



Association for Institutional Research in the Upper Midwest Constitution

I. Name

It is hereby established that there be a Midwest organization for persons working or interested in institutional research. This organization shall be called the Association for Institutional Research in the Upper Midwest and will be known by the acronym AIRUM.

II. Purpose

AIRUM is a regional organization of institutional researchers. The objectives of the organization are to:

- improve and disseminate research predominantly of concern to institutions of higher education.
- provide a collegium for professional persons in institutional research.
- provide an avenue for professional development by offering at least annual meetings at which papers may be presented, speeches given, workshops taught, and other such professional contributions made.
- encourage association with the Association for Institutional Research (AIR) and to promote AIR forums and other activities.

III. Membership

Membership in AIRUM is open to individuals dedicated to the purposes of the organization. A person's affiliation with or interest in institutional research will be self-determined. Voting members in AIRUM will consist of all individuals with active membership status.

IV. Geographic Coverage

AIRUM is a regional organization defined by the states of Iowa, Minnesota, North Dakota, South Dakota, Wisconsin, and the upper peninsula of Michigan. These states will be the territory commonly served by AIRUM but membership may be extended to individuals outside of this region.

V. Affiliation with the Association for Institutional Research

AIRUM is an affiliate of AIR, a national organization dedicated to the profession of institutional research. AIRUM shares and affirms the AIR mission of “data use for the improvement of higher education¹.” AIRUM is not legally connected to AIR.

VI. Annual Conference

An annual conference will be held within the geographic boundaries of the organization, except in the case of joint conferences with other regional institutional research groups. The conference will be organized by the AIRUM Steering Committee.

VII. Steering Committee

The Steering Committee shall serve as the official AIRUM governing body. The Steering Committee shall, acting in concert, have full authority to act for and on behalf of the Association, except as otherwise specified in this Constitution.

The Steering Committee consists of nine AIRUM members, with each serving a three-year term. Three new Steering Committee members will be seated each year. Steering Committee 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 Steering Committee membership is determined by vote of the existing Steering Committee members, which will attempt to maintain a balance of geographical and institutional representation.

The Steering Committee has the right and responsibility to set appropriate membership and conference attendance fees that meet the needs of the organization.

The Steering Committee will be responsible for scheduling and planning the annual conference and other programs. The Steering Committee will ensure that all organizational obligations; including statutory, legal, and financial, are fulfilled in a timely and appropriate manner.

Decisions on meeting dates, program substance, the assessment and the expenditure of funds, and the like, will be made by the Steering Committee. The Steering Committee will coordinate an evaluation of the annual conference and will appoint annually a liaison for AIR. The Steering Committee will also initiate an agenda for the annual meeting.

There will be three offices held within the Steering Committee: Chair, Secretary, and Treasurer. Each Steering Committee member should be prepared to serve as an officer, as necessary. Officers will be selected by the Steering Committee.

Steering Committee Officer Responsibilities are as follows:

Chair: The Steering Committee Chair will lead the Steering Committee in fulfilling its responsibilities. The Steering Committee Chair, or designee of the Chair shall be listed on all appropriate statutory, legal, and financial documents.

Secretary: The Secretary, or appropriate designee, shall maintain a historical record of the activities of the Association, including meeting minutes, official AIRUM

correspondence, and membership lists.

Treasurer: The Treasurer will oversee timely and appropriate fulfillment of organizational financial responsibilities as described in detail within the Bylaws. The Treasurer will manage financial responsibilities relating to the annual conference, including collection of revenue and payment of expenditures. Oversight of financial integrity will be the role of the Chair.

VIII. Meetings

An annual Business Meeting of AIRUM members will be held in conjunction with the annual conference and shall be announced to membership in writing at least thirty (30) days prior to the scheduled date of the meeting. 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 AIRUM. Special Business Meetings may be called by the Steering Committee, provided that written notice of the date, time, and location for the meeting is communicated to all AIRUM members at least fourteen (14) days prior to the meeting being held. A quorum at any business meeting of the Association shall consist of at least one quarter of active Association membership.

Steering Committee meetings will be called by the Steering Committee Chair, or the Chair's designee if the Chair is unavailable in case of emergency. A quorum at any officially called and announced meeting of the Steering Committee shall consist of a simple majority of the Steering Committee members.

IX. Indemnity

The Association, through appropriate action of its Steering Committee or as provided by law, is empowered to indemnify any Steering Committee member, and his/her heirs, executors, and administrators, or any former Steering Committee member, and his/her heirs, executors, and administrators, to the full extent permitted by law.

X. Additional Methods of Conducting Association Business

To the fullest extent permitted or not specifically prohibited by applicable law, the business of the Association, including voting, may be conducted through means of conference telephone or other means of remote communication and by electronic transmission, pursuant to reasonable and secure standards established by the Steering Committee.

XI. Constitutional Amendments

Amendments to the constitution may be initiated by an active member of AIRUM. Proposals will be forwarded to the Steering Committee and will be considered at the next annual Business Meeting. To be adopted, an amendment must be approved by a two-thirds proportion of active members voting on the issue.

X. Dissolution

In the event that AIRUM can no longer exist according to its purpose, the organization will be dissolved and any remaining assets (e.g., checking account balance) will be turned over to AIR and used for funding scholarships to AIR events for AIRUM-region persons.

XI. Non-Discrimination Statement

AIRUM 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.

¹ AIR Affiliated Organizations. (2017, September 15). Retrieved from:
<https://www.airweb.org/Resources/AffiliatedOrganizations/Pages/default.aspx>

History:

Revised: November 3, 2017

Revised: March 30, 2012