

# BYLAWS OF THE ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH

## *Article I*

The Association shall adopt bylaws consistent with the Constitution as required for the conduct of its affairs as described below.

*Section 1.* Proposed changes in the bylaws: a) may be submitted in writing to any member of the Executive Committee at least sixty (60) days prior to the annual meeting; or b) may be proposed through action originating in the Executive Committee.

*Section 2.* The Secretary shall be responsible for printing any proposed bylaws or amendment(s) initiated in accordance with Section 1 of this Article, and for submitting them to the members for consideration at the annual business meeting. The Secretary shall be responsible for incorporating approved bylaws or amendments into a master electronic format.

*Section 3.* A proposed change in the bylaws shall become effective immediately after it is approved by a majority of the members present at the annual business meeting.

## *Article II*

### Duties of Officers

*President* — The President shall: a) chair the Executive Committee and preside at the business meetings of the Association; b) appoint committee members unless membership is specified in the Constitution or in the Bylaws; c) work with committees in formulating policy and expediting the implementation of such policies; d) consult with the Vice President in planning the annual conference; e) have general responsibility for promoting membership in the Association; and f) perform any other duties necessary to assist the Association in achieving its stated purposes. The term of office for the President shall be one year.

*Vice President* — The Vice President shall: a) plan the program for the annual conference; b) assist the President in other duties as the need arises; and c) assume the duties of the President in the event that person cannot complete his/her term. The Vice President shall succeed to the office of President at the end of the one-year term as Vice President.

*Secretary* — The Secretary shall: a) keep the minutes of the annual business meeting and other meetings of the membership or of the Executive Committee; b) publish and distribute the newsletter of the Association; c) publish and distribute an annual information directory for the Association; d) attend to the correspondence of the Association, including printing and distributing notices about the annual conference; e) print and be responsible for incorporating into a master electronic format, any proposed bylaws or amendment(s) initiated in accordance with Section 1 of Article I, and submit them to the members for consideration at the annual business meeting; and f) perform all said duties inherent in the position of Secretary. The term of office shall be two years, commencing in even numbered years.

*Treasurer* — The Treasurer shall: a) maintain and distribute to the officers a list of the membership of the Association; b) collect annual conference registration and membership fees; c) send reminder notices to members who do not renew annual membership; d) provide for the payment of duly authorized expenses of the Association; e) prepare informal financial statements for the Executive Committee and complete financial reports for the annual business meeting; f) invest the funds of the Association at the direction of the Executive Committee; and g) perform all said duties inherent in the position of Treasurer. The term of office shall be two years, commencing in odd numbered years.

*The Immediate Past President* — The Immediate Past President shall: a) serve as a member of the Executive Committee; b) chair and convene the Nominating Committee; c) chair and convene the Awards Committee; d) perform other duties as assigned by the President. The term of the Immediate Past President shall be one year.

*The Executive Committee* — The Executive Committee shall: a) conduct the general affairs of the Association between its annual meetings; b) set the time and location of the next year's meeting; c) function as a budget committee; d) provide a slate of officer nominations, as submitted by the Nominating Committee, at the annual business meeting; and e) fill vacancies, unless otherwise provided for in the Constitution.

The Executive Committee reserves the privilege, under urgent circumstances, to make interim policy of structural changes in the conduct of affairs to accommodate for the organization's survival or maintenance of legality. Such changes shall be enforceable only until such time as they may be considered by the membership assembly at the annual meeting. Such changes shall require a majority vote of the Executive Committee.

*Vacancies* — Unless otherwise provided for in the Constitution, the Executive Committee shall have the authority to fill a vacancy by appointing an Association member to fill an unexpired term. A person appointed to finish the term of the Vice President must run for election to become President. If the elected President resigns, the Vice President completes the year as President and is also the President the following year. In all other situations, the person appointed to an unexpired term shall be eligible to succeed him/herself and to serve a full elective term as provided in the Constitution.

*Succession* — Officers cannot succeed themselves in the same office except as noted in *Vacancies* above.

*Election of Officers* — At the annual business meeting, the Executive Committee shall present a slate of candidates, consisting of one individual for each office, to be confirmed by the membership. Additional candidates may be nominated from the floor. If such occurs, a vote will be taken by written ballot to determine the new officers.

### *Article III*

#### Meetings

The annual conference of the Association shall be held each year at a site and date determined by the Executive Committee. The membership shall be notified of the site and date at least 60 days prior to the annual conference. The annual business meeting shall be held in conjunction with the annual meeting. The Executive Committee shall meet as often as deemed necessary to accomplish the purpose of the Association.

A meeting of the Executive Committee shall be held at least 60 days prior to the annual conference at the site of the Conference and will include the local host (s).

*Article IV*

Calendar

The fiscal year of the Association shall begin 1 July each year and terminate 30 June the following year.

*Article V*

Fees

Registration fees shall be assessed to all who attend the annual conference each year. The annual membership fees cover the period from annual conference to annual conference.

Alternate membership fees shall be determined by the Executive Committee and will be assessed to anyone who does not pay a registration fee but wishes to be a member of the Association.

*Article VI*

Committees

A Nominating Committee shall exist which consists of the Immediate Past President and two additional members to be elected by and from the membership at the annual meeting within those procedures specified in Article III of the Constitution. The Nominating Committee shall prepare and report to the Executive Committee a single candidate for each office position for which an election is to be held. Nominating Committee members are ineligible to be on the slate of officers to be elected at the annual business meeting the year in which they serve on the committee.

A Local Arrangements Committee shall be appointed by the Vice President in consultation with the President for each annual conference. From this group a Local Arrangements chairperson shall be appointed by the Vice President. The chairperson, in consultation with the Vice President, will select additional committee members as deemed necessary.

An Awards Committee will be appointed in consultation with the Executive Committee and chaired by the Past President. This committee will solicit and recommend nominations for various awards, e.g., Sutton award, Travel Grants, Best Paper.

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

*Article VII*

Quorum

A quorum to conduct the business of the Association shall consist of twenty-five (25) percent of the registrants of the annual conference.

A quorum at any meeting of the Executive Committee shall consist of four members.

## Article VIII

### Parliamentary Procedures

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 Bylaws of the Association.

#### **History of Changes**

*Adopted July, 1987*

*Amended September 23, 1987*

*Amended April 6, 1989*

*Amended April 26, 1990*

*Amended April 4, 1992*

*Amended, April 5, 1994*

*Amended April 6, 2001*

*Amended April 30, 2004*