



# **OPERATIONS MANUAL**

*Revised Fall 2021*

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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."

## **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 Manual***

The *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 includes the current copy of the Constitution and Bylaws. The Constitution and Bylaws are also to be posted on the MSERA website.

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

Section 5 contains the duties and responsibilities of the standing committees and other representatives.

Section 6 describes the Association's publications and responsibilities of the editors of these.

Section 7 provides information regarding the Bowman and Matthews Service Awards.

Section 8 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 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 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* and disseminate to Board members two weeks prior to the Annual Meeting

The Board should review all changes to the *Operations Manual* to be prepared to vote on all sections with changes at 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 elective Officers and Directors of the Association are elected by secret ballot of the members attending and voting at the Business Session of the Annual Meeting of the Association with the exception of the State Directors. State Directors are elected by a vote of the members of the Association who are from the state to be represented by the Director. A majority (50% plus one) of the votes cast shall be required to elect Officers and Directors. At-large, University Student, and State Education Agency/Local Education Agency directors are elected by a vote of 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

Mid-South Educational Research Association (MSERA)

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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."

### **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 Template

20XX MSERA Leadership

<b>Elected Officers</b>			
<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	

<b>Elected Officers</b>			
<b>Leadership Position</b>	<b>Description</b>	<b>Election/Term</b>	<b>Name, Affiliation, Email Address</b>
University Student Director	Voting   Board Member	One Year, elected annually	
<b>Appointed Officers</b>			
Executive Director	Ex Officio   Non-Voting Exec. 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 Exec Comm. Recommendation	
The Researcher Co-Editor	5 years, appointed by President upon Exec Comm. Recommendation	
Research in the Schools (RITS) Co-Editor	5 years, appointed by President upon Exec Comm. Recommendation	
<i>RITS</i> Co-Editor	5 years, appointed by President upon Exec Comm. 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 Sponsorship Committee Co-Chair	One year, appointed by President	
Institutional 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	
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 Chair/ Proceedings Editor	One-year, appointed by President upon Exec Comm. Recommendation	
Program Co-Chair	One-year	
Publications Committee Chair	One year, appointed by the President	
Technology Committee Chair and Webmaster	One year, appointed by President	

<b>Other Standing Committees (Non-voting Representatives to the Board)</b>		
Title of Committee	Term/Chair	Name
Distinguished Research Paper and Outstanding Dissertation/Thesis Selection Committee Chair	One-year, V-P/ President-Elect	
Nominations Committee Chair	One-year, Immediate Past-President	
Service and Historical Contributions Awards Process	One-year, President	

## **Section 3: MSERA Constitution and Bylaws**

### CONSTITUTION AND BYLAWS

#### MID-SOUTH EDUCATIONAL RESEARCH ASSOCIATION

(Amended on November 9, 2017)

### **CONSTITUTION**

#### **ARTICLE I: NAME AND MEMBERSHIP**

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

#### **ARTICLE II: PURPOSES**

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

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

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

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

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

### **ARTICLE III: INCORPORATION**

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

### **ARTICLE IV: OFFICES AND TERMS OF OFFICE**

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

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

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

**b.** The Directors of the Association except for the Director representing the undergraduate/graduate students shall be elected for a term of two years. The Directors elected at large and the Director representing the local education agencies/state education agencies shall be elected at the Annual Meeting of the Association during odd-numbered years, and the Directors representing the states shall be elected at the Annual Meeting of the Association during even-numbered years. Each Director shall serve until a successor assumes office. The Director representing undergraduate/graduate students shall serve a one-year term and is eligible for re-election to a second one-year term.

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

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

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

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

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

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

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

## **ARTICLE V: MEETINGS OF THE BOARD OF THE ASSOCIATION**

The Board of the Association shall hold at least two meetings per year at sites designated by the President. One meeting shall be held for the purpose of outlining and planning activities for the Annual Meeting of the Association (including the program for the Association), approving the annual budget, approving changes in the Constitution and Bylaws, and discussing such other matters of business that need to be addressed at that time. The second meeting shall be held prior to the Annual Meeting of the Association for the purpose of finalizing program plans, acting upon proposed changes in the Constitution and Bylaws, and conducting such other business as the President or other members of the Board may deem necessary.

## **ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

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

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

**Section 2.** The nominating committee shall announce the nominations for all positions, direct the preparation of ballots, and conduct the election. The President will announce the results of the election at the Business Session of the Annual Meeting of the Association.

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

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

## **ARTICLE VII: MEETINGS OF THE ASSOCIATION**

The Association shall hold an Annual Meeting, including an Annual Business Session, at such time and place as is designated by the Board of the Association.

## **ARTICLE VIII: BYLAWS**

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

## **ARTICLE IX: AFFILIATIONS**

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

## **ARTICLE X: AUTHORITY FOR CONDUCTING MEETINGS**

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

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

## **ARTICLE XI: AMENDMENTS**

**Section 1.** This Constitution may be altered, amended, or repealed and a new Constitution or portions thereof may be adopted by a vote of two-thirds of the votes cast at an Annual Meeting of the Association, provided that notice of any proposed revision has been distributed to every member of the Association at least thirty (30) days prior to the Annual Business Session at which the revision is to be considered.

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

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

## **BYLAWS**

### **ARTICLE I: CONSTITUENT STATES OF THE ASSOCIATION**

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

### **ARTICLE II: DUTIES OF THE OFFICERS AND DIRECTORS OF THE ASSOCIATION**

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

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

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

**d.** The President shall appoint an Annual Meeting Program Committee Chair, who will also serve as editor of the Proceedings of the Annual Meeting for the year he/she serves as the Annual Meeting Program Committee Chair.

**e.** The President, upon review of responses to requests for proposals and recommendations from the Executive Committee of the Board, shall appoint the editor(s) for the *Mid-South Educational Researcher*, the editor(s) for the *Research in the Schools*, the Webmaster(s) of the Association, and the editors of any other periodic publications of the Association. Each editor will serve a three-year term upon appointment. The terms of office for the editors and Webmaster(s) shall be staged to avoid more than one appointment being made in a given calendar year. Each appointee shall serve as a nonvoting representative to the Board. The appointees must be members of the Association in good standing during the time that they serve in their respective positions.

**f.** The President shall conduct the selection of the recipients of the service awards that are presented at the Annual Meeting of the Association.

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

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

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

**c.** The Vice President/President-Elect shall conduct the selection of recipients of the distinguished paper award and the outstanding dissertation/thesis award that are presented at the Annual Meeting of the Association.

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

**Section 3. a.** The Secretary shall conduct the correspondence for the Association; keep minutes and records for all regular and special meetings of the Association; keep minutes and records for all meetings of the Board; and supervise in coordination with the Executive Director the collecting, depositing, and reporting of registration fees for the Annual Meeting of the Association.

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

**c.** The Secretary shall receive, record, and maintain membership applications for the current year and supervise in coordination with the Executive Director the collecting, depositing, and reporting of any membership dues received. The Secretary shall update the directory of members for the current year upon receipt of registration information from the Executive Director following the Annual Meeting of the Association.

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

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

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

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

**Section 5.** The Directors who represent the local education agencies/state education agencies and undergraduate/graduate students shall attend all regular and special meetings of the Board, coordinate activities within these groups, actively solicit memberships in the Association from their respective groups, and perform such responsibilities as are designated by the

President. The Directors who represent the local education agencies/state education agencies and undergraduate/graduate students shall be responsible jointly for annually reviewing and updating as appropriate the section of the *Operations Manual* applicable to their respective offices.

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

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

**b.** The Executive Director shall serve in a liaison relationship with other professional organizations and entities on behalf of the Association.

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

**d.** The Executive Director shall perform business and communication functions of the Association in coordination with the Secretary as directed by the Board.

**e.** The Executive Director, who shall be bonded, shall have access to all accounts (all financial accounts/records, including but not limited to checking, savings, credit card, and any other financial account types that the organization holds). The cost of the bond for the Executive Director shall be underwritten by the Association. The Executive Director shall manage, account for, and report on all financial accounts. The Executive Director is authorized to receive monies and make payments on behalf of the organization as authorized by the Board of the Association.

**f.** 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 financial 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.

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

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

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

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

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

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

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

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

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

**b.** Notice of all meetings of the Executive Committee and actions taken at these meetings shall be reported promptly to the entire membership of the Board. Actions of the Executive

Committee shall be in conformity with these Bylaws and shall be subject to approval of the Board at its next meeting.

### **ARTICLE III: MEMBERSHIP**

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

The membership year for individuals is January 1 – December 31 of the calendar year. Any individual attending an Annual Meeting who has paid either a Professional, Retired, or University Student fee for the Annual Meeting receives a complimentary membership beginning on the first day of the Annual Meeting. This will permit the individual to cast votes on any organizational business brought before the membership during the Annual Business Session of the Association.

Any individual who pays membership dues outside the Annual Meeting registration fee will be a member in good standing from the date his/her payment is processed by an agent of the Association until December 31 of the same calendar year.

### **ARTICLE IV: REMOVAL OF MEMBERS OF THE BOARD OF DIRECTORS**

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

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

### **ARTICLE V: AFFILIATION WITH THE ASSOCIATION BY STATE RESEARCH ASSOCIATIONS**

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

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

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

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

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

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

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

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

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

## **ARTICLE VI: ARCHIVES OF THE ASSOCIATION**

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

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

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

be provided for users, and other matters as determined by the Board and the agency or institution.

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

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

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

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

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

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

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

## **Section 4: Responsibilities of Elected and Appointed Officers and Directors**

### ***Elected Officers***

#### **President**

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

The President presides at all regular and special meetings of the Association and all regular and special meetings of the Board and Executive Committee during his/her term of office. If the President is unable to preside at a meeting, s/he will designate an individual to assume this responsibility. The President represents the Association at regular and special functions and speaks for the Association. The President provides the Webmaster of the MSERA website a list of the names and email addresses of all Board members by January 15. See **Board Member and Committee Chair Directory Template** located 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 4 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 4. The chair of each committee serves as a nonvoting representative to the Board. The chair and all members of committees must be active members in good standing in the Association during their time of service. A list of committee chairs and, if applicable, co-chairs with email contact information is submitted to the Webmaster of the MSERA website by January 15 (see above). 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.

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 President appoints an Annual Meeting Program Committee Chair who also serves as the editor for the *Proceedings* of the Annual Meeting. The Annual Meeting Program Committee Chair is a nonvoting representative to the Board and must be a member in good standing during the time of service.

The President serves as the chair for the selection of recipients of the service and historical contributions awards of the Association. See Section 7 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**

November (after election and installation):

- After the Annual Meeting: All committee chairpersons serve at the will of the President. As the incoming President you can choose to appoint all new chairpersons or ask the previous year's chairpersons to continue to serve. The exception is the Membership Committee Chairperson, who serves a two-year term. Check with outgoing President about how many terms the current Membership Chairperson has served. (This is the preparation stage, since term of office does not begin until January.)
- Confirm Spring Board meeting dates, times, and encourage Board members to make room reservations. After committee chairpersons are appointed, let them know details of the Spring Board meeting and encourage them to make room reservations. If possible, coordinate selection of Friday snacks and dinner and Saturday breakfast with Local Arrangements Chairperson and Executive Director.
- Schedule a check-in call or virtual meeting with the Executive Director.

December

- Early: Review the *Operations Manual* section on the President's responsibilities for the annual evaluation of the Executive Director, as well as the evaluation materials.
- 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.
- Request documentation that the Executive Director and Executive Committee are bonded (to be received by January 15).
- *Late December or early January*, contact those whom you wish to serve as Committee chairpersons to ensure they wish to serve or continue (see Template).

January

- Schedule a check-in call or virtual meeting with the Executive Director.
- Send a reminder to the Executive Director about the financial review. The financial review will vary depending on which year it is in the Executive Director's three-year term.
  - In years one and three, the President shall request the Executive Director submit to the Budget Advisory Committee financial documents to assist them in preparing a budget for the President to submit to the Board at the Spring Board meeting. These documents are to include the bank reconciliation statements for

the previous December and for the current year January along with the financial template (MSERA Annual Budget Template of the *Operations Manual*).

- In year two, 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. This financial statement is submitted directly to the President. The President provides a copy to the Executive Committee as soon as possible for review. The financial statement is provided to the full Board at the Spring Board meeting if possible; otherwise, it is provided to the full Board at the Fall Board meeting.
- Prepare your first President's message for the *Researcher*.
- Send the names of Committee chairpersons to the Association Webmaster for posting.

#### February/March

- Schedule check-in call with Executive Director.
- Decide whether to have a theme for the annual meeting in order to bring to the Spring Board meeting for discussion.
- Develop Spring Board meeting agenda. Check Dropbox for examples of agendas from previous years.
- Communicate with Board members and Committee chairpersons to remind them of the dates and times of the Spring Board meeting as well as expectations or responsibilities at the meeting, such as reports.
- Conduct Spring Board meeting.

#### April

- Prepare another President's message for the *Researcher*.
- Check in with Directors and Committee Chairpersons.
- Check the proposal submission system is operational.

#### May-August

- Check-in with Executive Director.
- Work with the Local Arrangements Chairperson and Executive Director on arrangements for the Fall Board meeting and dinner, as well as the business meeting and reception.
- Encourage the Program Chairperson to work closely with the Local Arrangements Chairperson to coordinate the MSER Foundation luncheon, outstanding paper winners' session, Past President's breakfast and student/new member functions.

## Mid-South Educational Research Association (MSERA)

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- Review with the Executive Director and *Researcher* Editor the program before it is finalized for printing or posting.

### September

- Check-in with the Executive Director.
- Prepare another President's message for the *Researcher*.
- Submit keynote speaker photo and bio for *The Researcher*

### October

- **Check-in with Executive Director**
- Communicate with Board members and committee chairpersons about reports expected to be prepared and presented at the Fall Board meeting. Obtain a count of attendees for the Board dinner.
- Work with the Local Arrangements Chairperson to obtain the number of attendees for the Past President's breakfast.
- Coordinate with the President of the MSER Foundation to obtain the number of attendees for the Foundation luncheon.
- Develop the agenda for the Fall Board meeting and for the Annual Business Meeting.
- 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.
- Make a copy of the Installation of Officers script from the *Operations Manual*.
- Develop the agenda **and slide deck presentations** for the board meeting, welcome session, and business meeting

### November

- **Check-in with Executive Director**
- **Prepare President's report**
- **Before the Annual Meeting:** Make a final communication with Local Arrangements, Program, and Evaluation committee chairpersons.
- Remember the gavel.
- Conduct Fall Board meeting.
- **At the Annual Meeting:** 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.
- Conduct the Annual Business Meeting.

### December

- Work with the incoming President to identify any carryover business items.
- Email committee chairpersons to thank them for their year of service and remind them they serve at the pleasure of the Incoming President.
- Email Board members to thank them for their support during your year of service.
- Contact the incoming President to offer congratulations and any support s/he would like.

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

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

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

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

The Vice President/President-Elect serves as chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Award Selection Committee. See Section 4 for specific information on the **Distinguished Research Paper and Outstanding Dissertation/Thesis Selection Committee**. Instructions for submission are to be submitted to the MSERA Webmaster by February 15. The Vice President/President-Elect is to coordinate the activities of this committee with the Program Chair.

The Vice President/President-Elect (who assumes office in January) is responsible for obtaining the information from the Participation Survey at the subsequent Annual Meeting. At the end of the Annual Meeting, s/he collects any paper copies of the Participation Survey and the online survey results. In late December/early January when all committee chairpersons have been appointed, the now President sends chairpersons names of those volunteering for committees.

The Vice President/President-Elect is responsible for coordinating the preparation and dissemination of revisions and additions to the *Operations Manual*. S/He follows the “Procedures for Updating the *Operations Manual*” in Section 2.

The Vice President/President-Elect is also responsible for reviewing the section of the *Operations Manual* on the duties of this office and recommending any necessary revisions or additions.

The Vice President/President-Elect submits revised sections of the *Operations Manual*, upon final Board approval, to the MSERA Webmaster.

## **Immediate Past President**

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

The Immediate Past President serves as chair of the Nominations Committee. As the Nominations Committee Chair, the Immediate Past President assembles a committee representative of the constituent states of the Association. See Section 4 for specific information on the **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 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 Immediate Past President must as the year of service draws to a close review this section of the *Operations Manual* to identify any edits, further description, or additions that will assist the

incoming and future 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. 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. S/He asks for any corrections or comments at the time of distribution. Board members have four weeks from the time of the distribution to submit corrections or comments. At the conclusion of the correction and comment period, the Secretary seeks the approval of the minutes from the Executive Committee of the Board. Once approved, the minutes become the official record of the proceedings of the meetings. They may be provided to the Board at the subsequent meeting as a frame of reference. The Secretary sends a copy of the meeting minutes to the 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 Membership Volume.

The Secretary also serves in a supervisory capacity for registration at the Association's Annual Meeting. S/He is responsible for being at the registration table and assisting the Executive Director with 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>
<p>Minutes of Regular Board Meetings</p> <ul style="list-style-type: none"><li>• Spring</li><li>• Fall</li></ul> <p>Minutes of Special Meetings, including Executive Committee Meetings</p>	<ul style="list-style-type: none"><li>• Within six weeks of the conclusion of the Board meeting, send to Board Members draft minutes, requesting corrections or comment</li><li>• After four weeks, corrections or comments are incorporated, and minutes are considered final and are sent to the Executive Committee for approval</li><li>• Once approved, minutes are sent to the Webmaster for posting</li><li>• Motions and approvals are compiled and sent to the Chair of the Constitution and Bylaws Committee</li></ul>

<b>Duties</b>	<b>Timelines</b>
Minutes of Annual Business Meeting	<ul style="list-style-type: none"> <li>• At the conclusion of the meeting, compile draft minutes</li> <li>• Draft minutes are sent to the Webmaster for posting</li> <li>• Members are notified through listserv of posting of the minutes</li> <li>• (Reminder) At subsequent annual meeting, President requests membership approve minutes</li> <li>• Approved minutes are sent to the Webmaster for final posting</li> </ul>
Membership Lists	<ul style="list-style-type: none"> <li>• Within 15 days of December 31, send Historian previous year’s membership list</li> <li>• End of January, send President, Executive Director, Historian, and Membership Chair(s), current year’s membership list</li> <li>• Directors may request membership list; Editors of MSERA publications are provided membership lists on an agreed upon schedule</li> </ul>

## ***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 also responsible for promoting MSERA within their respective states by soliciting members and informing the educational research community of the annual call for papers and meeting.

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

### **At-large Directors**

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

At-large Directors are responsible for attending all regular and special business meetings of the Board. They are also responsible for promoting MSERA by soliciting members and informing the educational research community, 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, but in no case less than six weeks before the Annual Meeting.

### **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 Directors are responsible for attending all regular and special business meetings of the board. They are also responsible for promoting MSERA within their constituent groups by soliciting members and informing the educational research community of the annual call for papers and meeting.

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

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

The Executive Director is to maintain a current compilation of the policies and procedures approved by the Board, including but not limited to the Constitution and Bylaws and *Operations Manual*. The Executive Director will coordinate this activity with the Vice President/President-Elect, Secretary, and Chair(s) of the Constitution and Bylaws Committee.

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 also 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;
- 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.
- The Executive Director will provide the Secretary membership information received through registration at the Annual Meeting at the close of the Annual Meeting.
- Corresponding or otherwise communicating with individuals or organizations on behalf of MSERA. The President is to be copied on all correspondence conducted on behalf of the organization.
- Transferring funds from MSER Foundation to MSERA in the event that MSERA is short on funds. First, the Executive Director would contact the executive board 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 board, the executive director would then 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 be submitted to the President by January 30. The President compiles the results from the committee members and completes the Summary form with the average ratings and the Executive Director's ratings. On the first day of the Spring Board meeting the Executive Committee and Executive Director review and discuss the evaluation. As a result of the annual evaluation the Executive Committee will make recommendations to the full Board for commendations, improvements, changes in operations, or removal of the Executive Director.

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

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

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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 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

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2. Responds in a timely manner to communications from Board of Directors and Committee Chairpersons 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 30, 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 30, 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 of 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 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

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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 Chairpersons 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 30, 20XX.

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

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 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 of 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, on July, Annual Board Meeting, and by December 1.		
6. Submits financial records of the organization for an annual review.		

Communications:

	Average Committee Rating	Executive Director Rating
1. Responds in a timely manner to requests from the President, Secretary, Past President, and President-Elect.		
2. Responds in a timely manner to communications from Board of Directors and Committee Chairpersons 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	_____ (Title _____)

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. S/He is a non-voting ex-officio member of the Board.

The Historian is responsible for maintaining the operational history of the organization. S/He must annually confer with the Board on the specific documents to be maintained in the 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 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, but in no case less than six weeks before the Annual Meeting.

## **Section 5: Responsibilities of Appointed Standing Committees and Other Representatives to the Board**

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. The chair(s) and all members of committees must be active members in good standing in the Association during their time of service.

Committees:

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

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.

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<b>MSERA Annual Budget Template</b>				
	Budget Year: 20XX			
INCOME	Income Type		Amount	Description/Notes
	Beginning Balance 01/20XX			
	Professional Members			
	Online Registration	# at 150		
	On Site Registration	# at 175		
	Student Members			
	Online Registration	# at 65		
	On Site Registration	# at 90		
	Retired Members			
	Online Registration	# at 65		
	On Site Registration	# at 90		
	Institutional Memberships			
	Institutional Members	# at		
	Institutional Donations	#		
	Corporate Donations	#		
	MSER Foundation Contributions			

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

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	Annual Meeting			
	Annual Meeting Catering			
	Annual Meeting AV/Media			
	Annual Meeting Room Charges			
	Keynote Speaker Honorarium			
	Keynote Speaker Travel/Lodging			
	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			
	<i>The Researcher</i> Program Printing			
	<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			
	PayPal 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 \_\_\_\_\_

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 Sponsorship Committee**

The purpose of the Institutional Sponsorship Committee is to seek funds from institutions of higher learning, educational agencies, and corporate sponsoring organizations to support the efforts of the Association. The Institutional Sponsorship Committee works closely with the State Directors and At-Large Directors who form the membership of this committee. The Development Chair maintains an electronic list 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.

Institutions/Agencies/Organizations can support MSERA in several ways. First is the category of institutional member, to encourage involvement of institutes of higher education. Two levels of institutional membership exist – Supporting and Sustaining Institutional Members.

**Supporting Institutions** membership is \$250. Institutional members receive the following:

- Recognition in the MSERA *Researcher* and at the Annual Meeting
- Copies of all MSERA publications
- Conference registration (which includes one year's membership) for the Dean (or designee)

**Sustaining Institutions** membership is \$500. In addition to above benefits, conference registrations (which include one-year memberships) will be provided for up to four individuals from that institution of higher education. These members enjoy all benefits of individual members, including listing in the annual membership directory.

A second category of Institution/Agency/Organizational support is through direct contributions to the organization. Contributions may be made toward the MSERA Annual Meeting or specific functions at the meeting, such as the annual luncheon, President's Reception, University Student Reception or University Student/New Member Breakfast, etc. Benefits of contribution include recognition at the sponsored event, in the publication of the *Research* following the Annual Meeting, and tax-deductible contribution statement.

A third category of Institution/Agency/Organizational support is through exhibitions at the Annual Meeting that showcase services or products relevant to MSERA members. Institution/Agency/Organization 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. The cost of exhibitions is determined annually at the Spring Board meeting.

In February, the Institutional Sponsorship Committee chairperson sends an email to State and At-Large Directors requesting any updates to the list of previous year's institutional/agency/organization supporters, as well as 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 chairperson 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. When requested, a tax-exempt letter can be sent; request the Executive Director to assist in providing this letter to requesting institutions. Also, in May, the chairperson communicates with the previous year's contributors and exhibitors to solicit interest in continuing support of MSERA during the upcoming Annual Meeting.

The chairperson of the Institutional Sponsorship Committee is responsible for communicating with both 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 to the Board of Directors at the Fall meeting of the Board.



We cordially invite you to join the Mid-South Educational Research Association (MSERA) as a 2020 institutional organization. Membership promotes team building and the creation of a dynamic learning community. The category, institutional member has two levels of membership. For an annual institutional membership contribution of \$250 (Supporting Institutions member), institutional members receive:

- Recognition in the *MSERA Researcher* and at the Annual Meeting
- Copies of all MSERA publications
- One conference registration for the 2020 MSERA Annual Meeting (which includes one year's membership) for the Dean (or designee)

For an annual institutional membership contribution of \$500 (Sustaining Institutions member), in addition to above benefits, conference registrations for the 2020 MSERA Annual Meeting (which include one-year memberships) will be provided for up to **four** individuals from that institution of higher education. These members enjoy all benefits of individual members, including copies of MSERA's publications and listing in the annual membership directory.

A membership in MSERA would be useful to provide new faculty members the opportunity to join a professional organization and have an organization where they can make a presentation and develop and demonstrate leadership skills through service as chairs at the annual meeting sessions and to participate in governance of the organization through committee memberships.

The 2020 Annual Meeting will be held at Embassy Suites in Little Rock, Arkansas, October 27-30. More details are available at [msera.org](http://msera.org).

Please take a moment now to fill out either the Supporting Institutions or Sustaining Institutions invoice enclosed. If you wish to pay by check, please remit that payment with the invoice. If you wish to pay by debit/credit card or purchase order, please indicate that on the invoice, and we will contact you for details. Please direct questions to:

MSERA Institutional Sponsorship Committee

Extend your reach and expand your impact!

<b>MSERA</b> <b>Mid-South Educational Research Association</b>	INVOICE
2017 Mid-South Educational Research Association	
Supporting Institutional Membership	
Institution:	
Dean/Unit Head:	
Address:	
City, State, Zip:	
Phone:	
E-mail:	

Membership Dues: \$250

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] | Phone number:

Thank you for your continuing support of MSERA!

**MSERA**

**Mid-South Educational  
Research Association**

INVOICE

2017 Mid-South Educational Research Association

Sustaining Institutional Membership

Institution:

Dean/Unit Head:

Address:

City, State, Zip:

Phone:

E-mail:

Other Members

Name:

Address:

City, State, Zip:

Phone:

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E-mail:

Membership Dues: \$500

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] | Phone number:

Thank you for your continuing support of MSERA!

## **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. The committee invites empirical research submissions for the MSERA *Distinguished Research Paper and Outstanding Thesis/Dissertation Awards*. To ensure the fair, unbiased, and worthy selection of a distinguished research paper and an outstanding dissertation/thesis, committee members are selected based on experience in research design and methodology.

The committee provides the call for submissions to the editor of *The Researcher* for dissemination with the Annual Meeting Call for Papers (February issue) See example of the **Call for Distinguished Research and Outstanding Dissertation/Thesis Awards** below. The committee is responsible for collaborating with the Webmaster and the Program Committee to advertise and recruit submissions for the awards, verifying the membership status of the first author of each paper submitted, selecting the award recipients, 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 abstracts and complete papers through the electronic submission process as outlined in the Call for Papers on the MSERA website. Also, an electronic copy (pdf or Word) 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 may not exceed 25 double-spaced pages, including narrative, tables, and bibliography. The first author of the Distinguished Research Paper Award recipient receives a plaque and \$500, provided s/he presents the paper at the next (20XX) AERA meeting. 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).

Details pertaining to criteria and specifications for submissions can be found below.

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 experience reading research papers, theses, and dissertations. Submissions are blind reviewed and ratings compared. In instances of disagreement between these reviewers, a third 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 of MSERA may submit an entry. The award winner(s) receives a plaque and prize of \$500 to help with costs to present the paper at the annual meeting of AERA.

To be eligible for this award, the paper must be an empirical research study. The author must use the on-line submission process to submit an abstract of no more than 300 words as outlined in the 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 to determine if the paper will be accepted for presentation at the Annual Meeting and the paper itself to determine if the paper will be in the final round of consideration for the award.

Second, the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee will review 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 submitted receives a minimum 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 Committee based on all possible pairwise comparisons.

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 abstract from the winning paper will be published, on the MSERA web site, in the *MSERA Educational Researcher*, or both.

## **Award**

The award consists of a plaque, \$500 cash, and a slot at the Spring meeting of AERA. Upon receipt of the name of the recipient(s) from the Vice-President (Chair of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee), the Executive Director prepares a plaque for the recipient(s), and writes a check for \$250 from the association and a \$250 check from the MSER Foundation. The plaques and checks are delivered to the recipient at the Business Session of the Annual Meeting of the Association.

Following the annual meeting at which the award(s) 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 include:

- 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 Rachelle Miller
- 2015 Suzanne Franco
- 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

1981 Linda Newby

1980 Ruth Bragman

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 in the academic year prior to the conference, including the most recent summer. 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 on-line 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 Committee, will review abstracts of the papers to determine if the paper will be accepted for presentation at the Annual Meeting and the paper itself to determine if the paper will be in the final round of consideration for the award.

Second, the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee will review 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 submitted receives a minimum of two (2) blind reviews by members of the Distinguished Research Paper and Outstanding Dissertation/Thesis Awards Selection Committee during the review process. 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 annual meeting. The abstract from the winning dissertation will be published, on the MSERA web site, in the *MSERA Educational Researcher*, or both.

## **Award**

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 (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 recipient at the Business Session of the Annual Meeting of the Association.

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

- 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
- 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
- 1986 Ester M. Howard
- 1985 Anne Hess

**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/theory relevant to the topic.	Adequately supports the study topic AND is based upon the literature/theory most relevant to the topic, but reflects little synthesis of information.	Strongly supports the study topic AND is based upon a thoughtful synthesis of the literature/theory most relevant to the 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.

CATEGORY	0	1	2	3
Results	Not appropriate for the research orientation OR tables and figures are missing, mostly inaccurate, or seriously distracting.	Appropriate for the research orientation AND tables and figures have a few inaccuracies or need refinement.	Appropriate for the research orientation, neat and accurate tables and figures, and all results organized into a logical order.	Appropriate for the research orientation, neat and accurate tables and 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

CATEGORY	0	1	2	3
				research are <u>very</u> well-developed.
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.
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.

## Evaluation Committee

The Evaluation Committee is charged with reporting that helps the organization continually improve the Annual Meeting activities to meet the needs of the membership. The Evaluation Committee Chair(s) and members of this committee 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. See report template below.

The Evaluation Committee collects information regarding individual sessions as well as the overall meeting. The Evaluation Committee Chair(s) coordinate with the Program and Proceeding 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 Editor of the *Proceedings* 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

Evaluation Report

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

Committee Members:

Method(s) of data collection:

Demographics of those completing evaluations:

Gender

- Male
- Female
- Other

Race/Ethnicity

- African American/Black
- American Indian/Alaskan Native
- Asian
- Hispanic
- Native Hawaiian/Other Pacific Islander
- White
- Other

Membership

- Professional
- Student
- Retiree

Professional Designation

- Higher Ed Faculty
- Higher Ed Administration
- K-12 Educator
- K-12 Administrator
- SEA/LEA Staff
- Other
- Missing

Number of evaluations completed:

Session Information (Numbers and percent):

Session Type & Participation	Training	Display	Discussion	Symposia
	Include the number and percent			
Sessions Scheduled				

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Sessions Held				
Sessions Cancelled				
Presenters Present				
Presenters Not Present				
Number of Substitute Presiders				
Number of Attendees				
Evaluations Completed				

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)				

Technology – Other (specify)				
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Special Session Types	Research in Progress	Mentor	Outstanding Paper
	Include the number and percent		
Presenters			
Attendees			
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					

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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

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

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(Note – consider reviewing the 1992 Annual Meeting Evaluation in Spring 1993 folder; Board Pack Revised April 2005 in Spring 2005 folder, pp. 19-23)

## **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/about-us.html>). 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

Updated December 2021

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
Tuesday	Board meeting	1 p.m. – 5 p.m.	30	Conference room
	Board dinner	6 p.m. – 7:30 p.m.	30	Rounds
Wednesday	Registration	7:30 a.m. – 5 p.m.		Commons area
	Concurrent sessions	9 a.m. – 12 p.m., 1:30 p.m. – 5 p.m.	All	Five or six theatre-style rooms seating 30-40 each
	Luncheon	12 p.m. – 1:30 p.m.	All	Rounds
	Poster sessions	5 p.m. – 6 p.m.	All	Tables or easels in commons area
	New member and graduate student social	6 p.m. – 7:30 p.m.	75	Rounds and/or cocktail rounds
Thursday	Registration	7:30 a.m. – 5 p.m.		Commons area
	New member and graduate student breakfast	7:30 a.m. – 8:30 a.m.	75	Rounds
	Concurrent sessions	9 a.m. – 12 p.m., 1:30 p.m. – 5 p.m.	All	Five or six theatre-style rooms seating 30-40 each
	Foundation luncheon	12 p.m. – 1:30 p.m.	25	Rounds
	Posters	12:30 p.m. – 1:30 p.m.	All	Tables or easels in commons area
	Business meeting	5 p.m. – 6 p.m.	150	Rounds or theatre-

Day	Activity	Time	Estimated Attendance	Room/Room Arrangement
				style setup
	Reception	6 p.m. – 7:30 p.m.	All	Rounds and/or cocktail rounds
Friday	Registration	7:30 a.m. – 12 p.m.		Commons area
	Past president's breakfast	7:30 a.m. – 9 a.m.	20	Rounds or conference setup
	Concurrent sessions	9 a.m. – 12 p.m.	All	Five or six theatre-style rooms seating 30-40 each

### **Food and Beverage**

Ice water stations should be provided throughout each day.

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, ice 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 due date through the MSERA local arrangements' contact person (usually one week) prior to the dinner.

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

The foundation luncheon and past president's 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.

Food and beverage minimum should not exceed \$12,000. Food and beverage minimums exceeding \$12,000 will be considered if the excess is reasonably off-set 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.

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

Wifi at minimum for meeting rooms. Wifi 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.

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 wifi 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.

The Local Arrangements Committee Chair becomes the official contact person for the Association with the venue. The Local Arrangements Committee Chair assists the Program 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 Committee Chair coordinates with the Program Committee Chair with respect to room schedules. 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 arranging for:

- 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
- 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. A specific responsibility of the committee is to help host the New Member/University Student Breakfast, in coordination with the University Student Advisory Committee, at the Annual Meeting.

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
  - 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, it is recommended that the color of any paper ballots 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 are given ballots to re-vote until the tie is broken.

See below for addition information for the Nominations Committee.

## **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 (1 to be elected) Vice  
President/President-Elect:  
Name:  
From:  
etc.

For (1 to be elected) Secretary:  
Name:  
From:  
etc.

For (1 to be elected) University Student  
Director:  
Name:  
From:  
etc.

For (1 to be elected) Alabama Director:  
Name:  
From:  
etc.

For (1 to be elected) Arkansas Director  
Name:  
From:  
etc.

For (1 to be elected) Florida Director  
Name:  
From:  
etc.

For (1 to be elected) Kentucky Director  
Name:  
From:  
etc.

For (1 to be elected) Louisiana Director  
Name:  
From:  
etc.

For (1 to be elected) Mississippi Director  
Name:  
From:  
etc.

For (1 to be elected) Tennessee Director  
Name:  
From:  
etc.

**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 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 (1 to be elected) Vice  
President/President-Elect:  
Name:  
From:  
etc.

For (1 to be elected) At-Large Director  
Name:  
From:  
etc.

For (1 to be elected) LEA/SEA  
Representative/Director (local education  
agencies/state education agencies)  
Name:  
From:  
etc.

For (1 to be elected) At Large Director  
Name:  
From:  
etc.

For (1 to be elected) University Student  
Director  
Name:  
From:  
etc.

For (1 to be elected) At Large Director  
Name:  
From:  
etc.

For (1 to be elected) At-Large Director  
Name:  
From:  
etc.

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** (timelines/deadlines need to be reviewed)

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), 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 by February 15. 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 Committee is charged with supporting functions related to the 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 and allow for the completion of these reviews online, and to transmit proposal status notifications once determined by the Program Chair(s).

The Program Chair should also make recommendations regarding online registration processes that ensure accurate registration, acceptance and acknowledgement of credit card 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. 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 previously served as reviewers and from the membership at large. The Program and Proceedings Chair(s) is responsible for notifying the primary author of each submission of the status of his/her proposal.

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 by August 15 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 the listserv.

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

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 Editors 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 minimally include the title of the papers presented with the names of all authors (see <http://msera.org/publications-proceedings.html> for an example). When possible, the Proceedings would include information on the date presented and content of the paper (see <http://www.msera.org/old-site/2012/Proceed12.pdf> for an example).

## **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.

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.

Get 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/discussion.)

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 electronically [mechanism for submissions] accessed through the MSERA webpage. 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 2 members of the program 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 both during the Call for Proposals and through a listserv 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 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 2005 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 and New Member Breakfast

MSERA Foundation Luncheon

MSERA Business Meeting

MSERA President's Reception

Past Presidents' Breakfast

Outstanding Paper Session

Total Program Participants XXX

Professional Affiliation XXX

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University Student Affiliation	XX	
	<b>Total Institutions Represented</b>	<b>XX</b>
States Represented	XX	
Higher Education Institutions	XX	
K-12 Institutions	XX	
State Departments of Education	X	
Research Centers:		
Private Organizations	X	
<b>Total Presiders</b>	<b>XX</b>	

Participation by State and Institution

Alabama (XX Institutions; XXX Participants)

Arkansas (XX Institutions; XX Participants)

Florida (XX Institutions; XX Participants)

Kentucky (XX Institutions; XX Participants)

Louisiana (XX Institutions; XX Participants)

Mississippi (XX Institutions; XX Participants)

Tennessee (XX Institutions; XX Participants)

Other States (examples)

**Reflections and Comments (examples)**

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

- Online Submission should be opened as early as possible.
- The Program and Proceedings Chair(s) should have early access to membership e-mail address book
- Maintain early and continuous contact with Awards Committees' Chairs, MSERA Webmaster, and Technology Committee.
- Maintain regular contact with reviewers, University Student Advisory Committee chairs, 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 needs of the organization 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 Committee is to examine and make recommendations to the Board related to the technology and electronic needs of the organization.

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 undergraduate and graduate (university) students to the MSERA membership. The University Student Director on the Board serves as co-chair of this committee with an experienced MSERA member serving as a senior co-chair. The past University Student Director and past MSERA member also serve as volunteers for the University Student Advisory Committee in the year following their service.

The committee co-chairs and volunteers organize the university student activities during the Annual Meeting of the Association and schedules 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 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 Evaluation of Research in Progress Proposals.

The Mid-South Educational Research Foundation (MSERF) provides partial funding for students who submit proposals which 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 rank ordered from low to high. The Program Chair will provide to the MSERF President the university student proposal author names and email addresses associated with each accepted proposal in order for the MSERF to contact university students regarding completing paperwork required to receive the partial funding. The MSERF will communicate with the students who are able to 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 professor, etc.)

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 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.

The University Student Director on the Board who serves as co-chair of the University Student Advisory Committee with an MSERA member provides an avenue to inform further the MSERA Board and membership of the needs of university students. The University Student Director will serve an additional year as a volunteer member of the University Student Advisory Committee in order to mentor the upcoming University Student Director.

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

The RIP conference sessions are reserved for university (undergraduate and graduate) students' presentations of their research studies. The research studies can reflect initial elements of a research study as well as a completed research study prior to the dissertation defense. The author of each accepted proposal will make either a 10 to 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 describe research or the plan/literature review on which the student is currently working.
- Papers may be one of two types:
  - Research, evaluation, or program results
  - Reviews of the literature

An abstract for an RIP session should include as much of the following items that the student currently has completed. At a minimum, the following should be included:

- A statement of the problem
- A brief description of the research topic that provides the theoretical grounding for the problem (literature review).

Because of the on-going nature of Research in Progress, proposals may not have all of the following elements completed, but the following should be included if possible.

- A statement of the problem
- A brief description of the research topic that provides the theoretical grounding for the problem (literature review).
- A summary of the methods or intended methods which includes a description of data collection, instrumentation, analysis, and subjects
- Results, if available
- Conclusions/implications of the study, if available

### **Questions for Reviewers (Based on existing rubric)**

For each element in a proposal, the reviewers will rate the proposal from a high score of 3 to a low score of 0. 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 suggested for an RIP proposal.

**1. Problem Statement**

Problem statement is stated clearly and concisely. The paper’s purpose is engaging and thought provoking.

**2. Theoretical Grounding**

Proposal strongly supports the study topic AND is based upon a thoughtful synthesis of the literature/theory most relevant to the topic.

**3. Research Methods**

Research questions are sound and explained in detail. All methods are aligned to the research questions.

**4. Results**

The results are appropriate for the research orientation; All results are organized to maximize the reader interpretation and exhibit sophistication and thoroughness.

**5. Conclusions/Implications**

Results and conclusions address the research question(s) in a substantive way, well-developed discussion of how conclusions were derived including thorough discussion of literature connections, and implications for policy/future research.

**6. Organization**

The Information is very organized with well-constructed paragraphs, subheadings, and transitions.

**7. APA Style and Mechanics**

There are very few APA style, grammar, spelling or punctuation errors.

Guide for determining Scores for RIP proposals.

CATEGORY	0	1	2	3
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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/theory relevant to the topic.	Adequately supports the study topic AND is based upon the literature/theory most relevant to the topic, but reflects little synthesis of information.	Strongly supports the study topic AND is based upon a thoughtful synthesis of the literature/theory most relevant to the 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.
Results	Not appropriate for the research orientation OR tables and figures are missing, mostly inaccurate, or	Appropriate for the research orientation AND tables and figures have a few inaccuracies	Appropriate for the research orientation, neat and accurate tables and figures, and all results	Appropriate for the research orientation, neat and accurate tables and figures, all results organized to

	seriously distracting.	or need refinement.	organized into a logical order.	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.

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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The University Student Director and the co-chair annually recruit MSERA members to volunteer as proposal reviewers. Each proposal should receive a minimum of two reviews and a maximum of 4 reviews. The reviewers provide a score for each element included in the proposal. A percentage score is calculated based on the number of elements included in the proposal. Examples of the calculations are included below.

A reviewer's summary score for a proposal is the total of the scores for each element included in the proposal. Not all proposals include the seven elements. The overall final summary score for a proposal is the average of the total scores from each reviewer. For example, if a proposal was given a total score of 21 by one reviewer and a total score of 9 by another reviewer, the overall summary score would be  $(21+9)/2 = 15$ .

A percentage score is based on how many proposal items were included in the proposal. For example, using the possible score range from 0 to 3, the proposal described above may have only included 4 of the 7 possible proposal elements. The percentage score would be 62.5%. To be clear, in this case, the maximum score for two reviews with 4 elements would be  $((4*3) + (4*3)) = 24$  points; the average score assigned by the two reviewers is 15 points  $((21+9)/2 = 15)$ . The percentage score is  $15/24 = 62.5\%$ . The percentage score reduces penalties for RIP proposals that reflect only the early stages of a research project.

After all proposals are reviewed, the final summary scores and percentages will be used by the University Student Director and the co-chair to recommend those proposals that should be accepted. The information will be shared with the Program Chair. The Program Chair will provide the RIP summary scores and percentages along with the proposal authors' contact information to the President of the MSERA Foundation.

## 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 have 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 also 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.

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

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

The MSERA Board of Directors designates the 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.

### **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 6: Publications and Editors**

### ***Editor, MSERA 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 is below. The editor(s) work with the Executive Director to assure that two (2) copies of each issue of MSERA *Researcher* are sent to MSERA Archives chair.

**MSERA *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 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, 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>▶ official list of <b>committee names, committee chairs, and other appointments</b> 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 speaker &amp; speaker pic [500w]</li> </ul>	<ul style="list-style-type: none"> <li>▶ president’s message (with title) [500w]</li> <li>▶ announcement: speaker’s biography and title of talk [500w]</li> <li>▶ list of honors/awards of previous meeting</li> </ul>
Past-President	<ul style="list-style-type: none"> <li>▶ president’s message (with title) [500w]</li> <li>▶ announcement: call for nominees for open officer and board member positions [120w]</li> </ul>			<ul style="list-style-type: none"> <li>▶ announcement: slate of nominees for open officer and board member positions with pics and narratives [120w each]</li> </ul>
President-Elect	<ul style="list-style-type: none"> <li>▶ announcement: call for outstanding papers and distinguished 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> (Apr 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 Chr <sup>4</sup>	<ul style="list-style-type: none"> <li>▶ announcement: <b>call for papers</b> [200w]</li> <li>▶ announcement: call for session chairs [150w]</li> </ul>		▶ announcement: overview of annual meeting	▶ <b>annual meeting program content<sup>4</sup></b> (includes highlights and overview)
Grad Student Chr	▶ graduate student corner [120w]	▶ graduate student corner [120w]	▶ graduate student corner [120w]	▶ graduate student corner [120w]
Fndtn Board Chr		▶ Fnd support for research-in-progress [150w]	▶ *announcement: thank you [150w]	<ul style="list-style-type: none"> <li>▶ list of MSERF contributors</li> <li>▶ announcement: MSERF board members and mission [250w]</li> </ul>
Local Arrgmt Chr		▶ upcoming site pics and promotional information	▶ upcoming site pics, hotel deadlines and special rates	<ul style="list-style-type: none"> <li>▶ map and travel directions</li> <li>▶ meeting room layout</li> </ul>
Evaluation Chr Future Site Chr Development Chr Mentor Chr Constitution Chr (see applicable cell)	EVALUATION: ▶ <u>summary</u> of Annual Meeting evaluation [150w]	FUTURE SITE ▶ announcement: call for future site proposals[100w] CONSTITUTION ▶ any proposed changes	DEVELOPMENT ▶ listing of MSERA institutional members CONSTITUTION ▶ any proposed changes	MENTOR ▶ announcement: Research Mentors [120w]

## ***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. (See Appendix F) Awardees are announced at the fall board meeting and at the business meeting of the annual conference.

Those who have been recognized as Outstanding RITS Reviewers include:

- 2018: Nancy Leech, University of Colorado, Denver
- 2017: K. 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 Benge, 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 Webmaster of the MSERA Web Page is responsible for maintaining the internet web site for MSERA ([www.msera.org](http://www.msera.org)). The Webmaster assumes responsibility for compilation, editing, and posting of information on the web site 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 web site should be maintained. The MSER Foundation provides annual support for the MSERA web Site operating costs up to \$250.00 (this amount was established in 1998). Reimbursement for web hosting and domain registration may be obtained from the Executive Director of MSERA.

The responsibility for the MSERA social media presence is jointly shared by the executive committee, Webmaster, and the Membership and Technology committees.

## **Section 7: 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 meeting in November. Any member of MSERA may submit a nomination for this award. 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. 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. The award is made at the annual business meeting of MSERA in November with the recipient honored with a plaque.

Past recipients of the Bowman Service Award include the following:

- 2021 Mindy Crain-Dorough, Southeastern Louisiana University
- 2020 Dustin Hebert, Louisiana Tech University
- 2019 Kathleen Campbell, Southeastern Louisiana University

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- 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 lead 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 annual business meeting of MSERA in November with each recipient receiving a plaque.

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

- 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 8: 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.