BYLAWS OF THE NEBRASKA EVALUATION NETWORK (NEN)

ARTICLE I. ORGANIZATION NAME

The name of this association is the Nebraska Evaluation Network (NEN).

ARTICLE II. PURPOSE

The purpose of the Nebraska Evaluation Network is to:

- Promote evaluation as an integral component of human services, education, health, criminal justice, and other fields.
- Promote the understanding, use, and benefit of evaluation results in organizational planning and program improvement.
- Provide a regional, interdisciplinary forum for professional development, networking, and exchange of ideas related to evaluation and local evaluation issues.
- Promote diversity and equity as essential for excellence in evaluation principles and practice.

ARTICLE III. ORGANIZATIONAL STRUCTURE

SECTION 1. AFFILIATION. While maintaining existence in its own right by virtue of these bylaws and the actions of the Board of Directors and Membership, the NEN will serve as an official affiliate association of the American Evaluation Association. NEN will abide by any written agreements executed between NEN and the American Evaluation Association necessary to maintain affiliation with the American Evaluation Association so long as it is in the best interest of NEN.

SECTION 2. REPRESENTATION. The NEN exists to represent all persons interested in its purposes and mission who primarily live or work in Nebraska.

SECTION 3. BOARD OF DIRECTORS AND EXECUTIVE OFFICERS. The NEN will be governed by a Board of Directors, elected by the membership, from and by whom Executive Officers will be chosen amongst the entire Board of Directors. Required Executive Officers will include a President, President-Elect, Secretary, and Treasurer, who will be joined by a Past President (See Article IV). Additional members can be added to the board at the discretion of the current board and by a vote of the membership.

ARTICLE IV. GOVERNANCE

SECTION 1. ELIGIBILITY. Any individual who is a current member will be eligible to serve on the Board of Directors.
SECTION 2. BOARD MEMBER ELECTION AND TERM OF OFFICE. The Board of Directors shall be elected by NEN members in good standing for a term of up to three years. Elections shall be so arranged that approximately one-third of the total number of the Board are elected each year. Board members shall be allowed to serve for a maximum of two consecutive three-year terms and shall hold office until their successors have been elected, they voluntarily resign, or their term of service is terminated early due to a loss of good standing (see Article IV, Section 6). Unless elected to fill a vacancy, the term of office of a board member shall commence on January 1. The timing of, and procedures for, carrying out the election of the Board of Directors shall be determined by the Elections Committee consistent with the provisions in these bylaws having to do with terms of office and eligibility for office.

SECTION 3. BOARD DUTIES. The Board of Directors comprising at least five (5) members, and no more than eleven (11) members, will be the governing body of the Association. Board members will, at the first opportunity following their election by the Membership, elect from among themselves, when necessary, the Executive Officers for the year: a President-Elect, Secretary, and Treasurer, to whose number will be added the President and Past-President, whose roles will already have been established. Additional, specific board member roles will be determined on an ad-hoc basis to best meet the needs of the Association, particularly as it relates to the oversight of committees (See Article VIII).

The President-Elect and President each year will remain on the Board of Directors ex officio, as they assume the roles of President and Past-President in the following year.

The Board of Directors will have all powers and duties necessary or appropriate for the administration of the organization’s affairs, in accordance with these bylaws. The duties of the Board of Directors will include:

a. General supervision over the affairs of the organization.

b. Legislative and advocacy leadership for the organization.

c. Annual adoption of operating budget and authorization of expenditures outside the pre-approved budget.

d. Establishing and overseeing the operation of standing committees and subcommittees of the organization.

e. Establishing procedures for awards or other recognition of outstanding contributions made to the field of evaluation.

f. Authorizing any matters to be submitted to a vote of the general membership

SECTION 4. BOARD MEETINGS AND QUORUM. The Board of Directors will meet at least quarterly in formats chosen by the Board members, with one of those meetings held in conjunction with the annual membership meeting. Additional meetings of the Board of Directors will be held on the call of the President. A simple majority of the Board of Directors constitutes quorum.

SECTION 5. RESPONSIBILITIES OF EXECUTIVE OFFICERS.

a. President. The President will serve a one-year term and continue to serve one additional year as Past President subsequent to a term as President. The President will preside over all meetings of the full membership and the Board of Directors, appoint heads for the standing committees, and appoint committees as provided in these bylaws, and to exercise general supervision over the affairs of the organization. An individual is not eligible to serve two consecutive terms as president.
b. **President-Elect.** The President-Elect will serve a one-year term and will automatically become President at the close of the year, serving one additional year as President. The President-Elect will act as President in the temporary absence or incapacity of the President. The President-Elect will chair the Elections Committee.

c. **Past President.** The Past President will serve as general advisor on the affairs of the organization for one year after completing his or her term of office as President.

d. **Secretary.** The Secretary will record and maintain records of all meetings of the Board of Directors and maintain files of all materials distributed during meetings. The Secretary will manage the organization’s correspondence and maintain files of all of the organization’s correspondence.

e. **Treasurer.** The Treasurer will maintain adequate records of receipt of all funds, as well as disbursements, sign checks on behalf of the organization for disbursement of funds upon authorization of the President, maintain and provide to the Board of Directors an official list of members in good standing, prepare the annual budget, and keep the organization’s financial records. The Treasurer will present a monthly financial report to Board of Directors and report on the organization’s finances at meetings.

**SECTION 5. VACANCIES.** Vacancies on the Board of Directors may occur because of the death, incapacity, resignation, or loss of good standing of a Board Member. The President-Elect will fill a vacancy in the office of the President. If the President-Elect is vacant at the time a vacancy in the office of President occurs, the Past President will fill the vacancy in the office of the President. The Board of Directors by a majority vote will appoint a professional member from the full membership body to fill a vacancy in the offices of Secretary or Treasurer or from vacancies otherwise occurring that reduce the number of Board Members from its minimum required 5 members. In vacancy situations not specifically addressed by this section, the Board of Directors may resolve a shortage in Executive Officers or Board Members in the manner it believes serves the NEN best, until the next annual Board of Directors election occurs.

**SECTION 6. LOSS OF GOOD STANDING.** A Board Member’s term of service may be terminated if it is determined by a simple majority vote of the Board or Directors that the Board Member has lost good standing. Primary reasons for losing good standing are consistently not performing assigned duties, operating against the best interests of NEN, operating against the Guiding Principles For Evaluators for the American Evaluation Association or engaging in other unethical conduct.

**ARTICLE V. MEMBERSHIP**

**SECTION 1. ELIGIBILITY.** Any individual interested in the purposes of the NEN will be eligible for membership.

**SECTION 2. INCLUSION AND EQUITY IN MEMBERSHIP.** NEN recognizes that it is essential to have a diverse, equitable representation of voices in the NEN membership.

**SECTION 3. TERM OF MEMBERSHIP.** Members are defined as those persons who have completed an application for membership, paid the current annual membership dues for the appropriate type of membership, and have received acknowledgment of membership from the affiliate. Membership expires 60 days after the expiration of the term of paid membership; reinstatement is automatic and retroactive to the end of the term of paid membership unless more than 180 days have elapsed.

**SECTION 4. MEMBERSHIP YEAR.** The membership year for the NEN will be the calendar year, January 1 through December 31. New or renewed memberships made in conjunction with the annual meeting will be good through the
remainder of the enrollment year and will continue through December 31 of the following year.

**SECTION 5. TYPES OF MEMBERSHIP.** Two types of membership will be available: Professional and Student. Prospective members may choose their membership type upon application.

**SECTION 6. RIGHTS.** All professional members have the right to vote for Officers and on other official matters of the NEN, to hold office if duly elected, to participate in the standing committees, and to receive all notifications pertaining to the official business of the organization.

**SECTION 7. DUES.** Annual membership dues and additional assessments will be determined by the Board of Directors. Student members will receive a discounted membership rate as determined by the Board of Directors.

**ARTICLE VI. FISCAL MANAGEMENT**

**SECTION 1. FISCAL YEAR.** The fiscal year of the Association will begin on January 1.

**SECTION 2. BOOKS AND ACCOUNTS.** Books and Accounts of the Association will be kept under the direction of the Treasurer, with oversight by the Board of Directors.

**SECTION 3. FISCAL MANAGEMENT.** Board of Directors will have the power to authorize expenditures of the organization’s funds. Ordinary expenditures will be authorized by the approval of an annual budget by at least majority vote of the Board of Directors. Expenditures in excess of, or in addition to, amounts pre-approved will be authorized only upon a majority vote of the Board of Directors. Votes may be conducted at a meeting or by mail or e-mail. Any bank accounts of the organization will be established by at least a majority vote of the Board of Directors. Such accounts may include interest-bearing accounts or short-term certificates of deposit, into which the Board of Directors may authorize the deposit of organizational funds. Individuals authorized to sign checks or fund withdrawals are limited to the Treasurer, the President, and the President-Elect.

**SECTION 4. DISBURSEMENT OF ASSETS AT DISSOLUTION.** No member, director, or Officer of the Association, nor any private person, will be entitled to share in the distribution of any of the Association’s assets upon dissolution of the Association or closure of its affairs. Upon such dissolution or closure of affairs, after making provision for the payment of all the liabilities of the association, all of the remaining assets of the Association will be distributed for substantially similar uses and purposes to the American Evaluation Association, or, as determined by the Council, any other organization which would then qualify for exemption under the provision of section 501(c) 3 of the U.S. Internal Revenue Service code as now stated or as it may be hereafter amended.

**ARTICLE VII: AMENDMENTS**

**SECTION 1. AMENDMENTS AND REVISIONS.** Changes in these bylaws may be proposed by a majority vote of the Board of Directors, by written request of 10 or more active members, or by action of a duly constituted committee whose charge involves amendments or revisions hereto. These bylaws may be amended upon affirmation of a majority vote of the members voting on the proposed change.

**ARTICLES VIII: COMMITTEES:**

**SECTION 1. STANDING COMMITTEES.** The Board of Directors will determine the necessary committees to accomplish the work of the Association after Board elections occur. Committees will be composed of members of the Board of Directors and volunteer members of the NEN. The President will appoint chairs of committees from the Board of Directors. Co-Chairs from the professional membership of the NEN also may be appointed to further
the work of committees. Examples of committees include the following:

a. **Membership Committee.** The responsibilities of this committee will be to receive and process membership applications, including dues, maintain the membership list for use by the Treasurer, handle all communication with members, and plan, produce, and distribute publications and information to the membership.

b. **Program Development Committee.** The responsibility of this committee will be to recommend to the Board of Directors programs and activities of professional education and training which will be carried out at appropriate times during the year. They will also plan, implement, and evaluate an annual professional development conference. The committee acts in consultation with the Board of Directors, which must approve all conference-related decisions, including the conference budget, prior to implementation of the actions.

c. **Elections Committee.** An Elections Committee will be chaired by the President-Elect. The responsibility of the Elections Committee will be to nominate qualified active members for the Board of Directors and to render its report to the Board of Directors in sufficient time to permit timely notification and preparation of ballots, administer all elections, tally the votes received by each candidate, and to certify the winners.

d. **Finance Committee.** The Finance Committee will examine the records of Association receipts and disbursements since the date of the previous audit, and determine whether receipts have been properly accounted for and whether disbursements have been made pursuant to Board of Directors action and in accordance with these bylaws

e. **Ad Hoc Committee.** Ad Hoc Committees may be determined by the Board of Directors to make recommendations or conduct activities for specific purposes, and to serve for specific times. Ad Hoc committees will be organized according to their purposes and will be dissolved upon the completion of their work and rendering of final reports.

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**ARTICLE IX. ANNUAL MEETING**

**SECTION 1. PLACE AND TIME.** An Annual Meeting of the membership will be held at a time and place designated by the Board of Directors. Additional membership meetings may also be scheduled within a calendar year, as the Board of Directors decides.

**SECTION 2. NOTICE OF MEETINGS.** The Association will notify each member at least thirty (30) days in advance of the annual meeting. Notification will be done in a manner determined by the Board of Directors.

**SECTION 3. ANNUAL MEETING FORMAT.** The annual meeting will include a business meeting. The business meeting activities will consist of at least the following:

a. A report of the status of the Association by the President;

b. A financial report by the Treasurer;

c. Status reports from standing and ad hoc committees;

d. Items of new business invited from the floor.

The annual meeting may also include a professional development component or other activities, as determined by the Board of Directors.

**SECTION 4. QUORUM.** Those members present at the business meetings of the membership will constitute the
SECTION 5. VOTING. Each professional member present will have one vote in business meetings. Should any proposal be made that would be binding in any way on the Association, an advisory vote will be taken, and the results forwarded to the Board of Directors for further consideration.

ARTICLE X. ACTIVATION OF ASSOCIATION

This Association was formally named the Evaluation Network for the Missouri River Basin (EN4MRB) and was renamed to the Nebraska Evaluation Network (NEN), effective March 15, 2022 with the approval of the by-laws modification. The EN4MRB Association was activated on January 8, 2010 through the following process, as quoted from the original bylaws.

“These bylaws, developed by a volunteer Bylaws Committee, will be activated through a vote to ratify by three-fourths of the members of that committee. At that time, the Association will come into existence. Members of the Bylaws Committee thenceforth will serve as the Interim Executive Board for a period not exceeding nine months, until Association members are recruited and an election of the first full Executive Board can be scheduled. The Interim Executive Board will elect a roster of Interim Officers who will jointly fulfill the requirements of Association Officers until the first full Executive Board is elected and able to elect Officers. Election of the first full Executive Board will be carried out in a manner to be determined by the Interim Executive Board, after which time the provisions of the Bylaws will become effective. In the first year, in the absence of a Past President, an additional Executive Board member will serve at an at-large basis.”