

ROCKY MOUNTAIN ASSOCIATION FOR INSTITUTIONAL RESEARCH BYLAWS

Approved October 5, 1990
with Revisions Approved October 20, 2006

1. NAME - the name of the organization shall be called the ROCKY MOUNTAIN ASSOCIATION FOR INSTITUTIONAL RESEARCH and shall be abbreviated RMAIR.

2. PURPOSES - the major purposes of the Rocky Mountain Association for Institutional Research shall be to:

- benefit, assist, and advance institutional research knowledge and expertise leading to the improved understanding, planning, and operation of institutions of higher education;
- provide a colloquium for institutional researchers;
- provide an avenue for professional development by offering annual meetings during which professional contributions may be made through paper presentations, workshops, seminars, etc.
- encourage association with AIR and promote its activities;
- encourage professional identification and renewal;
- foster a friendly spirit of unity and cooperation among RMAIR members in the Rocky Mountain Region;
- exchange information, methods and research findings.

3. MEMBERSHIP - membership shall be open to anyone having professional interest in activities related to institutional research, The primary focus will be for those individuals from the Rocky Mountain region of the United States or Canada, including Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, Alberta, and Saskatchewan.

Membership for a given year shall include anyone paying the annual dues or others approved at the annual business meeting e.g., Emeriti.

4. EXECUTIVE OFFICERS - the executive officers of the Association shall consist of the President, the Vice-President, and the Immediate Past President.

The President shall be in charge of the overall operation of RMAIR, as well as have responsibility for the supervision of all assigned and delegated duties, including presiding at the annual Conference and its associated business meeting.

If the President moves from the Rocky Mountain region or otherwise determines that he/she is unable to complete the term of office, the Vice-President shall become Acting President. The term of office of the President shall be one year. An elected President cannot succeed himself/herself after filling one term in office.

The Vice President shall become President when the President's term expires, at which time a new Vice-President shall be elected.

If the Vice-President is unable to complete his/her term of office, the President shall appoint a replacement who shall serve until the next RMAIR meeting, at which time a new Vice-President shall be elected. Any person appointed Vice-President must run for election in order to become President.

The duties of the Vice-President shall be determined in consultation with the President.

The Immediate Past President shall chair and appoint a nominating committee to prepare a slate of candidates-for Vice-President, Secretary, and Treasurer. He/she will also serve in an advisory capacity to the President.

If the Immediate Past President is unable to complete his/her term of office, the President shall appoint a replacement to chair the nominating committee. The term of office of the Immediate Past President shall be one year.

The nomination and election of executive officers shall occur prior to the annual RMAIR conference with the results announced at the meeting. The newly elected executive officers shall assume office at the end of the annual Conference one year later. Winners of the election for officers shall require a simple majority of those voting, providing the vote includes at least 20 RMAIR members from five of the ten Rocky Mountain states or provinces.

Duties of the executive officers shall include, but not be limited to, the following:

- promote the stated purposes of the organization;
- plan, organize and evaluate the annual conference in conjunction with the Program and Local Arrangements Chairpersons:
- Work with the newsletter editor to produce the Newsletter;
- coordinate all activities and act as official liaison with AIR;
- promote membership in the organization;
- maintain a current list of membership, keep records and minutes of RMAIR meetings and provide and maintain permanent historical records of all RMAIR activities:
- approve all expenditures of RMAIR funds and provide a Financial Report at each annual Conference, This report will include financial data for the latest actual year as well as the current budgeted year;
- the Program and Local Arrangements Chairpersons will plan, organize and conduct the annual Conference under the direction of the Executive Officers.

5. OTHER ELECTED OFFICERS – Other elected officers of the Association shall consist of the Secretary and the Treasurer. The terms of these two positions shall be staggered. Elections for these officers shall occur at the same time as the VP election. (These positions are not part of the Executive Committee.)

The term of the Secretary shall be 3 years. The responsibilities of the Secretary include keeping minutes of the annual business meeting and the RMAIR SIG at the AIR Forum. If the Secretary is unable to attend either of these meetings, the Secretary shall be responsible for arranging for another individual to record meeting proceedings. The Secretary is also in charge of membership, which includes maintaining a mailing list of members and communicating with potential members about membership in the Association. The Secretary shall send out reminders about upcoming meetings.

The term of the Treasurer shall be 3 years. The responsibilities of the Treasurer shall include proposing an annual budget, recording expenses, maintaining the RMAIR bank account, and providing financial reports to the RMAIR membership. The Treasurer is also responsible for the W-9.

6. APPOINTED OFFICERS - Officers appointed by the President shall include the following (with a suggested 3-year term for the newsletter editor, the webmaster, the listserve manager, and the archivist):

- Newsletter editor
- Webmaster
- Listserve manager
- Local Arrangements Chairperson for each conference
- Program Chairpersons for each conference
- Archivist

The newsletter editor shall be responsible for editing and publishing Panorama, the RMAIR Newsletter.

The webmaster shall be responsible for maintaining the Association's web site.

The listserve manager shall be responsible for maintaining the Association's listserve.

The Local Arrangements Chairperson shall have responsibility for local arrangements for the annual Conference.

The Program Chairperson(s) shall have responsibility for the program for the annual Conference.

The Archivist shall have the responsibility of the safekeeping of permanent RMAIR records.

7. HOLDING OFFICE - those eligible to hold office in RMAIR shall include ONLY those RMAIR members who are also members of the Association for Institutional Research (AIR).

8. VOTING PRIVILEGES - those eligible to vote for officers or RMAIR proposals are RMAIR members. Business matters will normally be presented for voter consideration at the annual RMAIR conference.

If it is deemed necessary by the executive officers of RMAIR to conduct business requiring voting at times other than the annual Conference, such business shall be mailed to RMAIR membership in the Rocky Mountain Region.

9. ANNUAL MEETINGS - an annual Conference shall be held each year, with the annual Business Meeting held in conjunction with this meeting. The planning for this meeting shall be done by the Local Arrangements Chairman under the direction of the executive officers.

At each national AIR Forum, a special interest group meeting for RMAIR shall be scheduled.

10. AFFILIATION WITH AIR - RMAIR shall be affiliated with AIR.

11. AMENDMENTS TO THE BYLAWS - changes to the bylaws may be initiated by any member of RMAIR. Suggested amendments to the bylaws shall be sent to the President and included in the Conference announcement for consideration at the next Conference, unless it is deemed necessary by the executive officers to send out ballots to the membership for their vote apart from the Conference.

To be adopted, an amendment must be approved by a two-thirds majority of the votes cast.

12. QUORUM - 20 members (from at least five of the ten Rocky Mountain states or provinces) attending a business meeting of the Association will constitute a quorum.

13. MEMBERSHIP FEE - an annual membership fee, if any, will be determined at the annual business meeting. .

14. EMERITUS MEMBERS - shall be nominated prior to the annual Conference. At the business meeting, such nominations shall be voted upon and these individuals shall become official emeritus members upon receiving a simple majority of those voting.

Emeritus members cannot hold elective office in RMAIR. Emeritus members shall pay only the direct Conference cost (food, etc.) within the Conference registration fee. Furthermore, any annual membership fee shall be waived for emeritus members.

15. SAFEKEEPING OF PERMANENT RMAIR RECORDS - A copy of all-important RMAIR documents shall be maintained in a protected location (vault, etc.). Those records, which should be updated whenever necessary, shall include documents associated with the annual Conference, changes in the bylaws, minutes of meetings, financial records, membership lists, other historical records, etc.