



NEW ENGLAND EDUCATIONAL RESEARCH ORGANIZATION

**BOARD OF DIRECTORS:
STANDING RULES**

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STANDING RULES

Definition

In accordance with *Roberts Rules of Order (Revised edition)*, Standing Rules include rules which are (1) related to the administration of an organization rather than to its parliamentary procedure, and (2) adopted, changed, or modified by the Board of Directors.

(In effect as of April 26, 2007).

Adoption of Standing Rules

A new Standing Rule can be adopted without prior notice, by a majority vote of the Board of Directors at any Board Meeting. The rule shall remain in effect until rescinded or modified by the Board.

Once adopted, the policy is to be recorded in the meeting minutes and in an updated version of this document maintained by the organization's Secretary, with a copy posted on the NEERO Website.

(In effect as of April 26, 2007).

Rescinding or Modifying Standing Rules

These Standing Rules may be rescinded or modified without prior notice, by a majority vote at any Board Meeting.

Modified and rescinded rules should be recorded in the Secretary's minutes, and in an updated version of this document maintained by the organization's Secretary, with a copy posted on the NEERO website.

(In effect as of April 26, 2007).

Organization of this Document

The Standing Rules in this document are organized into three sections. The first section provides a listing of each position on the NEERO Board of Directors and the duties and Standing Rules connected to that position. The second section provides a listing of all committees and the function, members, tasks, and Standing Rules related to each

committee. The third section provides a collection of forms approved by the Board Directors.

(In effect as of April 26, 2007).

BOARD MEMBERS

President

Term Begins: At the close of the Annual Meeting in which the term of Vice-President ends.

Length of Term: 2 years

Duties:

1. Shall preside at all Board Meetings and the Annual Meeting.
2. Shall have general supervision of the affairs of the organization.
3. Shall make reports to the Board and the membership.
4. Shall Chair the Awards Committee.
5. Shall Chair the Nominating Committee.
6. Shall approve all expenditures that exceed the approved budget.
7. Shall seek approval from the Board of Directors on any expenditure that exceeds 50% of any line item on the approved budget.
8. Shall approve any website documents that are not include on the Webmaster's list of pre-approved documents.
9. Shall hire, orient, and direct the work of the Graduate Assistant to the Board.
10. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Vice-President

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 2 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall perform the duties of the President on the absence, disability, or resignation of the President until a successor is elected by the membership.
3. Shall serve as Chair of the Program Committee.
4. Shall conduct an evaluation annually of the Conference Program, Conference events, and facilities by survey of the membership, and shall report the results of this evaluation to the Board of Directors, with copies available on the NEERO website for the membership.
5. Shall serve on the Awards Committee.
6. Shall serve on the Nominating Committee.
7. Shall establish (in concert with the Membership Director and the Treasurer) a record-keeping system of all memberships, conference registrations, and conference presenters.
8. Shall coordinate conference arrangements, related to the program, with the Conference Director.
9. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Secretary

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall take minutes at all Board Meetings and at the Annual Meeting.
3. Shall provide all Board members with copies of the previous meeting's minutes.
4. Shall provide the Webmaster with copies of all minutes for posting on the NEERO website.
5. Shall maintain up-to-date By-Laws and Standing Rules of the organization.
6. Shall provide the Webmaster with copies of the most up-to-date By-Laws and Standing Rules of the organization for posting on the NEERO website.
7. Shall prepare any proposed amendments to the By-Laws and post them on the NEERO website for the membership to access at least two weeks in advance of the Annual Meeting.
8. Shall jointly share in the on-site registration at the Annual Meeting with the Treasurer.
9. Shall develop and maintain Board Members' names, positions on the Board, terms of office, and contact information. The Secretary will provide this information to the Webmaster for posting on the NEERO website.
10. Shall be authorized as the second signature on the NEERO financial account in the event of an emergency. The President will be responsible for defining that emergency.
11. Shall orient and provide the necessary documentation to his office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Treasurer

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall have custody of all the funds of the organization and keep regular books of accounts and a file of receipts by conference year.
3. Shall be authorized to sign fiduciary documents of the organization.
4. Shall authorize the Secretary as the second signature on the NEERO financial accounts in the event of an emergency. The President will be responsible for defining that emergency.
5. Shall provide reports of the financial status of the organization at all Board Meetings and at the Annual Meeting.
6. Shall provide an electronic copy of any financial reports to the Webmaster for posting on the NEERO webpage.
7. Shall establish an accounting system for the Board that itemizes income and expenditures.
8. Shall seek Board approval on any changes made to the Membership/Conference Registration form, excluding those related to the change of dates from year-to-year.
9. Shall be the recipient of all membership and conference registration forms and payments, providing each member with an itemized receipt.
10. Shall establish (in concert with the Membership Director and Vice-President) a record-keeping system of all memberships, conference registrations, and conference presenters.
11. Shall jointly share in the on-site registration duties with the Secretary.
12. Shall provide name badges to all registered members at the Annual Meeting.
13. Shall be responsible for training any assistants assigned to the registration desk at the Annual meeting.
14. Shall provide the Board with an annual budget proposal for the next fiscal year. This budget proposal shall be submitted for approval from the Board at the first Board Meeting after each Annual Meeting.
15. Shall be authorized to pay bills up to the amounts indicated in the approved budget without further consent from the Board of Directors.
16. Shall be authorized to pay bills over the amount indicated in the approved budget upon approval from the President.
17. Shall review conference records annually in order to identify people who appeared in the program but did not register for the Conference, and shall send a letter on the organization's behalf requesting that fee.
18. Shall provide the Auditing Committee with access to all of the organization's accounts and records for audit.
19. Shall maintain all financial records for the past seven years.

20. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Immediate Past President

Term begins: At the close of the Annual Meeting in which his/her term as President has ended

Length of Term: 2 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall serve on the Nominating Committee.
3. Shall serve on the Awards Committee.
4. Shall present outgoing Board Members with a plaque in recognition of their service at the Annual Meeting.
5. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

State Representative

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall serve on the Program Committee.
3. Shall recruit members from their home state.
4. Shall advertise the Annual Meeting within their home state.
5. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules for this position:

(In effect as of April 26, 2007)

Conference Director

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall visit or cause to be visited establishments that are to be considered as sites of future conferences and make recommendations to the Board of Directors.
3. Shall supervise all negotiations with the proposed site vendor concerning conference arrangements, use of facilities, and the schedule of room rates for conference participants.
4. Shall furnish to the Treasurer and President a statement signed by the site vendor covering the proposed charges and any other agreements that could incur a financial obligation to this organization, prior to the final site selection by the Board of Directors.
5. Shall have singular responsibility for authorizing the procurement of goods and services at the Annual Meeting in keeping with the amounts budgeted by the Board of Directors.
6. Shall supervise all on-site arrangements, including provisions for conference registration, hospitality, and the use of facilities and materials during the Annual Conference.
7. Shall coordinate conference arrangements with the Program Chair.
8. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Special Projects Director

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall serve on the Awards Committee.
3. Shall coordinate all aspects of any special projects for members approved by the Board of Directors.
4. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Historian

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall maintain the organization's archives including:
 - a. Financial Reports
 - b. Meeting Minutes
 - c. Past Award Winners
 - d. Past Conference Programs
 - e. Articles of Incorporation
 - f. Previous By-Laws, Constitutions, Policy Manuals, etc.
3. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Membership Director

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and Annual Meetings.
2. Shall establish (in concert with the Vice-President and the Treasurer) a record-keeping system of all memberships, conference registrations, and conference presenters.
3. Shall maintain a membership database that includes members' names, type of membership, year of initial membership, and contact information.
4. Shall provide membership information to Board Members and anyone else authorized by the Board.
5. Shall distribute Board-approved announcements (via US Mail, electronic mail, NEERO website) related to the organization, its Annual Meeting, and etc.
6. Shall develop, publish, and disseminate recruitment procedures and materials and enlist the assistance of the Board of Directors in implementing those procedures.
7. Shall serve on the Nominating Committee.
8. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

(In effect as of April 26, 2007)

Webmaster

Term begins: At the close of the Annual Meeting in which he/she is elected

Length of Term: 3 years

Duties:

1. Shall attend all Board Meetings and the Annual Meeting.
2. Shall physically house and maintain the NEERO server.
3. Shall update, revise, and maintain the NEERO website.
4. Shall post announcements and records (approved by the Board) on the NEERO website.
5. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

1. Documents pre-approved by the Board of Directors for posting on the NEERO website:
 - a. Minutes from all meetings provided by the Secretary
 - b. Financial reports from all meetings provided by the Treasurer
 - c. Conference Registration information provided by the Treasurer and/or Conference Director.
 - d. Call For Proposal provided by the Program Chair
 - e. Information regarding the organization's annual awards provided by the Awards Committee Chair
 - f. Historical Documents provided by the Historian
 - g. Up-to-date By-Laws, Standing Rules, and the list of Board Members provided by the Secretary.
2. All other documents must get approval from the Board of Directors prior to posting.

(In effect as of April 26, 2007)

COMMITTEES

The Board of Directors shall direct the President to appoint such committees as is deemed necessary to carry out the affairs of the organization. At minimum these shall include an auditing committee, an awards committee, a program committee, and a nominating committee.

The Board shall direct the President to create additional ad-hoc committees articulating that committee's function, chair, committee members, duties, and Standing Rules.

(In effect as of April 26, 2007)

Auditing Committee

Function: To audit the accounts of the organization after each Annual Meeting and present a report to the Board of Directors regarding the financial health of the organization.

Committee Members: Three members of the Board of Directors, appointed by the President. The Treasurer may not be a member of this Committee.

Duties of the Committee:

1. Shall have access to all of the Treasurer's accounts, budgets, databases, and etc. that are related to the financial matters of the organization.
2. Shall audit all financial accounts of the organization.
3. Shall provide the Board of Directors with a report of this audit that included its process, its findings, and any recommendations for the financial health of the organization.

Standing Rules in Effect Relative to this Committee:

(In effect as of April 26, 2007)

Awards Committee

Function: To identify award winners in two categories: (1) the John Schmitt Award and (2) the Rubovits Award.

Committee Members: President (Chair)
Vice-President
Immediate Past President
Special Projects Director

Duties of the Chair:

1. Shall develop guidelines for reviewing papers.
2. Shall notify the award winners of the results.
3. Shall present these two awards at the Annual Meeting.
4. Shall provide the Historian with the names of the award winners for the organization's archives.
5. Shall provide the Webmaster with information regarding these awards for posting on the NEERO website.

Duties of the Committee:

1. Shall review the submissions under consideration for the award.
2. Shall have plaques engraved for these two awards
3. Shall have plaques engraved for out-going Board Members, in recognition of their service to the Board.

Standing Rules in effect relative to the Schmitt Award:

1. The Schmitt Award is given to an individual holding a Student Membership in the organization.
2. The award is presented at the Conference where the paper is submitted for review.
3. Nominations are put forward by Strand Leaders in advance of the Conference.
4. Self-nominations are not accepted.

Standing Rules in effect relative to the Rubovits Award:

1. The Rubovits Award is given to an individual holding a Professional membership in the organization.
2. Nominations are accepted at the end of each Annual Meeting by submitting a copy of the nominee's written paper at the Registration Desk.
3. Self-nominations are accepted.
4. The award winner will be asked to present their paper to the general membership at the following Annual Meeting of the membership and at

the Annual Meeting of the American Educational Research Association (SRERA SIG).

5. The award winner will be provided with an honorarium of \$250 to offset the cost of attending AERA.

(In effect as of April 26, 2007)

Program Committee

Function: To create a conference program in which topics involving both theoretical and applied aspects of education will be presented and discussed by the membership.

Committee Members: Vice President (Chair)
Conference Director
All State Representatives

Duties of the Chair:

1. Shall identify Board members willing to serve as “strand Leaders.”
2. Shall design and seek Board approval on a Call For Proposals that describes strands, types of submissions, submission deadlines, and review procedures.
3. Shall provide the Webmaster with the Call For Proposal to post on the NEERO website.
4. Shall provide the Membership Director with the Call For Proposal for mailing out to the general membership.
5. Shall develop criteria, procedures, and forms for the review and selection of proposals.
6. Shall supervise the review process.
7. Shall provide the Webmaster with an electronic copy of the Conference Program for posting on the NEERO website.
8. Shall print copies of the Conference Program to be distributed at the registration desk at the Annual Meeting.
9. Shall provide the Historian with a copy of the Conference Program for the organization’s archives.

Duties of the Committee:

1. Shall assist the Program Chair in the review process.
2. Shall provide feedback to the proposal authors.
3. Shall assist the Program Chair in the preparation of the Program for the Annual Meeting, identifying Chairpersons and Discussants for conference sessions.

Standing Rules in Effect Relative to this Committee:

1. The Board authorized the Conference Director to provide for an Annual Gala in accordance with the approved budget.
2. The Board passed a motion to require an organized plan be submitted to the Board in advance of any workshop-type activities.

(In effect as of April 26, 2007)

Nominating Committee

Function: To present a slate of nominees for positions which will become vacant at the end of the Annual Meeting.

Committee Members: President (Chair)
Vice-President
Immediate Past President
Membership Director

Duties of the Chair:

1. Shall collect the current list of Board Members and their terms of office from the Secretary to determine upcoming vacancies.
2. Shall present the slate and coordinate the election process at the Annual Meeting.

Duties of the Committee:

1. Shall recruit, identify, and invite members to become nominees.

(In effect as of April 26, 2007)

Ad-Hoc Committees

- Function: Any committee established by the Board of Directors to fulfill short-term objectives or goals of the organization.
- Chair of the Committee: Shall be appointed by the President
- Committee Members: Shall be appointed by the President
- Tasks: Shall be determined by the Board of Directors.

(In effect as of April 26, 2007)

FORMS

Attached are the various forms approved for use by the Board of Directors. The changing of the date (from year to year) on any of these forms is permitted without approval by the Board of Directors. However, any other substantive changes must receive Board approval before being used.

Once the Board has approved any new or changed form, the organization's Secretary should include it in this section of the Standing Rules document.

(In effect as of April 26, 2007)

FORMS TO BE ADDED HERE