

Bylaws of NEMO

(Revised: October 7, 2013)

Article I – Name

The name of this organization shall be Northeast Management Officers of State Land Grant Agricultural Experiment Stations and Cooperative Extension for 1862 and 1890 Institutions. When abbreviated it shall be referred to as NEMO.

Article II – Purpose

NEMO is an affiliation of state land-grant institutions in the Northeast Region of the United States of America. NEMO was created to enhance opportunities to share information regarding budgetary, financial, planning and accountability, and human resource management, and to promote a united voice for the Northeast Region. NEMO shall provide opportunities for and facilitate interaction between its members and other groups involved in research and outreach that is similar or complementary to the research and extension mission of the membership of NEMO.

Article III – Membership

Section 1 – Membership in NEMO shall be open to all financial, planning and accountability, human resources and other administrative staff at land grant 1862 and 1890 institutions in the Northeast Region.

Section 2 – The executive director of Northeast Regional Association, or the director's designee, the executive director of the Northeast Extension Directors, or the director's designee, and a designee of the USDA National Institute for Food and Agriculture (NIFA) shall be ex officio members of NEMO. Ex officio members shall not have the right to vote, make motions, or hold office.

Section 3 – Each member institution has one vote. The institution's vote will be determined by a majority of its individual members.

Article IV – Executive Officers and Executive Committee

Section 1 – The executive officers of NEMO shall be Chair, Vice Chair, and Secretary. These officers shall serve a term of two years. Terms of office for officers shall begin at the close of the NEMO fall meeting following their election.

Section 2 – Duties of the Executive Officers:

- Chair – shall preside at business meetings of its Executive Committee and the NEMO organization and on all other occasions where the chair of the organization is to be represented. The Chair may take interim actions between meetings, with the advice and consent of the Executive Committee, on matters of policy and precedent.
- Vice- Chair - shall undertake such duties as the Chair prescribes. He/she shall become Chair for the unexpired term should the Chair resign or otherwise become unable to serve. He/she shall preside in the absence of the Chair.
- Secretary – will be responsible for maintaining records for meetings of both the executive committee and the general membership. He/she will take meeting minutes at the general meeting and make them available to NEMO members.

Section 3 – Executive Committee

The Executive Committee shall be comprised of the three Executive Officers and three members at large: the immediate past chair of NEMO and two appointed NEMO representatives to the planning committee for the National Extension and Research Administrative Officers' Conference (NERAOC). The Past Chair will preside over the affairs of NEMO in the absence of the Chair or Vice-Chair. No more than two members of the Executive Committee may come from any single institution.

Section 4 – The membership shall appoint a three-person nominating committee, consisting of no more than one person from any institution, to nominate candidates for each executive officer and NERAOC planning representative position. Executive officers shall be elected every other year at the fall NEMO meeting, or by electronic balloting conducted prior to the fall NEMO meeting. NERAOC planning committee representatives each serve a three-year rotating term and are replaced when their term expires or as needed.

Section 5 – Vacancies in any executive committee position other than that of Chair shall be filled via a special election for the remainder of the unexpired term. The executive committee shall make arrangements for a special election to fill any vacancy. Such a special election may be held by electronic means.

Article V – Meetings

Section 1 – There shall be two meetings of NEMO each year. One shall be held at the annual NERAOC in the spring, and another shall be held at a participating northeast region institution in the fall.

Section 2 – The location and time for meetings/conference calls shall be determined by the executive committee. Notice of all general membership meetings shall be provided to all members not less than sixty days in advance of the meeting.

Section 3 – Special meetings of NEMO may be called at the discretion of the Chair. Special meetings may be held by conference call.

Section 4 – The quorum for any meeting of NEMO shall be at least one representative from a majority of the member institutions.

Article VI – Committees

The Chair shall have the authority to appoint such advisory and investigative committees as the Chair deems necessary for the conduct of the business of NEMO, with the approval of the Executive Committee. The organization may also appoint special or standing committees to study issues or conduct work as designated by the organization.

Article VII – Parliamentary Authority

All meetings of NEMO and the executive committee shall be conducted according to the provisions contained in the most recent edition of Robert's Rules of Order Newly Revised.

Article VIII – Amendment

These by-laws may be amended by a two-thirds (2/3rds) vote at any business meeting of the organization, provided the proposed amendment has been mailed (e-mailing is permitted) to all members at least one month in advance of an official meeting.