

Proposed by-law changes **are in red**; the *rationale for the change is in italics*.

Article II: Membership, Section 2. A4

Student members have access to all privileges of individual members; **however, students may not serve as an officer or committee chair but may serve as a committee member.**

Reason for suggested amendment: Students may not have the experience to chair a committee or serve as an officer.

Article II: Membership, Section 2, B

To maintain membership status, an individual or group member shall pay annual dues by the renewal date. Dues for each membership category shall be **recommended** by the Executive Council **and approved by the Board**. Life members pay a one-time dues and are exempt from annual dues thereafter. **Honorary members do not pay dues.**

Reason for suggested amendment: For consistency, Board approval should be required, as it is for other actions recommended by the Executive Council. The Board bestowed the honor of membership to recognize special contributions. This clarifies that status.

Article IV: Change Standing Committees to **Governance Structure**

Section 1. Executive Council, B. Duties

- A. **Duties.** The Executive Council shall be empowered to: guide the Association in its mission and strategic plan; advise the committee chairs and Board members on best practices; craft policy for approval by the membership; **appoint a journal editor and any other special positions**; fill any vacancies that occur through resignation, death, or other causes; propose and approve fees for membership and conferences; convene upon the call of the President.

Reasons for suggested amendments: The current organization uses Standing Committees as a division of the Article and the overall article contains information not directly related to Standing Committees. The Article relates more directly to the overall Governance organizational structure.

The second change is necessitated by the launch of the journal and the need to clarify the appointment of the liaison to AU.

Section 2. The Board.

- B. Duties.** The Board shall promote the Association as appropriate to lend credibility and visibility to the mission, have fiduciary responsibility, and suggest fundraising opportunities and/or donors. **Each board member has a fiduciary responsibility to contribute or solicit a minimum level of funding per annum as determined by the Executive Council with Board approval.**

Reason for suggested amendment: It is common for nonprofit boards to either give or get contributions to better guarantee an association's long-term viability. At the 2026 retreat the board voted to require its members to make or obtain annual contributions. The amount will be determined annually.

Section 3. Journal Editor (ex officio).

- A. Editor.** The Journal Editor will be appointed by the Executive Council for a term recommended by the Executive Council and set by the Board, with the option of renewal at the discretion of the Executive Council. The Journal Editor must be a member of FLARE at the time of appointment and must maintain membership in FLARE throughout the term of service. The Journal Editor will report to the Board as an ex-officio, non-voting member of the Board. The Journal Editor will not receive compensation.
- B. Duties.** It is expected that the Journal Editor will attend FLARE events as appropriate and actively participate in the cultivation of the journal and appoint an editorial board. The Editor will carry out the mission of FLARE, have editorial experience relevant to an academic journal, knowledge of word processing, document collaboration, and e-publishing; and the ability to work with authors from a wide range of backgrounds and perspectives.

Reason for suggested amendment: An early draft of the By-laws included this section, but the Board determined that it should not be included until such time as the journal was launched. It is important to have a clear process for appointing the editor and outlining expectations for the position. Ex officio status provides a way for the editor to regularly communicate with the Board.

Section 4. American University School of Public Affairs Liaison (ex officio).

- A. Liaison.** The Liaison will serve as a diplomatic link to FLARE's academic affiliate, American University School of Public Affairs (SPA) and will serve as an ex officio, nonvoting member of the Board. The Liaison shall have a connection to American University and will be appointed jointly by the Executive Council and the SPA Dean and will serve a permanent term until circumstances require succession. Appointment of a Liaison does not preclude other FLARE members as designated contacts for specific projects.
- B. Duties.** The Liaison shall perform all duties incidental to the liaison role such as communicating on behalf of FLARE, negotiating support for FLARE activities such as conferences, and proposing updated terms of the Memorandum of Agreement as needed.

Reason for suggested amendment: FLARE has a Memorandum of Understanding with American University's School of Public Affairs, which is an institutional member of FLARE. Because of initial financial support in establishing FLARE and continued support of FLARE conferences, it is important to maintain a direct line of communication with the Dean or other entities within the School. It is easier for someone connected to American University to do so.

Change Section 3 Standing Committees to Section 5. Delete “and members elected by the general membership.

Change Section 4 Ad Hoc Committees to Section 6 and delete “such as nominating and audit”

Change Section 5 to Section 7

Reasons for suggested amendments: Because of the addition of sections, renumbering is necessitated. Deletion of “and members elected by the general membership” is necessary because it restricts the president’s ability to add members as needed or replace members who resign. The practice for five years was not to include committee members on the ballot.

Add new Sections 8 and 9

Section 8. Limitation of participation. No officer or board member can serve on more than two committees at one time. Officers may serve as non-voting ex officio committee members.

Reason for suggested amendment: The Board wants to involve as many FLARE members as possible in the association’s activities and this prevents a few individuals from dominating activities and decisions.

Section 8. Removal of Officers. Elected and appointed officers and chairs and members of committees may be removed from office and/or official duties for reasons of: (1) being unable to carry out the duties of the position, (2) failure to perform the expected duties of the position, and/or (3) inappropriate behavior that jeopardizes the mission and legal standing of the association.

Reason for suggested amendment: A survey of nonprofit association By-laws indicated that this section is common practice and provides legal standing. This protects the association from members who cannot perform their duties because of illness or inappropriate behavior.

Article V: Elections, Section 3. Voting

Upon approval of a slate of candidates, FLARE will issue a ballot to the full voting membership in October. Members will have two weeks [original language was four weeks] to complete and send in an electronic vote. Winners will be determined by plurality voting, and in the case of two at-large board member positions on the ballot, the top two candidates with the most votes will be elected. Election results will be announced in November. Newly elected officers and board members will take office on January 1 of the next calendar year.

Reason for suggested amendment: This shortens the election cycle. Past experience indicates that the majority of members vote within the first week that the ballot is posted and the remainder do so after a deadline reminder. Early is deleted because it is not necessary to submit the ballot at the beginning of the month with a shortened voting period.

Article IX, Section 2. "Any amendment would need a two-thirds vote by the members of the Association who cast votes in order to be adopted. Members have --- two weeks prior to the vote to consider the proposed amendment. All notifications regarding amendments shall be sent to the members via e-mail and described on the Association's website at least four weeks prior to voting. Voting may be conducted in-person at the annual business meeting or via electronic means."

Reason for suggested amendment: As with voting, in the past questions were submitted with two weeks of emailing the proposed changes to members.