Thursday business meeting room, the standard a/v package of screen, cart for projector, and extension cord is needed. Projectors are **not** needed from the venue (we provide our own).

The Wednesday luncheon and Thursday business meeting will need a podium with microphone and head table next to the podium with five chairs (optional).

Wi-Fi at minimum for meeting rooms. Wi-Fi access throughout the conference area is preferred. Audio/visual options with prices must accompany all bids submitted.

### **Room Nights**

The typical room nights used are:

Monday	5
Tuesday	90
Wednesday	120
Thursday	120
Friday	5

The contract should include a complimentary suite for Tuesday, Wednesday, and Thursday for the President. Typically, this is based on a certain number of room night commitments.

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Attrition should not exceed 80%.

### **Items to Negotiate/Questions to Pose**

What are the service and gratuity fees?

What is the room night commitment for the complimentary suite?

What is the room night commitment (attrition) to avoid incurring facility usage charges?

What is charge for Wi-Fi access 1) in meeting rooms only and 2) throughout the entire conference area?

What parking is available? If there is a fee, what discount could be provided to the group?

Requested single-occupancy room rate is not more than \$120 per night (excluding taxes). If anticipated rate is higher, what adjustments are proposed as offset (food and beverage, facility charges, service fees, etc.) to lower room rate?

**\*\*Important reminder:** Only the Executive Director and specific officers have signatory authority as provided by the association's Constitution and Bylaws. Thus, the "local" representative soliciting proposals for properties might not be one of the individuals with signatory authority.

The Board must vote on all proposals solicited and only after a motion passes may the Executive Director (or other board designee) sign a contract. **No** contracts or agreements of any kind may be signed by any individual without Board approval.

### **Local Arrangements Committee**

The Local Arrangements Committee begins its work after the Site Selection Committee has recommended and the Board has approved a site for the Annual Meeting of the Association. Site selection is expected to be determined three years before the actual Annual Meeting date. The first responsibility of the Local Arrangements Committee is to obtain and prepare materials about the selected location (city and venue) to be displayed at the Annual Meeting held one year prior to the Annual Meeting that will be held at the selected location.

The Local Arrangements Committee is responsible, in coordination with the Executive Director, for all on-site preparations for the Spring Board Meeting and Annual Meeting, including selecting food and beverages and selecting meeting rooms within the negotiated contract rates. The contract, if required by the venue, is signed by the Executive Director.

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The Local Arrangements Committee Chair becomes the official contact person for the Association with the venue. The Local Arrangements Committee Chair assists the Program and Proceedings Committee Chair in scheduling specific rooms for all official Annual Meeting functions. If local tourist bureau services are utilized, the Local Arrangements Committee Chair coordinates these activities. The Local Arrangements Committee Chair works with the venue's catering service to make arrangements for refreshments for all Annual Meeting functions within the limitations of the budget approved at the previous Spring Board Meeting.

Specifically, the Local Arrangements Committee Chair is appointed after the Annual Meeting site has been selected. The Local Arrangements Chair coordinates with the Technology Committee Chair concerning the technology needs of the meeting rooms and other function spaces. The Local Arrangements Committee is responsible for the following:

- securing technology for presentation rooms and other function spaces and room set ups (e.g., seating arrangements, screens, podiums, easels, water service)
- ordering refreshments
- coordinating with the local tourism agency and local businesses for assistance with registration, name tags, "welcome goodie (swag) bags"
- sending electronic pictures, maps, and information about the Annual Meeting location (city and venue) to the Webmaster
- preparing similar but not identical materials for *The Researcher*
- meeting with the Association Board to prepare for the Annual Meeting
- collecting Board member dinner orders for the Tuesday night Board dinner of the Annual Meeting week
- ensuring availability of a room for the MSER Foundation luncheon on the Thursday of the Annual Meeting and arranging the food order
- ensuring availability of a room for the Past Presidents' breakfast on the Friday of the Annual Meeting and arranging the food order
- preparing, collecting, and buying materials for "welcome goodie bags"
- soliciting and collecting door prize items from State and At-Large Representatives and preparing door prize materials (tickets, timing, etc.)
- regularly meeting with the venue to order and revise food and technology orders
- ensuring that "complimentary" rooms are assigned to elected officials in the following order: President, Vice-President/President-Elect, Secretary; if additional complimentary rooms are available, those shall be assigned as designated by the President
- making signs, such as those providing directions to rooms or other general information
- working with the hotel on reservation procedures (group rates) and deadlines and communicating this information to the Webmaster
- responding to last minute requests for tables, technology, easels, poster-boards, etc.
- obtaining easels and/or table setups for displays/posters
- arranging for AV materials for any Board meetings, the Business Session of the Annual Meeting, any plenary speakers, and any keynote speakers

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- answering questions about the Annual Meeting venue (wireless internet access in meeting rooms, parking, etc.)
- assisting the President with any unique aspects of the Annual Meeting, as needed

## **Membership Committee**

The purpose of the Membership Committee is to recruit new members, sustain continuing members, and encourage professional growth among all members. The chair of this committee serves a two-year term for consistent development processes. The committee has responsibility for promoting activities that encourage the affiliation and participation of beginning researchers, particularly as they complete their graduate status. A further mission is to seek out researchers in institutions whose faculty are not currently affiliated with MSERA and to encourage their participation. The overall goal is not just to increase numbers of participants but also to make MSERA a representative, responsive research group.

Because of the importance of welcoming and potentially retaining university students, the University Student Director also serves as an ex-officio member of this committee.

The Membership Committee must work with State Directors to spread information about MSERA in their respective states. Similarly, At-Large Directors can coordinate with State Directors when they share the same state or provide direct outreach for unique states. The committee will provide a supporting role, as needed, for the University Advisory Committee's New Member/University Student Breakfast.

The Membership Committee works closely with the Secretary and Executive Director to communicate with current members, engage in outreach to inactive members, and identify means of spreading the message of MSERA. The Chair(s) of this committee should also be in contact with the Chair(s) of the Institutional Sponsorship Committee to coordinate concerted outreach efforts.

## **Nominations Committee**

The Past President serves as Chair of the Nominations Committee. As the Nominations Committee Chair, the Past President assembles a committee representative of the MSERA constituent states. The committee follows the guidance provided in Article VI of the Constitution, Nomination and Election of Officers and Directors. The cycle of nominations is as follows:

- Annually
  - Vice President/President-Elect
  - University Student Director
- Even numbered years
  - Secretary



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- Directors representing MSERA states
- Odd numbered years
  - At-large Directors
  - SEA/LEA Director

The Chair of the Nominations Committee is charged with having ballots printed for distribution to attendees as well as providing an electronic mode of voting at the Business Session of the Annual Meeting. In both even and odd numbered years, the names of those nominated for Vice President/President-Elect and University Student Director will appear on the ballot with the other applicable officers to be elected. The Chair of this committee is also charged with having committee members available to distribute ballots, gather completed ballots, and count ballots.

**NOTE:** With the exception of filling a vacant position (per *MSERA Constitution*, Article IV.2.d), only members from the state for which the State Director is to be elected may vote for that State Director Candidate. To facilitate printing and counting of votes, the color of any paper ballots should be different for each of the constituent states. Ballots for Vice President/President-Elect are aggregated; only those for a specific state are used to elect the Director.

In the case of a tie vote for State Director, the membership from that state will re-vote by ballot until the tie is broken.

**Nominations Committee: Sample Ballot for Annual Business Meeting (Even numbered years)**

(Motion Wording, including request for nominations from the floor)

Nomination of Officers and Directors – Report of the Nominations Committee

The Nominations Committee, constituted and operating in accordance with Section 1.a. of Article VI of the MSERA Constitution and Bylaws, presents to you and the general membership here assembled, the following slate of nominees to stand for election as Officers and Directors of the Association:

For Vice President/President-Elect (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For Secretary (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For University Student Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

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For Alabama Director (1 to be elected)

Name: From:

For Arkansas Director (1 to be elected)

Name: From:

For Florida Director (1 to be elected)

Name: From:

For Kentucky Director (1 to be elected)

Name: From:

For Louisiana Director (1 to be elected)

Name: From:

For Mississippi Director (1 to be elected)

Name: From:

For Tennessee Director (1 to be elected)

Name: From:

**Chair Motion Wording:**

Each of these individuals meets the requirements of Section 6 – Article IV and has been nominated in accordance with Section 1.b. - Article VI of the MSERA Constitution and Bylaws.

It is my pleasure to move that these members be nominated for their respective positions as an Officer or Director of the Mid-South Educational Research Association - as is, in each case, appropriate.

Motion should be made from floor to accept nominations.

Motion made \_\_\_\_\_

Do I hear a "Second"?

At this time, call for any Nominations from the floor.

-----if none,

The members of MSERA would like to thank each individual on the ballot this year. It is important

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for the health of this organization that members are willing to run for election. Whether the winner of the position or not, we are all still members of the organization. Thank you for your support!

Collect ballots. Counting of ballots is by members of the committee.

The President is provided a list of the names and position of those elected.

**Nominations Committee: Sample Ballot for Annual Business Meeting (Odd numbered years)**

(Motion Wording, including request for nominations from the floor) Nomination

of Officers and Directors – Report of the Nominations Committee

The Nominations Committee, constituted and operating in accordance with Section 1.a. of Article VI of the MSERA Constitution and Bylaws, presents to you and the general membership here assembled, the following slate of nominees to stand for election as Officers and Directors of the Association:

For Vice President/President-Elect (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For LEA/SEA Representative/Director (1 to be elected; local education agency/state education agency)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For University Student Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For At-Large Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For At-Large Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For At Large Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

For At Large Director (1 to be elected)

Name: \_\_\_\_\_ From: \_\_\_\_\_

Each of these individuals meets the requirements of Section 6 – Article IV and has been nominated in accordance with Section 1.b. - Article VI of the MSERA Constitution and Bylaws.

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It is my pleasure to move that these members be nominated for their respective positions as an Officer or Director of the Mid-South Educational Research Association - as is, in each case, appropriate.

Motion should be made from floor to accept nominations.

Motion made \_\_\_\_\_

Do I hear a "Second"?

At this time, call for any Nominations from the floor.

-----if none,

The members of MSERA would like to thank each individual on the ballot this year. It is important for the health of this organization that members are willing to run for election. Whether the winner of the position or not, we are all still members of the organization. Thank you for your support!

Collect ballots. Counting of ballots is by members of the committee.

The President is provided a list of the names and positions of those elected

### **Program and Proceedings Committee** (timeline needs review at Spring Board Meeting)

The purpose of the Program and Proceedings Committee is to plan the program of the Annual Meeting. The committee includes the Program and Proceedings Chair and Co-Chair (previous year's Program Chair or designee to assume the Chair position in the coming year), Vice President/President-Elect, President, Technology Chair/Co-Chairs, as well as all Proposal Reviewers and Session Presiders. The Program and Proceedings Chair(s) is responsible for providing the Call for Proposals information to the MSERA Webmaster immediately following the Spring Board Meeting. The Call for Proposals is to be coordinated with the Vice President/President-Elect and President for updating information related to the Call for nominations for Distinguished Research Paper and Outstanding Dissertation/Thesis and Service awards that are presented at the conference.

The Program and Proceedings Committee is charged with supporting functions related to the

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Annual Meeting, specifically the Call for Proposals and registration processes. These include, but are not limited to, the online Call for Proposals system. This system requires the capability to accept online proposal submissions, send automated acknowledgements of submission receipts, electronically transmit proposals for peer review, allow for the completion of these reviews online, and transmit proposal status notifications once determined by the Program and Proceedings Chair(s).

The Program and Proceedings Chair should also make recommendations regarding online registration processes that ensure accurate registration, acceptance and acknowledgement of credit card or electronic payments, and other necessary registration functions.

The Program and Proceedings Chair(s) is responsible for receiving all proposals and assigning MSERA members to conduct the blind review. The Program and Proceedings Chair(s) is also responsible for ensuring a review by a minimum of two reviewers for each submission. A third reviewer may be included when there is no clear consensus by the two initial reviewers. Reviewers should be recruited from members who have sufficient research and review experience. The Program and Proceedings Chair(s) is responsible for notifying the primary author of each submission of the status of the proposal and results of the review process.

The Program and Proceedings Chair(s) is responsible for preparing an Overview of the Program and a list of Program Highlights which are submitted to the Editors of *The Researcher*; both are submitted to the MSERA Webmaster immediately following the end of the review process for posting. This draft is to be posted with a notice for corrections or questions to be submitted to the Program and Proceedings Chair by September 1. A notice indicating the draft program has been posted is to be sent to the membership via email.

The Program and Proceedings Chair(s) also solicits Session Presiders and notifies presiders of their appointments and responsibilities. See Instructions for Session Presider below.

Presiders help ensure the session runs smoothly and supports gathering evaluative information about the specific sessions. The Program and Proceedings Chair coordinates these activities with the Chair(s) of the Evaluation Committee. The Program and Proceedings Chair(s), in coordination with the Local Arrangements Committee Chair(s), schedules all events related to the Annual Meeting, notifies participants, and transmits the completed program schedule to the editors of *The Researcher*.

The final Annual Meeting program is to be submitted to Editor of *The Researcher* and the MSERA Webmaster in electronic form by September 15. The Program and Proceedings Chair(s) is responsible for maintaining a list of any cancellations or changes. An errata handout or poster will be used to notify attendees at the Annual Meeting of cancellations and changes.

The Program and Proceeding Chair(s) is responsible for providing a preliminary report to the Board at the Fall Meeting about the proposal, program review, acceptance, and program development processes. See example format below. This report is to be updated and presented to the Board at the Spring Meeting in the following year to support the newly appointed Program and Proceedings Chair.

A final responsibility of the Program and Proceedings Chair(s) is to compile the *Proceedings of the Annual Meeting*. The Proceedings document minimally includes the titles of presented papers with the names of all authors (see <https://www.ms-era.org/proceedings> for an example). When possible, the Proceedings will include the date presented and content of the paper.

### **Instructions for Session Presiders**

On behalf of the Mid-South Educational Research Association (MSERA) we would like to express our sincere thank you for volunteering to serve as a Session Presider for the 20XX meeting in [location]. Below, please find the guidelines for your role as presider. If you have not served in this capacity in the past, we would encourage you to save this information and refer back to it prior to your assigned session(s).

Before the session begins, go to the evaluation committee desk to pick up your packet. (The evaluation committee desk will be located in the foyer somewhere near the registration desk.)

Your packet will contain an evaluation sheet for you to complete. It will ask for information such as the session theme, date and time, and room assignment. It will also ask if all presenters showed up and brought copies of their paper for everyone, and if there were any unusual circumstances or problems with technology.

Have the presenters load their presentation (if applicable) on mobile device prior to the commencement of their presentations. (Your room will be equipped with a projector at minimum.) It is customary for presenters to bring their laptops thus in the event a computer is not available in your room, please ask a presenter to borrow one for the duration of the session.

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If you are presiding a session in which there are 4 presentations, please explain to the presenters that each paper will be assigned 10 minutes. Questions and discussions should then be entertained at the very end of the session. If there are three presentations, then explain that each presentation will have 13 minutes with questions at the very end. Lastly, if there are two presentations, each presenter will have 20 minutes in which to present their paper followed by discussion in the end.

Please introduce each presenter prior to their presentation and help to distribute copies of their paper if needed.

Keep track of the time for each presentation, indicating when there are 2 minutes, 1 minute, 30 seconds left and when time is up. If you are one of the presenters in your session, feel free to ask one of the other presenters or someone in the audience to keep track of your time.

Obtain a hard copy of each presentation and place it in your presider's packet along with the completed evaluation sheet.

At the end of the presentations, ask the audience if there are any questions. (Preside over questions and discussion as time allows.)

Close the session when the time is up and thank everyone for attending.

Return the presider's packet to the evaluation committee at the evaluation desk, which will be located in the foyer.

### **Program and Proceedings Committee - Format for Program and Proceedings Chair Annual Report**

The Program and Proceedings Chair should consider using a format similar to the one below for reporting to the Board at the Fall Meeting. An update of this report is to be provided at the subsequent Spring Board Meeting.

#### **Report to the Board**

Proposals were received and accessed electronically through [mechanism for submissions, such as Oxford Abstracts]. As Program and Proceedings Chair, I contacted members via [methods] to announce the opening of the submission site and location of submission information on the MSERA website.

The first proposal submission was received on MM/DD. [Include the date submissions closed and whether the deadline was extended.] Primary authors were notified by e-mail as their proposals were received; XXX proposals were received by the deadline [and, if applicable, XXX total proposals were received by the end of the extended deadline.]

Each proposal was reviewed by at least two members of the Program and Proceedings

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Committee. This year XX members, representing XX institutions, served as reviewers. As reviews were received, decisions were made to (a) include in the program, (b) reject, or (c) send for an additional review. Chair(s) of the Distinguished Research Paper and Outstanding Dissertation/Thesis awards committees were notified when proposals under award consideration were accepted for presentation.

Session presiders were solicited during the Call for Proposals and through a email outreach. A total of XX members responded and [XX or all] are assigned to preside at sessions during the meeting.

Accepted proposals were grouped into thematic sessions and reviewed to remove scheduling conflicts for presenters and presiders. The initial program was developed and sent via e-mail to [editors] for review and inclusion in the e-version of *The Researcher* on MM/DD. The final program was sent via e-mail to them and to [Webmaster] who posted the program on the MSERA Website on MM/DD.

Notification of acceptance to primary authors began MM/DD and continued through MM/DD.

**20XX Program Details**

XXX proposals were accepted for the 20XX program.

- XXX Discussion/Research Papers (XX Sessions)
- XX Displays (X Sessions)
- XX Training Sessions
- X Symposia

The 20XX Program also included:

- Mentor Sessions
- Research in Progress (RiP)
- Exhibits
- Member Luncheon
- Keynote Session
- University Student Reception
- New Member Breakfast
- MSERA Foundation Luncheon
- MSERA Business Meeting
- Member Reception
- Past Presidents' Breakfast
- Outstanding Paper Session
- Total Program Participants XXX
- Professional Affiliation XXX





Service as Chair of this committee can be daunting and demanding. The following suggestions are presented to guide the process:

- Recommend to the President a Co-Chair who would be eligible and willing to serve as next year's Chair, if so appointed by the incoming President.
- Open the online submission portal as early as possible.
- Obtain the membership e-mail address book from the Executive Director.
- Maintain early and continuous contact with Award Committee Chairs, MSERA Webmaster, and Technology Committee.
- Maintain regular contact with reviewers, University Student Advisory Committee Chair and Director, MSERF President, primary authors, President, and Local Arrangements Committee Chair(s).

### **Positive Aspects of the Online Submission System**

### **Issues with the Current Online Submission System**

### **Recommendations and Suggestions**

Name

20XX MSERA Program and Proceedings Chair

## **Publications Committee**

The purpose of the Publications Committee is to prepare and recommend to the Board of the Association publication policies for each of the Association's print or electronic publications (*The Researcher*, *Research in the Schools*, MSERA Web Page, and Annual Meeting Proceedings).

The Publications Committee is responsible for preparing and submitting to the Board any recommendations for changes in existing publications, policies, and procedures, and to coordinate the development of proposals for new print or electronic publications and communications. The Chair of the Publications Committee serves as an ex officio member of the Technology Committee.

The Publications Committee is also responsible for making recommendations to the Board concerning procedures and policies regarding the editors of each of the Association's publications, including selection, evaluation, and term limits.

## **Technology Committee**

The purpose of the Technology Committee is to examine the technology and electronic storage needs and make recommendations to the Board of the Association. This committee works in conjunction with, and has shared membership, with the Future Site Selection Committee, Local Arrangements Committee, Program and Proceedings Committee, and Publications Committee.

The Technology Committee Chair assists the Local Arrangements Committee, as needed, with all technology aspects of the Annual Meeting. The Technology Committee coordinates with the Local Arrangements Committee the technology for presentation rooms and other function spaces and room set ups. During the Annual Meeting of the Association, the Technology Committee is available on-site to assist with any technological needs and issues.

This committee is responsible, in conjunction with the Publications Committee, for reviewing the electronic publications of the organization to determine the utility and viability of these electronic publications. The Technology Committee also has responsibility when future sites are selected and with the Local Arrangements Committee. A member of the Technology Committee is to serve on the Future Site Selection Committee to support identifying Annual Meeting venues conducive to the technology needs of the Board and presenters.

*The Researcher* is either in part or totally an online publication. The Publications Committee Chair is an ex-officio member of the Technology Committee.

## **University Student Advisory Committee**

The purpose of the University Student Advisory Committee is to highlight the needs and accomplishments of university (undergraduate and graduate) students to the MSERA membership. The University Student Director (USD) elected to the Board serves as Co-Chair of this committee with an experienced MSERA member serving as a senior Co-Chair. The past USD and past Co-Chair will serve as volunteers for the University Student Advisory Committee in the year following their service. The USD also provides an avenue to further inform the MSERA Board and membership of the needs of university students.

The committee Co-Chairs and volunteers organize the university student activities during the Annual Meeting of the Association and schedule the activities with the chair of the Annual Meeting Program Committee. The University Student Advisory Committee Co-Chairs disseminate information regarding the Annual Meeting of the Association's University Student reception through *The Researcher*. Another specific committee responsibility is for the committee to help host the New Member/University Student Breakfast at the Annual Meeting of the Association. The committee may also organize other sessions/activities that would be of particular interest to university students at the Annual Meeting of the Association.

The Annual Meeting's Research in Progress (RiP) program highlights the needs and accomplishments of university students. Information about RiP is published in *The Researcher* with the Call for Papers. RiP information is also included in the Call for Papers on the Association's website. The University Student Advisory Committee and volunteers work with the chair of the Annual Meeting Program and Proceedings Committee to facilitate university student proposal decisions for presentation at the Annual Meeting of the Association. Specific criteria for these reviews are included in the section regarding the Evaluation of Research in Progress Proposals.

The Mid-South Educational Research Foundation (MSERF) provides partial funding for students who submit proposals that have been accepted for presentation in the RiP sessions and who are subsequently selected by MSERF to receive this support. This is a monetary award from MSERF with the number and amount determined at the discretion of MSERF. The Co-Chairs of this committee must notify the Program Chair of the number of proposals selected for presentation and must provide a list of the summary scores and percentages assigned to the accepted proposals ranked from low to high, as well as recommendations for presentation type.

The University Student Advisory Committee Co-Chairs will send the President of the MSERF or other Foundation Board designate the university student proposal author names and email addresses associated with each accepted proposal for the MSERF to contact university students regarding completing the paperwork required to receive the partial funding. The MSERF will communicate with the students who can apply for partial funding. In the MSERF communication, the details of any additional information from the author of the selected proposals will be included (for example, a recommendation letter from a professor).

The University Student Advisory Committee will distribute a pre-conference communication to all university student authors of proposals. The communication will include suggested conference activities for university students and will provide information about the availability of mentors. The University Student Advisory Committee has strongly supported university students through the solicitation and distribution of materials useful to their studies, thesis or dissertation development, and professional development. The committee solicits donations of materials/books from vendors for distribution as awards during university student events during the Annual Meeting of the Association. The Co-Chairs of the University Student Advisory Committee should contact the chair of the MSERA Mentors Committee to determine ways that this committee can support mentor sessions and the MSERA Mentors Committee can support university student activities.

### **University Student Advisory Committee: Evaluation of Research in Progress (RiP) Proposals**

RiP conference sessions are reserved for university (undergraduate and graduate) students' presentations of their research studies. RiP sessions provide a formal presentation opportunity for university students who are engaged in research that is underway but is not sufficiently far along to submit for other MSERA submissions. The author of each accepted proposal will make either a 10-13 minute presentation in a research session or share their research within a round table RiP session. A general discussion will follow the presentation in both venues.

Proposals must include a brief working paper (maximum 1000 words) that provides an overview of the research in progress, describes the current stage of the project, and includes brief descriptions of the following elements:

- ∄ Research problem or objectives
- ∄ Theoretical or conceptual framework
- ∄ Research question(s) and relevant literature
- ∄ Methods, techniques, or modes of inquiry
- ∄ Data sources, evidence, objects, or materials
- ∄ Preliminary or anticipated findings
- ∄ Scholarly significance or anticipated contribution to the field
- ∄ Anticipated progress or next steps prior to the Annual Meeting

For each element in the working paper, the reviewers will rate the proposal from a high score of 5 to a low score of 0 or "incomplete". Descriptions of proposal elements used in completing reviews are listed below. The rubric used to assign a score for each proposal element follows the list of elements for a RiP proposal.

1. Problem statement- provide a problem statement that is a concise and concrete summary of an essential educational research problem you seek to address.
2. Description & Theoretical Grounding- provide a brief description of the research and the theoretical grounding which includes a lens through which researchers can examine and understand the problem. Inclusion of relevant literature is required.

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3. Summary of the methodology- provide research questions then include a description of data collection, instrumentation, analysis, and sampling.
4. Results- report the findings of your study based on the information gathered as a result of the methodology [or methodologies] you applied. The results should state the findings without bias or interpretation and be arranged in a logical sequence. Preliminary or anticipated findings are acceptable.
5. Conclusion/Implications- share anticipated progress/steps prior to the meetings
6. Significance/Contribution- the significance of the underlying research or topic or its potential contribution to the field.

	5	4	3	2	1	0
<b>Problem Statement</b>	Statement is concise, concrete, important, and related to education	Statement is concise, important, and related to education	Statement is important and related to education	Statement is related to education	Statement is minimally related to education	Statement is unrelated to education
<b>Description &amp; Theoretical Grounding</b>	Description is thorough and theoretical ground is strong	Description is thorough and theoretical grounding is adequate	Description is clear and theoretical grounding is strong	Description is clear and theoretical grounding is adequate	Description and theoretical grounding are inadequate	
<b>Summary of Methodology</b>	Clear and comprehensive description of data collection, instrument, analysis and sampling	Comprehensive description of data collection, instrument, analysis, and sampling	Clear description of the majority of: data collection, instrument, analysis, and sampling	Clear description of some of the following: data collection, instrument, analysis, and sampling	Unclear and not comprehensive	

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<b>Results</b>	Clear, comprehensive and unbiased presentation of results grounded in data	Comprehensive and unbiased presentation of results grounded in data	Unbiased presentation of results grounded in data	Presentation of results grounded in data	Presentation of results was unclear	
<b>Conclusion/ Implications</b>	Anticipated progress/next steps prior to meeting					
<b>Significance/ Contribution</b>	Invaluable to the field	Significant contribution to the field	Adequate contribution to the field	Limited contribution to the field	Little contribution to the field	No contribution to the field

The University Student Director and the University Student Advisory Committee Co-Chair annually recruit MSERA members to volunteer as proposal reviewers. Each proposal should receive a minimum of two reviews and a maximum of four reviews. The reviewers provide a score for each element included in the proposal based on the provided rubric.

After all proposals are reviewed, the final summary scores and percentages will be used by the University Student Director and the University Student Advisory Committee Co-Chair to recommend those proposals that should be accepted. The information will be shared with the Program and Proceedings Chair(s). The Committee Co-Chairs will provide the RiP summary scores along with the proposal authors' contact information to the President of the MSERF or a Foundation Board Designate.

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**University Student Welcome Letter**

Dear Colleague:

On behalf of the Mid-South Educational Research Association (MSERA) I would like to welcome you as a **university student member!** I currently serve as the University Student Director on the MSERA Board and can personally attest to what a great organization this is for university students. Membership and participation in MSERA will provide you with a wide range of professional opportunities. MSERA has become an important research organization for many young faculty and university students providing an atmosphere for new and established researchers to share their efforts.

Listed below are just some of the membership benefits:

- Free subscriptions to the MSERA's *The Researcher*, the organization's newsletter, and *Research in the Schools*, a nationally refereed research journal, published twice a year.
- The opportunity to submit proposals for presentations, symposia, display sessions, or training sessions for the annual meetings, held in November of each year.
- Great opportunities are available to network with colleagues at the meetings.
- Free undergraduate/graduate student reception and new member/undergraduate/graduate student breakfast at the annual meeting.
- The opportunity to be a part of what we think is the most friendly and broad-based regional research organization in the world!

I am pleased that you decided to become a member of MSERA and hope that you will inform other students in your program and encourage them to also join this prestigious organization.

In closing, I would like to extend a personal invitation to you to attend the 20XX MSERA Annual Meeting to be held in [city location] from November X -X, 20XX.

Each year the annual conference provides a forum in which to present research papers, symposia, displays, and training sessions in a variety of educational areas. MSERA includes research from all areas of education and provides excellent opportunities for students to interact with established faculty from other colleges and universities. The conference is a great place for graduate students to present a first research paper through our Research in Progress [RiP] program.

I hope to see you in [location]! If you are interested in becoming a MSERA Student Liaison for your campus, please contact me via email. This is a great way for you to get involved and help your peers to succeed in their research endeavors.

[Name] | MSERA University Student Director

(Institution) | Email address



## **MSERA Mentors Committee**

The MSERA Mentors Committee was established initially to provide a venue for long-time MSERA members to make contact primarily with university (undergraduate and graduate) students who have mutual research interests. The scope of the committee's interest has been expanded subsequently to provide a venue for long-time MSERA members to also connect with new/junior university faculty members who have mutual research interests. Any MSERA member who has been a member for at least 15 years is considered an MSERA Mentor and is eligible to participate in the activities of the committee. One or more special sessions is held at the MSERA Annual Meeting for MSERA Mentors, university students, and new university faculty members to discuss their research interests and share their expertise. The desired outcome of these sessions is for university students and new university faculty members to identify experienced researchers with whom they can establish a possible mentoring relationship for consultation as the university students and new university faculty members pursue their research interests. The Chair of the MSERA Mentors Committee should contact the Chair of the University Student Advisory Committee to determine ways that these committees can provide mutual support for each other.

### **Sample Mentor Application and Information**

MSERA has always been a mentoring, advocacy, and support organization for student members, new members, and colleagues on the tenure track. We pair potential protégés with potential mentors with the idea of mentoring that goes on year-long with checking in at each MSERA Annual Meeting.

Our MSERA mentors do not replace mentorship by professors/dissertation committees, department chairs, deans, or workplace assigned mentors. Mentors may have various types of experience, thus MSERA will seek to match qualified and appropriate mentors with individuals based on their specific needs/requests. The idea is to have a critical friend and colleague who can assist the individuals with feedback on research, career, tenure and promotion, publication, grant writing, or other matters. Mentors can serve you as you progress through research, article publications, career-choices, dissertations, leadership situations, etc.

#### **Do you need a mentor?**

If you are interested in obtaining a mentor, please click the link below:  
MSERA Mentor Request Form <insert hyperlink>

#### **Do you want to be a mentor?**

If you are interested in becoming a mentee, please click the link below:  
MSERA Mentor Application <insert hyperlink>

## ***Other Representatives to the Board***

### **Archives/Paper Repository Representative**

The MSERA Board of Directors designates the location of an official repository of MSERA materials. A person from the agency or institution serves as representative to the Board of the Association. Any educational agency or institution maintaining the archives must be located within the boundaries of the Association. The Archives/Papers Repository Representative shall be responsible for ensuring that the papers (electronic and/or hard-copy) presented at each MSERA Annual Meeting are transmitted to the repository to become part of the MSERA archives.

A formal agreement will be entered into between the agency or institution and the Association. The agreement will include 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. The archives must be organized and maintained in such manner that the contents are readily identifiable, accessible, and retrievable to serve users. The agreement may be terminated by either party. Termination of the agreement by the Association requires approval of a majority of members attending and voting at any regular Board meeting. Written notification of termination by either party requires the reason for the decision and shall be given to the other party.

The agreement between the agency or institution and the Association will include (1) statement of responsibilities of each party, (2) delineation of the materials to be placed in the repository, (3) procedures for procurement of papers by the repository, (4) operational procedures for maintaining the archives, (5) services to be provided for users, and (6) other matters mutually agreed by the Association and the agency or institution to be incorporated into the agreement. The agreement may be reviewed at the request of either party to make revisions as necessary to keep it up to date.

NOTE: Effective 2024 (per Board decision in 2023), the Association will no longer maintain a physical archive of presentations. Presenters are encouraged to upload their full papers for availability through the Association's Oxford Abstracts account immediately following the Annual Meeting.

### **Louisiana Education Research Association (LERA) Liaison**

The Louisiana Education Research Association (LERA) Liaison serves on the MSERA Board as a nonvoting representative of LERA. He/she is an active member in good standing of both MSERA and LERA and serves a joint appointment from the MSERA President and LERA.

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The Liaison advises the Board and members of both organizations as to the activities of both organizations and encourages membership and participation in MSERA from current LERA members as well as those individuals and institutions served by LERA.

### **State and Regional Educational Research Association Liaison (SRERA)**

The Consortium of State and Regional Educational Research Associations (SRERA) Liaison serves on the MSERA Board as a nonvoting representative appointed by the MSERA President. He/she is an active member in good standing of MSERA and AERA. The Liaison advises the Board and members of both organizations as to the activities of both organizations and encourages membership and participation in MSERA and AERA. (The Consortium is an aligned organization of the American Educational Research Association that is comprised of state and regional educational research associations which are dues-paying members of the Consortium.)

The Executive Director of the Association shall serve as the point of contact for the SRERA Vice-President for Annual Meetings/Program Chair to schedule the MSERA Outstanding Paper on the AERA Annual Meeting Program. The SRERA Liaison for MSERA will ensure that the SRERA Vice-President for Annual Meetings/Program Chair is kept informed of the MSERA point of contact for all matters related to the relationships among MSERA, SRERA, and AERA.

## **Section 5: Publications and Editors**

### ***Editor, MSERA The Researcher***

The purpose of *The Researcher* is to serve as the major communication vehicle among the membership and officers of the organization. The editor or editors assume the responsibility for (1) compilation and distribution of *The Researcher* on the following schedule:

- February – Call for Papers
- May – Leadership
- August – Membership Directory
- October – Annual Meeting Program

The Editor(s) disseminate the *Call for Papers* to members of AERA, LERA, and other regional or state education research associations, and to deans of teacher preparation institutions in the constituent states who are not members of MSERA. The Editor(s) also prepare, maintain, and disseminate a production schedule with responsibilities clearly assigned to contributors. This production schedule is disseminated once a quarter beginning in January. An example of a production schedule follows.

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**MSERA *The Researcher* Production Planning Calendar Summary**

Issue [primary focus]	Production Time (2-3 weeks)		Distribution Time (2-3 weeks)	
	Contributor's general deadline to Editor <sup>1</sup>	Editor's deadline to printer	Editor's deadline for bulk mail	Target date for membership to receive issue
FEBRUARY (#1) [call for papers]	Jan 1	Jan 15	Feb 1	Feb 15
MAY (#2) [leadership]	Mar 21	Apr 5	Apr 21	May 5
AUGUST (#3) [member directory]	June 15	July 15	Aug 1	Aug 15
OCTOBER (#4) [Annual Meeting program]	August 15	Sept 15	Oct 1	Oct 15

**MSERA THE RESEARCHER CONTRIBUTOR RESPONSIBILITIES AND DEADLINES**

<b>CONTRIBUTOR<sup>2,3</sup></b>	<b>FEBRUARY ISSUE January 1 Deadline<sup>1</sup></b>	<b>MAY ISSUE March 21 Deadline<sup>1</sup></b>	<b>AUGUST ISSUE June 15 Deadline<sup>1</sup></b>	<b>OCTOBER ISSUE August 15 Deadline<sup>1</sup></b>
<b>Editor E-notice out by:</b>	<b>December 1</b>	<b>February 21</b>	<b>May 15</b>	<b>July 15</b>
President	<ul style="list-style-type: none"> <li>• Official list of Board members</li> <li>• Executive officers and Editors, with institutional affiliation + email address</li> </ul>	<ul style="list-style-type: none"> <li>• President’s message (with title) [500w]</li> <li>• Annual Meeting theme</li> <li>• official list of committee Chairs, and other appointments with institutional affiliations + emails</li> <li>• announcement: call for nominees for Bowman Service award [100w]</li> </ul>	<ul style="list-style-type: none"> <li>• President’s message (with title) [500w]</li> <li>• Announcement: Annual Meeting Keynote speaker &amp; speaker pic [500w]</li> <li>• Emphasize Annual Meeting theme</li> </ul>	<ul style="list-style-type: none"> <li>• President’s message (with title) [500w]</li> <li>• announcement: Keynote speaker’s biography and title of presentation [500w]</li> <li>• list of honors/awards of previous meeting</li> <li>• Emphasize Annual Meeting theme</li> </ul>
Past-President	<ul style="list-style-type: none"> <li>• Past President’s message (with title) [500w]</li> <li>• Announcement: Call for nominees for open offices and Board members positions [120w]</li> </ul>			<ul style="list-style-type: none"> <li>• Announcement: slate of nominees for open offices and board member positions with pics and narratives [120w each]</li> </ul>

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President-Elect	<ul style="list-style-type: none"> <li>• Announcement: call for outstanding papers and dissertations [80w]</li> </ul>	•	•	•
Executive Director <sup>4,5</sup>	<ul style="list-style-type: none"> <li>• Membership form</li> <li>• Printed labels<sup>5</sup> (Jan. 15 deadline)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership form</li> <li>• Printed labels<sup>5</sup> (April 5 deadline)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership/registration form</li> <li>• Membership directory content<sup>4</sup></li> <li>• Printed labels<sup>5</sup> (July 15 deadline)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership/registration form</li> <li>• Printed labels<sup>5</sup> ( Sept. 15 deadline)</li> </ul>

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Program/Proceed Chair <sup>4</sup>	<ul style="list-style-type: none"> <li>• Announcement: <b>Call for papers</b> [200w]</li> <li>• Announcement: call for session presiders [150w]</li> </ul>		<ul style="list-style-type: none"> <li>• Announcement: Overview of Annual Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual Meeting program content<sup>4</sup></b> (includes highlights and overview)</li> </ul>
University Student Chair	<ul style="list-style-type: none"> <li>• Student corner spotlight [120w]</li> </ul>	<ul style="list-style-type: none"> <li>• Student corner spotlight [120w]</li> </ul>	<ul style="list-style-type: none"> <li>• Student corner spotlight [120w]</li> </ul>	<ul style="list-style-type: none"> <li>• Student corner spotlight [120w]</li> </ul>
Foundation Board Chair		<ul style="list-style-type: none"> <li>• Fnd support for research-in-progress [150w]</li> </ul>	<ul style="list-style-type: none"> <li>*Announcement: thank you [150w]</li> </ul>	<ul style="list-style-type: none"> <li>• List of MSERF contributors</li> <li>• Announcement: MSERF Board members and mission [250w]</li> </ul>
Local Arrgmt Chair		<ul style="list-style-type: none"> <li>• upcoming site pics and promotional information</li> </ul>	<ul style="list-style-type: none"> <li>• upcoming site pics, hotel deadlines and special rates</li> </ul>	<ul style="list-style-type: none"> <li>• map and travel directions</li> <li>• meeting room layout</li> </ul>
Evaluation Chair Future Site Chair Institutional Mem-Spon Chair Mentor Chair Constitution & Bylaws Chair	<ul style="list-style-type: none"> <li>• EVALUATION: Summary of Annual Meeting evaluation [150w]</li> </ul>	<ul style="list-style-type: none"> <li>• FUTURE SITE</li> <li>• Announcement: Call for future site proposals [100w]</li> <li>• CONSTITUTION</li> <li>• Any proposed changes</li> </ul>	<ul style="list-style-type: none"> <li>• INSTITUTIONAL SUPPORT: Listing of MSERA institutional members</li> <li>• CONSTITUTION: Any proposed changes</li> </ul>	<ul style="list-style-type: none"> <li>• MENTOR Announcement: Research Mentors [120w]</li> </ul>



## ***Editor, Research in the Schools (RITS)***

The editor or editors produces a quality journal of educational research designed to enhance the exposure and prestige of the Association. Two issues are published annually and are provided to the membership as part of their dues. The *RITS* editor(s) should work with the Executive Director to assure that two (2) copies of each issue of the *RITS* are sent to MSERA Archives Chair.

### **STATEMENT OF PURPOSE**

*Research in the Schools* (ISSN 1085-5300) is the official publication of the Mid-South Educational Research Association (MSERA) and reflects the mission of the organization. MSERA was formed to encourage and provide results of quality educational research in elementary and secondary education and in institutions of higher learning. To support this mission, *Research in the Schools* publishes original contributions in the areas of:

- 1) Research in practice – empirical studies focusing on the results of applied educational research and program evaluation studies including cross-cultural studies;
- 2) Methods and techniques – descriptions of technology applications in the classroom, descriptions of innovative teaching strategies in research/measurements/ statistics, evaluations of teaching methods, and similar articles of interest to instructors of research-oriented courses;
- 3) Assessment – empirical studies of norm-referenced, criterion-referenced and informal tests in the areas of cognitive ability, academic achievement, personality, vocational interests, neuropsychological functioning, and the like;
- 4) Topical articles – scholarly reviews of research, perspectives on the use of research findings, theoretical articles, and related articles; and
- 5) Other topics of interest to educational researchers.

The journal accepts manuscripts reflecting quantitative and qualitative methodologies, including studies using group or single-subject research designs. *Research in the Schools* is devoted to research conducted in any educational setting from a conventional elementary school or high school to a training program conducted within an industry. Likewise, there are no age restrictions on the sample, since the educational settings may include preschools, continuing education classes for adults, or adaptive skills courses in nursing homes. Studies conducted in settings such as clinics, hospitals, or prisons are ordinarily inappropriate for *Research in the Schools* unless they involve an educational program within such a setting.

One goal of *Research in the Schools* is to provide a training ground for graduate students to learn effective reviewing techniques. Consequently, the journal utilizes a Graduate Student Editorial Board in addition to the professional Editorial Board. Manuscripts are selected on the basis of a peer blind review composed of graduate students with an interest in educational research and preparatory course work. Members of this Editorial Board, each sponsored by a professor, provide supplementary reviews for a selection of submitted articles, and receive both direct and indirect feedback of the quality of these reviews.

### **OUTSTANDING RITS REVIEWERS**

Beginning in 2006, the Co-Editors of *Research in the Schools* began recognizing individuals who rendered exemplary service to the journal in their role as editorial board members. Timeliness, diligence, and the willingness to offer constructive suggestions are among the traits of peer reviewers ("referees") that are highly valued both by journal editors and by those who submit their manuscripts for consideration. Awardees are announced at the Fall Board Meeting and at the Business Session of the Annual Meeting.

Those who have been recognized as Outstanding RITS Reviewers include:

- 2018 Nancy Leech, University of Colorado, Denver
- 2017 Keith Hyatt, Western Washington University
- 2016 Sandra Acosta
- 2015 Jim Flaitz, University of Louisiana at Lafayette and Nancy Leech, University of Colorado Denver
- 2014 Susan Skidmore, Sam Houston State University
- 2013 Tracy Goodson-Espy, Appalachian State University
- 2012 Michelle Brown, Walden University, and Daniel Krenzer, Doctoral Student, Mesa County Valley School District
- 2011 Shujie Liu, Northeast Normal University, China, and Cindy Bengé, Doctoral Student, Sam Houston State University
- 2010 Bruce Thompson, Texas A&M University and Dr. Amy Dellinger, D.A.T.A. LLC
- 2009 Angela Gipson, American Public School System, David Morse, Mississippi State University, and Robert Kennedy, University of Arkansas Medical Sciences
- 2008 Kathleen M. T. Collins, University of Arkansas at Fayetteville and Charles McLafferty, Unaffiliated
- 2007 Debbie Hahs-Vaughn, University of Central Florida and Kevin Kieffer, St. Leo University
- 2006 Charles M. Achilles, Eastern Michigan University and James M. Ernest, Valdosta State University

## ***MSERA Website and Social Media***

The MSERA Webmaster is responsible for maintaining the website for MSERA ([www.msera.org](http://www.msera.org)). The Webmaster assumes responsibility for compilation, editing, and posting of information on the website in a timely manner. The Executive Committee will also have editing access should the Webmaster not be able to provide timely revisions and updates. A suitable backup of the website should be maintained. The MSER Foundation provides annual support for the MSERA website operating costs up to \$250.00 (this amount was established in 1998). The MSERA Executive Director pursues reimbursement for web hosting and domain registration from the Foundation.

The responsibility for actively maintaining the Association's digital presence is jointly shared by the Executive Committee, Webmaster, Membership Committee, and Technology Committee. The MSERA President may designate a member of the Board to oversee social media account activity so as to consistently represent the activities of the Association to the public. Passwords for social media accounts should be stored with the Executive Director and Historian's files to maintain continuity of accounts across leadership changes. (As of 2023, MSERA maintains an active social media presence in Facebook and Instagram.)

## **Section 6: MSERA Service and Contribution Awards**

### ***Harry Bowman Service Award***

The Harry Bowman Service Award was created in 1992 to honor Harry Bowman, who served MSERA meritoriously. The intent of this service award is to recognize someone for ongoing service to MSERA over a period of years. This award may be presented to any MSERA member who has rendered meritorious service to the Association over a period of years. The service rendered may be as an officer and/or as a non-officer member who has served the organization continuously in significant ways over a period of years. The basis for selection to receive this award will be stated when the award is announced and in any other forums where presentation of this award is reported.

Nominations are solicited by announcements in *The Researcher* (May issue) and on the MSERA website. Nominations are sent to the current President of MSERA or designee. Upon receipt of the nominations, the President or designated Chair reviews the list of previous awardees to retain only names of those who have not previously been given this award.

#### **SAMPLE: CALL FOR NOMINATIONS FOR HARRY L. BOWMAN SERVICE AWARD**

The Executive Committee will consider nominations for the Harry L. Bowman Service Award. This annual award is given to a member of MSERA for continued service and contributions to MSERA. The award consists of a plaque and is presented during the Business Session of the Annual Meeting in November. Any member of MSERA may submit a nomination for this award. Nominations are submitted to [President or designee name] at [email address] and must be received by September XX, 20XX.

The selection committee for this award is the MSERA Executive Committee. Each member is asked to rank the nominees. Rankings from each committee member are reversed to give the first ranked nominee the highest points; the lowest ranked the least points. The nominee with the greatest cumulative points is selected. In the event of a tie, the names of those tied are sent back to the committee and the process continues.

Past recipients of the Bowman Service Award include the following:

- 2023 Rachelle Miller
- 2022 Rebecca Robichaux-Davis
- 2021 Mindy Crain-Dorough, Southeastern Louisiana University
- 2020 Dustin Hebert, Louisiana Tech University

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- 2019 Kathleen Campbell, Southeastern Louisiana University
- 2018 Patrick Kariuki, Milligan College
- 2017 Julie Holmes, Louisiana Tech University
- 2016 Gail Hughes, University of Arkansas at Little Rock
- 2015 Jane Nell Luster, LSUHC-HDC (Retired)
- 2014 Randy Parker, Louisiana Tech University
- 2013 Gahan Bailey, University of South Alabama
- 2011 Ava Pugh, University of Louisiana at Monroe
- 2010 William Spencer, Auburn University
- 2009 Walter Mathews, Evaluation Associates of New York
- 2008 Lynn Howerton, Mary Jane Bradley, Nola Christenberry; Arkansas State University
- 2007 Carolyn Reeves Kazelskis and Richard Kazelskis (joint award), University of Southern Mississippi (Retired)
- 2006 Linda Morse, Mississippi State University
- 2005 Rob Kennedy, University of Arkansas for Medical Sciences
- 2004 Qaisar Sultana, Eastern Kentucky University
- 2003 Carl Martray, Mercer University
- 2002 Cliff Hofwolt, Vanderbilt University
- 2001 Robert Rasmussen, LSU System
- 2000 Ron Adams, Western Kentucky University
- 1999 Neil Amos, Mississippi State University
- 1998 David Morse, Mississippi State University
- 1997 Gerald and Glennelle Halpin (joint award), Auburn University
- 1995 James E. McLean, University of Alabama-Birmingham
- 1994 John R. Petry, University of Memphis
- 1993 Judith A. Boser, University of Tennessee-Knoxville
- 1992 Harry L. Bowman, Southern Association of Colleges and Schools

***Walter M. Mathews Historical Contributions Award***

The Walter M. Mathews Historical Contributions Award was created in 1999 to honor Walter Mathews, the founder of MSERA. The intent of the award is to recognize those who have contributed to change within the Association to achieve the evolving vision. Recipients of this

award should have a record of enabling the Association to change in positive ways to benefit the MSERA membership over a period of years.

Individuals who are nominated for this award may be longstanding members of MSERA, former MSERA officers, and/or MSERA members who served as mentors to new professional and student members. The Executive Committee of MSERA may choose to present up to three awards in a single year. The basis for selection to receive this award will be stated when the award is announced and in any other forums where presentation of this award is reported.

Nominations are solicited by announcements in *The Researcher* (May issue) and on the MSERA website. Nominations are sent to the current President of MSERA or designee. Upon receipt of the nominations, the President or designated chair reviews the list of previous awardees to retain only names of those who have not previously been given this award.

#### SAMPLE: CALL FOR NOMINATIONS FOR THE WALTER M. MATHEWS HISTORICAL CONTRIBUTIONS AWARD

The Walter M. Mathews Historical Contributions Award was created by the MSERA Board of Directors in 1999. This award was developed for the purpose of recognizing contributions that have led MSERA to its present status. The award consists of a plaque and is presented during the business meeting in November.

Any member of MSERA may submit a nomination for this award. The award is named for the found of MSERA, Walter M. Mathews. Walter Mathews was the first recipient of this award in 2000. Nominations are to be submitted to [President or designee name] at [email address] and must be received by September XX, 20XX.

The selection committee for this award is the MSERA Executive Committee. The President or designated Chair forms a committee to rank all of the nominees. Rankings from each committee member are reversed to give the first ranked nominee the highest points; the lowest ranked the least points. The nominee with the greatest cumulative points is selected. In the event of a tie, the committee can choose to give the award to all tied individuals or to have a second round of rankings to break the tie. The award is made at the the Business Session of the Annual Meeting in November with each recipient receiving a plaque.

Past recipients of the Mathews Historical Contributions Award include the following:

- 2023 Tina Allen
- 2022 Franz Reneau
- 2021 Ava Pugh
- 2020 Charles Notar
- 2019 Suzanne Franco
- 2018 Jwa Kim
- 2017 Larry Daniel
- 2016 Julie Holmes
- 2015 Randy Parker
- 2014 Jane Nell Luster
- 2013 Jim E. McLean
- 2012 Mary Beth Evans, Judith Boser, and Cliff Hofwolt
- 2010 David Morse, Linda Morse
- 2009 Ron Adams
- 2008 Jerry Robbins, John Enger
- 2006 George Gaines
- 2004 Harry Bowman, John Petry
- 2003 Charles Achilles
- 2002 Jeffrey Gorrell, Richard Kazelskis
- 2001 Fred Bellott, John Burns, Eugene Jongsma, Ron Partridge
- 2000 Walter Mathews

## **Section 7: Mid-South Educational Research Foundation (MSERF)**

The Mid-South Educational Research Foundation (MSERF) was chartered and incorporated in 1992, with Harry L. Bowman acting as the Incorporator. The original chartering documents state, *[t]he purposes of which the corporation is organized are to operate exclusively for charitable, scientific and educational purposes, 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)...* Additionally, the charter states these purposes:

- A. Encouraging quality educational research in elementary and secondary schools and higher education institutions in the Mid-South.
- B. Promoting the application of the results of quality educational research in the schools and higher education institutes of the Mid-South.
- C. Cooperating with other educational research organizations in the encouragement and provision of results of quality educational research to elementary and secondary schools and higher education institutions in the Mid-South.

The MSERA President, Vice President/President-Elect, and Executive Director serve as ex officio members of the Foundation's Board of Directors. The Foundation operates independently yet in cooperation with MSERA.