



AIRUM

Bylaws

- I. General Business
 - A. AIRUM is a non-profit, volunteer organization, incorporated by the state of Minnesota.
 - B. Electronic mail (email) is the official means of communication for this Association. Requirements for written notification regarding Association business may be fulfilled through electronic mail.
- II. Membership
 - A. Active members are defined as individuals who have currently-paid membership fees.
- III. Membership fees
 - A. An annual membership fee of \$25 will be required from each member to maintain active membership status.
 - B. The Steering Committee will propose changes to the membership fee. Changes will be voted on by the members.
- IV. AIRUM Finances [in this section "AIRUM" refers to the organization or any officer acting on AIRUM's behalf]
 - A. At no time will AIRUM indebt itself to any banking or loaning institution.
 - B. AIRUM will not apply for or receive any line of credit.
 - C. At the end of each fiscal year, all accounts must be balanced and the balance remaining must be greater than \$1,000.
 - D. The fiscal year for AIRUM begins January 1 and ends December 31.
- V. Record Keeping
 - A. Meeting minutes of the annual Business Meeting, Steering Committee Meetings, and any special meetings shall be the responsibility of the Secretary.
 - B. Mailings, including emails to members and use of the official AIRUM email account, shall be the responsibility of the Secretary or appropriate designee.
 - C. AIRUM Contact/Membership Lists will be maintained by the Secretary.
 - D. Financial records, including record keeping, balancing of the checking account, and accurate, timely reporting of finances to the Steering Committee will be the responsibilities of the Treasurer.

E. All records will be retained as specified in the Records Retention Policy.

VI. Code of Conduct

- A. AIRUM officers and members will conduct themselves according to the Association of Institutional Research (AIR) Code of Ethics.
[\[http://www.airweb.org/AboutUs/LeadershipAndGovernance/Pages/CodeofEthics.aspx\]](http://www.airweb.org/AboutUs/LeadershipAndGovernance/Pages/CodeofEthics.aspx)
- B. Expulsion from the Association. The Steering Committee, by a two-thirds majority, may vote to temporarily suspend the membership of or expel Association members in situations such as the following. If a steering committee member is being considered for expulsion, this individual is not allowed to vote.
 - 1. Members who have not exercised appropriate financial stewardship of Association funds.
- C. In the event that the Steering Committee considers temporary membership suspension or expulsion from the organization, the Steering Committee shall provide written notice to the Association member of the intent to pursue temporary suspension or expulsion. The member will have a right to respond in person or in writing to the temporary suspension or expulsion. Appropriate legal representation may be retained by the member and the Steering Committee in such cases. The decision of the Steering Committee is final.

VII. AIRUM contracts

- A. At no time will any AIRUM member, officer, or affiliate be paid an ongoing salary with AIRUM funds.
- B. In the event that AIRUM needs to contract for a service (e.g., web page development/maintenance), a contract must be approved by two-thirds of the AIRUM Steering Committee before any service is rendered or compensated.
- C. The Steering Committee may authorize any Steering Committee member to enter into an approved contract.
- D. All ongoing service contracts terminate at the end of each fiscal year and must be reviewed and/or renewed by the Steering Committee at the beginning of the next fiscal year.
- E. All annual contracts (e.g., conference hotel, vendor) must be reviewed and approved by the Steering Committee.
- F. Steering Committee members are not permitted to assume personal liability for AIRUM debts, liabilities, or other obligations, such as signing an individual guarantee for an AIRUM financial obligation.
- G. All services paid for by AIRUM must be included in the annual Treasurer's report detailing type of service and amount spent.

VIII. Committees

- A. Committees will be will be appointed to meet the needs of AIRUM. These committees may include, but are not limited to, a Governance and Finance Committee, a Member Benefits Committee, and an Outreach, Marketing, and

Sponsorship Committee. Committee chairs must be current Steering Committee members and will be selected by the Steering Committee chair.

- B. A Financial Advisory Committee will assist the Steering Committee with financial oversight of AIRUM. The membership of this committee shall comprise one former Steering Committee member and two from the general membership serving staggered three-year terms. Appointments to the Financial Advisory Committee are made by the Steering Committee.

IX. Scholarships

A. Best Presentation Award

1. To be given to best presentation at Fall AIRUM conference as determined by the AIRUM Steering Committee, with input from AIRUM conference attendees via the presentation review process.
2. Amount of award to be determined by AIRUM Steering Committee (maximum of \$500).
3. The Best Presentation Award purpose is to help offset expenses associated with presentation of best paper at immediately following AIR conference
4. The Best Presentation Award will be available in years that AIR has provided AIRUM with a reserved presentation slot.
5. The award check will go to the individual's employer with instructions to either allocate for AIR or other professional development opportunities or expenses. Examples of appropriate use include purchasing books, taking a course, travel or conference fees, etc.
6. Best Presentation Awards are contingent on availability of funds.

B. AIRUM Conference Scholarship

1. AIRUM Conference Scholarships are available for awards determined by the AIRUM Steering Committee.
2. These scholarships are intended to cover the registration fee (but not membership) for attending the AIRUM Conference.
3. Scholarship awards are contingent on availability of funds and qualifications of applicants.
4. The goal of the scholarships is to assist individuals whose work pertains to institutional research but who have been unable to attend an AIRUM Conference due to lack of institutional support for conference expenses.
5. Scholarship applications will be made available at the time of conference registration.
6. Applicants will be selected and notified prior to conference registration deadline.
7. Eligible applicants will meet the following criteria:
 - a) Work or be a student in institutional research or a related field
 - b) Never have attended an AIRUM conference.
 - c) Be able to demonstrate that it is unlikely that their institution could provide financial resources necessary to attend.

8. Application: A short (one page maximum) essay with the following items sent by approximately two weeks prior to the beginning of the conference.
 - a) A brief description of applicant's current relevant work duties or academic work
 - b) An explanation of why they want to attend the conference
 - c) A brief description of financial need
9. Award: Each of the three scholarships covers the base conference registration fee for individual or student applicants.
10. Selection Process:
 - a) All applications received by the deadline will be reviewed by the AIRUM Steering Committee.
 - b) Applicants will be notified of the Steering Committee's decision as soon as possible following selection.
 - c) If the scholarship recipient has already registered and paid for the conference, their registration fee will be refunded. AIRUM will initiate the refund within 10 business days.

X. Bylaw Amendments

- A. Amendments to the bylaws 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.

History:

Revised: November 2, 2018

Revised: November 3, 2017

Revised: March 30, 2012