



SOCIETY OF
RESEARCH
ADMINISTRATORS
INTERNATIONAL

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 (SRAI) and shall be governed by, and function as a subgroup under the Bylaws thereof.

ARTICLE II PURPOSE

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

- a. To consider international issues and opportunities affecting Section members and to promote mutual assistance among Section members.
- b. To carry out functions to foster communication, education, understanding and friendship among research administrators in this Section.
- c. To carry out other purposes, as determined by the membership, which are not in conflict with the SRAI Bylaws.

ARTICLE III MEMBERSHIP



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Section 1 All members of SRAI in good standing whose research administration activities are outside of the USA and Canada shall be members of the Section.

Section 2 Initially, an SRAI member will be assigned to be a member of a Section based on their geographical location. However, a member may elect to affiliate with a different Section of SRAI by notifying SRAI headquarters of this election in writing but may be a voting member of only one Section at a time.

ARTICLE IV OFFICERS

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

Section 2 The term of office for the President and Immediate Past President shall be two years. The term of President Elect shall be one year, commencing at the close of the Annual Business Meeting at which their election is announced and terminating at the close of the following Annual Business Meeting. The nominations to the post of the Secretary shall be held in alternate years to the President Elect and will continue for a period of two years. The President Elect shall succeed to the office of the President and the retiring President will likewise succeed to the office of Immediate Past President.

Section 3 A vacancy in the office of President shall be filled by the Immediate Past President, who shall serve the remainder of the unexpired term. If the Immediate Past President is not able to serve, the Executive Committee of the Section shall select a member to serve the remainder of the unexpired term.

Whenever a vacancy occurs with more than six months remaining in an unexpired term of the offices of the President Elect or Secretary, the President shall coordinate with SRAI headquarters to conduct a special election of the section membership to fill the vacancy. If less than six months remain in an unexpired term of any of these offices, the vacancy shall be filled by a qualified Section member appointed by the Section President with the concurrence of the Executive



Committee and the SRAI President, until the next scheduled election.

Section 4 Duties and qualifications of the Section Officers are those commonly associated with the offices. Terms and additional conditions shall be as follows:

- a. The President's term of office begins upon completion of the term as President Elect at the close of business of the Annual Section Business Meeting.
- b. The President Elect's one year term of office begins at the close of the Annual Section Business Meeting at which the election results are announced, and continues to serve until the close of the next Annual Section Business Meeting, automatically becoming Section President upon completion of term as President Elect.

Candidates for President must have been a member of SRAI for at least three years at the time of nomination, and it is recommended they have served on at least one Section or International Program Planning Committee or served in another relevant SRAI role.

- c. The Immediate Past President's term of office begins at the close of the Annual Section Business Meeting at which they have served as President, and continues for two years until the close of the next Annual Section Business Meeting.
- d. The Secretary's term of office begins at the close of the Annual Section Business Meeting at which the election is announced and serves for two years thereafter.

Elections to office shall be held biennially. It is recommended nominees for Secretary have been a member of SRAI for at least two years at time of nomination.

Section 5 Unless previously excused, Section Officers shall be required to participate in 75% of all Section business (i.e., section meetings,



planning calls) held during any calendar year in order to retain their position.

Officers failing to meet these standards will be contacted by the Section President (or in the case that the President is out of compliance, the Immediate Past President) in writing via email and/or hard copy, and asked to offer reasonable explanation within thirty (30) days of notice as to why they have not been able to fulfill their duties and whether they reasonably expect to be able to do so moving forward for the duration of their elected term. If it will not be feasible for the officer to fulfill their duties, the President, in consultation with the executive committee will review the matter and decide whether to ask for the officer's resignation or if necessary, remove them from office. (See Article IV, Section 3 for filling a vacancy.)

ARTICLE V ELECTION OF OFFICERS

- Section 1** Each year, SRAI will send out a call for nominations for open positions in the Section, advising members of their right to submit nominations for themselves or others, and including the deadline and requirements for submission. The Section Nominations Committee shall nominate at least one member in good standing with SRAI for the office of President Elect and, in alternating years as described in Article IV, Section 2, at least one member for the office of Secretary. Wherever possible, two or more candidates should be nominated for elected positions. Prior to election, the committee shall verify each candidate's capability and willingness to serve.
- Section 2** All nominations must include a written statement that the candidate has the capacity and willingness to serve if elected to the position.
- Section 3** All nominations must be received by the deadline set in the SRAI call for nominations. SRAI will send out ballots to all members in good standing of the Section allowing a minimum of 14 days for voting.
- Section 4** Voting and certification of the election shall be conducted in accordance with SRAI policies and procedures. The Chair of the



Nominations Committee, in collaboration with SRAI headquarters staff, shall be responsible for certifying, reporting and documenting the election results.

- Section 5** The results of the election may be reported to the Executive Committee any time after certification, and shall be reported to the membership at the Annual Section Meeting, or by communication following that meeting. In the case of tie votes, the selection shall be made by the Executive Committee by means of a secret ballot. All votes shall be available for audit by any SRAI member and shall be held for said purpose for at least thirty (30) days following the close of the Annual Section Meeting, after which they may be destroyed.

ARTICLE VI 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 (see Article IV), and the appointed representative from the Section to the SRAI Bylaws Committee and the SRAI Membership Committee. 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.

Upon request of any member of this committee, any action contemplated or taken shall be referred to the membership for approval.

- Section 2** **Nominations Committee.** The Nominations Committee shall seek, review, and recommend qualified candidates to run for office for any vacant position to be filled at a regular election. This includes the President Elect position and the Secretary position every two years, alternating as set forth in Article IV, Section 2. The Nominations Committee shall consist of the Immediate Past President of the Section, who shall serve as Chair, and additional members as deemed necessary by the Executive Committee to fulfill the duties of the committee.



If the Immediate Past President is not able to serve as chair of the Committee, the President shall select a chair from the membership of the Section.

Section 3 **Program Committee.** The Program Committee is responsible for Section Meeting program development. The Committee works with SRAI headquarters staff on the facility planning and logistics for the meeting location/venue. Operational procedures are in accordance with SRAI policies and procedures. The Committee shall be chaired by the current President and the President Elect will serve as Vice-Chair. Additional members may be appointed as deemed necessary to fulfill the duties of the committee.

Section 4 **Other Committees and Appointments.** Other Section Committees as deemed necessary shall be appointed by the President with approval of the Executive Committee. The President shall have the authority to make appointments to SRAI committees and task forces as requested by SRAI.

ARTICLE VII MEETINGS

Section 1 There shall be an annual business meeting of the Section which will take place at the annual meeting of SRAI. The membership shall be notified of the time and location no later than thirty (30) days prior to the scheduled start of the meeting.

Section 2 There may be other meetings of the Section subject to approval by the Executive Committee.

ARTICLE VIII AMENDMENTS

Section 1 Amendments to these Bylaws must be proposed by:

- a) The Executive Committee.
- b) The SRAI Bylaws Committee either of its own accord or at the direction of the SRAI Board of Directors.
- c) A petition signed by at least 10% of the members of the Section and submitted to the Secretary, who will forward the proposal



to the SRAI Bylaws Committee no less than sixty (60) days prior to any duly noted meeting of the SRAI Board of Directors.

Section 2 Proposals shall be considered by the Bylaws Committee and submitted with a recommendation for action to the SRAI Board of Directors thirty (30) days prior to a Board of Directors meeting. The Board of Directors shall provisionally approve amendments to Section Bylaws and submit them back to affected sections for final approval no less than forty-five (45) days prior to a duly noted Section meeting.

Section 3 These Bylaws may be amended when proposed and processed as stipulated in Sections 1 and 2 above, and presented at any regular or special meeting of the Section by a two-thirds vote of the members present and voting, provided that notice of this meeting, the purpose thereof, and copies of the proposed amendment are sent to each member no less than thirty (30) days prior to the meeting. Any written statement from any member not present pertaining to a proposed amendment shall be presented to the section prior to submission of the proposed amendment for passage.

Section 4 Upon passage of such an amendment, the SRAI Board of Directors shall be notified of the action. It shall become effective at the time of adoption.

ARTICLE IX ADOPTION

Section 1 These Bylaws will be adopted by a two-thirds vote of the members present and voting at any regular or special meeting called for this purpose, provided that notice of the meeting, the purpose thereof, and copies of these Bylaws are sent to each member no less than thirty (30) days prior to that meeting. When adopted by the Section, these Bylaws will become effective upon ratification by the SRAI Board of Directors.



Reviewed by SRAI Bylaws Committee on September 26, 2019.

Adopted as revised at the January 13, 2020 business meeting of the International Section, via conference call.

Ratified February 23, 2020, by the SRA International Board of Directors, Arlington, Virginia.