

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

RATIFIED: January 1973

REVISED: November 1976; November 1977; November 1979; November 1980; November 1982; April 1984; May 1985; May 1986; April 1987; March 1988; April 1989; March 1992; March 1995; March 1998; March 2009; March 2014; March 2020; March 2026

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

Section 1. Membership in the Association and election to any office shall not be based on gender, ethnicity/race, age, sexual orientation, religious conviction or lack thereof.

Section 2. There shall be the following categories of membership: regular and honorary life members.

Section 3. To be eligible for regular membership, a person shall be engaged in institutional research, planning, and assessment or can benefit from the Association's purposes stated in Article II.

Section 4. To become an honorary life member, a person must have been an active member for a minimum of 10 years prior to the awarding of the membership and approved by the Executive Committee. Honorary life members shall have one vote on Association business and shall not hold elective office.

Section 5. Active regular members have one vote on Association business and may hold elected office in the Association.

Section 6. Voting shall take place at either Annual Conference, or in a manner to be determined by the Executive Committee that would ensure anonymity in voting.

ARTICLE IV OFFICERS

Section 1. Officers – The officers of the Association shall consist of the President, President-Elect, Secretary, and 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;
- (f) complete annual professional development training related to non-profit financial management;
- (g) oversee the annual tax reporting process to ensure full compliance with IRS filing requirements; and
- (h) 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 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 Business Meeting, meetings of the Executive Committee and official proceedings of the Association.

Treasurer – The Treasurer shall:

- (a) collect annual dues and other fees of the Association;
- (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) complete annual professional development training related to nonprofit financial management;
- (e) prepare quarterly internal audits of Association financial statements for the Executive Committee;
- (f) ensure the timely submission of all organizational tax documents to the IRS each fiscal year;
- (g) prepare the annual budget;
- (h) 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; and
- (i) provide assistance for planning and implementing the annual conference.

Section 3. Election and Terms of Officers

- (a) 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.
- (b) Succession – The Secretary and Treasurer are eligible to serve, not more than two consecutive terms, in the same office.
- (c) Eligibility – The president-elect must have served on the Executive Committee. If a previous executive committee member cannot be identified then nominating committee can petition the Executive Committee for exclusion of this rule.

ARTICLE V EXECUTIVE COMMITTEE

Section 1. Composition

- (a) The Executive Committee shall be composed of the President, President-Elect, Secretary, Treasurer, the Immediate Past President, 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. These nine members shall constitute the voting members of the executive committee. 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, such as Webmaster/Communications Coordinator or others as

necessary.

- (b) Not more than two persons from the same institution/organization may concurrently serve as members of the Executive Committee.
 - (1) The President and the Treasurer, respectively, cannot serve concurrently as persons from the same institution/organization.

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) Meetings of the Executive Committee may be held by synchronistic videoconference, teleconference, or combination of the two;
- (c) Quorum of the Executive Committee shall consist of 5 of 9 members of the Executive Committee;
- (d) the Executive Committee shall function as the budget committee; and
- (e) in addition, shall pose questions with the President on important policy matters.

Section 3. Vacancies

- (a) 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

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

Section 2. Duties

- (a) Members-at-Large shall be elected for a term of two (2) years or until a successor has been appointed.
- (b) 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 WEBMASTER/COMMUNICATIONS COORDINATOR

Section 1. Appointment

- (a) The Webmaster/Communications Coordinator shall be appointed by the President with the concurrence of the Executive Committee for a one-year renewable term of office.

Section 2. Duties

- (a) The Webmaster/Communications Coordinator shall coordinate the production of the Newsletter for the Association and maintain the website.

ARTICLE VIII BY-LAWS

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

ARTICLE IX 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 per year, 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, as defined by Article III Section 5 of the Constitution shall be exempt from membership dues.

ARTICLE III FISCAL YEAR

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

ARTICLE IV COMMITTEES

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

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

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

Section 4. 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 5. 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. The Proceedings, the Newsletter, and the website shall constitute official organs of the Association.

Section 2. 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 DISSOLUTION CLAUSE

Although it is intended that the term for which it is to exist is perpetual, in the event of dissolution, all assets of the Association shall be distributed only to an organization or organizations with the same or similar purposes that qualify for exempt status under section 501(c)(3) of the Internal Revenue Code.

ARTICLE IX 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.