

DRAFT - Subject to Ratification
Constitution of the
Southeast Case Research Association

1. Name and Purpose

- a. Name. The name of this organization shall be the Southeast Case Research Association.
- b. Purpose. SECRA is a not-for-profit, voluntary professional association whose mission is to develop its members toward achieving excellence in case research, writing, and teaching in various disciplines. SECRA shall support all methods consistent with its member development mission.
- c. Objectives. The objectives of this Association shall be to:
 - i. Promote the development of members' case research, writing, and teaching capabilities through the annual SECRA Conference.
 - ii. Promote the development of members' cases through the annual SECRA Conference.
 - iii. Represent the professional and scholarly interests of members through the sharing and dissemination of fully developed case research studies published in the SECRA Journal.

2. Membership

The Association recognizes three kinds of members:

- a. Regular Members. A regular member is any person who has paid regular annual dues or the regular annual conference registration fee. Annual regular membership extends from the first day of the annual conference through the day before the start of the following annual conference. Regular members may vote in Association elections and hold elective office.
- b. Student Members. A student member is any college student who has paid the annual conference student registration fee. Student members may participate in the activities of the Association, but they may neither vote in Association elections nor hold elective office.
- c. Fellows. A fellow is one who has been honored with this status in accordance with the Association's By-Laws.

3. Board of Directors

- a. Composition. The Board of Directors of the Association shall consist of Officers as listed below. Except for Directors at Large, all members serving in officer positions must have been a SECRA member for at least one full year prior to serving as an officer. New members can serve in Director at Large positions. The By-Laws shall state officer appointment and election procedures.
 - i. President
 - ii. Past President
 - iii. Program Chair & President Elect
 - iv. Proceedings Editor
 - v. Site Coordinator
 - vi. Awards & Recognition
 - vii. Membership, Marketing & Communications (Webmaster)

- viii. Treasurer
- ix. Journal Editor
- x. NACRA Representative
- xi. Dean of the Fellows
- xii. Director at Large
- xiii. Director at Large

In order to ensure Board decision efficiency, the following are non-voting Board positions; however, in the absence of the primary position holder these can vote:

- xiv. Program Chair Elect
- xv. Associate Proceedings Editor
- xvi. Associate Site Coordinator, Logistics & Materials
- xvii. Associate Membership, Marketing & Communications (Webmaster)
- xviii. Associate Treasurer
- xix. Associate Journal Editor

- b. Duties. The Board of Directors shall be the final decision-making body of the Association. It shall attend to the business of the Association. It shall appoint or elect the Program Chair, Proceedings Editor, Site Coordinator, Treasurer, and NACRA Representative. It shall appoint or elect the Journal Editor and the Associate Journal Editor. It shall approve expenditures according to fiscal responsibility guidelines. It shall establish the duties and responsibilities of the officers of the Association. It shall report its activities annually to the General Assembly.
 - c. Meetings. The Board of Directors shall conduct meetings at least twice a year. Meetings of the Board of Directors shall be chaired by the President, or in the President's absence, by the Past President or Program Chair. Only members of the Board of Directors may vote at its meetings.
 - d. Committee Structure. The Board of Directors shall operate the following committees and, as necessary, establish ad hoc committees.
 - i. Conference Planning Committee. Consists of the following Officers: President; Past President; Program Chair; Proceedings Editor; Site Coordinator; Awards & Recognition; Membership, Marketing & Communications; and Treasurer.
 - ii. Journal Committee. Consists of the following Officers: President; Proceedings Editor; Membership Marketing & Communications (Webmaster); Treasurer; Journal Editor; Associate Journal Editor; Dean of the Fellows.
4. General Assembly
- a. Composition. The General Assembly of the Association shall consist of all regular members attending the annual meeting of the Association.
 - b. Duties. The General Assembly shall elect those officers not already elected or appointed by the Board of Directors. Election shall be done at a General Assembly meeting or via email.

- c. Meetings. The General Assembly shall meet at least once a year. Meetings of the General Assembly shall be chaired by the President or in the President's absence, by the President-Elect or Past President. Only members of the General Assembly may vote at its meetings.
- 5. Fellows Assembly
 - a. Composition. The Fellows Assembly of the Association shall consist of all Association Fellows attending the annual meeting of the Association.
 - b. Duties. The Fellows Assembly shall elect the Dean of Fellows.
 - c. Meetings. The Fellows Assembly shall meet at least once a year. Meetings of the Fellows Assembly shall be chaired by the Dean of Fellows. Only members of the Fellows Assembly may vote at its meetings.
- 6. Fiscal Accountability
 - a. Contracts. The President, Past President, Site Coordinator, and Dean of the Fellows are authorized to sign contractual agreements on behalf of SECRA.
 - b. Expenditure Approval. Expenditures require the following approval:
 - i. Expenditures up to \$500.00 will be approved by the President, Past President, and Program Chair. These approvals are limited to three annually.
 - ii. Expenditures between \$501.00 and \$2000.00 will be approved by a majority vote of the Conference Planning Committee taken either in person or via email.
 - iii. Expenditures over \$2000.00 will be approved by a majority vote of the SECRA Board of Directors taken either in person or via email.
 - iv. Conference Expenses. The total of proposed conference expenses will be treated as a single expenditure, be presented as a total proposed budget prior to monetary commitments, and be approved according to fiscal accountability guidelines.
 - v. Administrative Expenses. The total of proposed annual administrative expenses including, but not limited to web site maintenance and membership overhead will be presented as a total proposed budget prior to monetary commitments and be approved according to fiscal accountability guidelines.
- 7. Voting
 - a. Quorums. Quorums are determined as follows:
 - i. Board Quorum. Consists of a minimum of 50% plus one of the board members as designated by the Constitution.
 - ii. General Assembly Quorum. Consists of the members present at a set and publicized General Assembly meeting or the members casting a vote during an email election.
 - iii. Committee Quorum. Consists of a minimum of 50% plus one of the committee members as designated by the Constitution.
 - b. Methods. Votes may be taken via hand votes in face to face meetings, secret ballots in face-to-face meetings or email.
- 8. By-Laws

The Association will establish By-Laws to include Officer duties and responsibilities.
- 9. Amendments

Amendments to this Constitution may be proposed by the Board of Directors, or by any regular member with support of 10% of the regular membership. Amendments must be approved by a majority vote of the General Assembly.