

Approved 12.11.2020

International Motor Development Research Consortium
Organizational Structure and Bylaws

Approved December 11, 2020

Table of Contents

I. CONSTITUTION AND BY-LAWS.....	3
Article 1. Name	3
Article 2. Mission and non-profit status	3
Article 3. Fiscal year.....	4
Article 4. Membership.....	4
Article 5. Governance Structure	Error! Bookmark not defined.
Article 6. Nominations and Election of officers.....	8
Article 7. Consortium Assemblies.....	9
Article 8. Committees.....	10
Article 9. Policy statements and operating procedures	11
Article 10. Amendments to Constitution/bylaws	11
II. Historical information for I-MDRC.....	12

I. CONSTITUTION AND BYLAWS

Article 1. Name

The name of this organization will be the International Motor Development Research Consortium (I-MDRC).

Article 2. Mission and Non-profit status

Section 1: Mission. The mission of the International Motor Development Research Consortium (I-MDRC) is to build a global network of researchers and leaders to facilitate innovative, impactful, and interdisciplinary research within the field of motor development through rigorous systematic inquiry, and to promote and disseminate scientific knowledge related to motor development across the lifespan.

Serving this mission, the goals of I-MDRC are:

- To enhance international collaboration among scholars with interest in motor development and related fields.
- To conduct regular scientific meetings to progress research within the field of motor development.
- To promote diversity and inclusion within the motor development scientific community.
- To investigate the global role motor development plays with multiple aspects of health (i.e., social, emotional, psychological, physical, cognitive) and human well-being.
- To raise the public profile and reputation of the field of motor development.
- To mentor the current and next generation of future scholars within the field of motor development.
- To support motor development research in underserved/ underrepresented countries and communities.
- To translate motor development research findings to relevant stakeholders to foster motor development research application to policy and practice.

Section 2. Non-profit status. The I-MDRC is a 501(c)(3) non-profit organization to perform charitable scientific and educational services, founded on the 6th of July, 2015 and incorporated in the State of Delaware on the 20th of April, 2018. I-MDRC Federal Employer Identification Number is 82-5261476.

Article 3. Fiscal Year

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

Article 4. Membership

Section 1. Membership. Membership in this Organization shall be available to all interested in motor development and related fields of study. **The professional and student membership period is defined as two years from the fiscal year in which dues were paid. There is also an option for Lifetime membership.** For interested individuals, application for membership in I-MDRC can be submitted via the website. Membership is required to those who attend the I-MDRC conference and related national conferences.

Section 2. Categories of Members. There shall be three categories of members: Lifetime members, professional memberships, and student memberships. No one person may have membership in more than one category.

Section 3. Membership Dues. There will be a Membership fee used to cover costs associated with the organization's administrative costs (e.g., website, etc.). The Executive Committee will set the membership fee on a biennial basis to align with the conference meeting. Any increases of more than 10% shall be voted on by the membership.

Section 4. Payment of Dues. Dues shall be payable in advance or by January for professional and student members. The full membership dues shall be applicable irrespective of the date of initial membership or payment for continuing membership.

Section 5. Member-in-Good-Standing. A member who satisfies the eligibility criteria as a member and is current on their membership fee payments shall be considered "in good standing." All members-in-good-standing have equal privileges of voice, vote, and holding office in this Consortium.

Section 5. Voting rights. Only members-in-good-standing shall have the right to vote on I-MDRC business and in elections. Non-members may attend Consortium business meetings but may not vote.

Section 6. Default and Termination of Membership. After completing a two-year membership, professional or student members are considered a member in default of paying dues after a period of three months from the beginning of the fiscal year will, thereupon, be terminated as a member until such membership dues are paid.

Article 5. Governance Structure

Section 1. Governance Structure. I-MDRC has the following governance structure: i) Executive committee, ii) Advisory Committee, and iii) Standing committees.

- A. The **Executive Committee** shall consist of the President, President-elect, Past President, Treasurer, Secretary, Communications Director, and Past Presidents' Liaison(s).
- B. The **Advisory Committee** shall consist of the Membership Coordinator(s), Conference Site Coordinator, Student Representative, Members-at-large, and Media Coordinator.
- C. The **Ad Hoc committees** are described below in Article 8 and are subject to change based on the recommendations of the Executive and Advisory Committees.

Section 2. Method of Election and Term of Office. Elections will be held every year between October – December to rotate the members of the Executive and Advisory Committee in a counterbalanced schedule to ensure continuity in the organization's leadership. Voting will be completed by email ballot to the Consortium members-in-good-standing. All officers elected will begin service in their role during the next cycle of the fiscal year (i.e., the following January after election) unless an immediate vacancy is being filled. Officers will serve for a term of two years, with the exception of the Treasurer who will serve a three-year term and the President who will serve a six-year term (President-Elect for 2 years, President for 2 years, Past-President for 2 years). A majority of the Consortium members returning electronic ballots shall be necessary to constitute a quorum for election.

Section 3. Duties of Executive Officers. The duties and powers of the officers of the Executive Committee shall be as follows:

- A. The President shall preside at all Consortium and Executive Committee meetings and appoint all committees in consultation with the Executive Committee. The President shall call and make appropriate arrangements for the place and conduct of all meetings of the Consortium and the Executive Committee. The President will facilitate regular meetings of the Executive Committee. The term of office for the President will be two years.
- B. The President-Elect shall, during the absence of the President, perform all duties of the President. If the office of the President becomes vacant, the President-Elect shall succeed the President for the unexpired term of

office. The President-Elect is responsible for investigating potential locations and hosts for the future Consortium meeting.

- C. The Past President shall serve as an adviser to the President in the overall operations of the Consortium. In addition, the Past-President will serve as chair for the Conference committee and will work closely with the Conference Site Coordinator on planning for the current meeting. The term of office for the Past-president will be two years.
- D. The Past Presidents' Liaison must be a previous president of the organization and will be appointed by the current President to serve in a general advisory role and offer institutional memory as it relates to advising officers in the conduct of business and initiation of new policies. They will also communicate with previous presidents for advice in the Consortium's future directions. The term of office for the President's Liaison will be two years, with no limit on the number of reappointments.
- E. The Treasurer shall keep a record of all monetary transactions and shall be authorized to sign checks on behalf of I-MDRC. The Treasurer shall submit a biannual report to the members of the Consortium on the status of the membership and funds. The Treasurer will also be responsible for filing Federal tax reports to the US Government, adhering to all federal guidelines associated with the I-MDRC bank account. The term of office for the Treasurer will be three years, with no limit on the number of reappointments. A second signatory will be identified to support the Treasurer in the case of the Treasurer not being available to sign. This second signatory will be identified by the President from the membership of the Executive Committee.
- F. The Secretary shall keep written records of all minutes of the Consortium's meetings and work closely with the Communications Director, Media, and Membership Coordinator to provide the membership with information in a timely fashion. The term of office for the Secretary will be two years, with no limit on the number of reappointments.
- G. The Communications Director shall manage strategic oversight of I-MDRC internal/external communications activities such as advertising, marketing, media relations, and direct and oversee communications programs that effectively describe and promote I-MDRC. The term of

office for the Communication Director will be two years, with no limit on the number of reappointments.

Section 4. Business of the Executive Committee. The Executive Committee will conduct the business of the membership as described by the I-MDRC constitution and bylaws. Special meetings of the Consortium or of the Executive Committee may be called by the President and must be called by the President whenever requested by a majority of the Executive Committee or by a two-thirds vote of the membership. The President shall call at least four meetings per year of the Executive Committee at 3-month intervals, and at least 2 meetings of the Advisory committee at 6-month intervals.

Section 5. Duties of Advisory Officers. The duties and powers of the officers of the Advisory Committee shall be as follows:

- A. The Media Coordinator shall be responsible for communicating with the membership including, but not limited to, reviewing and updating website material, facilitating social media and email announcements, and working with the Communications Director and Membership Coordinator(s) to develop and distribute organizational information (e.g., newsletter). The term of office for the Media Coordinator will be two years, with no limit on the number of reappointments.
- B. The Membership Coordinator(s) shall be responsible for organizing membership applications and managing active membership information related to the organization. They will work with the Media Coordinator and Secretary to communicate with current members as well as strategies to recruit new members and retain existing members to the organization. The term of office for the Membership Coordinator will be two years, with no limit on the number of reappointments.
- C. The Members-at-Large (up to six) shall be responsible for serving on standing or ad hoc committees, providing international representation on the Advisory Committee, and completing special projects. Up to six Members-at-Large shall be either elected or appointed by the President. The term of office for Members-at-large will be two years, with no limit on the number of reappointments.
- D. The Conference Site Coordinator (ex officio) shall serve as a liaison between the Executive and Advisory committees and the conference scientific committee on scientific content for the Consortium meeting, providing updates and assistance as needed. The Conference Site

Coordinator must be affiliated with the host site for the upcoming conference.

- E. The Student Representative shall lead the Student Advisory Committee and assist with Advisory and Ad hoc committees. This individual must be a doctoral student.

Section 6. Business of the Advisory Committee. The Advisory Committee will provide guidance and direction for the Consortium and assist I-MDRC in accomplishing its mission and goals through service on standing committees and special projects, including the review of I-MDRC current initiatives development of future goals and directives. Advisory Committee members should represent the membership in reference to geographical representation and ideas. Advisory Committee members may be asked to assist in committees and complete tasks or service for the Consortium.

The advisory committee will meet at least twice per year. All Advisory Committee members are expected to attend meetings regularly and make regular contributions to the mission of I-MDRC and, where applicable, take on leadership roles in leading Ad Hoc committees. If an Advisory Committee member has to step down, the President is responsible for appointing a replacement until the next election period. If an Advisory Committee member does not consistently perform the duties as articulated in the by-laws, the Executive Committee has the right to remove and replace that member from the Advisory Committee.

Section 7. Budget. The Treasurer shall keep an account of all monies received and expended to use the Consortium and shall make disbursements only upon vouchers approved by the Executive Committee. They shall collect the fees and annual dues, deposit all sums received in an approved bank, or banks, or trust company, and make a report at the annual meeting or when called upon by the President. The Treasurer will maintain a credit card/debit card for Consortium transactions and manage all electronic registration and membership fees. The Treasurer is also responsible for auditing the I-MDRC account annually with the President-Elect to ensure expenditures and that the account is balanced. Each fiscal year, the Treasurer will provide a proposed budget to be approved by the Executive Committee. The Treasurer will provide a current list, with the assistance of the Membership Coordinator, of all members to the Executive Committee and Membership at the biennial meetings.

Article 6. Nominations and Election of officers

Section 1. Nominations. Any Member who has been a Member-in-good-standing for three (3) years and attended at least one consortium meeting within the last five (5) years, immediately before the election, may be nominated for a position on the Executive or Advisory Committee (with the exception of the student representative). Any Member-in-good-standing may submit

nominations. Nominations will be managed by the Governance Committee.

Section 2. Guiding Principles for the composition of Executive and Advisory Committees.

Because the mission of I-MDRC is to foster international collaborations, the following guiding principles will be followed:

- A. The overall composition should represent multiple countries and continents.
- B. The President-elect should be a citizen of a different country than the President.
- C. The role of Members-at-large is to ensure international representation on the Advisory Committee in the case where the nomination process for other roles does not lead to a diverse ballot of candidates.

Section 3. Elections.

- A. Elections for President will be held biennially. The term of office for President will be six years. Each person elected President will serve two years each as President-Elect, President, and Past President.
- B. Elections for the remaining Executive and Advisory Committees position will be held in alternate years according to I-MDRC Election cycle document. The term of office will be two years (with the exception of Treasurer), and there is no restriction on holding office for subsequent terms.
- C. Elections for the office of Treasurer will occur every three years. The Treasurer must be compliant with all Federal or State requirements for handling the I-MDRC bank accounts located in the United States.

Section 4. Officer Vacancies. The President-Elect shall fill any vacancy in the office of the President. Other vacancies will be filled by appointment of the President with the Executive Committee's approval and whose service will begin immediately.

Article 7. Consortium Assemblies

Section 1. International Consortium Conference. A consortium conference of the Members-in-good-standing will occur on a biennial basis. The purpose of this meeting is to further the mission and goals of I-MDRC.

Section 2. Guiding Principles for selection of Consortium Conference Site. An important mission of the I-MDRC is to foster international relationships. Therefore, the following guiding principles should be used when selecting the conference location if multiple bids are available.

- A. Consecutive meetings should not be held in the same country when possible.
- B. The Consortium meeting should alternate continents when possible.
- C. The location of the Consortium meeting should be readily accessible to the membership.
This can be accomplished in several ways:
 - i. The location is near an international airport and major city.

- ii. The Conference Site Coordinator makes arrangements for transportation to the site location.
- D. The Conference Site Coordinator and/or members at the host site conference committee should have expertise in the general area of motor development.
- E. Every attempt should be made to keep the cost of attending the Consortium meeting as low as possible so that a wide range of individuals have the opportunity to attend.
- F. A detailed budget plan that indicates the sources of revenue and costs should be submitted, see Consortium Meeting Policy.

Section 3. Consortium Meeting Policy. Specific guidelines related to development on Consortium conferences are provided in the Consortium Conference Policy statement.

Section 4. National Assemblies of I-MDRC. National assemblies of the I-MDRC may take place each year upon approval from the Executive Committee. They should occur at a minimum of 6 months before or after the International Assembly meeting if possible. National Assemblies shall only use the I-MDRC name if they have been endorsed by the Executive and Advisory Committees by a 2/3 vote.

Article 8. Committees

Section 1. Standing Committees. Standing committees will be formed by the Executive and Advisory Committee each year for the purpose described below.

- A. Conference Committee. A Conference Steering Committee will be formed to plan the Consortium meeting. The committee will consist of the Past President (who will chair the committee), and two additional members who will be appointed by the Past-President. This committee will work closely with the Conference Site Coordinator to help plan the scientific content as well as logistical aspects of the conference.
- B. Governance Committee. A Governance Committee will be formed to develop a slate of nominations for upcoming elections. The Executive Committee will approve the appointment of the Governance Committee, which shall consist of the President-elect and two members appointed by the President. The President-elect shall serve as chair. Any I-MDRC Member-in-good-standing may nominate candidates for open positions. All eligible nominations will be considered by the Governance Committee, which will determine a slate of a minimum of two candidates for each position. In considering the nominations, the Governance Committee will keep in mind Article 6, Section 2, which provides guiding principles for the Executive and Advisory Committees' composition. The President-

Elect will present the slate of candidates to the Media Coordinator for posting on-line in preparation for an on-line election. A majority vote of those members participating in the on-line election shall be required for election. The President will vote only in the event of a tie.

- C. Membership Committee. The Membership Committee led by the Membership Coordinator(s) is responsible for developing and implementing recruitment efforts to increase and retain the membership of I-MDRC. The Membership Committee will partner with the Communications Director and Media Coordinator to publicize these efforts and communicate with the membership.

Section 2. Ad hoc Committees. Ad Hoc committees needed to conduct the business of the Consortium shall be appointed and dissolved by the President working in cooperation with the Executive and Advisory Committee. The following committees will be formed on a regular basis.

- A. Fellows & Awards Committee. The Fellows Committee will evaluate the applications for Fellow status. This committee will consist of three Fellows. Prior to the initiation of the first group of Fellows, this committee will consist of three members of the Executive Committee, one of whom is the President or Past-President. Information about the Fellowship nomination process can be found in the Policy Manual (see Article 9). This committee is also responsible for evaluating applications for the Lolas Halverson Young Investigators Award. Information about the Halverson Award Nomination process can be found in the Halverson Young Investigators Award policy statement.
- B. Media and Communications Committee. The Media and Communications Committee will be responsible for disseminating information to the I-MDRC membership and relevant stakeholders interested in the Consortium's work. This will be accomplished through a variety of outlets including through the website, social media, or email. The Media and Communications Committee will be led by the Communications Director and the committee will consist of the Media Coordinator and Membership Coordinator(s). Other members may be appointed by the Communications Director.
- C. Student Advisory Committee. The Student Advisory Committee, led by the Student Representative, is responsible for surveying student members to determine their needs related to the I-MDRC organization and communicating this information to the Advisory Committee.
- D. Additional committees. Additional committees may be added in the future

depending on the needs of the Executive Committee and membership. A new committee can be formed through a 2/3 vote of the Executive Committee.

Article 9. Policy statements of I-MDRC

Section 1. Procedures for approving policies. The Executive Committee is empowered to make any and all decisions regarding the business of the Consortium. Policy statements do not need membership approval for creation or modification. New or changes to policy statements must have at least one member of the Executive or Advisory Committee as a sponsor and are approved by a 2/3 vote of the Executive Committee of I-MDRC.

Section 2. Policy Manual. All approved policy statements will be contained within the I-MDRC Policy manual. The Policy manual will be made available to the membership of I-MDRC.

2. Standing policy statements. Because these policy statements are important to daily operations of the I-MDRC, they will always be included in the I-MDRC Policy manual. The content should be assessed on a regular basis and revised when necessary.

- A. Strategic plan
- B. Election rotation
- C. Conference site selection and procedures, including conference history
- D. Fellows program
- E. Lolos Halverson Award

Article 10. Amendments to Constitution/by-laws

Amendments to this Constitution and by-laws may be made by an affirmative vote of two-thirds of the Members-in-good-standing present at the Consortium Business Meeting. Proposed amendments must be submitted to the President no less than 30 days prior to the International Consortium meeting. If amendments are proposed more than 6 months before the next Consortium meeting, amendments may be made by an affirmative vote of two-thirds of the membership in a on-line ballot. Proposals to change the by-laws will be included in an electronic newsletter/ correspondence and posted on the I-MDRC website, and discussed (with appropriate rationale, arguments pro and con, etc.) at the Consortium Business Meeting before a vote.

II. HISTORICAL INFORMATION ABOUT I-MDRC

Approved 12.11.2020

The Motor Development Research Consortium (MDRC) originated in the mid-western United States in 1975 at the University of Toledo. The purpose of MDRC was to share research ideas and disseminate research results to strengthen both the quality and quantity of information related to motor development. The organization was centered in the Midwest until 1989, when it expanded to include members from across the United States. The last formal meeting of the MDRC was in 2013 at Temple University.

In 2014, a group of motor development scholars met and discussed creating an international organization to foster motor development research worldwide, using the same foundational principles of MDRC: a focus on collaboration, a platform to share ideas at any stage of development, and a venue for easy interpersonal communication. The first Assembly of the International Motor Development Research Consortium (then called International Consortium of Motor Development Research) occurred in 2015 in Au Boulard en Morvan, France, and included 27 participants from 9 different countries representing 17 universities. The organization was incorporated in the State of Delaware in 2018 and received non-profit status in the United States in 2019. More information can be found in the Policy Manual.

Version 1.0 approved 12.11.2020