

**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**

Employees of any of the following institutions are 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
Wharton County Junior College

In addition, a member must be associated with a department whose primary function is 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 and will provide the name of the institutional representative to the Executive Council. All other members will be considered "Associate Members."

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the request is read to the membership at the subsequent regular Association meeting, the institution's membership is withdrawn.

ARTICLE IV
Qualification and Election of Officers

- Section 1. Officers shall be members of the Association.
- Section 2. Officers will be Immediate Past President, President, and President Elect/Secretary. Terms of office are stipulated in Article VI and run from September to August.
- Section 3. The election will be held by secret ballot by the Association institutional representatives whose institutions are not on probation. If an institution has been absent from four consecutive meetings, then that institution is placed on “probation”. Probation simply signifies ineligibility to vote. Any institutions on probation are not counted when figuring the number of votes required to get a “majority of the entire membership”. When the institution on probation is represented at a meeting, then that institution is automatically taken off probation.
- Section 4. President and President Elect/Secretary officers may not be from the same institution during the same year.
- Section 5. A majority vote of the Executive Council shall resolve tie votes in the election of officers.

ARTICLE V
Duties of Officers

- Section 1. Immediate Past President
- A. Advisor to the President and President Elect/Secretary.
 - B. Chair and convene the Nominations and Elections Committee.
 - C. Oversee the election of officers as outlined in the by-laws.
 - D. Responsible for ensuring the proper conduct of elections and report results to the membership.
- Section 2. 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 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 3. 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 the listserv for the organization.
- H. Maintain the online membership directory and institution directory for the organization.

**ARTICLE VI
Terms of Officers**

Section 1. Immediate Past President

The term of office of the Immediate Past President shall be one year, or until a successor takes office.

Section 2. President

The term of office of the President shall be two years, serving as President the first year, and serving as Immediate Past President the second year.

Section 3. President Elect/Secretary

The term of office of the President Elect/Secretary shall be three-years, serving as President Elect/Secretary the first year, serving as President the second year, and serving as Immediate Past President the third year.

**ARTICLE VII
Executive Council**

Section 1. The Executive Council will consist of the Immediate Past President, President, and President Elect/Secretary.

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 Association.
- D. A majority vote of the Executive Council shall resolve tie votes in the election of officers.

ARTICLE VIII
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:

- A. The vacancy of the Immediate Past President shall not be filled. The President will assume the Immediate Past President's duties.
- B. The vacancy of the President shall be filled by the President Elect/Secretary.
- C. The vacancy of the President Elect/Secretary shall be filled by appointment of the President with a two-thirds majority of the membership. The appointment shall fill out the remainder of the entire 3-year term.

ARTICLE IX
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 X
Right to Act

No Association officer or Association member has the right to incur any debt or become involved in any business under the title or by implying the title of the Association in any way.

Article XI
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 XII
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 Council.

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. Only one vote is allowed by each member institution, and that institution can only vote if it is not on probation (see Article IV, Section 3).
3. No fees will be required for membership or associate membership in the Association.
4. The Nominations and Elections Committee:
 - A. The committee consists of the Immediate Past President, and two members from different institutions, selected by the Immediate Past President.
 - B. The Immediate Past President will serve as Chair of the committee.
 - C. The committee presents at least two candidates, from different institutions, to the membership by July.
 - D. The term of each member of the committee shall be one year, or until a successor takes office.
5. Election timeline:
 - A. Candidates are presented to the membership by July.
 - B. The election will occur by the end of August, and the membership will be notified of the results before the first meeting of the new academic year.
 - C. The newly elected President Elect/Secretary will assume his/her duties on September 1 and the current President Elect/Secretary will assume the office of President on September 1.
6. Association Website
 - A. Website will be hosted by Alvin Community College until a two-thirds majority membership determines a need to move site.
 - B. Membership will be made aware of any changes to GCAIR URL.
7. Webmaster
 - A. This position will be appointed by the website host institution and approved by the GCAIR President.
 - B. Maintain the web pages for the organization.
8. GCAIR will abide by the Association of Institutional Research (AIR) Statement of Ethical Principals. <https://www.airweb.org/ir-data-professional-overview/statement-of-ethical-principles>