

CCSCNE STANDING RULES

Article 1: Name and Purpose

I. The Annual Conference is held in the spring.

Article 3: Governing Body

I. Officers serve three-year terms that run September 1 - August 31. They are elected at the annual Regional Board meeting according to the following schedule:

When year modulo 3 = 0: Chair (Regional Representative), Secretary, Editor

When year modulo 3 = 1: Treasurer, Webmaster

When year modulo 3 = 2: Registrar, Membership Officer

II. A member of the Regional Board may be removed for cause, such as inactivity, by majority vote of the Regional Board.

III. If an office becomes vacant due to resignation or removal, the Chair appoints a replacement to complete the term of office.

IV. There are normally to be between 10 and 15 members of the Regional Board. When the number falls below 12, the Chair is charged with recruiting additional members by notifying CCSCNE members of openings on the Board and soliciting nominations.

V. The Regional Board elects new members as follows: Any Board member may nominate a candidate, who will normally have been involved in CCSCNE conferences, including membership on a Conference Committee. If the nomination is seconded, the Chair asks the candidate for a statement of interest in CCSCNE and a brief biography. These are sent to Board members at least 30 days before the time to vote on the candidacy, which is normally at the next meeting of the Board. The vote may be by email at the Chair's request, provided that no Board member is opposed to an email vote.

VI. Duties of Officers

a. The Chair is responsible for leading the Regional Board and managing its activities. The duties of the Chair are:

- i. To call and preside at Regional Board meetings;
- ii. To conduct the Regional Board's meetings activities in accordance with the CCSCNE bylaws and standing rules;
- iii. To make all appointments and fill vacancies as authorized herein;
- iv. To appoint all standing and *ad hoc* committees;

v. To coordinate the responsibilities, duties, and activities of the other officers and the Regional Representative; and

vi. To act as official spokesperson for the Regional Board.

vii. To be an *ex officio* member of the Conference Committee.

b. The duties of the Treasurer are:

i. To manage the Regional Board's finances. This includes preparing the annual budget, monitoring the Board's disbursements for adherence to the annual budget, and preparing financial reports as required; and

ii. To report the Board's finances to members at the annual meeting.

iii. To work with the CCSC Comptroller on the preparation of budgets for future conferences.

iv. To preside over meetings in the absence of the Chair.

c. The duties of the Secretary are:

i. To keep and post on the CCSCNE Web site full minutes of each Regional Board meeting within 30 days of the meeting; and

ii. To assure that a quorum is present at the beginning of each meeting; and

iii. To conduct votes held by electronic or paper mail.

iv. To serve as recording secretary of the Conference Committee.

d. The duties of the Editor are:

i. To receive final copies of papers, panels, etc., accepted for the Annual Conference in the correct format from authors; and

ii. To coordinate with the national Consortium editor for publication of the Annual Conference proceedings.

e. The duties of the Membership Officer are:

i. To collect names of faculty to add to the Consortium's mailing-list server;

ii. To maintain an electronic list of faculty who have attended the Annual Conference, are interested in attending the Conference, or have requested information about the Conference; and

iii. To be the contact person for people interested in the regional consortium and its Annual Conference.

f. The duties of the Regional Representative are:

i. To represent the best interests of the Northeastern Region at the CCSC by promoting an understanding of the needs of the region through national and inter-regional communication;

ii. To act as a liaison between the Northeastern Region, the CCSC, and the other regional boards so that a better understanding of each other's operation and current issues may occur;

iii. To inform the Regional Board of the activities of the CCSC.

g. The duties of the Registrar are:

i. To receive the Annual Conference registrations, collect fees and submit them to CCSC; and

ii. To record registrations in a spreadsheet for submission to the CCSC and Regional Board membership officer.

h. The duties of the Webmaster are:

i. To maintain the CCSCNE Web site, including pages for present and past Annual Conference programs, lists of awards, and meeting minutes; and

ii. To provide online forms for Annual Conference submissions, reviewing, registration and related activities; and

iii. To administer the programs used for membership mailing lists.

Article 4: Conference

I. The Regional Board selects sites for future conferences as follows. The Chair will work with representatives of possible sites in preparing an application to host a future conference. The application for hosting a conference must be approved by the Regional Board. For a conference to be held in Spring of year x , the approval of the conference site must take place by Spring of year $x-2$.

II. The selection of a Conference Chair(s) will take place at the same time as the Board's approval of a conference site.

III. The Treasurer will work with the Conference Chair(s) and the CCSC Comptroller in the preparation of the budget for a future conference. The budget must be approved by

the Regional Board. For a conference to be held in Spring of year x , the budget must be approved by Fall of year $x-2$.

Article 5: Meetings

I. The Conference Committee meets in September at the Annual Conference site to plan the Conference, and at other times as necessary.

II. As far as possible, any meetings of the Regional Board in addition to the annual one are to coincide with the Conference Committee meetings.

III. Regional Board meetings in addition to the annual one require 30 days notice to Board members by paper or electronic mail.

Article 8: Operating Procedures

I. All ballots conducted by electronic or paper mail require affirmative votes from a majority of all eligible voters in order to succeed. All such voting must provide ample time for ballots to be received.