

# CONSTITUTION

## OKLAHOMA ASSOCIATION FOR INSTITUTIONAL RESEARCH AND PLANNING

Last Amended November 9, 2001

### I. Name

It is hereby established that there be an Oklahoma organization for persons working or interested in institutional research and planning. This organization shall be called the Oklahoma Association for Institutional Research and Planning and will be known by the acronym OKAIRP.

### II. Purpose

OKAIRP is a statewide organization of institutional researchers and planners. The objectives of the organization are to:

- 1) improve and disseminate research predominantly of concern to institutions of education.
- 2) provide a collegium for persons in a common profession.
- 3) provide an avenue for professional accomplishment by offering at least annual meetings at which professional contributions may be made through paper presentations, workshops, seminars, and other activities.
- 4) encourage association with the Association for Institutional Research (AIR), the Mid-America Association for Institutional Research (MIDAIR), and the Society for College and University Planning (SCUP) and to promote AIR and SCUP forums and other activities.
- 5) encourage professional identification, development, and renewal.

### III. Membership

Membership is open to individuals interested in and dedicated to the purposes of the organization. A person's affiliation with or interest in institutional research and planning will be self-determined. Persons attending the conferences shall be considered current members.

### IV. Voting Privileges

All current members of the organization in attendance are eligible to vote on matters presented at business meetings, including the election of the members to the Board of Directors and changes in the Constitution of the organization.

### V. Geographic Coverage

OKAIRP is an Oklahoma organization covering the whole state.

## VI. Affiliations

There is no formal affiliation with any other organization. There is an informal relationship with the Association for Institution Research, the Mid-America Association for Institution Research, and with the Society for College and University Planning.

## VII. Annual Conference

An annual conference will be held within the geographical boundaries of the organization. The conference will be organized by the Board of Directors and will be held in the fall of each year before December 1. Other conferences may be held at the discretion of the Board of Directors.

## VIII. Board of Directors

A. The Board of Directors consists of six OKAIRP members, serving three-year terms. Terms of office will be staggered so that two new members are seated each year. Terms of office change at the end of the annual conference. In addition, the most recent past president will serve as an active member of the Board of Directors until replaced by a new out-going president who is not an elected member of the Board.

### B. Election of Members

Members of the Board of Directors will be elected by a vote of all current members in attendance at the annual conference. A simple plurality of votes cast will elect a member to the Board of Directors. Any Board member may succeed him/herself in a subsequent election.

### Unexpired Terms

In the event of a vacancy on the Board due to resignation or other cause, the following procedures shall apply:

1. If more than one (1) year remains in the unexpired term, an election will be held at the next conference, either fall or spring, to fill the vacancy. The Secretary will notify the membership of the vacancy and of the coming election before the conference, and members will be encouraged to submit nominations for the position. The vote shall be among all current members in attendance at the conference, and a simple plurality of votes is required for election.
  2. If one (1) year or less remains in the unexpired term, the Board shall select someone from among the current membership to fill the term by simple majority vote of the remaining Board members.
- A. The Board of Directors will select a president and a secretary from among its membership. The Board may also select other officers from within the Board, or from the active membership, and will organize itself as deemed necessary to conduct organization business.

- B. The Board of Directors may serve as nominations and election subcommittee, or it may appoint those committees from among the current membership. Any member of the organization may place his/her name in nomination for election to the Board of Directors. The Nominations Committee will accept nominations and develop a slate of candidates. The Election Committee will construct a ballot and organize the election of new members of the Board of Directors. No candidate for the Board of Directors may serve on the Nominations or Election Committees.
- C. The Board of Directors will be responsible for scheduling and planning the annual conference and other programs. Decisions on meeting dates, program substance, the assessment of fees and the expenditure of funds, and the like, will be made by the Board. The Board will coordinate an evaluation of the annual conference and will consider the results in planning subsequent events. The Board will submit annual treasurer's reports to the membership, and will arrange for periodic audits of OKAIRP's activities and funds.

#### IX. Annual Business Meeting

An annual business meeting of the OKAIRP membership will be held in conjunction with the annual conference. The meeting will provide an opportunity for consideration of any items of business raised by the Board of Directors or by a member of OKAIRP. Business meetings may be held at a program other than the annual conference if the Board of Directors or a member determines a need. The president shall preside at all business meetings of OKAIRP. In the absence of the president, the Board of Directors may select one of its members to serve as acting president for purposes of conducting OKAIRP's business or presiding at meetings.

#### X. Constitutional Amendments

A member of OKAIRP may initiate amendments to the constitution. Proposals will be forwarded to the Board of Directors and will be considered at the next annual meeting. To be adopted, an amendment must be submitted to the current membership and be approved by two-thirds of the votes cast.

#### XI. Liability

Neither the officers nor members of the organization shall be subject to or chargeable with the payment of organization debts.

#### XII. Dissolution

The power of dissolving the organization rests with the Board. Two-thirds of the votes cast by the Board members shall be necessary to dissolve the organization. The organization's remaining funds shall be disbursed to charity as determined by a simple plurality of the votes cast by the Board members.