

# TAIR Constitution and Bylaws

## Article I. Name

The name of the organization shall be the Texas Association for Institutional Research (TAIR).

## Article II. Purposes

The purposes for which the Texas Association for Institutional Research is organized are exclusively educational within the meaning of the section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent Internal Revenue Law. The major purposes of this Association shall be to provide for: 1) fostering unity and cooperation among persons having interests and activities related to institutional research, planning, evaluation, policy analysis, and institutional effectiveness in Texas institutions of postsecondary education; 2) disseminating information and exchanging ideas on issues and concerns of common interest; and 3) continuing professional development of individuals engaged in institutional research, planning, evaluation, institutional effectiveness and policy analysis.

## Article III. Membership and Voting

**Section 1.** Membership in the association and election to any office or appointment to any committee shall not be based on race, ethnic origin, sex, age, sexual orientation, or religious conviction.

**Section 2.** Membership shall be limited to persons working at public, private and independent colleges and universities, career colleges and schools, and government agencies, that are actively engaged in institutional research leading to improved understanding, planning, evaluation, policy analysis, institutional effectiveness and operation of higher education institutions. Graduate students engaged in the practice or study of institutional research are also eligible for membership.

**Section 3.** There shall be the following categories of membership: individual membership, institutional membership, graduate student membership, and emeritus membership.

**Section 4.** Individual membership belongs to one person and is non-transferable. An individual member is eligible to vote. An individual member in good standing is eligible for elected and/or appointed office.

**Section 5.** Institutional membership is transferable and campus-specific; that is, the membership belongs to the institution (not the individual) and can be transferred to another individual in the institution once per year. The institution must notify the Secretary when an institutional membership is transferred. An institutional member

is eligible to vote. An institutional member in good standing is eligible for elected and/or appointed office.

**Section 6.** To be eligible for graduate student membership, a person must provide documentation to the Secretary that s/he is actively pursuing a graduate degree at a regionally accredited institution of higher education, is not employed full-time, and is actively engaged in the study or practice of institutional research. A graduate student is eligible to vote, but is not eligible to hold elected and/or appointed positions.

**Section 7.** To be eligible for emeritus membership, a person must (a) be retired and (b) have been an active member of the Association for a minimum of five years. To receive emeritus membership, a person who meets the two criteria must make it known to the Secretary, at least 30 days prior to an annual conference, that s/he has retired or will retire prior to the annual conference and wishes to be considered for emeritus membership. The Secretary shall ensure that applicants for emeritus membership meet all requirements. Prior to the annual business meeting, the Secretary shall present the names of all qualified applicants for emeritus membership to the Executive Committee for formal approval. Approval of emeritus membership entitles the emeritus member to have TAIR membership fees waived.

**Section 8.** Voting shall take place at or before the annual conference by means of a ballot approved by the TAIR Executive Committee. An absentee ballot shall be available on the TAIR website for members unable to attend the annual conference. It shall be the responsibility of the Executive Committee to ensure the integrity of whatever voting processes are used.

**Section 9.** The right of a member to vote and all of his or her other rights and interests in the Association shall cease on the termination of his or her membership.

**Section 10.** To retain membership, a member must pay the registration fee for the annual conference or pay the annual membership fee. In special cases specifically designated by the Executive Committee, and for emeritus members, the annual membership fee shall be waived.

#### **Article IV. Officers**

**Section 1.** The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, an Immediate Past President, and two Members-At-Large.

**Section 2. President.** The President shall: (a) preside over activities of the Executive Committee; (b) appoint and charge individual, institutional or emeritus members to positions and committees as specified in this Constitution or the Bylaws; (c) preside at the annual conference and business meeting; (d) formulate and implement policy; (e) serve as liaison to other associations and agencies or appoint individual,

institutional or emeritus members to serve as liaison(s); (f) serve as an advisor to the Program Committee; and (g) perform any other duties necessary to assist the Association in achieving its purposes.

**Section 3. Vice President/President-Elect.** The Vice President/President-Elect shall: (a) serve on the Executive Committee; (b) chair the Program Committee and be responsible for the program and appointees for the program committee membership for the annual conference; (c) fulfill the duties of the President in his/her absence and in the event that the President cannot complete his/her term; and (d) perform other duties as assigned by the Executive Committee.

**Section 4. Secretary.** The Secretary shall: (a) serve on the Executive Committee; (b) maintain the official list of the Association's current members, their membership status, and other relevant member information on the TAIR database as directed by the Executive Committee; (c) ensure that membership benefits accrue to current members; (d) keep minutes of the annual business meeting and of Executive Committee meetings; (e) work with the Program Committee to print and distribute notices of the annual conference; (f) print and distribute copies of changes and amendments to the Constitution and Bylaws; (g) print and distribute minutes of the prior business meeting at the annual business meeting; (h) serve as an ex-officio member of the Program Committee; and (i) perform other duties as assigned by the Executive Committee.

**Section 5. Treasurer.** The Treasurer shall: (a) serve on the Executive Committee; (b) collect annual registration and membership fees; (c) pay duly authorized expenses of the Association; (d) reconcile the financial records of the Association; (e) prepare the financial reports of the Association; (f) prepare an annual budget for consideration by the Executive Committee; (g) ensure that the annual tax exempt Federal Income Tax forms are completed and filed within six months of the TAIR year-end (March 31); (h) support the Secretary's efforts to maintain the official list of current members on the TAIR database by forwarding relevant information as registration and membership fees are paid; (i) serve as an ex-officio member of the Program Committee; and (j) fulfill other duties as assigned by the Executive Committee.

**Section 6. Immediate Past President.** The Immediate Past President shall: (a) serve on the Executive Committee; (b) chair the Nominating Committee; (c) chair the Awards Committee; (d) serve as an ex officio advisor to the Program Committee; and (e) fulfill other duties as assigned by the Executive Committee.

**Section 7. Members-At-Large.** Two Members-At-Large will be elected for two-year terms. The Member-At-Large for Professional Development will have primary responsibility for overseeing professional development activities of the Association, including those at the Annual Meeting. The Member-At-Large for Technology will have primary responsibility for coordinating the Association's technical support, including the website, the listserv (TAIR-L), and activities requiring technological support at the Annual Meeting and professional development workshops.

**Section 8. Terms of Officers.** The Vice President/President-Elect shall be elected for a three-year term, serving as Vice-President/President-Elect for the first year, serving as President for the second year, and serving as Immediate Past President for the third year. The terms of office for the Secretary and the Treasurer shall be for two years and shall not start in the same year. The terms of office for the Members-At-Large will be for two years and shall not start in the same year. Each newly elected officer shall assume office at the close of the annual conference during which his/her election was announced and shall remain in office until her/his term is fulfilled, until s/he resigns, or until s/he is removed from office.

**Section 9. Transfer of Records.** At the conclusion of any officer's service in their office, all records shall be transferred to the incoming officer within 90 days.

## **Article V. Executive Committee**

**Section 1.** The Executive Committee shall be composed of the officers designated in Article IV.

**Section 2.** The Executive Committee shall: (a) conduct the general affairs of the Association between its annual conferences; (b) conduct the annual conferences of the Association (c) establish and announce the time and location of future annual conferences in such a manner as to protect the best interests of the association and its membership; (d) function as a budget committee; (e) present, prior to the annual business meeting, the slate of candidates prepared by the Nominating Committee for the vacancies for which an election is to be held; (f) fill vacancies, unless otherwise provided for in the Constitution; and (g) establish the membership fee structure.

**Section 3.** Compensation to members of the Executive Committee shall be limited to: (a) waiver of the conference registration fee for the annual meeting, not to include membership fee, workshops or special event; and (b) reimbursement of up to \$100. for each Executive/Program Committee meeting, to be applied to travel and/or lodging. If mileage is to be reimbursed, it will be reimbursed at the federal rate.

**Section 4.** Members of the Executive Committee shall not be personally liable for the debts, liabilities, or other obligations of the Association.

**Section 5.** Only the Executive Committee is authorized to approve any contract on behalf of the Association and only the President is authorized to sign any such contract.

## **Article VI. Election**

**Section 1. Eligibility for Election.** Only individual and institutional members shall be eligible to become officers.

**Section 2. Consent to Election.** Only those persons who have signified to the Nominating Committee their consent to serve if elected shall be nominated for or elected to such office.

**Section 3. Multiple Offices.** No person shall be on the ballot for more than one office in the same year.

**Section 4. Vacancies.** The Executive Committee shall have the authority to fill a vacancy by appointing an individual or institutional member to fill an unexpired term of office. If the elected President resigns, the Vice President completes the year as President and is also the President the following year as specified in Article IV, Section 7. In such an instance or if the Vice President's position should become vacant for other reasons, the Executive Committee may appoint a person to complete the term of the Vice President. A person appointed as Vice President will not automatically succeed to the office of President but is eligible to become a candidate for the President's position. Whenever a Vice President resigns and the position is filled by appointment, both the President and Vice President must be elected the following year. Persons appointed to the position of Secretary or Treasurer will complete the two-year term of office and will be eligible to succeed themselves and serve a full elective term of office as provided in the Constitution.

**Section 5. Removal from Office.** Should an elected officer or committee member fail to fulfill her/his responsibilities as defined in the constitution or in the bylaws, that person may be removed from office by vote of the Executive Committee. Prior to such a vote, the person who is the object of the vote shall be notified via certified mail of the Executive Committee's intention to take such a vote. In addition, immediate notice must be given to the membership prior to such a vote. The person who is the object of the vote has a right to respond in writing within 14 days of receipt of the certified notice. The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was delivered to the person who is the object of the vote. Immediately prior to the vote, members of the Executive Committee shall discuss all relevant information related to the vote. If two-thirds of the Executive Committee votes in favor of removal, the person who is the object of the vote is immediately removed from office. The person who was removed should be immediately notified of that fact by certified mail and the membership should be immediately informed. The vacancy shall be expeditiously filled in a manner consistent with Article VI, Section 4.

**Section 6. Succession.** Officers cannot succeed themselves in the same office except as noted in Article IV, Section 7 and Article V, Section 4.

**Section 7. Election of Officers.** All officers shall be elected at or before the annual conference from a slate of two or more candidates provided by the Nominating Committee.

**Section 8. Tie Votes.** A majority vote of the Executive Committee shall resolve tie votes in the election of officers.

## **Article VII. Dissolution**

In the event of a dissolution, all assets of the Association shall be distributed to an organization or organizations with the same or similar purposes that qualify for exempt status as described in section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or subsequent Internal Revenue Code, or to the Federal, State, or Local government for exclusive public service.

## **Article VIII. Constitutional Amendments**

**Section 1.** This Constitution may be amended at the annual business meeting.

**Section 2.** Proposed amendments to this Constitution: (a) must be submitted to the Secretary by an individual or institutional member of this Association in writing at least sixty (60) days prior to the annual business meeting, or (b) may originate through actions of the Executive Committee.

**Section 3.** Proposed amendments, initiated in accordance with Article VIII, Section 2, shall be circulated at least thirty (30) days prior to the annual business meeting. Such amendments shall also be distributed at the annual business meeting prior to the vote.

**Section 4.** Changes to this Constitution must be approved by two-thirds of voting members present at the annual business meeting. Changes shall become effective immediately after approval or as stated in the changes.

## **Article IX. Bylaws**

**Section 1.** The Association shall adopt Bylaws consistent with this Constitution as required for the conduct of its affairs.

**Section 2.** Proposed changes in the Bylaws: (a) must be submitted to the Secretary by a regular member of this Association in writing at least sixty (60) days prior the annual business meeting, or (b) may originate through actions in the Executive Committee.

**Section 3.** Proposed Bylaws initiated in accordance with Article IX, Section 2 shall be circulated at least thirty (30) days prior to the annual business meeting and distributed at the annual business meeting by the Secretary prior to the vote.

**Section 4.** Changes in the Bylaws must be approved by a majority of voting members present at the annual business meeting. Changes shall become effective immediately after approval or as stated in the changes.

## **Bylaws**

**Section 1. Annual Conference.** The annual conference of the Association shall be held each year at a site and date determined by the Executive Committee and announced at the annual business meeting. The annual business meeting shall be held in conjunction with the annual conference.

**Section 2. Calendar.** The fiscal year of the Association shall begin April 1.

**Section 3. Fees.**

(a) Fees shall be assessed according to the categories of membership as described in Article III, Section 2, of the Constitution.

(b) A registration fee shall be assessed to all who register for the annual conference each year, except as described in Article V. Section 3 of the Constitution. This fee shall include an annual membership fee.

(c) A membership fee will be assessed to anyone who does not pay the registration fee but wishes to be a member of the Association. In special cases specifically designated by the Executive Committee and for emeritus members, the annual membership fee shall be waived.

(d) The fee structure shall be established by the Executive Committee.

**Section 4. Affiliations.** TAIR shall maintain affiliations with other state, regional, national, and international organizations that share common interests to the mutual benefit of all parties.

**Section 5. Expenditures of Financial Resources.** The expenditure of the Association's financial resources shall further the purposes of the Association as specified in Article II of the constitution.

**Section 6. Committees and Appointments.**

(a) Appointment to positions and committees is restricted to members of the Association.

**(b) Nominating Committee.** There shall be a Nominating Committee consisting of the immediate Past President, who shall serve as the Chair, and four (4) members elected by the membership. The term of each member of the Nominating Committee shall be one (1) year or until a successor takes office. After considering candidates from all types of institutions of postsecondary education in Texas, the Nominating Committee shall prepare and report to the Executive Committee for transmission to the membership, a slate of eight candidates for the Nominating Committee and two candidates for each of the Executive Committee positions for which an election is to be held.

**(c) Program Committee.** A Program Committee shall be appointed by the Vice President/President-Elect in consultation with the President for each annual conference. The Vice President/ President-Elect shall chair the Committee. The Treasurer and the Secretary shall be ex officio members. The President and the Immediate Past President shall serve as ex officio advisors. Other members of the Program Committee shall be appointed by the Vice President/President-Elect.

**(d) Financial Review Committee.** Each year, the President shall appoint an Financial Review Committee within 60 days of the annual business meeting. The Financial Review Committee shall audit the Treasurer's books for the current fiscal year, ending March 31, following the business meeting. In auditing the Association's finances, the Financial Review Committee shall reconcile the Association's financial records with bank account(s), ensure that all financial transactions were consistent with Association policy and procedure, ensure that financial expenditures were consistent with the Association's purposes, assess the Association's financial condition, and make recommendations that address any problems or that would result in improvements in the management or use of the Association's financial resources. The chair of the Financial Review Committee shall report the Committee's findings at the next annual business meeting.

**(e) Awards Committee.** Each year, the Immediate Past President shall appoint an Awards Committee. The Awards Committee shall be chaired by the Immediate Past President. The Awards Committee shall (1) solicit from the membership the names of candidates to receive the TAIR Outstanding Service Award, evaluate the candidates based on criteria specified in Section 7 of the bylaws, and recommend candidates to receive the award to the Executive Committee (which, in turn, makes the final decisions); (2) evaluate nominations for the TAIR Best Presentation Award based on the criteria specified in Section 7 of the Bylaws and select the winner of the TAIR Best Presentation Award; and (3) evaluate nominations for the TAIR Outstanding Professional Practice Award(s) based on criteria approved by the Executive Committee and select the winner of the TAIR Outstanding Professional Practice Award(s).

**(f) Professional Development Committee.** Each year, the Member-At-Large for Professional Development will appoint a Professional Development Committee. This committee shall consist of the Member-At-Large for Professional Development and at least four additional members. The Committee should be broadly representative of Texas higher education in terms of geographical regions and educational sector (e.g., public/private/agencies, two-year/four-year, etc.). Based on the needs of TAIR members, the Committee shall be responsible for organizing and delivering professional development activities at the annual conference and throughout the course of the year.

**(g) TAIR Newsletter Editor.** Each year, the President shall appoint a TAIR Newsletter Editor who shall in collaboration with the TAIR Webmaster ensure that the TAIR Newsletters are published on the TAIR website according to a schedule approved by the Executive Committee.

**(h) Webmaster.** Each year, the Member-At-Large for Technology shall appoint a Webmaster in consultation with the TAIR President. The Webmaster shall maintain and develop the TAIR Web site on the World Wide Web. The TAIR Web site is an official communication vehicle of the Association and provides a critical link among the Executive and Program Committees and the membership. Thus, the Webmaster shall coordinate closely with the Executive Committee and the Program Committee to keep the membership abreast of important issues, professional development opportunities, and conference plans. TAIR event publicity, registration forms, and proceedings (e.g. papers and meeting minutes) should be published on the TAIR website.

**(i) TAIR-L Manager.** Each year, the Member-At-Large for Technology shall appoint a TAIR-L Manager. TAIR-L (the TAIR listserv) is one of three official communication vehicles of the Association, provides a critical link among the Executive and Program Committees and the membership, and provides a useful link among members when they seek professional information and advice from peers. The TAIR-L Manager shall maintain and develop TAIR's listserv as an open channel of communication among all members.

**(j) TAIR Historian.** Each year, the President shall appoint a TAIR Historian. This person shall be responsible for collecting and preserving the Association's permanent and historical records. Within parameters defined by the Executive Committee and in collaboration with the Member-at-Large for Technology, this person shall maintain a TAIR history page on the TAIR Web site.

**(k) AIR Liaison.** Each year, the President shall serve as or appoint an AIR Liaison. This should be a person who is willing and able to attend each AIR Forum and able to represent TAIR at appropriate AIR functions. The AIR Liaison's primary responsibility is to serve as a bridge between AIR and TAIR throughout the year,

communicating pertinent information and issues to the TAIR Executive Committee and the TAIR membership. In the absence of the President at the AIR Forum, the AIR Liaison is responsible to make arrangements for and conduct the TAIR Special Interest Group (SIG) meeting and other TAIR activities at the AIR Forum.

## **Section 7. Awards.**

**(a) TAIR Outstanding Service Award.** The TAIR Outstanding Service Award shall be presented to members who have made a significant contribution to TAIR over an extended period of time. A nominee for the Outstanding Service Award must have been a TAIR member for at least five years and not a member of, nor a candidate for, the Executive Committee during the year nominated. In addition, the Nominee must meet at least three of the four following criteria. The candidate has:

- (1) been a member of the TAIR Executive Committee, served on Program Committees, been appointed by the President to serve on committees or in positions of responsibility consistent with those in Section 6 of the Bylaws;
- (2) presented contributed sessions at TAIR conferences;
- (3) organized, offered, or acted as a primary presenter in workshops or panels at TAIR conferences;
- (4) contributed in some other specific and significant ways that have advanced the purposes of TAIR.

**(b) TAIR Best Presentation Award.** For any given annual conference the TAIR Best Presentation Award shall be given during the annual business meeting at the subsequent annual conference. The award shall be given to the presenter(s) whose concurrent session best exemplified a significant contribution to the theory or results of institutional research, planning, evaluation, policy analysis, or institutional effectiveness related to higher education in Texas. Members of the Awards Committee and the Executive Committee are ineligible for this award. Awards Committee members must recuse themselves from judging or influencing award decisions associated with presentations made by presenter(s) who pose any potential conflict of interest. To the extent possible, the Awards Committee should conduct blind reviews of the nominated presentations. To be nominated, a presenter must submit either a hard or electronic copy of her/his presentation to the Program Committee Chair within 14 days of the end of the annual conference. The Awards Committee is responsible for establishing its own processes and specific criteria for selecting the winning presentation. As an incentive for the presenter(s) to reprise the presentation at the subsequent AIR Forum, TAIR pays the basic AIR Forum registration fee for the presenter(s).

**(c) TAIR Outstanding Professional Practice Award(s).** At least ninety (90) days prior to each annual conference, the Awards Committee shall invite nominations from the membership for the TAIR Outstanding Professional Practice Award(s) (OPPA) and shall disseminate the Committee's categories, criteria, and deadlines for evaluating the submissions. Submissions shall be sent to the Committee Chair by the specified deadline and, depending on the categories established by the Awards Committee, may include reports, fact books, charts, instrumentation, methodologies, etc. in hard or electronic formats. Committee members shall review the nominated submissions based on their predetermined categories and criteria. After the Committee makes its decision(s), the award-winning submissions as well as all other submissions shall be made available to TAIR members for review at the resource fair. Awards Committee members must recuse themselves from judging or influencing award decisions associated with any potential conflict of interest. The TAIR OPPA(s) shall be presented for each designated category during the annual business meeting.

**Section 8. Vendors and Sponsors.** For-profit entities engaged in providing goods and services to TAIR member institutions can participate in TAIR activities as a vendor/sponsor but will not be eligible to vote, hold elected office or participate in appointed committees. Vendors can participate in the resource fair by paying the required fees. Vendors can partner with a TAIR member institution in submitting proposals for workshops, round tables and concurrent session presentations.

**Last amended: March 5, 2009**