

REVISED 6/19/26

Bylaws of the University Research Magazine Association

ARTICLE I

Name and Objectives

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

1. Promote public understanding of academic research and creative activity.
2. Promote excellence and professionalism among those who communicate through print and electronic channels to the general public and selected audiences about scientific research and scholarship at a university, non-profit research center, agency or institute.
3. Provide professional development opportunities for professionals working in the field.

ARTICLE II

Membership

Section 1. Eligibility:

Professionals who currently hold a staff position or other substantial relationship with a research communications office of a university, a non-profit research center or institute, or an entity that conducts or sponsors research.

Professionals whose primary aim in joining the URMA community is to solicit, promote, or market products, services, or business ventures to other members are not eligible for membership.

Section 2. Privileges:

Members of URMA may:

- a. Join the URMA listserv
- b. Attend the URMA annual meeting
- c. Participate in URMA programs
- d. Vote in URMA elections
- e. Serve on the URMA Board
- f. Serve on URMA committees
- g. Stand for elected office in URMA

Section 3. Application for Membership:

Prospective members may apply by submitting the URMA membership application form, available online at <http://www.urma.org/join-renew/join/>.

Section 4. Selection:

The president, in consultation from the Board of Directors, will review and make a final decision on all applications for membership.

Section 5. Dues:

- a. Annual dues for URMA members will be set by the officers of the organization and will be due by February 28 each year.
- b. Members who do not pay their dues within 60 days of February 28 may be dropped from the membership rolls.
- c. First-year dues paid by new members accepted on or after October 1 will cover membership until one year from the subsequent February 28th.

Section 6. Emeritus status:

URMA members who have maintained membership for more than 10 years and who have retired from the research communications field are eligible for emeritus status, meaning they do not need to meet the eligibility requirements of holding a current staff position at a qualifying institution. They will be required to pay annual dues.

ARTICLE III

Officers

Section 1. President:

The president shall:

- a. Preside over all meetings of the association
- b. Appoint committees as necessary
- c. Ensure compliance with URMA policies
- d. Represent the association with other entities
- e. Ensure legal and fiscal soundness of the organization

Section 2. 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

Section 3. Secretary:

The secretary shall:

- a. Record the proceedings of all meetings of the organization and provide minutes to each board member in a timely manner
- b. Write a summary of the annual meeting to be circulated to the membership
- c. Assist with official correspondence of the organization
- d. Special projects as determined

Section 4. Treasurer:

The treasurer shall:

- a. Plan an annual budget and present it to the Board of Directors for approval

- b. Transmit to the membership an annual summary of the financial status of the organization
- c. Manage URMA funds
- d. Work with professionals to maintain all required legal documents

Section 5. Selection:

The Board of Directors will present a slate of officers for affirmation at the Annual Meeting. In the case of a 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 (president, vice president, secretary, and treasurer), the past president, the annual meeting host, the conference mentor, the website manager, the membership chair, and the listserv manager.

Section 3. Selection and terms of office:

Board members other than officers are volunteers who are affirmed by a majority vote of URMA members. Board members will serve two-year terms with elections being held at the Annual Meeting. Board members may serve multiple terms. If two or more members volunteer for a position, the president will select one to fill the position.

Section 4. Indemnification:

The University Research Magazine Association Inc. shall indemnify its directors, officers, employees, and volunteers to the fullest extent permitted by the law.

ARTICLE V

Financial Management

Section 1. Fiscal Year:

The association's fiscal year will begin January 1 and end December 31. All expenditures and receipts associated with the annual meeting or other URMA business will be completed and accounted for by the end of the fiscal year.

Section 2. Budget:

Prior to December 31 each year, the treasurer will present to the Board of Directors a proposed budget for the coming fiscal year for review and approval by majority vote.

Section 3. Expenditure limits:

The treasurer will have the authority to expend up to \$200 per transaction for routine URMA business, including expenditures for necessary supplies, postage and banking fees. Any expenditures exceeding \$200 or not initiated by the treasurer must be approved by the president and at least one other member of the board.

ARTICLE VI

Annual Meeting

The organization will make every effort to host an annual meeting to provide professional development to the membership.

Section 1. Selection of host

The Board of Directors will review proposals and select a host institution for the annual meeting.

Section 2. Attendees

The annual meeting host and all attendees will be URMA members. The president, in consultation with the host, may authorize participation by certain non-members, such as speakers and members of the host community.

Section 3. Program

The program for the annual meeting will be developed in collaboration among the Board of Directors, the institutional host and the membership.

Section 4. Board attendance

The URMA President is expected to attend the Annual Conference, and the association will aim to have at least two URMA Board members take part in the conference each year. Travel support for the president—and for other board members when needed to reach this minimum—may be provided, based on the association's financial capacity and at the discretion of the board. If in-person attendance is not possible, the board may approve an exception or allow virtual participation when available.

ARTICLE VII

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.