

## **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 is open to all persons engaged in the field of institutional research leading to improved understanding, planning, evaluation, policy analysis, institutional effectiveness and operation of higher education institutions. 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: professional membership, student membership, and emeritus membership.

Section 4. Professional membership is the regular TAIR membership and is limited to persons engaged in the field of institutional research leading to improved understanding, planning, evaluation, policy analysis, institutional effectiveness and operation of higher education institutions. The membership belongs to one person and is transportable and may also be reassigned if purchased by an employer. If a position vacancy occurs, both the original member of record and the replacement member designated by the employer shall maintain full TAIR membership privileges until the end of the current membership year.

Section 5. To be eligible for student membership, a person must provide documentation to the Secretary that s/he is actively pursuing a 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 student member is eligible to vote, but is not eligible to hold elected and/or appointed positions.

Section 6. 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 7. Voting may take place at any time throughout the year by means of an electronic ballot administered by means approved by the TAIR Executive Committee. It shall be the responsibility of the Executive Committee to ensure the integrity of the voting processes utilized.

Section 8. 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 9. 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.

Section 10. The membership year shall be April 1 to March 31. New memberships begin the first day of the annual conference and continue through the end of the next fiscal year.

#### 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, a Communications Officer and a Professional Development Officer. To be eligible for office, the member must be employed full-time by a Texas higher education institution or related agency and reside in the State of Texas. In the event an officer retires or moves out of state, and is able to fulfill the elected term, that person may serve the remainder of the elected term at the discretion of the Executive Committee. If a replacement is needed, procedures found in Article VI, Section 4 will be followed.

Section 2. President. The President shall: (a) preside over activities of the Executive Committee; (b) appoint and charge professional 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 professional 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) distribute copies of changes and amendments to the Constitution and Bylaws; (g) distribute minutes of the prior 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) maintain a proper financial reporting system and 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) submit the appropriate documentation to State and Federal authorities by all prescribed deadlines to maintain tax-exempt status under 26 U.S.C. 501(c)3 (i.e., complete and file the annual tax-exempt Federal Income Tax Forms by August 15); (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. Communications Officer. The Communications Officer will have primary responsibility for coordinating the Association's means of communication and technical support, including the website, the listserv (TAIR-L), and activities requiring technological support at the Annual Meeting and professional development workshops.

Section 8. Professional Development Officer. The Professional Development Officer will have primary responsibility for overseeing professional development activities of the Association, including the organization of workshops and awarding of completion certificates at the Annual Meeting and throughout the course of the year.

Section 9. Terms of Officers. Newly elected officers shall assume office on April 1<sup>st</sup> following the annual conference at which the membership elected the officer and remain in office until the officer fulfills the term of the office, resigns the position, or is removed from office. (a) 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. (b) The Secretary and-Treasurer shall be elected for staggered two-year terms that shall not start in the same year. (c) The Communications Officer and the Professional Development Officer shall be elected for staggered two-year-terms

that shall not start in the same year.

Section 10. 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 professional 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 a professional 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 3. 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 or Communications Officer or Professional Development Officer 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 become ineligible or deemed unable 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 email by a representative of the Executive Committee about the intention to take such a vote. At least one other member of the Executive Committee should be included in the notification. The person who is the object of the vote has a right to respond within 14 days of the notice. The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was provided. 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, 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 3 and Article VI, 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 a professional member of this Association in writing at least sixty (60) days prior to the vote, 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 a vote. Such amendments shall also be distributed

at the annual business meeting.

Section 4. Changes to this Constitution must be approved by two-thirds of voting members. 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 to a vote, 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 a vote and distributed at the annual business meeting by the Secretary.

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 the annual membership fee.

(c) A membership fee will be assessed to those wishing to be a member of the Association who do not pay the registration fee. For emeritus members, and in special cases designated by the Executive Committee, the annual membership fee shall be waived.

(d) The fee structure shall be reviewed and established by the Executive Committee prior to registration for each annual conference.

### **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 to staggered two-year terms. The term of each member of the Nominating Committee shall be two (2) years or until a successor takes office. After considering candidates from all types of Texas higher education institutions and related agencies, the Nominating

Committee shall prepare and report to the Executive Committee for transmission to the membership, a slate of four 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 Executive Committee shall serve as ex-officio members. Additional members of the Program Committee shall be appointed by the Vice President/President-Elect.

(d) Financial Review Committee. Each year, the President shall appoint a Financial Review Committee at 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 no later than 60 days after the close of the fiscal year. 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's purpose, policy and procedure, 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 Professional Development Officer will appoint a Professional Development Committee. This committee shall consist of the Professional Development Officer 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) Communications Committee. The Communications Officer will appoint a Communications Committee. This committee shall consist of the Communications Officer and at least two

additional members. The committee is responsible for the association's means of electronic communications and technological needs, including the website, listserv (TAIR-L), and technical support at the annual conference and professional development workshops. Members, excluding the Communications Officer may serve multiple years to allow for continuity.

(i) 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 Communications Officer, this person shall maintain a TAIR history page on the TAIR Web site.

(j) 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. The AIR Liaison may receive a reimbursement of up to \$1,500 for travel expenses (transportation, food and/or lodging) to AIR Forum when representing TAIR as the AIR Liaison.

(k) SAIR Liaison. Each year, the President shall serve as or appoint a SAIR Liaison. This should be a person who is willing and able to attend the annual SAIR Conference and able to represent TAIR at appropriate SAIR functions. The SAIR Liaison's primary responsibility is to serve as a bridge between TAIR and SAIR 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 SAIR Conference, the SAIR Liaison is responsible to make arrangements for and conduct the TAIR Special Interest Group (SIG) meeting and other TAIR activities at the SAIR Conference. The SAIR Liaison is not eligible for reimbursement of conference registration, travel, or other expenses.

(l) Ad-hoc positions and committees, as deemed necessary for the operation of TAIR, may be established or discontinued by the President with approval of the Executive Committee.

## 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). If the presentation is made by more than one person, the registration fee payment MAY be divided among the presenters.

(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.

Entities engaged in providing goods and services to TAIR member institutions can participate in TAIR activities as a sponsor but will not be eligible to vote, hold elected office or participate in appointed committees. By paying the required fees, sponsors are entitled to a space in the Sponsor Exhibit area and may attend all conference activities included in the price of conference registration. Sponsors can pay an additional fee or partner with a TAIR member to submit proposals for workshops, concurrent sessions, or other presentations. The fee structure shall be reviewed and established by the Executive Committee prior to registration for each annual conference.

#### Section 9. Sponsorship of Graduate Assistant.

The Executive Committee may elect to sponsor a graduate assistant by providing membership fees and/or travel expense reimbursement for the annual conference. Such sponsorship is at the discretion of the Executive Committee with due consideration of the financial status of the organization in any given year. A sponsored graduate assistant may be utilized to support conference planning activities or other initiatives deemed appropriate by the Executive Committee.

#### Section 10. Professional Development Workshops, Certificates, and Programs.

(a) Workshops. A workshop is an organized opportunity for members that includes hands-on learning experiences structured into either a half-day or full-day format. Workshops organized by the Professional Development Committee function as a key professional development opportunity for members of TAIR and demonstrate our commitment to continuing education.

(b) Workshop Completion Certificates. Certificates are awarded to members based on successful completion of professional development workshops organized on behalf of TAIR. These certificates serve as evidence that a member has engaged in an organized professional development activity. Certificates should be available to attendees until the end of the event

(e.g., the last day of the Annual Conference or the end of the day for Summer Workshops). After the event, an electronic version of the certificate can be emailed to the attendee upon request.

A database of workshop completions will be maintained by the Professional Development Officer or by a member appointed to the Professional Development Committee. This database will serve as the official record of completion for workshops organized and presented by TAIR as part of the Professional Development Certificate of Completion Program.

(c) Professional Development Certificate of Completion Program. The Professional Development Certificate of Completion Program (PDCCP) is designed to provide special recognition to members who engaged in a series of professional development activities within the organization. The PDCCP is organized into levels with each level representing an increase in both the breadth and depth of knowledge and skills related to the institutional research profession.

Certificates of Completion for each level will be presented at the Annual Conference. After the Annual Conference, an electronic version of the certificate can be emailed to members upon request.

#### Section 11. Risk Assessment.

The treasurer conducts a risk assessment of the association to determine the association's exposure and how to appropriately mitigate those risks including insurance for general liability and directors and officer's insurance and reports to the executive committee at the beginning of each fiscal year.