

## IAIR CONSTITUTION

### ARTICLE I NAME

The name of this organization shall be the Illinois Association for Institutional Research, also referred to as IAIR.

### ARTICLE II PURPOSE

The purposes of the Association shall be to: 1) promote Institutional Research in postsecondary education as a professional activity; 2) disseminate information about the methods and content of Institutional Research; 3) provide a forum in which Institutional researchers can discuss and seek assistance in their common problems and share research findings; 4) promote professional development of IAIR members. The association shall be a not-for-profit entity.

### ARTICLE III MEMBERSHIP

Membership is open to individuals who are engaged in research leading to the improved understanding, planning and operation of postsecondary education and to individuals who are interested in the methodology and results of institutional research. Such individuals become members by payment of annual dues. The Association will act in a non-discriminatory manner and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

### ARTICLE IV OFFICERS

Section 1. The officers of the Association shall consist of the President, the Vice-President and President-Elect, the Treasurer and the Secretary.

Section 2. The officers of this Association shall be elected by a majority of the members voting at the annual business meeting,

Section 3. The term of each officer shall begin at the conclusion of the annual business meeting at which they are elected. All Presidents will serve the Association for three years, one year each as VP and President-Elect, President,

and Past-President. The Secretary's term shall be two years, and the term of the Treasurer shall be three years.

#### ARTICLE V DUTIES OF OFFICERS

Section 1. President. The President shall chair the Steering Committee and preside at the business meetings of the Association. The President shall represent the Association in relations with other professional and educational organizations, foundations and governmental agencies. The President shall be responsible on behalf of the Association for business meeting and annual conference site contracts.

Section 2. Vice-President and President-Elect. The VP and President-Elect's primary responsibility is to learn the role of president to ensure a smooth transfer. The VP and President elect shall maintain the operating/planning calendar of the Steering Committee for the year. The VP and President-Elect shall take on the role and responsibilities of the President at meetings and other official Association functions in the President's absence.

Section 2. Section 3. Treasurer. The Treasurer shall be responsible for the receipt and disbursement of all funds of the Association and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall be responsible for preparing a budget to be submitted to the Steering Committee for approval, and the annual fiscal report to be presented at the annual meeting for vote of acceptance. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of the Association. By working with standing and ad hoc committees, the Treasurer shall be responsible for collection of dues and for maintaining the current membership roster.

Section 3. Section 4. Secretary. The Secretary shall be responsible for the minutes of the meetings of the Steering Committee and of the annual and any special business meetings. The Secretary shall maintain a historical record of the activities of the association. By working with

standing and ad hoc committees, the Secretary shall be responsible for authorizing all mailings to the general membership and others on the current mailing list. The Secretary shall maintain the Constitution and Bylaws for the Association.

#### ARTICLE VI STEERING COMMITTEE

Section 1. The voting members of the Steering Committee shall consist of the President, the Vice-President and President-Elect, the Treasurer, the Secretary, the immediate Past President, the Associate Program Chair and the chairs of standing committees.

Section 2. The Steering Committee shall have full authority to act for and on behalf of the Association, except as otherwise specified in this Constitution. The Steering Committee shall be responsible for such duties as are required for the management of the Association's affairs and shall have the authority to implement Bylaws which are consistent with this Constitution.

Section 3. Meetings of the Steering Committee shall be called by the President.

#### ARTICLE VII VACANCIES

Vacancies in any office or on the Steering Committee or on any standing committee shall be filled by appointment by the Steering Committee for the unexpired term.

#### ARTICLE VIII MEETINGS

The annual business meeting of the Association shall be held in conjunction with the annual fall conference.

#### ARTICLE IX QUORUM

Section 1. Twenty (20) percent of the Association membership shall constitute a quorum at the annual business meeting.

Section 2. A quorum at any meeting of the Steering Committee shall consist of a simple majority of the Steering Committee membership.

## ARTICLE X COMMITTEE

Section 1. Standing Committees. There shall be at least four (4) standing committees: Program, Membership, Nominating, and AIR Liaison. The Chair of the membership Committee and the Associate Program Chair shall be elected by a majority of the members voting at the annual business meeting. The AIR Liaison Committee Chair shall be appointed by the Steering Committee from the ranks of former IAIR presidents.

Section 2. The terms of the Chairs of the Program, Membership and AIR Liaison Committees and the Associate Program Chair shall begin at the conclusion of the annual business meeting at which they are elected or appointed. The terms of the Chair of the Program Committee and the Associate Program Chair shall be one year, and their terms will end at the conclusion of the following year's business meeting. One year after election the Associate program Chair shall automatically become Chair of the Program Committee. The term of the Chair of the Membership Committee shall be two years with the term beginning in even-numbered calendar years, and ending two years later at the conclusion of the annual business meeting. The term of the Chair of the AIR Liaison Committee shall be three years with the first term appointment beginning immediately following the close of the 1993 annual business meeting and ending three years later at the conclusion of the annual business meeting. The Nominating Committee shall consist of the immediate Past President as Chair and three persons elected by the membership of the Association. The term of office of elected members of the Nominating Committee shall be for one year, beginning at the conclusion of the annual business meeting at which they are elected, and terminating at the conclusion of the following year's annual business meeting.

Section 3. The Program Committee shall be responsible for the design and management of the Annual Conference. The Chair shall recruit and select members of this committee. The Associate Program Chair shall serve as an active member of the Program Committee and preside in the absence of the Chair.

Section 4. The Membership Committee shall be responsible for attracting members to the Association and encouraging local, state and regional activities relevant to the purposes of the Association. The Chair shall recruit and select members of this committee.

Section 5. At least twelve (12) weeks prior to the annual conference, the Nominating Committee shall issue to the general membership a call for nominations for officers, Chairs of the Program and membership Committees and members of the Nominating, Committee. At least eight (8) weeks prior to the annual Conference, the Nominating, Committee shall report the results of the call for nominations to the Steering, Committee and shall present to the Steering, Committee a single slate of candidates to be presented at the annual meeting. Nominations shall be open to the floor after presentation of the slate.

Section 6. The one-person AIR Liaison Committee shall be responsible for serving as the Association's official liaison with the Association for Institutional Research by representing the IAIR on the AIR Affiliated Groups Special Interest group and communicating pertinent issues with the IAIR Steering Committee.

#### ARTICLE XI AMENDMENTS

This Constitution may be amended by two-thirds of those voting. A vote to amend may be taken at the annual business meeting or at any time by mail ballot, provided that the proposed amendment has been circulated in written form to the entire membership not less than thirty (30) days beforehand. Amendments may be proposed by the Steering Committee or by petition of ten (10) members of the Association.

#### ARTICLE XIII BYLAWS

Section 1. Membership dues shall be determined by the Steering Committee subject to approval of the membership.

Section 2. The fiscal year of the Association shall be December 1 to November 30.

Section 3. Meetings of the IAIR shall be conducted according to Roberts Rules of Order except when explicitly required to be otherwise by the Constitution or Bylaws.

Section 4. The Steering Committee and all standing Committees shall convene a minimum of two (2) times per fiscal year.

Section 5. The President, with the approval of the Steering Committee, shall establish ad hoc committees as necessary to carry on special activities of the Association. The President shall appoint Chairs of ad hoc committees.

ARTICLE XIII DISSOLUTION Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(e)(3) of the Internal Revenue Code or corresponding sections of any future federal tax code.

#### ARTICLE XIV RECOGNITION AWARDS

Section 1. The Recognition Award Program. The Illinois Association for Institutional Research (IAIR) Recognition Award Program shall consist of four (4) categories -- Service, Best Presentation, Management/ Leadership, and Special Recognition. The awards will be made to individuals who, in the majority judgment of the Steering Committee, have made outstanding contributions to research, planning and information-based management in higher education, to IAIR, or to both. Descriptions of each award are included in Article XIV, Sections 2 through 5.

Section 2. The Service Recognition Award is awarded to a current or former IAIR member who has made significant contributions toward advancement of the purposes and goals of IAIR. The purpose of the award is to provide meaningful recognition of individual(s) who have actively provided service and leadership to the Association. The minimum selection criteria shall include: membership in IAIR for at least five (5) years; active Association participation as a member of the Steering Committee or an IAIR standing

committee; and professional contributions to IAIR by making formal presentations at the IAIR annual fall conference or contributing to the Association's newsletter or other related publications.

Section 3. The Best Presentation Award is awarded to recognize the author(s)/ presenter(s) whose presentation at the IAIR annual fall conference is identified as exemplary by a committee of the membership chaired by the immediate Past President. Criteria used in the selection process shall include: significance of the subject matter, the extent to which current or emerging issues in higher education are addressed; presenter knowledge of the subject matter; session organization and delivery including the use of appropriate audio-visual materials and handouts. Additional relevant criteria may also be identified and used by the committee. This duly designated committee of the membership which is chaired by the immediate Past President will forward recommendations to the Steering Committee for action.

Section 4. The Management/Leadership Recognition Award is awarded to the chief executive officer of an institution, political leader, or leader of another organization who has made a significant contribution to the advancement of research, planning, and information-based management in higher education. Generally the award will recognize efforts to advance these goals in Illinois and support Illinois higher education.

Section 5. The Special Recognition Award is awarded to the professional who has made an outstanding contribution to the goals and aims of research and planning in higher education or the application of research and planning to institutional decision making. Contributions of IAIR members to the broad field of institutional research and planning can be recognized with this award. The award can also recognize an individual who has made a significant contribution as a practitioner in the application of research and planning to institutional decision making.

Section 6. Award Nominations. Nominations for the Service, Management/ Leadership and Special Recognition Award recipients should be submitted to the IAIR President at least ten (10) weeks prior to the annual conference. Persons who make formal presentations at the IAIR annual conference will be eligible for consideration for the Best Presentation Award for that year. The IAIR immediate past president will coordinate the award solicitation and review process.

Section 7. The awards are made at the discretion of a majority of the Steering Committee and not necessarily on an annual or regular basis.

Section 8. Awards will be presented at either the IAIR annual fall conference (preferred), the IAIR meeting at the Association for Institutional Research Forum or on other appropriate occasions, as determined by the Steering Committee

Section 9. The majority decision of the Steering Committee regarding the selection of award recipients shall be final.

#### DOCUMENT HISTORY

Approved by unanimous vote: October 29, 1982

Amended by mail ballot: June 1, 1984.

Amended by mail ballot July 1, 1985.

Amended by unanimous vote November 5, 1993 (Article 8 Section 5 added).

Amended by unanimous vote November 6, 1998 (Article XIV added).

Amended by e-mail ballot August 1, 2003

(Article III affirmative action statement revised.

Article IV Vice President and President Elect position added, terms adjusted.

Article V duties adjusted, Article VI, steering committee clarified, Article X, Nominating added as standing committee, section 5 timelines shortened).