SOCIETY OF RESEARCH ADMINISTRATORS INTERNATIONAL

BYLAWS OF THE INTERNATIONAL SECTION

ARTICLE I: NAME AND AFFILIATION

Section 1: The name of this organization is the International Section of the Society of Research Administrators International (hereinafter referred to as the "Section").

Section 2: This organization is established as a Section of the Society of Research Administrators International (SRA) and shall be governed by, and function under the Constitution and Bylaws thereof (hereinafter referred to as “SRA” or “Society”).

ARTICLE II: PURPOSE

Section 1: This Section is organized in furtherance of the basic purposes of SRA and in addition:

To consider issues specifically affecting the members of the Section including the dissemination of knowledge and training that will help facilitate international research collaboration and the dissemination of best practice as well as to promote mutual assistance and networking among members of the Section;

To foster close links with sister research and administration and management societies around the world including the International Organization of Research Management Societies (INORMS).

To encourage Section members to participate in SRA programmes and publications and to carry out functions to foster good communication, understanding and friendship among research administrators in this Section;

To carry out other purposes as determined by the membership, which are not at variance with the SRA Bylaws in furtherance of the interests of the Section.

ARTICLE III: MEMBERSHIP

Section 1: All members of SRA in good standing whose research administration activities are predominantly based geographically outside Canada and the USA within any countries of the world shall be members of the Section.

Section 2: Any member of SRA may elect to affiliate with this or another section.
ARTICLE IV: OFFICERS

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

Section 2: The term of office for all Officers of the Section shall be for two years and shall commence at the close of the SRA Annual Meeting at which their election is announced and terminate at the close of the SRA Annual Meeting two years subsequent.

Section 3: A vacancy in the office of President shall be filled by the President-Elect, who shall serve the remainder of the unexpired term plus the full term for which he/she was duly elected. A vacancy in the office of President-Elect shall be filled immediately with a qualified Section member appointed by the Section Executive Committee in accordance with Section Bylaws. This appointment shall remain in effect until the next scheduled election. A vacancy in the office of Secretary or Past President shall be filled by a qualified Section member appointed by the Section President, with concurrence of the Section Executive Committee. This appointee shall serve until the next scheduled election.

In the event both the President and President-Elect positions become vacant, the remaining Section Officers, in consultation with the SRA Executive Committee, shall appoint qualified Section members to fill these positions for the remainder of their terms. Unless subsequently elected these appointees do not continue beyond the term for which they were appointed.

Section 4: Duties of the officers are those commonly associated with the offices, together with those specified in the SRA International Bylaws.

ARTICLE V: CHAPTERS

Section 1: The Section recognizes the importance of and encourages the establishment of Chapters. Chapters provide more frequent opportunities for members in geographic areas to participate in activities related to research administration.

Section 2: Establishment and governance of Chapters shall be in accordance with the SRA Policies and Procedures Manual. Dissolution of Chapters will be conducted in accordance with SRA Bylaws for dissolution of subgroups of the Society. Section Bylaws may be adopted and modified for use by Chapters in the governance of their organization.

Section 3: Membership in a Chapter is generally determined by geographic location. A Section member may elect to affiliate with any Chapter.
ARTICLE VI: ELECTION OF OFFICERS

Section 1: It is preferred that the Section Executive Committee nominate more than one qualified Section member in good standing for each of the Offices of President-Elect and Secretary. The Secretary will be nominated in alternating years as described in Article VI, Section 2. Call for nominations of officers must be made at least 60 days prior to the Annual Section Business Meeting. Prior to nomination, the Section Executive Committee shall verify each candidate’s willingness to serve.

Section 2: Nomination(s) may be made by petition.

Petition. The nominating petition shall be received by the Section Executive Committee at least sixty (60) days prior to the start of the Annual Section Business Meeting.

Signatures. The nominating petition shall be endorsed by at least ten (10) members of the Section.

Willingness to Serve. Each individual nominated by petition shall indicate in writing to the Section Executive Committee such individual’s willingness to serve.

Section 3: Nominations shall be reported on a ballot with space for write-in votes to the Section membership at least thirty (30) days prior to the start of the SRA Annual Meeting.

Section 4: Voting and certification of the election shall be conducted in accordance with SRA standard procedures.

Section 5: The results of the election will be announced at the Annual Section Business Meeting. In the case of tie votes, the selection shall be made by the Section Executive Committee by secret ballot.

EXCEPT, should a write-in candidate be named by at least ten percent of the ballots and that candidate subsequently expresses a willingness to serve if elected, a special election shall be held. The ballot shall include that write-in candidate and the other candidates.

Section 6: Special elections shall follow the procedures for regular elections.

EXCEPT that (1) ballots will be distributed to the membership as soon as possible after the special election is determined to be warranted, (2) votes shall be tallied no earlier than thirty (30) days following distribution of the ballots, (3) results of the election shall be announced no later than forty-five (45) days following distribution of the ballots, and (4) the term of office shall be from announcement of the results until the close of the next Annual Section Business Meeting.

ARTICLE VII: COMMITTEES

Section 1: Executive Committee – The Executive Committee shall be the governing body of this Section. It shall be composed of the officers of the Section. The Section President shall act as Chair and a simple majority shall constitute a quorum. Meetings of the Executive Committee shall be called by the President or by a majority of the members of this Committee.
Section 2: Membership Committee – The Membership Committee shall be composed of a Chair appointed by the President and two other Section members selected by the Chair.

Section 3: Ad Hoc Committees – Ad Hoc Committees as deemed necessary shall be appointed by the President with the approval of the Executive Committee.

Section 4: Society Committees – The President shall appoint a Section member to serve as the Section representative to SRA committees and task forces as specified in the SRA Bylaws.

ARTICLE VIII: PARLIAMENTARY PROCEDURE

Section 1: This Section will conduct its meetings in accordance with Roberts Rules of Order, except where such rules may be in conflict with the Bylaws of SRA or the Bylaws of this Section.

ARTICLE IX: AMENDMENTS

Section 1: Amendments to these Bylaws must be proposed by the Executive Committee or by a petition signed by at least 10 members of the Section and submitted to the Secretary.

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

Section 3: Upon passage of such an amendment it shall be submitted to the SRA Bylaws Committee for review. The Bylaws Committee shall review all proposed amendments and forward them with recommendations to the SRA Board of Directors. After considering the recommendations of the Bylaws Committee, the Board of Directors shall make a recommendation on each proposed amendment to the membership at least thirty (30) days prior to the SRA Annual Business Meeting.

ARTICLE X: ADOPTION

Section 1: These Bylaws will be adopted by a two-thirds vote of the Section members present and voting at any regular or special meeting called for this purpose. These Bylaws will become effective upon ratification by the SRA Board of Directors.

Ratified: October 23, 2011
President: During the term of appointment, the President shall maintain the following roles and assume the following responsibilities:

1. **Meetings.** The President shall have the responsibility of calling and conducting all meetings of the Section Leadership, Executive Committee, and Business meetings.

2. **Appointments.** The President shall have the responsibility of extending appointments as may be required by SRA and Section Bylaws.

3. **Ad Hoc Committees.** The President shall recommend and establish Ad Hoc Committees as may be required. Approval of the Executive Committee is required.

4. **Advisory.** The President typically provides guidance because of their position and expertise, to the Section Leadership, Members, Committee Chairs and International Representatives to assist them in accomplishing their specific duties.

5. **Finance.** The President, in consultation with the SRA Treasurer, shall approve expenses and financial reports associated with maintaining the Section.

6. **SRA Board of Directors.** The President may attend the SRA Board meetings to ensure synergy between the activities and objectives of the Section and those of SRA.
President-Elect: During the term of appointment, the President-Elect shall maintain the following roles and assume the following responsibilities:

1. **Second-in-Command.** The President-Elect shall serve as the second-in-command of the Section.

2. **Meetings.** The President-Elect shall have the responsibility of calling and conducting all meetings in the President’s absence and as delegated and coordinated with the President.

3. **Advisory.** The President-Elect provides guidance to Section leadership, members, Committee Chairs and International representatives to assist them in accomplishing their specific duties.

4. **Finance.** The President-Elect may make recommendations for the approval of expenses and financial reports associated with maintaining the Section.

5. **SRA Board of Directors.** In the case of the non-availability of the Section President, may attend on occasion the SRA Board of Directors meetings in lieu of the President.
Secretary: During the term of appointment the Secretary shall maintain the following roles and assume the following responsibilities:

1. **Secretary.** The Secretary has the responsibility of Section communications regarding sending Notifications and correspondence as may be required and coordinated with the Section leadership.

2. **Meetings.** The Secretary will receive meeting agendas from the President and/or President-Elect in advance of a scheduled meeting (preferably 1 week prior) and distribute and remind meeting attendees of the meeting, its agenda, supporting materials, time and place. During the meeting the Secretary will record minutes and will be responsible for distributing minutes and action items to meeting attendees post meeting. These meetings include: Section Leadership, Executive Committee, Planning Committee and Business Meetings.

3. **Reports and Records.** The Secretary will keep the official records of the Section and will prepare and distribute reports as required and as part of the Section Business Meetings.
Past President: During the term of appointment the Past President shall maintain the following roles and assume the following responsibilities:

1. **Meetings.** The Past President shall have a responsibility to participate in all meetings of the Section Leadership, Executive Committee and Business Meetings.

2. **Advisory.** Because of their experience and expertise, the Past President is called on, from time to time, to provide advice to Section Leadership, Members, Committee Chairs and International representatives.