

# Bylaws of the University Research Magazine Association

*Approved by the Board of Directors and the Membership*

*June 9, 2006*

## **ARTICLE I**

### **Name and Purpose**

The name of the Association will be the University Research Magazine Association (URMA), and its objectives will be the following:

1. Promote excellence and professionalism among those who publish magazines written for the general public and special constituencies dedicated to the research and scholarly activities of a university, nonprofit research center or institute.
2. Improve policies and procedures affecting the publication of research magazines and related materials.
3. Develop training, documentation, and communication methods leading to the circulation of ideas and problem-solving techniques among URMA members.
4. Serve as a national forum and source of visibility for professionals working in this field.

The purpose of University research magazines is to promote public understanding of academic research and creative activity. They also build support for universities and other research institutions, helping them achieve their academic and financial goals.

## **ARTICLE II**

### **Membership**

Section 1. Eligibility: URMA maintains two membership categories: full and associate.

- a. The following are eligible for full URMA membership:
  - Applicants who currently hold a staff position or other substantial relationship with a research magazine published by a university, a research center or institute, a medical science center, or an agency that conducts or sponsors research. Example of a substantial relationship: a designer who does not hold a staff position on the magazine but designs or illustrates each issue. Employees of a business providing services to a magazine would not automatically qualify for membership; each application from an employee of the business would be considered individually, using the criteria above.
  - “Grandfathered” URMA members who no longer work for an institutional research magazine but wish to remain affiliated and pay dues.
- b. The research magazine with which the applicant is affiliated must be a periodical, print or electronic, that appears in series at least once a year with the purpose of reporting news and information about research. College periodicals, alumni magazines, web sites dedicated to research news and information, and various other outlets may qualify if their content includes a substantial amount of original material about research and if they are published by a nonprofit organization.

c. **Associate membership** includes, but is not limited to, the following categories:

- Individuals in the process of starting a university research magazine
- Editors and staff of university alumni magazines
- Editors and staff of professional, non-profit academic journals
- Editors and staff of non-profit web sites whose primary mission is science education
- University-based public information officers
- Directors and staff of non-profit or government organizations whose primary mission is science education or communication
- Freelance science or higher education writers
- Full-time, accredited journalists

This category is not open to university faculty or to any individual whose primary professional duties are administrative in nature or otherwise not wholly dedicated to publishing university-based magazines, or to promoting science education to the public. The category also is not open to any individual serving a for-profit company or organization. All applications for membership received through this category shall be subject to approval by the board of directors, in the same manner that applies to applications for regular membership.

**Rights & Privileges:** Associate members are afforded all the rights and privileges of regular members with the following exceptions: **Associate members are not eligible to vote in URMA deliberations, and are not eligible to serve on the board of directors.** Associate members are eligible to serve on any committee authorized by the board or in advisory capacities as deemed appropriate by the board.

#### Section 2. Privileges:

Members of URMA may

- a. join the URMA listserv
- b. attend the URMA annual meeting
- c. participate in various URMA programs and social events
- d. vote in URMA elections
- e. serve on the URMA Board
- f. serve on URMA committees
- g. run for elected office in URMA

#### Section 3. Application for Membership:

Prospective members may apply by completing the URMA membership application form, available online at <http://www.urma.org/forms/apply.pdf>, by mailing it to the URMA president, and by enclosing a check for the first year's dues, in the amount given on the form. If the applicant is unsure of his or her qualifications for membership, he or she may request a review of the application by the membership committee before submitting payment for dues. If the review is favorable, membership will be granted contingent on receipt of payment. Membership applications may require up to three weeks for review. If membership is denied, URMA will return the membership fee.

#### Section 4. Selection:

A membership committee comprised of the officers of the organization will review all applications for membership in accordance with membership qualifications and will grant or decline membership as the committee sees fit. In the event of a tie vote in committee, the president will put the question to a vote of the entire URMA Board of Directors to determine the

outcome of the application. Applicants who have been refused membership will have no assured right of appeal. However, an applicant may re-apply after one year if his or her qualifications for membership have changed.

The status of a prospective member's "substantial relationship" with a research magazine will be determined on a case-by-case basis by the membership committee. Additionally, the committee will determine on a case-by-case basis whether a publication or electronic outlet qualifies for membership according to URMA policy.

**Section 5. Dues:**

Annual dues for URMA members will be set by the officers of the organization and will be due on January 15 each year. Members who do not pay their dues within one month after the second notice will be dropped from the membership rolls.

**ARTICLE III  
Officers**

**Section 1. Duties of the President:**

The president shall

- a. Preside over all meetings of the Association;
- b. Call special meetings when they are considered advisable;
- c. Call to the attention of the membership any development affecting the functions of the organization or of its members, or any method of improving the activities of the Association;
- d. Appoint nominating and membership committees, and any other committees that are desirable;
- e. Ensure compliance with URMA's policies and rules;
- f. Represent the Association in any activities in which the Association may be involved, or provide representation;
- g. Ensure legal and fiscal soundness of the organization.

**Section 2. Duties of the Vice-President:**

The vice-president shall

- a. Assume the functions of the president when the president is unable to perform them, or when the president chooses to delegate them.
- b. Assist the president.
- b. Serve as president-elect, and assume the presidency when the president completes his or her term or otherwise leaves office.

**Section 3. Duties of the Secretary:**

The secretary shall

- a. Record the proceedings of all meetings of the Association and provide each Board member a copy of the general substance within two months after each meeting.
- b. Write a summary of the annual meeting to be circulated to the membership.
- c. Assist with official correspondence of the organization as needed.

**Section 4. Duties of the Treasurer:**

The treasurer shall

- a. Plan an annual budget and present it to the Board of Directors for approval before or during the annual meeting;

- b. Transmit to the membership an annual summary of the financial status of the organization;
- c. Be responsible for disbursing URMA funds.

**Section 5. Selection:**

The Board of Directors will present a slate of officers for affirmation at the Annual Meeting. In the case of an unexpected vacancy, the Board can present a candidate to fill the vacancy, and request a vote of affirmation via the URMA listserv. If the selected candidates fail to receive affirmation by a two-thirds majority of URMA members voting, the Board will then submit an alternative slate of officers for affirmation on the listserv. In every election, the two-thirds majority is determined in relation to the number of members voting, and not from the membership roll.

**ARTICLE IV  
Board of Directors**

**Section 1. Purpose:**

The Board of Directors will provide guidance to the President on matters of significance in URMA's business and affairs.

**Section 2. Composition:**

The Board will consist of URMA officers, the past president, the Web content coordinator, the program coordinator, the conference host for the next conference, the listserv manager, and the Web master.

**Section 3. Selection and Terms of Office:**

Board members other than officers will volunteer for duty and will be affirmed by a majority vote of URMA members. All Board members will serve terms of approximately two years, to change at the annual meeting of their second years.

If two or more members volunteer for one position, the president is to select one person to be in charge of the duties of that position and encourage others to assist.

**ARTICLE V  
Financial Management**

**Section 1. Fiscal Year:**

The association's fiscal year will begin July 1 and end June 30. All expenditures and receipts associated with the annual meeting or other URMA business will be completed and accounted for by end of the fiscal year.

**Section 2. Budget:**

Each year in May, the treasurer will present to the Board of Directors a proposed budget for the coming fiscal year. The Board will approve the budget by a majority vote.

**Section 3. Expenditure limits:**

The treasurer will have the authority to expend funds for routine URMA business, including expenditures for necessary supplies, postage, banking fees, and legal fees. If these expenditures are expected to exceed a total of \$500 in a three-month period, prior approval from the Board of

Directors is required. The president and the treasurer are authorized to expend URMA funds in accordance with the approved budget. If expenditures in any one budget line will exceed 10 percent of the allocated amount in that line, prior approval from the Board of Directors is required. In all cases covered under this section, a majority vote of the Board is required.

## **ARTICLE VI Annual Meeting**

Section 1. Host, location, and dates.

The dates, location, and host institution of the URMA Annual Meeting will be decided by the URMA Board of Directors after the Board has considered the wishes of the membership.

Section 2. Attendees.

The chief representative of the host institution and all attendees will be URMA members. Limits on the number of attendees will be set by the officers in consultation with the host.

Section 3. Program.

The program content of the Annual Meeting will be organized primarily by the program coordinator in coordination with the officers and the host. If the conference host wishes to serve additionally as program coordinator for a given Annual Meeting, he or she will propose this arrangement subject to approval by the Board. At the Board's option, the Board may elect to appoint a program coordinator to plan the program in cooperation with the officers and the host.

## **ARTICLE VII Committees**

Section 1. Formation.

Committees may be comprised of URMA officers or other member volunteers.

Section 2. Membership Committee.

The membership committee, formed of URMA officers (president, vice president, secretary, and treasurer), will review membership applications and grant admission or denial.

Section 3. Conference Committee.

The conference committee will consist of the host of the next annual meeting, the program coordinator (if different), and the URMA Board. Members of the committee will be responsible for the annual meeting, including budgeting, location choice, date selection, speaker selection, and agenda.

## **ARTICLE VIII Amendments**

The Bylaws may be revised by a two-thirds majority vote of URMA members present at the Annual Meeting, provided the members have been notified of the changes two weeks before the vote. The Board may also propose revisions to members via mail or e-mail that may be voted on in the same manner. In every case, the two-thirds majority is determined in relation to the number of members voting, and not from the membership roll.

