

Gulf Coast Association for Institutional Research Constitution

ARTICLE I Name

The name of this association shall be the Gulf Coast Association for Institutional Research (GCAIR).

ARTICLE II Purpose

The purposes of the association shall be the following:

To promote relationships among institutional researchers serving its membership that lead to enhanced quality of institutional research at each of the member institutions and advance the standing of the association in the Texas' higher education agencies.

ARTICLE III Membership

An employee of one of the following institutions is eligible for membership:

- Alvin Community College
- Blinn College
- Brazosport College
- College of the Mainland
- Galveston College
- Houston Community College
- Lee College
- Lone Star College System
- San Jacinto College
- Victoria College
- Wharton County Junior College

In addition, a member must be associated with the departments of Institutional Research, Planning, or Institutional Effectiveness.

Each of the institutions shall name an institutional representative immediately following the general election for the purpose of voting. All other members will be considered "Associate Members."

An institution can remove itself from membership in the Consortium by submitting a written request to be removed to the Consortium President. When the request is read to the membership at the subsequent regular Consortium meeting, the institution's membership is withdrawn.

ARTICLE IV
Qualification and Election of Officers

- Section 1. Officers shall be members of GCAIR.
- Section 2. Officers will be President and President Elect/Secretary whose term of office will be one year, usually August 1 to July 31.
- Section 3. The election will be done by secret ballot by GCAIR institutional representatives who have attended at least one meeting during the current academic year (September to August).
- Section 4. An institution may not have more than one elected officer serving during the same year.

ARTICLE V
Duties of Officers

- Section 1. President
- A. Preside over all meetings.
 - B. Call special meetings.
 - C. Carry out the provisions of the constitution.
 - D. Appoint committees and chairpersons.
 - E. Oversee all committee activities.
 - F. Represent the Association as appropriate.
 - G. Compile and generate the agenda for all meetings.
 - H. Oversee the election of officers as outlined in the by-laws.
 - I. Oversee a professional workshop in the spring of each year, including obtaining a workshop leader, facilities, and other resources needed to assure the workshop is completed in a professional manner.
- Section 2. President Elect/ Secretary
- A. Assume the duties of the president in his/her absence.
 - B. Perform any duties delegated by the president.
 - C. Record and keep accurate minutes of all meetings.
 - D. Act as correspondence clerk.
 - E. Distribute the agenda for all meetings.
 - F. Distribute the minutes of the prior meeting.
 - G. Maintain a membership database for publication on a regular basis.
- Section 3. Webmaster/List serve Manager
- A. Maintain the web pages for the organization.
 - B. Maintain the list serve for the organization.

- C. Maintain the organization's membership directory and have it available online.
- D. This position will be appointed by the President, with the advice and consent of the membership, the term for which will be the same as the appointing President.

ARTICLE VI
Executive Council

Section 1. The Executive Council will consist of the President, President Elect/Secretary, and Webmaster/List serve manager.

Section 2. Duties of the Executive Council

- A. To formulate policy of the Association between regular meetings and in case of emergencies, subject to approval of the general membership.
- B. To execute policies determined by the general membership.
- C. To govern the activities of the Consortium.

ARTICLE VII
Replacement of Officers

Section 1. All elected officers and members of the organization may be subject to removal by a two-thirds majority of the membership.

Section 2. Replacement of an officer shall be filled in the following manner:
The vacancy of the President shall be filled by the Vice President.
The vacancy of the President-Elect shall be filled by appointment of the President with the approval of the membership.

ARTICLE VIII
Meetings

Section 1. Regular meetings will be determined by the membership.

Section 2. Special meetings can be called by an officer or five members of the Association.

Article IX
Right to Act

Any Association officer and Association member does not have the right to incur any debt or become involved in any business under the title or by implying the title of an association in any way.

Article X

Hold Harmless

No member of this Association or an institution listed in Article III will be legally responsible nor financially liable for any decisions, recommendations, or other actions by this Association.

Article XI Amendments to the Constitution

Any amendment or change in the constitution requires a two-thirds vote by the membership at a general Association meeting and must be recommended by the Executive Committee.

By Laws Gulf Coast Association for Institutional Research

1. Associate membership will be given to those who are interested in the purpose of the Association but will not participate in voting.
2. There will be no fees to be a member or associate member of the Association.
3. Elections will occur in May or June of each academic year. The membership will nominate candidates by May 15, election will occur by June 1, and the membership will be notified of the results of the election by July 1. Only current members of the Association may vote. The newly elected President Elect/Secretary will assume his/her duties August 1 and the current President Elect/Secretary will assume the office of President August 1.