

BYLAWS
of the
Florida Educational Research Association, Inc.

Date Adopted: 11 November 2020

Supersedes Bylaws of 2005

Article I. Name and Governing Authority

Section 1. Name. The Association shall be known as the Florida Educational Research Association, Incorporated (the “Association” or “organization” hereafter).

Section 2. Governing Authority. The Association is incorporated under the laws of the State of Florida pursuant to Articles of Incorporation filed on November 2, 2004. The Association shall be governed by these bylaws as amended from time to time in accordance with the provisions hereof. These bylaws shall not conflict with the Articles of Incorporation.

Article II. Purpose

Section 1.

The purpose of the Association shall be to encourage and improve all aspects of educational research and its application through training and dissemination, thereby increasing the contribution of education to human welfare. In these bylaws, the term "educational research" shall be broadly construed, to include both theoretical and applied educational research, including educational evaluation, educational measurement, and institutional research.

Section 2.

The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article III. Objectives

The objectives of this Association shall be generally within Florida to:

- a. Promote the development of theory and the acquisition of knowledge on which to base the professional practice of education.
- b. Foster and encourage, on the part of educators, an open-mindedness and willingness to change when evidence from research indicates the need for change.
- c. Promote objective evaluation of all levels of educational programs.
- d. Foster and promote the professional growth of educators by providing opportunities to exchange information and ideas relating to measurement, evaluation and research.

- e. Encourage and stimulate better training in research procedures and methods for all educational personnel, both as consumers and, where appropriate, as active participants.

Article IV. Membership

Section 1. Classes of Membership. Membership in this Association shall be divided into three classes: Active, Student, and Honorary.

- a. Active membership. Active membership shall be open to all persons engaged in public or private education or in occupations closely related thereto, who are actively interested in educational research. Active members in good standing shall be entitled to full rights and privileges of membership, including the right to attend all meetings of the Association, to participate in its affairs, to vote, and to hold office.
- b. Student membership. Student membership shall be open to all students in higher education institutions who are interested in educational research and who subscribe to the purposes and objectives of the Association. Student members in good standing shall be accorded all rights and privileges of membership except the right to vote and to hold office.
- c. Honorary membership. At the initiative of the Association, Honorary membership may be accorded to persons who have been active in educational research. Candidates for Honorary membership must be nominated by one Active member of the Association and elected by two-thirds of the Executive Committee. A nomination letter for Honorary membership must be signed (or endorsed through email) by one Active member and must include a justifying description of the contributions made by the nominee and submitted to the Chair of the Nominating Committee. Honorary members shall be excused from paying annual dues and special assessments. Honorary members shall have the rights and privileges of Active membership.

Section 2. Application. Application for Active, Student, and Honorary memberships shall be made to the Treasurer. Upon receipt of annual dues, the applicant shall be admitted to the class of membership for which qualified. When eligibility is in doubt, applications shall be sent to the Executive Committee, which shall have the power of final decision.

Section 3. Membership Year. The membership year of the Association shall be November 1 – October 31.

Section 4. Termination of Membership.

- a. Failure to Pay Dues. Failure of Active or Student members to pay dues for any membership year by the last day of the annual meeting, or other date established by the Executive Committee and published to the membership at least 30 days in advance, shall automatically result in loss of good standing and suspension of all rights and privileges of membership for such member. Upon request and payment of current dues during the membership year for which dues have not been paid, the rights and privileges of membership shall be reinstated by the Treasurer of the Association.
- b. Removal for Cause. If continued membership of any person is believed to be contrary to the interests, purposes, or accepted ethical standards of the educational research profession and hence of the Association, the Executive Committee shall appoint a special committee and delegate to it the conduct of investigations and hearings. Before final action is taken to terminate membership,

the member shall be given opportunity to present a defense. Membership may be terminated by a two-thirds vote of the Executive Committee.

Article V. Officers

Section 1. Titles, Term of Office, Duties. The officers of this Association shall be a President, a President-Elect, a Secretary, a Treasurer, and a Past President. All officers shall be active members in good standing.

a. President.

- (1) The term of office of the President shall be one year.
- (2) The President shall automatically become Past President at the close of the term of office as President.
- (3) It shall be the duty of the President to preside at all meetings of the Association, to serve as Chair of the Executive Committee, to appoint committees as provided by Article VII hereof, and to exercise general supervision over the affairs of the Association.
- (4) The President shall submit an operating budget to the Executive Committee for approval at the Executive Committee meeting next following the Association's Annual Meeting. This budget shall be set up in the same format as the previous year's budget unless a format change is approved by a two-thirds majority vote of the Executive Committee or by a majority vote of the members attending the annual business meeting.

b. President-Elect.

- (1) The term of office of the President-Elect shall be one year.
- (2) The President-Elect shall automatically become President at the close of the term of office as President-Elect.
- (3) It shall be a duty of the President-Elect to select and chair the Program Committee and to act as President in the latter's temporary absence or incapacity.

c. Secretary.

- (1) The term of office of the Secretary shall be three years.
- (2) It shall be the duty of the Secretary to keep a record of all meetings of the Executive Committee and of the Association; to issue calls and notices of meeting Article X hereof; to request, receive, and store electronic or hard copies of written reports from each committee chair at the end of the year; to store copies of newsletters, meeting minutes, ballots, and lists of committee members and procedures and to disseminate this material upon request.

d. Treasurer.

- (1) The term of office of the Treasurer shall be three years.
- (2) It shall be the duty of the Treasurer to have care and custody of all of the funds of the Association, however received; to sign checks on behalf of the Association for disbursements of funds upon authorization of the President and the Executive Committee in accordance with Article VII hereof; to maintain adequate records of all such receipts and disbursements; to oversee

preparation and filing of required tax returns; and to coordinate with the Nominating Chair (see Article VIII).

e. Past President.

- (1) The term of office for the Past President shall be one year following the year as President.
- (2) The Past President shall collect, update, and keep information, memorabilia, etc., to be added to the archives.
- (3) The archives shall be turned over to the incoming Past President by the close of the annual meeting.
- (4) The Past President shall act as liaison with the American Educational Research Association to coordinate all activities common to the state and national associations.

Article VI. Board of Directors

Section 1. Number; qualification. There shall be three Directors, who shall be Active members of the Association.

Section 2. Term of office. The term of office for Directors shall be three years. The Director terms shall be staggered so that at the time of each annual meeting, the terms of one-third (1/3) of all members of the Board of Directors shall expire.

Section 3. Duties. Directors shall assist in the general supervision of the affairs of the Association as provided in Article VII.

Article VII. The Executive Committee

Section 1. Membership. The Executive Committee of the Association shall consist of the President, President-Elect, Secretary, Treasurer, the immediate Past President, and the Directors. The chairs of the various committees may meet with the Executive Committee but will have no vote.

Section 2. Duties. The Executive Committee shall be the legislative and policy-making body for the Association and shall have general supervision over the affairs of the Association, including the annual adoption of an operating budget. In particular, the Executive Committee shall develop, implement, and oversee policies for the organization and operation of the Association, and the Standing, Annual, and Ad Hoc committees. Such policies shall not conflict with these bylaws nor with the Articles of Incorporation and shall be available for review by members of the Association at meetings of the Executive Committee and at the Annual Meeting of the Association.

Section 3. Meetings. A meeting of the Executive Committee shall take place immediately prior to the annual meeting. Additional meetings of the Executive Committee shall be held on the call of the President or upon petition in writing by ten or more voting members of the Association. A majority of the Executive Committee shall constitute a quorum. Any issue discussed at a meeting but held over because of the absence of a quorum may be decided by mail or electronic ballot of the Executive committee unless one or more members of the Committee requests a deferment to a subsequent meeting.

Only members of the Executive Committee shall vote on questions brought before it. Other persons may be permitted to speak to such matters at the discretion of the Chair.

Section 4. Power over funds.

- a. Authorized Expenditures. The Executive Committee shall have the power to authorize expenditure of Association funds. Ordinary expenditures shall be authorized by the approval of an annual budget by at least two-thirds of the Committee voting at a meeting. Expenditure in excess of, or in addition to amounts stated in approved budgets shall be authorized only upon a two-thirds vote of the Executive Committee.
- b. Bank Accounts. Bank accounts of the Association shall be established by at least a two-thirds majority vote of the Executive Committee, and Association funds shall be deposited only into accounts so authorized. Such accounts are deemed to include interest-bearing accounts or short-term certificates of deposit, into which the Executive Committee may authorize the deposit of Association funds from time to time.
- c. Prohibited Uses. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization 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 this document, the organization shall not carry on any other activities not permitted (a) under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 5. Vacancies. Vacancies which occur by virtue of the death, incapacity, resignation or termination of membership of a member of the Executive Committee, shall be filled as provided in this section. If a member of the Executive Committee loses good standing because of non-payment of dues as provided in Article IV, Section 4, the remaining members of the Executive Committee may, after fourteen days' notice to such member, declare a vacancy and proceed to fill it as provided herein.

- a. A vacancy in the office of President shall be filled by the Past President. If the Past President is unable or unwilling to serve, the vacancy shall be filled by the most senior Director.
- b. A vacancy in the office of President-Elect shall be filled through the appointment of a qualified Active member by a two-thirds majority vote of the Executive Committee. The member so appointed shall not automatically become President at the end of the term; at the next election of officers, candidates for the offices of President and President-Elect will be nominated.
- c. A vacancy in the office of Secretary or the office of the Treasurer shall be filled through the appointment of a qualified Active member by a two-thirds majority vote of the Executive Committee.
- d. A vacancy in the position of Past President shall not be filled. In the event of a vacancy in this position, the President shall appoint a qualified Active member to perform the duties enumerated in Section 6 of this Article.

- e. A vacancy among the Directors shall not be filled by appointment. If the unexpired term of the vacant position shall extend beyond the end of the membership year in which the vacancy occurred, the Nominating Committee shall nominate a qualified Active member as a candidate for election to the unexpired term at the time of the next regular election, as provided in Article IX.

Article VIII. Other Committees

Section 1. Standing Committees. Standing Committees of the Association shall be:

- a. Florida Journal of Educational Research (FJER) Editorial Committee. The FJER editorial committee will be composed of the Executive Editor, Associate Editors, and Co-Managing Editors. The Executive Editor shall be appointed by the President and Associate and Co-Managing Editors shall be appointed by the Executive Editor. The responsibilities of this committee shall be to receive, review, and publish submitted educational research manuscripts, reports, and reviews to the FJER. The committee will publish and disseminate an annual volume of one or more issues.
- b. Newsletter Committee, composed of at least three members appointed by the President and approved by the Executive Committee. The President shall designate one of the committee members to be the Committee Chair. The responsibilities of this committee shall be to plan, produce, and distribute to the membership one or more publications. Each publication shall have an Editor, who shall appoint an editorial board to assist in production of such publication.
- c. A Committee on Professional Education and Training, to be composed of at least two members appointed by the President and approved by the Executive Committee. The President-Elect shall be an ex-officio member of the Committee. Members shall be appointed to three-year terms. Vacancies among Presidential appointees shall be filled by the President by appointment. Initially, the President shall designate one member of the Committee as Chair and one as co-chair.

The Co-Chairperson will serve as Chair the following year. The Chair may appoint ex-officio members to one-year terms as deemed necessary. The responsibility of this Committee shall be to recommend to the Executive Committee and to the Program Committee an annual program of professional education and training which shall be carried out at the annual meeting and at other appropriate times during the year.

Section 2. Annual Committees. Annual Committees of the Association shall be:

- a. The Nominating Committee, composed of at least two Active members broadly representative of the Association's membership, recommended by the President and approved by the Executive Committee. The President shall designate one member of the Committee as Chair and a second member as co-chair, if possible. The responsibility of the Nominating Committee shall be to nominate qualified Active members for each office to be filled by election as provided in Article IX, to certify the qualifications of members nominated by petition, and to render its report to the President and the Executive Committee in sufficient time to permit timely notification and preparation of ballots. The Nominating Committee shall extend membership invitations to qualified persons within the state and to make recommendations to the President concerning membership matters.
- b. The Audit Committee, of at least two Active members, to be nominated by the President and approved by the Executive Committee. The President shall designate one of the members of the Committee to be Chair. The Audit Committee shall examine the records of Association receipts

and disbursements since the date of the previous audit and determine whether receipts have been properly accounted for and whether disbursements have been made pursuant to Executive Committee action and in accordance with these bylaws.

- c. The Program Committee, composed of at least two members appointed by the President-Elect. The President-Elect shall be Committee Chair. It shall be the responsibility of the Program Committee to make arrangements for the annual meeting of the Association.
- d. The Distinguished Paper Award Committee, to be composed of at least three members and a chair appointed by the President-Elect and approved by a majority of the Executive Committee. One member shall be appointed by the President-Elect as co-chair.
- e. The Educational Researcher of the Year Award Committee, composed of at least three members appointed by the President with the approval of the Executive Committee.
- f. The Russell P. Kropp Award Committee, to be composed of at least three members appointed by the President with the approval of the Executive Committee.

Section 3. Ad Hoc Committees. Ad hoc committees may be appointed by the President to make recommendations or conduct studies for specific purposes, and to serve for specific times. Ad hoc committees shall be dissolved upon the completion of their work and rendering of final reports, or upon the conclusion of the term of office of the appointing President, whichever comes first.

Section 4. Qualification of Committee Chair. The member serving as Chair of each committee described herein shall be an Active member in good standing. However, unless otherwise specified herein, committees may be composed of members of all classes.

Section 5. Composition of Committee Membership. The Executive Committee shall strive to ensure committees overall are balanced related to academics and K-12, gender, race, ethnicity, and region of Florida.

Article IX. Nomination, Election, and Installation of Officers and Directors

Section 1. Qualification for office. Only persons who are Active members of the Association.

Section 2. Nominations.

- a. The Nominating Committee provided in Article VIII shall meet and, after first having obtained the agreement of potential nominees, nominate one qualified person for each office to be filled.
- b. Nomination petitions may be delivered to the Chair of the Nominating Committee, with a copy to the Secretary, on or before a date established as provided in Section 3 of this Article. The Nominating Committee shall insure that its nominees and others nominated by petition are Active members in good standing as defined in Article IV, Section 1(a.) hereof.

Section 3. Notice of Nominations. The names of the nominees selected by the Nominating Committee shall be made available to the Active members prior the annual meeting.

Section 4. Election of candidates. All Active and Honorary members may vote on the slate of nominees during the annual business meeting. Provided a majority of the members casting ballots approve the slate, the nominees will be elected. In the event the slate of nominees fails to receive the majority of votes cast, then the Nominating Committee shall nominate a new slate of candidates who

shall be considered by electronic election. In years where a face-to-face annual business meeting is not held, the vote will be held electronically.

Section 5. Announcement of Results. The President shall make an official announcement of the election result at the annual meeting. If an emergency prevents holding an annual meeting, or in the case of a special ballot, the announcement shall publish the results after the election.

Section 6. Time of Installation. Newly elected officers and directors shall take office following the close of the business session held at the Association's annual meeting, or if there is no annual meeting, on the first day of the membership year following expiration of the term of office of the incumbent President.

Article X. Membership Meetings

Section 1. Annual Business Meeting; Meeting Time. A meeting of the Association membership shall take place at least annually at the time designated by the Executive Committee. Each such meeting shall provide at least for the transaction of Association business. Meetings may be held in conjunction with other professional organizations.

Section 2. Notice of Business Meetings. The Secretary shall inform the membership of the place and time of any business meeting. Such notice shall be made at least thirty days prior to the date of the meeting and shall indicate the matters of business known by that date which are to be presented for action at the meeting. Notice may be communicated in person, by telephone, email, or other form of electronic transmission, or by mail.

Section 3. Quorum. A quorum is defined as those members present at any meeting that has been announced in accordance with Section 2 of this Article.

Article XI. Finances

Section 1. Dues. Changes in the annual dues may be implemented from time to time by the Executive Committee.

Section 2. Special Assessments. Special assessments for Active and Student members may be established by the Executive Committee.

Section 3. Grants. In keeping with its objectives, the Association may receive grants and contributions from members and other interested parties to help carry out its programs and objectives. Unrestricted grants will be added to the general operating funds of the Association and controlled accordingly. Where special requirements are imposed by the grantor, the Executive Committee shall review the grant, decide on acceptance, and specify conditions for controlling the funds.

Section 4. Use of Funds. The Association shall use funds collected only to accomplish the objectives stated in these bylaws. No member or group of members shall commit the financial resources of the Association in any manner except as stipulated in these bylaws.

Section 5. Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article XII. Amendments; Revisions

Changes to these bylaws may be proposed by a two-thirds majority vote of the Executive Committee, or by written request of ten or more active members, or by action of a duly-constituted committee whose charge involves amendments or revisions hereto. Proposed changes shall be published and distributed to all active members at the time of notice of the annual meeting. Any changes proposed will be discussed at the meeting. Changes recommended for adoption by a majority of members present at such business meeting shall be adopted immediately.

Article XIII. Special Interest Groups

Section 1. Establishment. A group of ten or more active members may petition the Executive Committee to establish a Special Interest Group. Such groups may be instituted to facilitate the exchange of knowledge among research specialists or persons with cross-disciplinary interests.

- a. Each petition to establish a Special Interest Group must contain a title for the group and be accompanied by description of the purpose of the group.
- b. Each petition to establish a Special Interest Group must be accompanied by a fee to offset the additional administrative cost to the Association. Such fees shall be determined by the Executive Committee.

Section 2. Officers. Each Special Interest Group shall designate one of its members as SIG Chair and shall advise the Secretary of the name of the member so designated.

Section 3. Bylaws. Special Interest Group bylaws and activities may not conflict with the Articles of Incorporation or the bylaws of the Association. Power to determine whether conflicts occur rests with the Executive Committee.

Section 4. Termination. The Executive Committee may withdraw recognition of a Special Interest Group if its membership falls below ten Active members or if it fails to transmit its annual membership fee to the Treasurer by the close of any membership year, or for other good and sufficient reasons. Such action requires a vote of two-thirds of the members of the Executive Committee.

Section 5. Objectives. Objectives of Special Interest Groups may not conflict with those of the Association.

Section 6. Meetings. A meeting of each Special Interest Group will be scheduled at the annual meeting of the Association. The SIG Chair may notify the President-Elect that a symposium organized by one of the members of the special Interest Group is to be designated as such a meeting. The program for the annual meeting will make note of that designation.

Article XIV. Association Awards

Section 1. Establishing Association Awards. In pursuit of the Purposes and Objectives described in Article II hereof, the Association may make awards or otherwise grant professional recognition to its members or to others who, while not members, have performed services or taken actions that represent outstanding contributions to the profession or that demonstrate the application of educational research principles in performance of professional responsibilities. Association Awards shall

be established at the initiative of the Executive Committee and approved by the membership through amendment of this Article in the manner prescribed in Article XII hereof. The provisions of this Article shall not apply to the award of certificates or other tokens of appreciation for services provided to the Association.

Section 2. Granting of Association Awards. The granting of each Association Award shall be supervised by a committee appointed as provided in these bylaws. It shall be the responsibility of each such committee to recommend policies and procedures for selection of recipients, and to implement such policies when approved by the Executive Committee.

Section 3. Annual Association Awards. Association Awards named in this section may be granted annually; however, the Executive Committee may decide not to make an award when the conditions upon which the award is based have not been satisfactorily met.

- a. The Distinguished Paper Award. This award shall be made in conjunction with the Association's Annual Meeting and shall be made to the authors of the paper which is determined to be the most outstanding presentation of the meeting. The Distinguished Paper shall be selected on the basis of procedures approved by the Executive Committee. Only members of the Association shall be eligible to receive this award.
- b. The Educational Researcher of the Year Award. This award shall be made to recognize persons who have made recent outstanding and sustained contributions to educational research. Candidates shall be nominated and selected on the basis of procedures approved by the Executive Committee. Only members of the Association shall be eligible to receive this award.
- c. The Russell P. Kropp Award. This award shall be made to recognize a policymaker or administrator engaged in education in the State of Florida who has demonstrated the use of educational research or evaluation in educational decision making. Candidates shall be nominated and selected on the basis of procedures approved by the Executive Committee and need not be members of the Association.