



**NEW ENGLAND EDUCATIONAL RESEARCH ORGANIZATION  
BOARD OF DIRECTORS  
STANDING RULES**

**TO NOTE:** These standing rules were voted into effect (replacing the previous standing rules in their entirety) by a vote of the NEERO Board of Directors on August 13, 2020 via zoom.

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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.

### 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 The rule shall remain in effect until rescinded or modified by the Board.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.

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These Standing Rules may be rescinded or modified without prior notice, by a majority vote at any Board Meeting.

Modified and rescinded rules should be recorded in the Secretary's minutes, and in an updated version of this document maintained by the organization's Secretary, with a copy posted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

### 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.

## 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 and social media posts that are not included on the Communications Director's list of pre-approved documents.
9. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

## 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 Conference Director, Secretary, 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:

## 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 maintain up-to-date By-Laws and Standing Rules of the organization.
5. Shall provide the Communications Director with copies of the most up-to-date By-Laws and Standing Rules of the organization for posting on the NEERO website.
6. Shall prepare any proposed amendments to the By-Laws and share them with the Communications Director for posting on the NEERO website for the membership to access at least two weeks in advance of the Annual Meeting.
7. Shall jointly share in the on-site registration at the Annual Meeting with the Treasurer.
8. 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 Communications Director for posting on the NEERO website.
9. Shall establish (in concert with the Vice-President, the Conference Director, and the Treasurer) a record-keeping system of all memberships, conference registrations, and conference presenters.
10. Shall provide membership information to Board Members and anyone else authorized by the Board.
11. 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.
12. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

Standing Rules related to this position:

## 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 establish an accounting system for the Board that itemizes income and expenditures.
7. 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.
8. Shall be the recipient of all membership and conference registration forms and payments, providing each member with an itemized receipt.
9. Shall establish, in concert with the Vice-President, Secretary and Conference Director, a record-keeping system of all memberships, conference registrations, and conference presenters.
10. Shall jointly share in the on-site registration duties with the Secretary.
11. Shall provide name badges to all registered members at the Annual Meeting.
12. Shall be responsible for training any assistants assigned to the registration desk at the Annual meeting.
13. 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.
14. Shall be authorized to pay bills up to the amounts indicated in the approved budget without further consent from the Board of Directors.
15. Shall be authorized to pay bills over the amount indicated in the approved budget upon approval from the President.
16. 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.
17. Shall provide the Auditing Committee with access to all of the organization's accounts and records for audit.
18. Shall maintain all financial records for the past seven years.

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

Standing Rules related to this position:



## 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:

## 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:

## 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.
5. Organize the Workshops for the Annual Meeting in consultation with the President, Vice President/Conference Chair, and Conference Director.

Standing Rules related to this position:

## 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:

## COMMUNICATIONS 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 be responsible for 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 distribute Board-approved announcements (via US Mail, electronic mail, NEERO website) related to the organization, its Annual Meeting, or other relevant messages.
6. Shall update and maintain NEERO social media.
7. 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. Call For Proposal provided by the Program Chair
  - b. Information regarding the organization's annual awards provided by the Awards Committee Chair
  - c. Historical Documents provided by the Historian
  - d. 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.

## 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 compile and share a list/database of contacts (including individuals, institutions of higher education, state departments of education, and relevant professional groups) in a shared folder as determined by the NEERO Board.
4. Shall recruit members from their home state.
5. Shall advertise the Annual Meeting within their home state.
6. Shall identify nominations for conference awards.
7. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

### Standing Rules for this position:

One Representative from each of the following states will serve on the NEERO Board:

- Connecticut
- Massachusetts
- Maine
- New Hampshire,
- New York
- Rhode Island
- Vermont
- One representative outside the Northeastern United States

## STRAND 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 Program Committee.
3. Shall review expectations for proposals before the Call for Proposals is distributed and make suggestions to the Program Committee.
4. Shall recruit conference proposal reviewers.
5. Shall oversee the review process and make final recommendations regarding conference proposals in their strand.
6. Shall work with the Program Committee to assign accepted presentations to sessions.
7. Shall identify nominations for conference awards.
8. Shall orient and provide the necessary documentation to this office's successor upon vacancy of the position.

### Standing Rules for this position:

One Strand Director from each of the following strands will serve on the NEERO Board:

- Curriculum and Instruction
- Diversity and Sociocultural Cultural Issues
- Higher Education
- Human Development and Learning
- Leadership, Policy and Educational Reform
- Measurement, Assessment, Evaluation and Research Methods
- Professional Development
- Teaching and Teacher Education

## 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.

### 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:**



## AWARDS COMMITTEE

**Function:** To identify award winners in the following categories: (1) the John Schmitt Award; (2) the Rubovits Award; (3) the Kim Fries Award; (4) Charlie DePascale Scholarship; and make recommendations for additional awards.

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

### Duties of the Chair:

1. Shall develop guidelines for reviewing nominations.
2. Shall notify the award winners of the results.
3. Shall present these 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 Communications Director 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 awards
  3. Shall have plaques engraved for out-going Board Members, in recognition of their service to the Board.
- a) 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.
  5. This is an annual award.
- b) Standing Rules in effect relative to the Rubovits Award:
1. The Rubovits Award is given to an individual holding a membership in the organization.
  2. Nominations are accepted at the end of each Annual Meeting through electronic or paper submissions..
  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.
6. This is an annual award, based on the previous Annual Meeting.

c) Standing Rules in effect relative to the Fries Award:

1. The Fries Award is given to an individual who has demonstrated distinction in the early part of their career, and who has made contributions to NEERO for at least 5 years (does not need to be 5 consecutive years).
2. The award is presented at the Conference.
3. Self-nominations are accepted.
4. This award may be, but does not need to be, awarded annually.

d) Standing Rules in effective relative to the DePascale scholarship:

1. The Awards committee will select two students at a random drawing during the Annual Meeting.
2. Selected individuals will be granted a non-cash award for the conference fee to attend the subsequent Annual Meeting.

## 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  
Special Projects Director  
All State Representatives  
All Strand Directors and Co-Directors

### Duties of the Chair:

1. Shall design and seek Board approval on a Call For Submissions that describes strands, types of submissions, submission deadlines, and review procedures.
2. Shall provide the Communications Director with the Call For Submissions to post on the NEERO website.
3. Shall develop criteria, procedures, and forms for the review and selection of proposals.
4. Shall supervise the review process.
5. Shall provide the Communications Director with an electronic copy of the Conference Program for posting on the NEERO website.
6. Shall disseminate the Conference Program prior to the Annual Meeting.
7. 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.

## 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  
Treasurer  
Conference 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.

## 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.

## 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 and/or create a fillable form to be maintained by the organization.

FORMS TO BE ADDED HERE