

**BYLAWS  
OF  
LOUISIANA EDUCATION RESEARCH ASSOCIATION, INC.**

**I.  
OFFICERS**

The President of the Louisiana Education Research Association, Inc. (“LERA”) is the chief executive officer of the LERA. The President calls and directs meetings of the board of directors; presides at the Annual Meeting of the membership (the “Annual Meeting”); appoints members of the Board of Directors to serve in various capacities and coordinates all activities of LERA.

The Vice President of LERA is the president-elect and assumes the role and responsibility of the president when that official so designates or is temporarily incapacitated by illness or absence. The vice president serves as the program chair for the annual meeting. The vice president assists the president as needed.

The immediate Past President chairs the outstanding paper awards committee and the nominations committee.

The At-Large Representative serves as Secretary for the LERA, keeps minutes of all meetings of the board, and distributes the minutes to board members. The At-Large Representative, at the direction of the president, assists the Executive Director with registration at the Annual Meeting. (2 year term – elected in even numbered years)

The Historian/Webmaster updates and maintains the LERA Website and uploads all pertinent LERA information. (2 year term – elected in even numbered years)

The Higher Education Representative must be a faculty or staff member at an institution of higher education in Louisiana. The Higher Education Representative serves as a liaison

between LERA and the higher education community. (2 year term – elected in odd numbered years)

The Local Education Agency (LEA) Representative must be employed in a local education agency in Louisiana and serves as a liaison between the LERA and the local Louisiana school districts. (2 year term – elected in odd numbered years)

The Executive Director keeps a record of all money received and spent, writes checks as directed by the president or by the board, and prepares financial statements for review by the board. The Executive Director serves as a liaison with the Mid-South Educational Research Association and the American Educational Research Association, maintains a compilation of procedures and polices of the board, maintains membership records, serves as a contact point for prospective members and others, and provides continuity for the organization. The Executive Director shall serve an indefinite term at the pleasure of the board of directors.

In the event that any officer cannot fulfill his or her term of office, the Board shall appoint a member in good standing to fulfill the unexpired term.

## **II. COMMITTEES**

The president shall appoint the committees as needed for issues including but not limited to programs, membership, journal, nominating, and research. The responsibilities of such committees may include the following:

Program Committee -- Recommend a specific title or theme for the Annual Meeting; review tasks for organizing the Annual Meeting including speaker, program format, meeting site, awards and/or gifts; registration; displays and/or exhibits; program printing; and budget; make appropriate committee assignments, and recommends a site for the Annual Meeting.

Membership Committee -- Establish strategies for identification and recruitment of prospective LERA members; review proposed membership brochure and make recommendations for use; develop committee responsibilities for contacting prospective members; and establish strategies for solicitation of institutions and/or organizations as sponsors.

Journal Committee -- Discuss journal publication and make recommendations for revisions of journal publication procedures; review editorial board structure and make recommendations for additions and/or deletions; discuss alternative techniques for securing financial support for the Journal; review publication problems and recommend needed changes; and discuss guidelines for journal submission and publication. The journal committee shall review applications for the editorship of Research Issues in Contemporary Education (RICE) and make recommendations to the LERA Board of Directors.

Nominating Committee -- Set time lines for nomination of officers; review membership status of prospective nominees; review procedures for nominations and make recommendations for change, if any.

Research Committee -- Review process and documents for receiving applications for all proposals and awards; set time lines for submission of proposals and nominations used in each of the above; and suggest recommendations for improvement or refinement of the process used in each of the above.

### **III. BOARD OF DIRECTORS**

The board of directors shall be constituted as set forth in the articles of incorporation of this corporation.

The responsibilities of the board of directors include:

- 1.) The reception and recommendation of the topics for research;

- 2.) The selection of topics for research;
- 3.) Cooperation in the carrying out of such duties;
- 4.) Assisting in the dissemination of such studies;
- 5.) Encouraging the establishment of research committees within constituent organizations; and
- 6.) Advancing and promoting otherwise the work of LERA.

The board of directors may empower the president to appoint committees or establish research projects to promote or carry out the stated purposes of LERA. Any member of the board of directors who is consistently absent from meetings of the board of directors may be removed from office and replaced by a majority vote of the board of directors in a regular or called meeting of the board of directors.

#### **IV. MEMBERS**

The classes and types of members shall be as set forth in the articles of incorporation. The constituent organizations and individual members of the Louisiana Education Research Association pay annual dues in an amount prescribed by the board of directors from time to time. For the purposes of record keeping, the LERA membership year begins March 1 to March 1.

The constituent organizations and individual members pay annual dues as described in the following categories:

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| <u>Institutional Membership</u> | <u>\$50.00</u> |
|---------------------------------|----------------|

Institutional memberships are available for colleges, universities, LEA, state education agencies, and professional associations for \$50.00 annually. This entitles such institutions to have their names and logos appear in LERA print materials and on the LERA website.

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|---|----------------|
| <u>Individual Professional Membership</u> | <u>\$15.00</u> |
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Any professional individual interested in the goals of LERA may join as a professional individual for \$15.00 annually. This entitles the member to receive the RICE.

Individual Student Membership

\$10.00

Any student interested in the goals of LERA may join as a student for \$10.00 annually. This entitles the member to receive the RICE.

**V.  
MISCELLANEOUS**

Meetings of the Louisiana Education Research Association shall be conducted according to procedures prescribed by Robert's Rules of Order. A quorum of the board of directors shall mean 50% or greater of the number of board members. An initial quorum shall be required for business to be conducted.

The LERA publishes the RICE at least once per year, finances permitting, if papers are sufficient in number and quality (as determined by an editorial board). The board of directors appoints the editorial board and shall review annually the activities of the editorial board. Members of the RICE editorial board shall be members in good standing of LERA. The composition of RICE editorial board shall be determined by the journal committee and approved by the board of directors.

By-Laws of LERA are amended or new by-laws approved by a majority vote of board of directors present at any meeting called for such purpose. The current by-laws shall be made available via the LERA website.