

BYLAWS

Approved October 5, 1990 with revisions approved October 20, 2006, July 25, 2012, March 3, 2013
October 28, 2016, October 6, 2017, and October 26, 2021.

Review date:

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 of Institutional Research shall be to:
 - i. Benefit, assist, and advance institutional research knowledge and expertise leading to the improved understanding, planning, and operation of institutions of higher education.
 - ii. Provide a colloquium for institutional researchers.
 - iii. Provide an avenue for professional development by offering annual meetings during which professional contributions may be made through paper presentations, workshops, seminars, etc.
 - iv. Encourage association with AIR and promote its activities.
 - v. Encourage professional identification and renewal.
 - vi. Foster a friendly spirit of unity and cooperation among RMAIR members in the Rocky Mountain region.
 - vii. 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, including Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Texas, Utah, Washington, and Wyoming. Membership for a given year shall include anyone paying the annual dues and others approved at the annual business meeting (e.g., emeriti.) The membership year shall be July 1-June 30. The membership fee structure shall be reviewed and set annually by the Board of Directors in accordance with their fiduciary responsibilities for the Association.
4. **EMERITUS MEMBERS** – Emeritus members shall be nominated prior to the annual conference; nominations should be submitted to the Immediate Past President. Such nominations shall be voted upon at any RMAIR meeting or by electronic means where a quorum is present. A quorum consists of at least five of the member states and 20 members. 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 do not pay membership dues and pay only the direct cost of conferences (food/hotel).

5. **EXECUTIVE OFFICERS** – The executive officers of the Association shall consist of President, Vice President, Immediate Past President, Treasurer, and Secretary.

The nomination and election of executive officers shall occur prior to the annual conference with the results announced at the annual conference. The newly elected executive officers shall assume office at the close of the RMAIR business meeting at the annual conference. 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 member states. The terms of the Secretary and Treasurer shall be staggered, three-year terms. Elections for these officers shall occur at the same time as the Vice President election.

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

- i. Promote the stated purposes of the organization.
- ii. Plan, organize and evaluate the annual conference in conjunction with the Program and Local Arrangements chairperson.
- iii. Coordinate all activities and act as official liaison(s) to AIR.
- iv. Promote membership in the organization.
- v. Review bylaws every two years.
- vi. Approve expenditures of RMAIR funds, approve budget and financial report, and provide a financial update at each annual conference.
- vii. Facilitate the transfer of knowledge to new board members.
- viii. Recruit for the conference and the membership at large.
- ix. Advise the program and local arrangements chairperson(s) who will plan, organize, and conduct the annual conference.
- x. Attend the annual RMAIR conference and its associated business meeting. The officers will engage in organizational planning prior to the business meeting.

The President shall oversee the overall operation of RMAIR, as well as having responsibility for the supervision of all assigned and delegated duties. An elected President cannot succeed himself/herself after filling one term in office. If the RMAIR membership determines with a vote of no-confidence that the President is unable to complete the term of office, or if the President resigns, the Vice President shall become Acting President. The term of office of the President shall be one year.

The duties of the Vice President shall be determined in consultation with the President. 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 as Vice President must run for election in order to become President.

The duties of the Past-President shall be determined in consultation with the President. Additionally, 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 and will oversee the nominations for

emeritus status. 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 responsibilities of the Secretary include taking minutes of the annual business meeting, at the RMAIR special group meeting at the annual AIR Forum, and at Board of Director meetings. If the Secretary is unable to attend these meetings, the Secretary shall be responsible for arranging for another individual to record meeting proceedings. The Secretary will be responsible for maintaining a current list of membership, providing and maintaining permanent historical records of RMAIR activities, and overseeing elections and voting. The Secretary shall send out reminders about upcoming meetings. If the Secretary is unable to complete his/her term, the President shall call a special election to vote for a new secretary. An interim Secretary can be appointed by the President to serve in that capacity until the election is held.

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 responsible for maintaining and filing proper paperwork with the IRS to maintain 501(c)(3) status, including filing taxes and submitting the W-9 form. In addition, the Treasurer is responsible for keeping proper financial accounts. Expenditures in excess of \$1,000 will require more than one member of the executive team to sign off on an authorized form; the workflow documentation for this process will reside with the Treasurer. If the Treasurer is unable to complete his/her term, the President shall call a special election to vote for a new treasurer. An interim Treasurer can be appointed by the President to serve in that capacity until the election is held.

6. **APPOINTED POSITIONS** – Positions may be appointed by the President on an as-needed basis. Positions on a continuing basis include Technology specialist with a suggested three-year term. The Program Chairperson(s) and Local Arrangements Chairperson will be appointed for the purpose of coordinating the annual Conference. The Technology Specialist will be responsible for oversight of technology needs of the organization.
7. **VOTING PRIVILEGES** – To be eligible to vote, a member must be employed at an institution in a RMAIR-approved state. Only RMAIR members are eligible to vote for officers or for RMAIR proposals. 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 conducted by electronic means. Election results will be announced at the business meeting during the annual conference.
8. **ANNUAL MEETINGS** – An annual conference shall be held each year, with the annual business meeting held in conjunction with this meeting. The local arrangements chairperson shall have responsibility for local arrangements for the annual conference. The program chairperson shall have responsibility for the program for the annual conference. These positions will work under the direction of the executive officers.

At each national AIR Forum, a special interest group meeting for RMAIR shall be convened by the President or his or her designee. Minutes of this meeting and the annual conference meeting will be published.

Full-time graduate and undergraduate students that register for the conference will be charged at a discounted rate as determined by the board. For conference registration fees. This aims to facilitate greater participation and representation by students at RMAIR conferences.

9. **AFFILIATION WITH AIR** – RMAIR shall be affiliated with AIR.
10. **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. To be adopted, an amendment must be approved by a two-thirds majority of the votes cast.
11. **QUORUM** – For proposals or elections, whether at the annual RMAIR Conference or completed electronically, there must be five states represented and 20 members will constitute a quorum.
12. **SAFEKEEPING OF PERMANENT RECORDS** – A copy of all important RMAIR document shall be maintained in a secure location. 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, and other historical records.