

**MIXED METHODS INTERNATIONAL RESEARCH ASSOCIATION  
BYLAWS**

**Approved September 7, 2017**

**Replaces those approved March 15, 2013**

**ARTICLE I.**

**NAME, PURPOSE AND GOALS**

**SECTION 1. ORGANIZATION NAME**

The name of this association shall be the Mixed Methods International Research Association, hereinafter referred to as “MMIRA” or “the Association.”

**SECTION 2. MISSION**

MMIRA aims to create an international community to promote and interdisciplinary mixed methods research. The mission of the Association is to engage with the international community to support mixed methods research, which broadly includes the following: mixing/combining/integrating quantitative and/or qualitative methods, epistemologies, axiologies, and stakeholder perspectives and standpoints. MMIRA seeks to engage with a broad set of approaches in the service of understanding complex social, behavioral, health, educational, and political concerns related to the human condition and natural world. Our vision includes bringing together diverse communities of scholars, students, practitioners, policymakers, citizens, and other stakeholders, with the goals of expanding knowledge and producing social betterment and social and global justice.

**SECTION 3. OBJECTIVES AND ACTIVITIES**

The objectives and activities of MMIRA are to:

- (1) Support MMIRA Annual Conference to provide a forum at various locations worldwide for scholars, students, practitioners, policymakers, citizens, and other stakeholders to come together and share their international and interdisciplinary problems, perspectives, findings, and solutions.
- (2) Advance a commitment to inclusiveness that seeks to facilitate dialogue among diverse scholars and different perspectives about research.
- (3) Offer mentoring services for researchers and students seeking to learn the "how to's" of conducting mixed methods research, including information on publishing and funding.
- (4) Provide members with discounted access to the Journal of Mixed Methods Research.
- (5) Support teaching and mentoring within the field of mixed methods research through offering research-rich pedagogical materials (syllabi, handouts) to facilitate the teaching and learning of mixed methods research.
- (6) Provide a website for information on the latest developments on conferences and publications in the field of mixed methods research as well as training materials for novice and seasoned researchers, information on online courses, and links to other websites that offer open access materials on mixed methods research topics.

## **ARTICLE II. MEMBERSHIP**

### **SECTION 1. DEFINITION OF A MEMBER**

Membership is open to any individual who is interested in mixed methods research and development and who supports the mission of MMIRA, without discrimination as to color, race, ethnicity, religion, sexual orientation, gender, gender identity, or national origin.

### **SECTION 2. TYPES OF MEMBERS**

MMIRA shall consist of four types of membership; no member may hold more than one membership in the Association. Unless as expressly provided in or authorized by the Articles of Incorporation or Bylaws of this Association, all memberships shall have the same rights, privileges, restrictions, and conditions.

(1) Regular Members. Regular Members shall have the right to vote, hold office, and chair an MMIRA committee. The minimum standards for Member status shall be an expressed interest in MMIRA goals and payment of annual dues. Members may not vote for the Student Representative. Members will pay the regular Member dues.

Regular Members from developing nations (as designated by the International Monetary Fund World Economic Outlook) are eligible for a reduced membership fee as determined by the Executive Committee of the Association and shall have the same rights and responsibilities as all other members.

(2) Student Members. Student Members shall be students at any level with an interest in mixed methods research who have expressed an interest in the objectives of MMIRA as evidenced by application for membership. Student Members shall have all the privileges and responsibilities of other members of the Division and in addition will vote for the Student Representative. Student Members will pay a discounted rate of dues. Membership dues for Student Members will be determined by the Executive Committee.

(3) Institutional Members. Institutional membership is available to any institution which seeks to advance the mission of MMIRA as evidenced by application for membership. The dues for Institutional Membership shall be determined by the Executive Committee. An Institutional Member may designate in writing 2 persons to represent the Institution which persons shall be eligible to serve on the Board of Directors and as an officer.

(4) Life Status Members. Such membership to be awarded by the Board of Directors of the Association based on extraordinary service rendered to the Association. A Life Status Member shall be exempt from paying any dues.

### **SECTION 3. DIVERSITY**

It is the policy of the Mixed Methods International Research Association to actively seek diversity across membership, the Board of Directors, and any committees, task forces, other advisory groups, and individuals through attention to the following criteria:

- (1) gender, sexual orientation, and gender identity
- (2) ethnic/racial representation

- (3) disciplinary heterogeneity
- (4) practitioner/academic balance
- (5) geographic heterogeneity
- (6) international representation
- (7) heterogeneity of areas of application

#### **SECTION 4. APPLICATION OF MEMBERSHIP**

Applicants shall be admitted to membership by completing an application form and upon payment of the annual dues.

#### **SECTION 5. MEMBERSHIP ROLL**

MMIRA shall keep a membership roll containing the name, address, and email address, and type of membership of each Member. Termination of the membership of any Member/Student Member or Institutional Member shall be recorded, together with the date of termination of such membership. The record of names and addresses of all members of this Association shall constitute the membership list of MMIRA and shall not be used, in whole or in part, by any person or organization for any purpose not reasonably related to a Members' interest. Communication using a Member's contact information (email, address, etc.) shall only be in accordance with all applicable country laws.

#### **SECTION 6. NON LIABILITY OF MEMBERS**

A Member of the Association is not, as such, personally liable for the debts, liabilities or obligations of the Association.

#### **SECTION 7. RESIGNATION OR REVOCATION OF MEMBERSHIP**

A Member may choose to resign membership by not paying MMIRA dues. A person may be reinstated as a member by paying the current dues. The right to vote is restricted to those who have paid current dues or who are recognized as life status members of MMIRA. MMIRA expects all Members will behave in an ethical manner in keeping with collegial and academic standards; however, MMIRA reserves the right to revoke membership of any Member for conduct deemed harmful to MMIRA by way of injuring MMIRA, affecting MMIRA adversely its reputation, or which is contrary to or destructive of its purpose. Revocation of membership requires a two-thirds majority of the Executive Committee taken by secret ballot. Such a vote shall only be taken only upon the recommendation of the majority of the Executive Committee. The Secretary shall promptly notify those whose membership is revoked of this decision.

### **ARTICLE III.**

#### **BOARD OF DIRECTORS**

##### **SECTION 1. BOARD OF DIRECTORS**

The Board of Directors of the Association shall comprise a President, a President-Elect, a Past-President, a Secretary, and four (4) additional Board Members elected by the membership.

##### **SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE**

The term of a member of the Board of Directors shall be for two years and, except for the President, who may only serve as President once, any member of the Board of Directors may be re-elected for one additional term in the same office only after a

period of three years has elapsed since their previous term. With the exception of the President, any member of the Board of Directors may be elected consecutively for one additional term in another office.

Any Member may serve as Officer of this Association. Officers shall be elected by a majority vote in a manner consistent with that set forth in these Bylaws; the Student Board Member shall be elected by a majority vote of only Student Members in a manner consistent with that set forth in these Bylaws. The membership shall elect Officers by electronic ballot at the date and time set by the Board of Directors prior to the Annual Business Meeting of each year. This shall occur after vacancies and notices of the election date and time have been communicated to the membership in writing with at least 30 days notice.

Terms of office are as follows:

a) The President-Elect will serve for three years, serving the first year of the term as President-Elect, then assuming a one-year term as President, and a one-year term as Past President. Election of the President-Elect will occur each year. In the initial year of the organization, both a President and President-Elect will be elected. Any specific member can serve in the capacity of President-Elect, President, Past-President only once; this statement takes precedence over any other statement in the bylaws regarding terms of office.

b) The Secretary-Elect will serve for three years, serving the first year of the term as Secretary-Elect, then assuming a one-year term as Secretary, and a one-year term as Past Secretary. Election of the Secretary-Elect will occur each year. In the initial year of the organization, both a Secretary and Secretary-Elect will be elected. The Secretary, but not the Secretary-Elect or Past-Secretary, is a voting member of the Board of Directors.

c) Three Senior Board Members will each serve a term of two years, and one additional Board Member will be a Student Board member who will serve a term of one year. The Student Board member can be re-elected for one additional term as long as the Student Board member would remain a student throughout this second term.

### **SECTION 3. DUTIES OF ELECTED OFFICIALS**

Association Officers shall perform all specific duties required by these Bylaws, and conduct the business of the Association in the interim between Annual Business Meetings, including authorization for the disbursement of funds by the Executive Director, but shall take no action contrary to the previous action of the membership. If the Executive Committee determines that a previous action is in urgent need of reconsideration, it may resubmit the issue to the membership in a ballot by mail or electronic means. All outgoing Board Members should be required to provide a report, prior to the end of their term, to aid the transition of the incoming Board Members. This report should include issues dealt with during the outgoing Board Member's tenure as well as ongoing goals, issues, and concerns that the new Board member may seek to address.

### **SECTION 4. DUTIES OF THE PRESIDENT, PRESIDENT-ELECT, AND PAST PRESIDENT**

The President-Elect shall be elected for a one-year term, after which the person shall serve one year as President and a final year as Past-President. It shall be the duty of the President:

- a) To supervise and control the affairs of MMIRA and the activities of the Officers with regard to MMIRA;
- b) To convene the Annual Business Meeting and to preside or arrange for other Members of the Executive Committee to preside at the Annual Business Meeting;
- c) To solicit input from Members of MMIRA, using any means appropriate on issues of importance;
- d) To be an ex-officio member of all committees;
- e) To perform all duties incident to the office of President and such other duties as may be required by law, by the articles of incorporation of MMIRA, or by these Bylaws with the utmost integrity and ethical comportment. It shall be the duty of the President-Elect to serve as vice president of MMIRA, to preside in the absence of the President, and to carry out such other duties as may be delegated by the President. It shall be the duty of the Past President to serve in an advisory capacity to the President and President-Elect.

#### **SECTION 5. DUTIES OF SECRETARY**

The duties of the Secretary shall be:

- a) To keep a book of minutes of all meetings of the Officers and Executive Committee;
- b) To certify and keep the original or a copy of these Bylaws as amended or otherwise altered to date;
- c) To see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; Such notices can be sent by mail or electronically.
- d) To be custodian of the records and of the seal of the Association and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Association under its seal is authorized by law or these Bylaws;
- e) To keep a membership roll containing the name and address of each and any Members, memberships that have been terminated, and the date of termination;
- f) And to perform all duties incident to the Office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Executive Committee.

#### **SECTION 6. DUTIES OF EXECUTIVE DIRECTOR**

The Executive Committee may choose to engage the services of an Executive Director to manage day-to-day tasks of the organization and to be a signatory for the organization in addition to the President. Subject to the provisions of these Bylaws relating to the execution of Instruments, Deposits and Funds, the duties of the Executive Director shall include the following:

- a) To prepare or assist in the preparation of the yearly budget;
- b) To review the budget and set agenda items for expenditure of funds. Note agenda items will be discussed and expenditures approved by a vote of the Executive Committee
- c) To receive, and give receipt for, monies due and payable to the Association from any source whatsoever;
- d) To disburse, or cause to be disbursed, the funds of the Association;
- e) To keep and maintain adequate and accurate accounts of the Association's business transaction;
- f) To make financial information available to the Executive Committee, the Members, and the public upon request; and
- g) To perform all duties incident to the office of Executive Director and such other duties as may be required by law, by the Articles of Incorporation of the Association, or by these Bylaws, or which may be assigned to him or her from time to time by the Executive Committee.

The Executive Director will not be considered an Officer of the Association and will report to the Executive Committee.

## **SECTION 7. REMOVAL OF OFFICERS**

Each Officer shall hold office until her or his successor shall be elected, until her or his death, she or he resigns or she or he is removed in the manner hereinafter provided. In the case of the death, incapacity, resignation, refusal to serve, or disqualification of any officer, the Executive Committee shall by majority vote designate a temporary incumbent to serve until a successor can be elected for the remainder of the term. Each officer may not miss more than two MMIRA Executive Board Meetings unless the reason for absence is approved by the majority of the MMIRA Executive Board members. Without such approval, an officer who misses a third Executive Board Meeting will be asked to resign from the MMIRA Executive Board, and her or his place may be filled for the remainder of their term either by the first runner-up on the original voting for the office, or by appointment by the Executive Board.

## **ARTICLE IV. COMMITTEES**

### **SECTION 1. COMPOSITION AND TERMS OF OFFICE**

The standing Committees of MMIRA shall be (1) Executive Committee, (2) Governance Committee, (3) Membership Committee, (4) Conference Committee, and (5) Communications and Marketing Committee. Committee positions shall be distributed as much as possible in proportion to the international distribution of members. All committees shall consist of a minimum of five members serving two-year terms.

## **SECTION 2. SELECTIONS OF COMMITTEE CHAIRS AND MEMBERS**

Committee Chairs shall be appointed by the Executive Committee. Committee Chairs shall select Committee Members. Officers may also serve as Committee Chairs.

## **SECTION 3. EXECUTIVE COMMITTEE**

The Executive Committee of the Association shall consist of the Officers, other Board Members, and Chairs of each Committee. The Executive Committee shall perform all specific duties required by these Bylaws, and conduct the business of the Association in the interim between annual business meetings of the Association. The Executive Committee meets as detailed in Article VI. It may also transact business by members via telephone, mail, or electronic communications device.

## **SECTION 4. GOVERNANCE COMMITTEE**

It shall be the duty of the Governance Committee to manage the nominations process and creation of slates for all elected positions of the Association, to manage and report to the Executive Committee all legal issues, and to manage and amend the Bylaws. The Chair of the Governance Committee will also serve as parliamentarian at the Annual Business Meeting and other Meetings to clarify parliamentary procedures and settle disputes regarding procedures. The Governance Committee shall conduct an annual election for the office of President-Elect and conduct all other elections as needed. The Governance Committee shall consist of the three immediate Past-Presidents and chaired by the current Past-President. The initial Governance Committee members and Chairs shall be appointed by the Directors.

## **SECTION 5. MEMBERSHIP COMMITTEE**

The Membership Committee will be responsible for setting annual goals that are aligned with the vision and direction of MMIRA as stated in the Certificate of Incorporation and these bylaws. It shall be the duty of the Membership Committee to manage the process by which MMIRA membership applications are received, reviewed, processed and tracked; oversee the maintenance of the Association's membership database; and develop recruitment and retention activities for MMIRA, particularly regarding representation of a variety of demographic groups. The Membership Committee shall coordinate with publishers of scientific journals and other organizations regarding member benefits.

## **SECTION 6. CONFERENCE COMMITTEE**

The Conference Committee will be responsible for setting annual goals that are aligned with the vision and direction of MMIRA as stated in the Certificate of Incorporation and these bylaws, including setting criteria for selection of a conference site, evaluating proposals for a conference site, selecting a conference site, managing logistics of the conference, judging the selection of papers, designing a conference program, and carrying out all the responsibilities associated with hosting a conference to ensure a high quality program. The Conference Committee will work closely with the Executive Committee to establish time for the Annual Business Meeting at the conference. When possible, the continent location for the MMIRA annual conference should reflect the international and interdisciplinary aspirations of the MMIRA. Except in extenuating circumstances, the members of the conference committee must attend the conference.

The Program Subcommittee shall be part of the Conference Committee and shall create and prepare programs in addition to the conference such as but not limited to mentoring and training programs.

## **SECTION 7. COMMUNICATIONS AND MARKETING COMMITTEE**

The Communications and Marketing Committee will be responsible for setting annual goals that are aligned with the vision and direction of MMIRA as stated in the Certificate of Incorporation and these bylaws, including determining ways to disseminate information such as but not exclusively limited to the research meeting abstracts, maintaining and updating the web site, and communicating with Members. The Communications Committee shall prepare for publication to the MMIRA website and distribution to the membership, official notices received from the Secretary and other information as directed by the Executive Committee. The Chair of the Communications Committee is also the official liaison between the Association and the press; the Executive and Communications Committees shall advise on all press interactions.

## **SECTION 8. ADDITIONAL COMMITTEES**

MMIRA shall have such other Committees as may from time to time be designated by resolution of the Executive Committee. Such other committees may consist of persons who are not also Officers and may include Special Interest Groups.

## **ARTICLE V. NOMINATIONS AND ELECTIONS**

a). The President, Secretary, and other Board Members shall be elected by the members of the Association prior to the Annual Business Meeting. The Student Board Member shall be elected by the voting members who are students.

b) The Governance Committee shall be responsible for generating a list of suggested nominees for each MMIRA office to be filled through a call for nominations sent to all members of MMIRA. The Governance Committee shall determine the nominees' willingness to run for election and to serve if elected.

c) All members of MMIRA will vote on all nominees, except that only Student Members shall vote for the Student Representative.

d) The election ballot shall contain at least two names for each office. A member may not accept nomination to more than one office in any one year. Officers may, however, be elected to serve as Officers and Committee Members simultaneously.

e) The results of the election shall be announced by the Chair of the Governance Committee at the Annual Business Meeting of MMIRA; The first election results will be announced as available.

e). Officers shall assume office at the close of the Annual Business Meeting.

## **ARTICLE VI. MEETINGS OF EXECUTIVE COMMITTEE, OTHER COMMITTEES, AND MEMBERS**



## **SECTION 1. ANNUAL BUSINESS MEETING**

The Annual Business Meeting of MMIRA shall take place as determined by the Executive Committee in the spring of each year for the communication of Association business, the presentation of scientific papers, and the discussion of professional matters. MMIRA shall seek to organize its meetings, coordinate its program, and participate in true international representation at all meetings. All standing Committees shall provide written reports detailing past year activities and next year plans to the Secretary and Executive Committee at the Annual Business Meeting. The President, and Secretary must attend the Annual Business Meeting.

## **SECTION 2. REGULAR MEETINGS**

In addition to the Annual Business Meeting, regular meetings of the Executive Committee or other Committees may be held without public notice. Regular and special meetings shall be held upon 7-day notice by any electronic means of communication, phone call or first class mail. Notice of meetings must specify the place, date, and hour of the meeting.

## **SECTION 3. QUORUM**

a) A quorum for a meeting of the Executive Committee shall consist of at least three Officers plus either the President or President-Elect. If less than a quorum of the Executive Committee is present, business can continue except for items up for vote, which must be tabled until a quorum is present.

b) A quorum for the Annual Business Meeting shall consist of not less than 20 of the members of MMIRA. No voting by proxy may be allowed at the Annual Business Meeting; however, items for a vote can be tabled and put to an electronic vote of the entire membership.

c) A quorum for other Committee meetings will consist of 50% of the committee. If less than 50% of the Committee is present, business can continue except for matters which require a vote, which must be tabled until a quorum of members is present.

## **SECTION 4. RULES GOVERNING MEETINGS AND ACTIONS**

Except as otherwise provided for in these Bylaws or the Articles of Incorporation meetings of the Executive Committee or any Committee shall be conducted in accordance with the latest revised edition of Robert's Rules of Order unless the Officers or Committee Members agree by majority vote to conduct the meeting in some other fashion. A failure to conduct a meeting as herein provided shall not invalidate or otherwise affect an action otherwise taken at such meeting by the requisite number of Officers or Committee Members. Where these Bylaws are otherwise silent, the latest revised edition of Roberts Rules of Order will prevail in determining appropriate procedures and actions. Disputes of interpretation shall be resolved through consulting a registered parliamentarian approved by majority vote of the Board.

## **SECTION 5. MEANS OF HOLDING AND ATTENDANCE AT MEETINGS**

Any meeting, regular or special, may be held by conference telephone, electronic means of communication including video screen communication, or other communication equipment. Participation in a meeting through use of conference

telephone constitutes presence in person at that meeting so long as all Officers participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting. Any meeting of the Board of Directors or of a Committee can act by obtaining the unanimous written consent of all members either by mail or electronically.

## **SECTION 6. AGENDA AND DOCUMENTATION OF MEETINGS**

At each meeting of the Board of Directors, Executive Committee, or other Committees, an agenda will be prepared and notes will be taken. The President or Committee Chairs are responsible for making an agenda and notes from each meeting are provided to the Secretary, who will ensure distribution to the Executive Committee.

## **ARTICLE VII. DUES AND ASSESSMENTS**

MMIRA's annual membership dues and any additional assessments or fees shall be collected by the Executive Director. Annual membership dues shall be set by the Executive Committee.

## **ARTICLE VIII. EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

### **SECTION 1. EXECUTION OF INSTRUMENTS**

The President is authorized to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized, no other Officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or render it liable monetarily for any purpose or in any amount.

### **SECTION 2. CHECKS AND NOTES**

Except as otherwise specifically determined by resolution of the Executive Committee, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Association shall be signed by the Executive Director.

### **SECTION 3. DEPOSITS**

All funds of the Association shall be deposited in a timely manner to the credit of the Association in such banks, trust companies, or other depositories as the Executive Committee shall select.

### **SECTION 4. GIFTS**

The Executive Committee may accept on behalf of the Association any contribution, gift, bequest, or device for the charitable or public purpose of this Association. The President is responsible for ensuring Gifts are publicly declared and posted at least annually and may delegate this responsibility to the Secretary or Executive Director.

## **ARTICLE IX. CORPORATE RECORDS, REPORT AND SEALS**

## **SECTION 1. OFFICERS' INSPECTION RIGHTS**

Every Officer shall have the absolute right at any reasonable time to inspect and make copies of all books, records and documents of every kind and to inspect the physical properties of the Association.

## **SECTION 2. MEMBERS' INSPECTION RIGHTS**

If this Association has any Members, then each and every Member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a Member: To inspect at any reasonable time the books, records, or minutes of proceedings of the Members or of the Board or Committees of the Board, upon written demand on the Association by the Member, for a purpose reasonably related to such person's interests as a Member. The Executive Committee will oversee and grant such requests.

## **ARTICLE X. FISCAL YEAR**

### **SECTION 1. FISCAL YEAR OF THE ASSOCIATION**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

## **ARTICLE XI. AMENDMENTS**

### **SECTION 1. PROPOSAL OF AMENDMENTS**

Amendments to these Bylaws may be recommended by the Executive Committee on its own initiative or on proposal of any three voting members of MMIRA. If the Executive Committee does not recommend an amendment proposed by three voting members at the Annual Business Meeting, those members must present a petition to the Secretary containing names of at least 25 members of the Association who indicate agreement with the proposal, and present the petition to the membership together with the Executive Committees' objections or changes to the proposed amendment. Once the petition is approved by a majority of the voting members in a subsequent mail or electronic ballot, it can then be put to the membership, either in its original form or in any alternative form proposed by the Executive 599 Committee, for majority vote to approve or disapprove.

### **SECTION 2. VOTING ON AMENDMENTS**

Recommended amendments shall be submitted by Governance Committee to all voting members of the Association in a mail or electronic ballot and adopted if approved by a majority of those returning their ballots to the Governance Committee or a designated Association services representative within 60 days after the ballots are sent.