

# North Carolina Association for Institutional Research Constitution and By-Laws

RATIFIED: January 1973

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## Constitution

### ARTICLE I NAME

The name of the Association shall be the North Carolina Association for Institutional Research.

### ARTICLE II PURPOSES

The major purposes of this Association shall be:

- (1) to provide for professional development;
- (2) to provide for the dissemination of information and the interchange of ideas on problems of common interest;
- (3) to contribute to the advancement of post-secondary education in its fullest and broadest implications; and
- (4) to foster a friendly spirit of unity and cooperation among persons having interest and activities related to institutional research, planning, and assessment.

### ARTICLE III MEMBERSHIP AND VOTING

Membership shall be open to any person engaged in institutional research, planning, and assessment; and each active member shall have one vote.

### ARTICLE IV OFFICERS

Section 1. Officers – The officers of the Association shall consist of the President, the President-elect, the Secretary, and the Treasurer.

#### Section 2. Duties of Officers

President – The President shall:

- (a) serve as Chairman of the Executive Committee and preside at all meetings of the Association;
- (b) represent the Association or provide for appropriate representation for the Association at national, regional, and local conferences or meetings of interest to the Association;
- (c) act as spokesman for the Association;
- (d) have general responsibility for promoting membership in the Association;

- (e) appoint committee members, including ex-officio members of the Executive Committee; and
- (f) perform any other duties necessary to assist the Association in achieving its purposes as stated in the Constitution.

President-Elect – The President-Elect shall:

- (a) perform all of the duties of the President in the absence of that officer;
- (b) assist the President;
- (c) serve as Chairman of the Planning Committee for the Annual Conference;
- (d) have responsibility for printing and distributing the Proceedings of the Annual conference at the earliest possible time;
- (e) perform other assignments which may be delegated by the President;
- (f) assume the duties of the President in the event that a vacancy occurs prior to the expiration of the term of office; and
- (g) assume the office of President at the end of the President’s term.

Secretary – The Secretary shall:

- (a) keep the minutes of the Annual Conference and of meetings of the Executive Committee.

Treasurer – The Treasurer shall:

- (a) collect annual dues;
- (b) provide for the payment of duly authorized expenses of the Association with due regard for any By-Law stipulations;
- (c) prepare formal financial statements for the Executive Committee meetings and Annual Conferences;
- (d) prepare the annual budget; and
- (e) provide to the chair of the membership committee regular reports of changes in the current membership of the association, and the names and addresses of any new members.

Section 3. Term of Officers – The term of officers, with the exception of the Secretary and Treasurer, shall be from one Annual Conference to the next Annual Conference. The term for Secretary and Treasurer shall be two (2) years. All officers shall assume office at the close of the Annual Conference at which elected and serve until the close of the Annual Conference coinciding with the completion of the term for which they are elected.

Succession – The Secretary and Treasurer are eligible to serve, not more than two consecutive terms, in the same office.

## **ARTICLE V EXECUTIVE COMMITTEE**

Section 1. Composition – The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, the Immediate Past President, the Editor of the Association’s Newsletter, and four (4) Members-at-Large, all of whom shall be active members upon their nominations, elections, or appointments and throughout their terms of office. The

President shall be the chairman and retain appointive power conferred by Section 2 of Article IV, to include ex-officio members of this Committee.

Section 2. Duties –

- (a) The Executive Committee shall have the general supervision of the affairs of the Association between its Annual Conferences, fix the hour and place of meetings, make recommendations to the Association, and perform such other duties as are specified in the By-Laws;
- (b) the Executive Committee shall function as the budget committee; and
- (c) in addition, shall pose questions with the President on important policy matters.

Section 3. Vacancies – Unless otherwise provided for in the Constitution, the Executive Committee shall have the authority to fill any vacancy by appointment for the unexpired term. Any individual appointed for an unexpired term shall be eligible to succeed himself and to serve a full elective term as provided for in the Constitution.

**ARTICLE VI MEMBERS-AT-LARGE**

Section 1. Election and Terms of Office – The Members-at-Large shall serve until the close of the Annual Conference coinciding with completion of the term for which they are elected with the proviso that vacancies shall be filled so that the four (4) elected Members-at-Large of the Executive Committee shall include one (1) community college representative, one (1) public senior institution representative, one (1) private institution representative and one (1) all institutions representative.

Succession – Members-at-Large are eligible to serve, not more than two consecutive terms, in the same office.

Section 2. Duties – Members-at-Large shall serve on the committees for any special programs sponsored by the Association and perform any other duties assigned by the President.

**ARTICLE VII BY-LAWS**

The Association shall adopt By-Laws for the conduct of its affairs not inconsistent with this Constitution.

**ARTICLE VIII AMENDMENTS**

This Constitution may be amended at any Annual Conference by a two-thirds (2/3) vote of members present and voting, provided the substance of the proposed amendment shall have been submitted thirty (30) days prior to the Conference in the Call of the Meeting.

## **BY-LAWS**

### **ARTICLE I MEETINGS**

The purpose of the Association will be served by annual conferences, special meetings, and executive committee meetings.

Section 1. Annual Conferences – The Annual Conference of the Association shall be held on a date determined by the Executive Committee.

Section 2. Special Meetings – Special meetings of the Association may be called by the Executive Committee, or by petition of ten percent (10%) of the active membership.

Section 3. Executive Committee – The Executive Committee shall meet not less than twice, one such meeting to follow the Annual Conference, and at such other time(s) as designated by the President.

### **ARTICLE II MEMBERSHIP DUES**

Section 1. Amount – Annual dues for the membership shall be the amount set by the Association on recommendation of the Executive Committee.

Section 2. Dues – Dues for the membership year are payable as of the Annual Conference, but shall be paid not later than thirty (30) days prior to the next ensuing Annual Conference for a member to have active status for the current year.

Section 3. Honorary Life Members – Honorary Life Members of the Association, defined as a person accorded such status from time to time by the Executive Committee, shall be exempt from membership dues and such exemption shall not affect their status as active members nor the privileges of active membership except holding the offices of president, president-elect, secretary, or treasurer.

### **ARTICLE III FISCAL YEAR**

The fiscal year of the Association shall be from June 1 to May 31.

### **ARTICLE IV COMMITTEES**

Section 1. Nominating Committees – A Nominating Committee of at least three active members shall be appointed by the President not later than ninety (90) days prior to each Annual Conference. The Immediate Past President shall serve as Chair.

Section 2. Annual Conference Planning Committee – An Annual Conference Planning Committee shall be appointed by the President for each Annual Conference.

Section 3. Auditing Committee – An Auditing Committee shall be appointed by the President. This Committee shall audit the Treasurer’s books for the preceding fiscal year.

Section 4. Membership Committee – The Membership Committee shall be appointed by the President. The chair of the membership committee shall keep and publish annually an accurate listing of the members of the Association, and provide a list of active members during the Annual Conference.

Section 5. Special Programs Committee – A Special Programs Committee shall be composed of the Members-at-Large, and other persons appointed by the President.

Section 6. Resolutions Committee – A Resolutions Committee of five active members shall be appointed by the President not later than ninety (90) days prior to each Annual Conference. Membership of the Resolutions Committee shall include at least one community college representative, one public senior institution representative, and one private institution representative from the general membership. The President shall also appoint a Member-at-Large of the Executive Committee, who shall serve as chair, and a representative of the Past Presidents’ group.

Section 7. Such other committees as are deemed necessary for the welfare of the Association may be appointed by the President.

## **ARTICLE V            OFFICIAL ORGAN**

Section 1. Proceedings – The proceedings shall constitute an official organ of the Association.

Section 2. Newsletter – The Newsletter shall constitute an official organ of the Association. The Editor thereof shall be appointed by the President with the concurrence of the Executive Committee, for a one-year renewable term of office.

Section 3. The Association may cause such other official organ(s) to exist as it may deem to be desirable in promoting its Purposes.

## **ARTICLE VI            QUORUM**

A quorum to conduct the business of the Association shall consist of twenty-five (25) percent of the active membership.

## **ARTICLE VII            PROCEDURE**

Section 1. General – The latest edition of Robert’s Rules of Order shall govern all meetings of the Association insofar as they are applicable and not inconsistent with the Constitution and By-Laws of the Association.

Section 2. Nominations and Elections – The Nominating Committee shall cause its slate of proposed officers and Members-at-Large (with any annotations deemed to be desirable) to be

sent to each active member not later than thirty (30) days prior to each Annual Conference. Active members, having indicated their choices and/or written in their nominees, shall return their ballots to the Committee by the date specified on the ballot. Upon conclusion of the process, the Committee's ballots shall be deposited with the Association's Secretary.

Section 3. Resolutions – All resolutions to be presented to the Annual Conference shall first be presented to the Resolutions Committee at least twenty-four (24) hours prior to the annual business meeting to review and recommend resolutions. The chair of the Resolutions Committee shall present all recommended resolutions at the annual business meeting.

Section 4. Financial Commitment – The President shall have final authority in cases where there is uncertainty concerning a financial commitment by the Association.

## **ARTICLE VIII      AMENDMENTS**

These By-Laws may be amended in any Annual Conference by a majority vote of members present and voting, provided the substance of the proposed amendment shall have been submitted to the current membership thirty (30) days prior to the Annual Conference.

**Submission for inclusion on this page: Paul Nagy; proof-read by Nancy Lee**

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