

~ Bylaws ~

**Michigan Association for Institutional Research**

**I. NAME**

It is hereby established that there be a Michigan organization for persons working or interested in institutional research in higher education. This organization shall be called the Michigan Association for Institutional Research and will be known by the acronym MI/AIR.

**II. PURPOSE**

MI/AIR is a state organization of institutional researchers. The objectives of the organization are to:

- A. Improve and disseminate research predominantly of concern to institutions of higher education.
- B. Provide collegiums for professional persons in a common profession.
- C. Provide an avenue for professional accomplishment by offering at least annual meeting at which papers may be presented, speeches given, workshops taught, and other such professional contributions made.
- D. Encourage association with the Association for Institutional Research (AIR) and to promote AIR forums and other activities.
- E. Encourage professional identification, development, and renewal.

**III. MEMBERSHIP**

Membership is open to individuals dedicated to the purpose of the organization. A person's affiliation with or interest in institutional research is self-determined. Voting members will consist of all individuals attending the annual conference.

**IV. GEOGRAPHIC COVERAGE**

MI/AIR is a state organization defined by the State of Michigan, but membership may be extended to individuals outside the state.

**V. AFFILIATION WITH THE ASSOCIATION FOR INSTITUTIONAL RESEARCH**

MI/AIR is an affiliate of AIR, a national organization dedicated to the profession of institutional research in higher education.

**VI. ANNUAL CONFERENCE**

An annual conference will be held within Michigan, except in the case of joint conferences with other state or regional institutional research groups. The conference will be organized by the Steering Committee.

**VII. STEERING COMMITTEE**

The Steering Committee consists of ten (10) MI/AIR members, with nine serving three-year terms and a Treasurer serving an indefinite term. Terms are staggered so that three new members are seated each year. Membership changes at the end of the annual conference.

Individuals interested in serving on the Steering Committee should place their name in nomination with a committee member. Nominations may also be made at the annual meeting.

New membership is determined by vote of the existing Steering Committee, which will attempt to maintain a balance of geographical and organizational representation.

There will be four offices held within the Steering Committee, namely, a President, Vice President, Secretary and a Treasurer. Each Steering Committee member should be prepared to serve as an officer, as necessary. Officers will be selected by the Steering Committee.

The Steering Committee will be responsible for scheduling and planning the annual conference and other programs. The Committee maintains the membership roster. Decisions on meeting dates, program substance, the assessment and the expenditure of funds, and the like, will be made by the Committee. The Committee will coordinate an evaluation of the annual conference and will appoint annually a liaison for AIR. The Committee also initiates an agenda for the annual meeting.

**VIII. ANNUAL MEETING**

An annual meeting of MI/AIR membership will be held in conjunction with the annual conference. The meeting will provide an opportunity for nominations of members to the Steering committee, and for consideration of any items of business raised by a member of MI/AIR.

**IX. AMENDMENTS**

Amendments to the bylaws may be initiated by a member of MI/AIR. Proposals will be forwarded to the Steering Committee and will be considered at the next annual meeting. To be adopted, an amendment must be approved by two-thirds vote of the attendees of the annual meeting at which the proposal is discussed.

**X. NON-PROFIT NATURE**

MI/AIR is incorporated in the State of Michigan on a non-profit membership basis exclusively for educational purposes, in conformance with section 501(c)(3) of the Internal Revenue Code and the Michigan Non-Profit Corporation Act, MCL 450.2101 et seq.

**XI. PROHIBITED DISTRIBUTIONS AND ACTIVITIES**

No part of the net earnings of MI/AIR shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that MI/AIR shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of MI/AIR shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and MI/AIR shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, MI/AIR shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**XII. NON-DISCRIMINATION**

MI/AIR shall not adopt any practice, policy, activity, or procedure which would result in discrimination based upon 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.

**XIII. DISSOLUTION**

The duration of MI/AIR is perpetual. In the event of the dissolution of MI/AIR, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of MI/AIR is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**XIV. LOCATION**

The location of the annual conference adheres to a geographical rotation around the State. Members of the Steering Committee are to determine the site for the annual conference at least one year hence.

**XV. STEERING COMMITTEE LEADERSHIP**

- A. At the conclusion of the fall conference the Vice President shall assume the responsibilities as President of the Steering Committee. In the event the Vice President is unable to assume his/her responsibilities, the Steering Committee shall use best judgment in determining a new President.
- B. A new Vice President shall be elected prior to the annual conference by the members of the Steering Committee. The term of office shall be for two years; the first year as Vice President and the second year as President.
- C. The new Vice President shall collect nominations for Steering Committee membership at the annual conference and present them to the committee members at the closing Steering Committee meeting for a vote or agreement.
- D. The President will be given the responsibility for approving all expenditures of the organization, to be submitted to the treasurer in turn. All requests for reimbursement must be in writing and have the original invoice attached. Individual expenses for meals, lodging, or travel are not reimbursable.
- E. The President will assume the responsibility for communication
  - 1. Among the Steering Committee by regular communication.
  - 2. To the membership as needed.
- F. The President (in consultation with the Vice President and Steering Committee) shall set the agenda and conduct the business meeting during the fall conference of MI/AIR. Suggested agenda items are:
  - 1. Acknowledgements
  - 2. Report of conference attendance
  - 3. Treasurer's report
  - 4. Action items
  - 5. Announcement of next year's conference site
  - 6. Steering Committee composition
    - a. New Vice President
    - b. nomination of new members
  - 7. Other/new business
- G. The Treasurer will maintain archival files of the organization, either directly or by appointment of another member. These materials should include the following:
  - 1. Membership of the Steering Committee and their positions and addresses
  - 2. Registrations from/for conference
  - 3. Program for conference
  - 4. Roster of participants in conference
  - 5. Minutes or meeting notes of MI/AIR plenary and Steering Committee meetings
  - 6. Treasurer's report

## **XVI. SUBCOMMITTEES**

Various subcommittees will assume the indicated specific tasks, although checking with the President and Vice President (and possibly the entire Steering Committee) for general guidance. Areas of responsibility will be assigned to one or more members of the Steering Committee, to be augmented with other membership as needed.

- A. Conference Site Coordinator and Site Liaison
  - 1. Reserve meeting space
  - 2. Reserve lodging; include appropriate forms with registration materials
  - 3. Plan food services; meals, refreshments at breaks
  - 4. Provide all logistics for conference events (table needs, program needs, etc.)
- B. Conference Materials
  - 1. Prepare brochure with conference information
  - 2. Prepare registration form to mail with brochure
  - 3. Prepare pre-conference workshop information for mailing with brochure
  - 4. Prepare final program copy to be distributed to conference attendees
- C. Speaker Selection and Liaison
  - 1. Work with Steering Committee to develop conference theme and conference logo
  - 2. Identify potential keynote speakers with follow-up arrangements before and during conference
  - 3. Work with Steering Committee to develop pre-conference workshop
  - 4. Identify potential pre-conference workshop leadership with follow-up arrangements before and during conference
- D. Call for Papers/Presentations and Reviews
  - 1. Request for papers/presentations from membership approximately six months before the annual conference
  - 2. Evaluate presentation proposals
  - 3. Provide summary of proposals to Steering Committee for final selection
  - 4. Select facilitators for each session and assign responsibilities to them
- E. Social and Hospitality
  - 1. Plan entertainment for the evening(s) of the conference
  - 2. Prepare handouts of things to see and do for inclusion in registration packets
  - 3. Interact with Tourism Bureau for possible services and materials
- F. Evaluation
  - 1. Prepare, distribute, analyze, and disseminate overall conference evaluations
  - 2. Determine best paper based upon evaluation results
  - 3. Prepare and distribute session evaluations. Ensure presenters receive results
- G. Membership
  - 1. Maintain and update membership mailing list
  - 2. Communicate with supervisors of institutional researchers to encourage attendance at MI/AIR conference
  - 3. Oversee MI/AIR list serve

## **XVII. AIR CONTACT**

- 1. Maintain all correspondence with AIR
- 2. Coordinate/file approved grant requests to AIR
- 3. Plan MI/AIR sectional meeting at AIR Forum
- 4. Oversee MI/AIR website

## **XVIII. TREASURER**

- 1. Receive conference registrations
  - a. Prepare receipts as needed
  - b. Notify conference site coordinator as to number of registrants (actual and expected)
  - c. Prepare conference name tags
  - d. Prepare roster of participants

2. Prepare final report for conference business meeting. Analyze attendance by gender, type of institutions, positions, and new or previous attendee
3. Do final accounting of registration funds to be submitted to Steering Committee
4. Make all disbursements as authorized by the President of the Steering Committee
5. Prepare a financial report as of June 30<sup>th</sup> each year, and other reports as requested by the Steering Committee
6. Handle all incoming funds as received

**XIX. THE ATTENDEE OR PRESENTER STUDENT GRANT PROCESS**

- A. The Attendee or Presenter Student Grant is open to all students, except those employed full-time at an institution of higher education.
- B. Based upon the Treasurer's recommendation, each year maximum amounts for each grant (presenter and attendee) will be determined by the Steering Committee.
- C. A grand fund account will officially be set up by the Treasurer.
- D. On the call-for-papers form, a check box will be available for student requesting a presentation grant. Any boxes so checked will generate a follow-up form sent out by the Steering Committee call-for-papers lead representative, which, upon completion and return, will be reviewed by the Steering Committee during the call-for-papers review process. If the student's proposal is accepted, grant funds will be allocated to the student contingent upon the student presenting their paper at the annual conference.
- E. On the conference registration form, a checkbox will be available for students requesting an attendee grant. Any box so check will be recognized and documented during the conference registration process. Grant funds will be allocated to the student contingent upon the student attending the annual conference.
- F. The attendee and presenter grant awards will distributed (via check) to the student upon check-in at the annual conference.
- G. The results of these procedures and the grants given will be reviewed annually at the Steering Committee post-conference meeting.