



**MISSISSIPPI ASSOCIATION FOR INSTITUTIONAL RESEARCH  
CONSTITUTION & BY-LAWS**

*(UPDATED AFTER SPRING 2019 CONFERENCE BUSINESS MEETING)*

**CONSTITUTION**

**ARTICLE I – NAME**

The name of the organization shall be the Mississippi Association for Institutional Research (MAIR).

**ARTICLE II – PURPOSE**

The purpose of this Association shall be to (a) contribute to the advancement of higher education and the field of institutional research in the State of Mississippi and beyond; (b) develop an atmosphere of unity and cooperation among its members in the pursuit of greater knowledge and understanding of issues related to institutional research, planning, evaluation, and policy analysis; (c) and provide opportunities for the professional development of individuals engaged in the institutional research profession.

**ARTICLE III – MEMBERSHIP & VOTING**

Section 1. Regular Membership. Membership is individual, is owned by the person or organization that pays for that membership, and open to anyone with an interest in higher education, institutional research, or institutional effectiveness. To obtain or retain regular membership, a person must pay the registration fee, inclusive of membership, for the annual conference or pay the annual membership fee.

Section 2. Non-Voting Membership. Non-voting membership is open to individuals not affiliated with an institution of higher learning in the State of Mississippi. To obtain or retain non-voting membership, a person must pay the registration fee, inclusive of membership, for the annual conference or pay the annual membership fee. The Executive Committee may waive the registration and membership fee for non-voting members that provide a service to the Association.

Section 3. Statement of Equal Opportunity. Membership, including participation in all Association activities and governance, is not based on age, color, handicap or disability, ethnic or national origin, race, religion, religious creed, sex, gender identity, marital status, parental status, veteran status, or sexual orientation.

Section 4. Voting. Voting shall take place at the annual conference and other designated meetings of the Association. Only current regular members shall be eligible to vote on Association business and hold elective offices. Proxy voting at meetings of the Association will not be permitted.

## ARTICLE IV – OFFICERS

Section 1. Offices. The offices of the Association shall consist of President, A Vice-President (President-Elect), Treasurer, Secretary, Immediate Past President, Members-at-Large (2), and Web Master.

Section 2. President. The President shall be responsible for (a) presiding at all meetings of the Association and chairing the Executive Committee, (b) representing the Association with other professional and educational organizations, foundations, and governmental agencies, (c) conducting the annual conference of the Association and its business meeting, (d) appointing committee members unless otherwise stated in the Constitution and By-laws, (e) extending the membership of the Association, (f) chairing the Jim Nichols Service Award, Best Presentation Award, and Unsung Hero Award selection committee, (g) formulating and implementing policies, establishing committees, and any other duties necessary to assist the Association in achieving its purpose, and (h) succeeding as Immediate Past President at the conclusion of his or her term as President.

Section 3. Vice President (President-Elect). The Vice-President shall be responsible for (a) planning the annual conference held the year of his or her presidency, (b) fulfilling the duties of the President in his or her absence, and (c) succeeding the President at the conclusion of his or her term as Vice-President.

Section 4. Treasurer. The Treasurer shall be responsible for (a) the receipt and disbursement of all funds of the Association and for the establishment and maintenance of appropriate records of all fiscal transactions, (b) collecting membership fees and conference registration fees, (c) ensuring that all expenditures have been approved by the President and properly incurred under the policies of the Association, (d) preparing the financial reports of the Association, (3) maintaining in conjunction with the secretary a list of the current membership of the Association, and (f) reconciling the financial records of the fiscal year prior to transferring responsibility to the newly elected Treasurer.

Section 5. Secretary. The Secretary shall be responsible for (a) keeping the minutes of business meetings and special meeting of the Executive Committee, (b) printing and distributing notices of the Association, including information about the annual conference and amendments to the Constitution and By-laws, and (c) maintaining the historical records of the Association.

Section 6. Immediate Past President. The Immediate Past President shall serve in an advisory capacity to the President as well as chair and convene the Nominating Committee. The Nominating Committee shall be four members with equal representation of two-year and four-year institutions, with the Past President counting as part of the representation.

Section 7. Members-at-Large. There will be two Members-at-Large. One will be a representative of a four-year college or university and the other will be a representative of a community or junior college. The duties will be to meet with the other officers to assist in planning the annual conference, to be responsible for vendor solicitation and selection, and to help with any other duties necessary for the association.

Section 8. Web Master. The Web Master shall be appointed by the President and is responsible for maintaining (a) a directory of members of the Association (list serve), (b) the web hosting and web updates (conference pictures and presentations) to the MAIR web site, and (c) relevant social media websites (Facebook, etc.) with information specific to MAIR promotion.

Section 9. Terms of Office. The Vice-President shall be elected to a three-year term serving the first year as Vice-President, the second year as President, and the third year as Immediate Past President. The Vice-President nominee shall be required to have served in another MAIR officer position prior to the nomination. The Treasurer shall be elected to a two-year term and the Secretary shall be elected to a one-year term. The Vice President, Treasurer and Secretary positions shall be required to rotate between representatives of a four-year college or university and a community or junior college institution. The Members-at-Large shall be elected to a one-year term. The Web Master shall be appointed to a two-year term by the President that can be served in consecutive cycles, held in conjunction with another officer position, and is excluded from the rotational requirements of other officer positions due to the technical requirements of the position. Newly elected officers shall assume their office at the close of the annual business meeting following the announcement of his or her election.

Section 10. Vacancies. The Executive Committee shall have the authority to fill a vacant term of office by appointment. If the elected President is unable to complete his or her term, the Vice President shall complete the year as President and serve as President the following year as specified in Article IV, Section 9. If the offices of President and Vice-President both become vacant, the Treasurer shall become President and complete the unexpired term. If any one of the Vice-President, Treasurer, Secretary, Members-at-Large, or Web Master positions become vacant, the Executive Committee may appoint a person to complete the year. If the Immediate Past President is unable to complete his or her term, the President shall become chair of the Nominating Committee. Any individual appointed to fill an unexpired term shall be eligible to succeed himself or herself and serve a full term as provided in the Constitution and By-laws.

#### **ARTICLE V – EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the officers listed in Article IV, Section 1 which include the President, Vice-President (President-Elect), Treasurer, Secretary, Members-at-Large (2), and Immediate Past President. The Committee shall be chaired by the President and have the authority to conduct the general affairs of the Association and act on its behalf in accordance with the Constitution and By-laws. It shall also serve as an Audit Committee to assist and advise the Treasurer.

#### **ARTICLE VI – ELECTIONS**

The Vice-President, Treasurer, and Secretary and the Members-at-Large (2) shall be elected by the membership of the Association. The President and Immediate Past President shall serve for terms as designated by Article IV, Section 9. Only current regular members shall be eligible to become officers. The Nominating committee, through due diligence, shall provide at least a double slate of candidates. If a double slate does not occur, then nominations will be solicited from the membership prior to voting. Officers shall be elected at the annual business meeting by receiving a majority vote of the regular members. Appointed officers serve at the discretion of the President and Executive Committee.

#### **ARTICLE VII – AMENDMENTS**

The Constitution and By-laws may be amended at the annual business meeting of the Association. Proposed amendments will require a majority of those members present and voting for passage, provided that the proposed amendment has been submitted to the Secretary and circulated to the membership of the Association at least thirty (30) days before the annual meeting. If not provided in advance as stated above, the proposed amendment shall require a two-thirds majority vote for passage. Changes shall become effective immediately after approval or as stated in the changes.

## **ARTICLE VIII – QUORUM**

Section 1. Quorum of Association Members. A quorum to conduct the business of the Association shall consist of fifteen (15) regular members of the Association.

Section 2. Quorum of Executive Committee. A quorum to conduct business of the Executive Committee shall consist of a majority of the Executive Committee members.

## **ARTICLE IX – DISSOLUTION**

In the event of dissolution, the executive officers shall, after paying or making provision to pay all of the liabilities of the Association, distribute all of the assets of the Association 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 Service Code of 1986 or corresponding sections of any prior or subsequent Internal Revenue Code.

## **BY-LAWS**

Section 1. Meetings. The annual conference of the Association shall be held each year at a site and date determined by the Executive Committee. The annual business meeting of the Association shall be held in conjunction with the annual conference.

Section 2. Fees. A registration fee shall be assessed to anyone who registers for the annual conference. This fee shall include an annual membership fee. A membership fee shall be assessed to anyone who does not pay the registration fee but wishes to become a member of the Association. The fee structure shall be established by the Executive Committee. The membership shall be notified thirty (30) days in advance of any changes in the fee structure.

Section 3. Calendar. The fiscal year of the Association shall begin July 1 and end June 30.

Section 4. Committees. (a) The President and/or Executive Committee may authorize the creation of ad hoc committees, task forces, or similar groups as it deems necessary to assist the Association in achieving its purposes. (b) The standing committees consist of the Nominating Committee, Audit Committee, and the Jim Nichols Service Award Committee. The Nominating Committee shall be chaired by the Immediate Past President and consist of three other regular members appointed by the President to prepare a slate of candidates for office. The Audit Committee shall consist of members of the Executive Committee and will assist and advise the Treasurer. The Jim Nichols Service Award Committee shall be chaired by the President and consist of two regular members with one from a two-year institution and one from a four-year institution. (c) Other committees may include, but not be limited to, a Program Committee and Professional Development Committee.

Section 5. Jim Nichols Service Award. The Jim Nichols Service Award is the highest award presented to a current or former member of MAIR who has shown exemplary service and leadership to the organization.

Current members may nominate deserving individuals for this award at least 30 days prior to the annual conference. Nominated members must meet all of the following criteria: (1) served as an officer of the association as specified in the Constitution and By-laws, (2) presented at the annual conference in the past, (3) demonstrated exemplary service that has advanced the goals of the organization, and (4) attended and actively participated in past annual meetings. Nominations must include a formal letter of recommendation from the nominating member.

Nominations will be forwarded to the standing President who will form a committee according to the criteria outlined in Section 4. This committee will confidentially review the nominations and have the option of selecting an award recipient. The award will generally be made at the annual conference, but given its significance its annual presentation is not a requirement.

Award recipients will receive a plaque commemorating their distinction as well as have lifetime membership in the organization.

Section 6. Best Presentation Award. The Best Presentation Award is meant to recognize the contributions to IR/IE of a current MAIR regular member and the collegial sharing of that knowledge that makes MAIR a viable professional organization. The Best Presentation Award is chosen by the MAIR regular membership after the annual conference has concluded during the conference evaluation process. The President of the Association shall refrain from voting unless there is a tie, and then they shall cast the deciding vote. The award will generally be made at the annual conference the year after the presentation is given. Award recipients will receive a plaque commemorating their distinction.

Section 7. Unsung Hero Award. The Unsung Hero Award shall be awarded to a current MAIR member outside of the Executive Committee in order to show appreciation for their contributions to the organization and shall not be awarded to a current officer of the organization. The award will be nominated as a component of the conference evaluation. The Executive Committee will tally the votes. The President of the Association shall refrain from voting unless there is a tie, and then they shall cast the deciding vote. The award will generally be presented at the annual conference. Award recipients will receive a plaque commemorating their distinction.

Section 8. Graduate Student Travel Grant. Upon successful review by the MAIR elected officers and pending available funding, a travel grant of up to \$200 will be available to a graduate student each year. The travel grant is not intended to cover the cost of registration for the conference but rather to defray travel costs associated with attending and presenting. The successful applicant will be required to submit a reimbursement form with receipts for hotel accommodations and other travel expenses prior to being reimbursed.

Section 9. Amendments. These By-laws may be amended at any annual conference of the Association in accordance with Article VII of the Constitution.