

Bylaws
Updated October 2008

[AUBER Board of Directors](#) | [Duties of Officers](#) | [Committee Appointments](#)
[Standing Committees](#) | [Membership](#) | [Dues](#)
[Meetings](#) | [Awards](#)

I. AUBER BOARD OF DIRECTORS

A. **Board of Directors.** The President shall serve as Chair. The Board of Directors shall select the site for the annual meeting, taking into consideration all invitations received by the organization, and shall aid the President in planning the agenda for business sessions of the annual meeting. Also, it shall provide for an audit of the financial records no less frequently than once every five years. The Board of Directors shall be available to aid the President in the general administration of the affairs of the organization and to act for the membership in an emergency or unusual circumstance.

B. **Succession and Nomination of Officers.** Unless an officeholder has resigned or been removed from office, the Nominating Committee shall nominate an individual only for the office of Secretary-Treasurer or for the office of Vice President, as described in this section. Each term of office shall be one year in length.

The order of succession shall be that the President-elect succeeds to the office of President and that the Vice President succeeds to the office of President-elect. However, for any term in which the Secretary-Treasurer succeeds to the office of President-elect, the Vice President shall serve a second term.

When the Secretary-Treasurer chooses not to accept another term or has already served ten terms, he or she automatically succeeds to the office of President-elect, provided that he or she has served as Secretary-Treasurer for three or more terms.

For any term in which the Secretary-Treasurer succeeds to the office of President-elect, the Nominating Committee shall nominate an individual for the office of Secretary-Treasurer. For a term in which the Secretary-Treasurer remains in that office, however, the Nominating Committee shall instead nominate an individual for the office of Vice President.

In the selection of officers, the Nominating Committee shall take into account the service of the individual, the years of involvement with AUBER, and the achievements of the individual as a bureau or center director.

The Board of Directors, by a vote of two-thirds of its membership, may remove an individual from office and, thereby, from succession.

C. The Nominating Committee shall prepare a slate of candidates for the AUBER Board of Directors. Lead representatives and researcher/communicator representatives of both regular and affiliate members can serve on the AUBER Board of Directors. The Nominating Committee shall consider the service of the nominees and their years and degree of involvement with AUBER.

Researcher/communicators are non-directors within individual AUBER units, such as staff responsible for research, public relations, information services (web site design and maintenance/publications/public response), and publication production (writing/editing/graphic design).

D. Once the Nominating Committee has made tentative nominations for any open office or position on the AUBER Board of Directors, the President shall invite comments concerning the slate from the Board of Directors. The Nominating Committee shall review its slate and make a decision on the email ballot to be submitted to the membership in the light of these comments. The Nominating Committee shall carry out the election so that voting is done by email, with availability for write-in votes, and sufficiently in advance of the annual meeting date to permit the email ballots to be tallied and the results to be announced at the annual business meeting.

II. Duties of Officers

A. The President shall act as the chief administrative officer of the organization during the one-year term of office.

B. The President-elect and the Vice President shall assist the President in the administration of the organization. The President-elect serves as Chair of the Program Committee and has primary responsibility for the annual fall meeting. The Vice President serves as Chair of the Membership Committee.

C. The Secretary-Treasurer shall be responsible for recording the minutes of the business sessions of the annual meeting and of meetings of the Board of Directors and provides the membership with copies of these minutes. The Secretary-Treasurer shall serve as the organization's chief fiscal agent responsible for receiving, managing, and disbursing funds of the organization. Disbursements greater than \$1,000.00 must be approved by the President, except that the President may by written instructions authorize committee expenses provided that they have been certified by the committee's Chair and do not exceed the committee's budget. The Secretary-Treasurer shall submit to the membership an annual report on receipts, expenditures, and the financial condition of the Association. The Secretary-Treasurer shall be responsible for preparing membership information to be submitted for inclusion on the AUBER web site.

III. Committee Appointments

The President, in consultation with the Board of Directors, shall appoint the Chair and members of the standing committees. The President shall also appoint whatever additional committees are deemed necessary, and their terms of office shall end at the next annual meeting.

IV. Standing Committees

A. **Fall Conference Planning Committee.** The Fall Conference Planning Committee members shall be selected by the President-elect, who serves as Chair of the committee, and shall include the Secretary-Treasurer, a representative of the host institution, and the

researcher/communicator representative on the AUBER Board of Directors who is in the second year of his or her two-year term. The Fall Conference Planning Committee shall plan and be responsible for the program of the annual meeting.

B. Nominating Committee. The Nominating Committee shall be composed of the AUBER officers, with the current President serving as Chair. The Nominating Committee shall prepare a slate of nominees, as set forth in Section I C of these Bylaws, for all offices and AUBER directorships.

C. Membership Committee. The Membership Committee shall be composed of the four AUBER directors (including the one research/communicator) serving their second year of a two-year term, with the Vice President serving as Chair. The Membership Committee shall promote the organization to current and potential members. The duties of the Committee shall include:

- (1) Initiating contact with potential members, reviewing the applications of prospective members, and making appropriate recommendations to the membership.
- (2) Designing and managing the annual membership survey in an effort to monitor membership interests and needs.
- (3) Providing at the fall annual meeting a detailed statistical report based on the survey results and an analysis of the data from prior years.

D. Committee on Publications. The Committee shall be composed of the immediate past President, one member of the Board of Directors who is not a researcher/communicator representative, the researcher/communicator representative in the first year of his or her term, and a panel of judges comprised of award winners from the last two years in each award category. Representatives from universities that are currently responsible for AUBER publications shall also serve on the committee. These representatives shall act as a resource for the Committee regarding each respective publication. The immediate past President shall serve as Chair. The Committee on Publications shall recommend policy governing AUBER publications and web sites to the Board.

The Committee on Publications recognizes outstanding publications and web sites in the field of business and economic research developed under the auspices of AUBER members by presenting them with special awards in a number of categories as specified in section VIII C.

Each panel shall consist of the award winners in that category from each of the previous two years and shall be chaired by the individual with the longest tenure on the panel. To avoid conflict of interest, a judge is ineligible to enter publications from his or her organization for competition in the specific category that he or she is judging.

E. Commendations Committee. The Commendations Committee shall be composed of the President and three immediate active past Presidents, with the Secretary-Treasurer serving as Chair, plus others who may be selected by the President. The Committee shall, as directed by the President, prepare appropriate commendations for consideration by the Board of Directors. In addition, the Committee shall nominate candidates for honorary membership.

F. Constitution and Bylaws Committee. The Chair of this committee shall be appointed by the President. Committee membership shall be selected by the Chair for one-year renewable terms. The Constitution and Bylaws Committee shall as appropriate review the

Constitution and Bylaws; receive suggestions for changes from members, officers, and committees; and make appropriate recommendations to the Board of Directors.

G. Committee on Relationships with Other Organizations. The Chair of this committee shall be appointed by the President. Committee membership shall include the immediate past President and other members as shall be selected by the Chair for one-year renewable terms. The Committee on Relationships with Other Organizations shall establish an effective liaison with learned societies and research and educational organizations. The Committee shall be responsible for working with representatives of AACSB and particularly any corresponding liaison committee of AACSB on matters of mutual interest and concern to the two associations. The immediate past President shall serve as the liaison to AACSB. The Committee shall select the organizations with which such liaison is deemed desirable. Upon selection of the organizations, the Committee shall recommend to the President the names of individuals to serve as liaison officers. The Chair shall, in turn, assign a liaison officer to each organization for a term of one year, or until the next annual meeting.

H. Federal Statistics Committee. The Chair of this committee shall be appointed by the President. Committee membership shall be selected by the Chair for one-year renewable terms. The Federal Statistics Committee is responsible for working with representatives of various federal agencies managing statistics programs on matters of mutual interest to AUBER and the agencies.

I. Spring Conference Planning Committee. The President shall appoint the Chair and members of the following year's Spring Conference Planning Committee. Duties of the Committee shall include program development as required and any other duties as assigned by the President.

J. Web Advisory Committee. The Web Advisory Committee shall have three members appointed by the President to one-year renewable terms. The President shall designate one appointee as Chair. The Web Advisory Committee will monitor the AUBER web site and provide suggestions for enhancement, provide a forum for recognition of member accomplishments in information technology, assume responsibility for an information technology column in the *AUBER Newsletter*, and serve as an information-technology resource for AUBER members.

V. Membership

There are four categories of membership in AUBER: Regular, Affiliate, Individual, and Honorary. To qualify for membership, an organization or individual must fill out the appropriate application blank and meet the criteria specified below. After an application is received by the office of the Secretary-Treasurer, it is forwarded to the Membership Committee for review. The Membership Committee will review the application for compliance with the criteria and notify the applicant of the decision in a timely fashion. Inquiries concerning membership in the Association for University Business and Economic Research are welcome and should be submitted to the Secretary-Treasurer at the AUBER Business Office, at the address provided on the AUBER website, and the Secretary-Treasurer will then furnish membership application forms.

A. To qualify for regular membership, an organization shall meet the following guidelines to the satisfaction of the Membership Committee. The organization applying for membership should:

- (1) Be an identifiable administrative unit of a college or university and should have a separate budget that indicates a serious institutional commitment to research.
- (2) Have a director or chair who devotes a major portion of his/her time to the work of the organization.
- (3) Release publications that are tied to identifiable research programs sponsored by the unit.
- (4) Provide for a substantial continuing research program that is financed from public or university funds, endowments, or grants.

B. To qualify for affiliate membership, a nonacademic organization applying for membership should meet requirements A (2) through (4) above for regular membership.

C. Individual members should have an interest in research in business, economics, and public policy, especially as that research relates to regional issues. Individual membership is designed for scholars who are not associated with an organized research unit and for researchers who are not employed in academia. Individual members are not eligible to vote or hold elected office in the Association, nor are they entitled to participate in AUBER's free exchange of publications.

D. At the annual meeting, members shall be encouraged to submit names for honorary members to the Board of Directors to be received prior to the spring meeting. Nominations for honorary members should be addressed to the Chair of the Commendations Committee. At the spring meeting, the Commendations Committee shall present suitable candidates to the Board of Directors for review and approval. Each new honorary member shall receive his or her lifetime membership at the following fall meeting. Honorary members are to be invited to attend all meetings of the Association and may serve on committees. Honorary members are not eligible to vote or hold elected office in the Association.

E. In order to maintain membership, a member is expected to continue to satisfy the criteria for membership. The Membership Committee may terminate the membership of organizations not meeting the criteria for membership.

VI. Dues

Dues are paid by regular and affiliate members and are the same amount for each group. The rate for individual members may differ from the regular and affiliate member rate. Dues are recommended by the AUBER Board of Directors subject to the approval of the membership at the annual meeting. The amount shall become due and payable on July 1 of each year. Failure of any member to pay the dues by the following June 30 will result in the member being dropped from membership. Honorary members shall pay no dues.

VII. Meetings

Unless stipulated to the contrary by the Constitution, the Bylaws, or the membership, the meetings of the Association shall be conducted under the most recent edition of *Robert's Rules of Order*.

VIII. Awards

AUBER recognizes distinguished service and achievement among its membership. AUBER has three major categories of awards: the Thayne Robson Award, the Fellow of AUBER, and the Publications/Web Site Awards.

A. Thayne Robson Award. This award honors the late Thayne Robson, a past President and long-time supporter of AUBER. The criteria listed below embody the spirit of the man who was a friend and mentor to many in the organization. AUBER will present this award no more often than every other year. All nominations require a letter or email specifically addressing the qualifications of the nominee. Multiple letters of support for a given nominee are welcomed and encouraged. Nominations for the Thayne Robson Award should be addressed to the Chair of the Commendations Committee. Self-nominations will not be accepted for this award. The Commendations Committee shall present suitable candidates to the Board of Directors at the spring meeting for review and approval. Nominees in this category should meet a majority of the criteria listed below:

- (1) May be an active or retired member of the organization.
- (2) Must have been an AUBER member for 15 years.
- (3) Held leadership role in center (director or equivalent) at host institution.
- (4) Served on AUBER Board of Directors in leadership capacity.
- (5) Provided outstanding service to the organization.
- (6) Exhibited selfless, exceptional, and long-term commitment to the Association.
- (7) Tireless promoter of AUBER and its members.
- (8) Mentor to Association members.
- (9) An economic and public policy leader in his or her state.

B. Fellow of AUBER. This award may be awarded to only one nominee each year. Multiple letters of support for a given nominee are welcomed and encouraged. Nominations for the fellow of AUBER Award should be addressed to the Chair of the Commendations Committee. Self-nominations will not be accepted for this award. The Commendations Committee shall present suitable candidates to the Board of Directors at the spring meeting for review and approval. Nominees for this award should meet a majority of the criteria listed below:

- (1) May be an active or retired member of the organization.
- (2) Must have been an AUBER member for 12 years.
- (3) Held leadership role at individual AUBER unit.
- (4) Served on AUBER Board of Directors in leadership capacity.
- (5) Provided significant leadership and substantial service to the organization, including:
 - o Chaired Committees
 - o Frequent conference session organizer/participant.
 - o Host and/or program chair fall conference.
 - o Acted as an AUBER liaison in partnerships with other organizations.

C. Publications/Web Site Awards. The AUBER Publications/Web Site Awards are to represent the highest level of achievement in an effort to reflect the diversity and evolution of AUBER members. Awards will be given in the following categories:

- (1) Magazines and Journals.
- (2) Abstracts and Other Data Publications.
- (3) Economic Outlooks.

- (4) Special studies, Technical, or Contract Works.
- (5) Newsletters.
- (6) Web Sites.
- (7) Electronic publications.