STATEMENT OF PURPOSES

1. To advance research and analysis leading to the improved understanding, planning, management, and operation of postsecondary institutions and agencies.

2. To encourage the development and application of appropriate methodologies and techniques from many disciplines to further such research, analysis, and planning.

3. To encourage the collection, interpretation, exchange, and dissemination of information with respect to postsecondary education and its institutions.

4. To further the professional development and training of individuals engaged in institutional research and analysis or interested in its utilization in planning, management, and resource allocation and in the improvement of postsecondary education.

CONSTITUTION

(As revised March 1990)

ARTICLE I.

Name

The name of this organization shall be the SOUTH CAROLINA ASSOCIATION OF INSTITUTIONAL RESEARCH.

ARTICLE II.

Purposes

The major purpose of the South Carolina Association for Institutional Research shall be to benefit, assist, and advance research leading to improved understanding, planning, and operation of institutions of postsecondary education. Research focused on a single institution and that concerned with groups of institutions both fall within these purposes. In keeping with the dynamic nature of institutions of postsecondary education, the Association shall encourage the application of appropriate methodologies and techniques from many disciplines. It shall also publish and exchange information with respect to institutions of postsecondary education and shall use such means as are necessary and proper to accomplish these objectives, including the raising of funds through gifts, devises, bequests, or otherwise.
ARTICLE III.

Membership

Section 1. Membership in the South Carolina Association for Institutional Research and election or appointment to any committee is not based on race, ethnic origin, sex, age, or religious conviction.

Section 2. There shall be the following categories of individual membership: regular membership, graduate student membership, emeritus membership, and distinguished membership.

Section 3. To be eligible for regular membership a person must

(1) be actively engaged in research leading to the improved understanding, planning, and operation of institutions of postsecondary education, or;

(2) be interested in the methodology and results of institutional research.

Section 4. To be eligible for graduate student membership, a person must be actively pursuing a graduate degree, must not be employed full time, and must

(1) be actively engaged in research leading to improved understanding, planning, and operation of institutions of postsecondary education, or;

(2) be interested in methodology and results of institutional research.

Section 5. To be eligible for emeritus membership, a person must be retired and must have been an active member of the association for a minimum of five years immediately preceding retirement.

Section 6. Distinguished membership may be awarded to members or former members who have made distinguished contributions to institutional research. Nominations for distinguished membership shall be made at the annual business meeting. An affirmative vote of two-thirds of the Executive Committee shall be required for the awarding of distinguished membership.

Section 7. The following categories of members shall be eligible to vote on Association business and hold elective office in the Association: (1) regular members, (2) distinguished members.
Section 8. The Executive Committee may by two-thirds vote of the Committee, terminate the membership of any individual who becomes ineligible for membership because of changes in professional activities or interests.

Section 9. Individual members whose dues are not paid within three months after the due date shall be dropped automatically by the Secretary from membership in the organization.

ARTICLE IV.

Officers

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

Section 2. President: The President shall chair the Executive Committee and preside at the business meetings of the Association. The President shall also represent the Association in relations with other professional and educational organizations, foundations, and governmental agencies. The term of office of the President shall be one year, or until a successor takes office.

Section 3. President-Elect: The President-elect shall serve as vice chairperson of the Executive Committee and shall represent the President when the latter is unable to perform the duties specified above. The President-elect shall be chairperson of the Program Committee. The President-elect shall succeed to the office of President at the termination of the one-year term as President-elect, or when a successor takes office.

Section 4. 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 ensure that all expenditures are within the approved budget and have been properly incurred under the policies of the Association. The term of office of the Treasurer shall be three years, or until a successor takes office.

Section 5. Secretary: The Secretary shall be responsible for the minutes of the meetings of the Executive Committee and of the annual and any special business meeting, the maintaining of the list of members of the Association, and the sending of notices. The Secretary shall be Membership Chairperson. The term of office of the Secretary shall be three years, or until a successor takes office.
ARTICLE V.

Executive Committee

Section 1. The Executive Committee shall consist of the President, the President-elect, the Treasurer, the Secretary, the immediate Past President, the four Executive Committee Members-at-large.

Section 2. The Executive Committee shall, active in concert, have full authority to act for and on behalf of the Association, except as otherwise specified in this Constitution, any amendments, and in the Bylaws. The Executive Committee shall be responsible for recommending a budget for approval by the membership at the annual business meeting, assuring an independent audit of the financial records as deemed necessary, such duties as are specified in the Constitution and in the Bylaws, and such other duties as are required for the management of the Association's affairs.

Section 3. Two members-at-large of the Executive Committee shall be elected each year. The term of office of each of the four Members-at-large shall be two years, or until a successor takes office.

Section 4. For purposes of incorporation, the Executive Committee may also be known as the Board of Directors.

ARTICLE VI.

Meetings

The Association shall hold an annual business meeting in conjunction with the annual meeting of the membership.

ARTICLE VII.

Nominations and Elections

Section 1. There shall be a Nominating Committee consisting of the Immediate Past President and five members elected by the membership. The term of office of each member of the Nominating Committee shall be one year, or until a successor takes office.
Section 2. At least six months before the annual meeting, the Nominating Committee shall issue to the membership a call for nomination for the offices and positions for which the term is scheduled to expire.

Section 3. The Nominating Committee shall prepare and report to the Executive Committee, for transmission to the membership, a double slate of candidates for the Nominating Committee and one or more candidates for each of the other positions for which an election is to be held.

Section 4. The Executive Committee shall be responsible for ensuring the proper conduct of elections and for reporting the results to the membership.

Section 5. At least sixty (60) days before the annual meeting, the ballots shall be mailed to all voting members of the Association. The ballot shall contain the slate forwarded by the Nominating Committee and shall also make provision for writing in additional names for each position. To be counted, ballots must be postmarked no later than thirty (30) days and received no more than forty-five (45) days after the mailing date.

Section 6. In the event of a tie vote for a specific office resulting from the mailed ballots, a majority vote of the full membership of the Executive Committee shall resolve the tie.

ARTICLE VIII.

Vacancies

Vacancies in any office or on the Executive Committee or the Nominating Committee shall be filled by appointment by the Executive Committee for unexpired terms.

ARTICLE IX.

Committees
The President with the approval of the Executive Committee, shall establish such committees as shall be necessary to carry on the activities of the Association.

**ARTICLE X.**

**Bylaws**

*Section 1.* The Association shall, for the conduct of its affairs, adopt bylaws not inconsistent with this Constitution.

*Section 2.* Bylaws and amendments to them may be initiated by any of the following means:

a. through action originating in the Executive Committee and approved by a majority vote of that committee.

b. through a petition submitted by any voting member of the Association and approved by a majority of the Executive Committee.

c. through a petition signed by at least twenty-five (25) members of the Association and filed with the Secretary.

*Section 3.* The Executive Committee shall be responsible for printing any bylaws or amendments proposed to them, if duly and properly initiated, and for submitting them to the voting members for vote by either of the following means:

a. at an annual business meeting, providing that the proposed change has been filed with the Secretary thirty (30) days prior to the annual business meeting;

b. by mail ballots

*Section 4.* A bylaw or amendment to the Bylaws must be approved by an affirmative vote of the majority of (one of the following):

a. the members present and voting at an annual business meeting, in the case of Section 3(a) above;

b. those members voting whose ballots shall have been postmarked on or before the thirtyeth (30th) day and received on or before the forty-fifth (45th) day after the mailing of the ballots, in case of Section 3(b) above.

*Section 5.* Changes in the Bylaws shall become effective immediately after approval.
ARTICLE XI.

Amendments

Section 1. Amendments to the Constitution may be initiated by any of the following means:

a. through action originating in the Executive Committee and approved by a majority vote of the Committee.

b. through a petition submitted by any voting member of the Association and approved by majority of the Executive Committee

c. through a petition signed by twenty-five or more voting members of the Association, and filed with the Secretary.

Section 2. The Executive Committee shall be responsible for printing the proposed amendment, if duly and properly initiated, and submitting it to the voting members by mail ballot.

Section 3. An affirmative vote by two-thirds of those members voting, whose ballots shall have been postmarked on or before the thirtieth (30th) day and received on or before the forty-fifth (45th) day after the mailing of the ballots, shall be required for the adoption of the amendment.

Section 4. Amendments to the Constitution shall go into effect thirty (30) days after adoption.

ARTICLE XII.

Incorporation

The Association may be incorporated as a non-profit corporation.

ARTICLE XIII.

Quorum

Section 1. Ten (10) members attending a business meeting of the Association shall constitute a quorum.
Section 2. A quorum at any meeting of the Executive Committee shall consist of five (5) members.

ARTICLE XIV.

Dissolution

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 1954.
BYLAWS

Section 1. Notice of Meetings

The Secretary shall be responsible for notifying all members of the date and place of the annual business meeting at least sixty (60) days prior to the annual meeting. Special business meetings may be called by the Executive Committee upon giving sixty (60) days written notice to all members.

Section 2. Calendar

a. The membership year shall be April 1 through March 31.

b. The term of office for each position filled by election shall begin at the end of the annual business meeting.

c. The fiscal year shall be April 1 through March 31.

Section 3. Membership Fee

a. The membership fee structure shall be reviewed periodically by the Executive Committee, and any proposed change shall be submitted to the voting members for consideration at the annual business meeting or by mail ballot.

b. A two-thirds vote of the members attending and voting at the annual business meeting or a two-thirds vote of those members voting whose ballots shall have been postmarked on or before the thirtieth (30th) day and received on or before the forty-fifth (45th) day after the mailing of the ballots, shall be required for change in the membership fee structure.

Section 4. Procedure

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.