

**Constitution of the
Arkansas Institutional Research Organization**

Accepted November 10, 2021

**Article I
Name**

This organization shall be known as the Arkansas Institutional Research Organization. Hereafter referred to as AIRO.

**Article II
Purpose**

The purpose of the AIRO is to:

1. Promote excellence in institutional research.
2. Create a supportive network to provide professional development opportunities and promote the scholarship of institutional research.
3. Encourage a culture of ethical data use among faculty, staff and professionals.
4. Facilitate efforts by member institutions and policy-making bodies to improve postsecondary data strategy.

**Article III
Membership**

1. Institutional: Individuals affiliated with the Arkansas Division of Higher Education or any higher education institution recognized by the Arkansas Higher Education Coordinating Board may acquire institutional membership in the AIRO.
2. Non-Voting: Any person with responsibility or interest related to institutional research at a higher education institution or agency operating in Arkansas that is not the Arkansas Division of Higher Education or any higher education institution recognized by the Arkansas Higher Education Coordinating Board.
3. Dues: Annual dues for Institutional and Non-Voting membership will be determined by the Board of Directors.

**Article IV
Officers**

Section I. The AIRO Board of Directors shall consist of a president, a president-elect, a secretary, and a treasurer.

1. The president shall:
 - (a) Preside over all organizational meetings.
 - (b) Call and preside over the Board of Directors.
 - (c) Appoint committees as necessary.
 - (d) Be responsible for all correspondence issued from the AIRO.
2. The president-elect shall:
 - (a) Plan the AIRO's annual conference as head of the local planning committee.
 - (b) Serve as chief executive officer in the president's absence.

3. The secretary shall:
 - (a) Maintain the membership database.
 - (b) Record minutes for the Board of Directors.
 - (c) Maintain an archive of the AIRO's activities, including all resolutions and official correspondence.
 - (d) Tally votes that may ensue from the general business meeting held during the AIRO's annual meeting.
4. The treasurer shall:
 - (a) Oversee the collection of dues and disbursement of funds.
 - (b) Maintain records relating to the AIRO's finances and give an annual report to the Board of Directors and the Membership.
5. The Board of Directors shall:
 - (a) Determine the activities and programs of the organization.
 - (b) Propose or solicit amendments to this constitution and forward them to the general membership.
 - (c) All members of the Board of Directors must be members of the AIRO.

Section II. Election of Officers.

1. The president will appoint a nominating committee comprised of three AIRO members. The president must submit to the membership a slate of proposed officers no later than ten (10) days prior to the annual meeting. Nominations may also be made from the floor during the annual business meeting.
2. Only registered members of AIRO attending the annual business meeting will cast ballots for the proposed officers, those selected by a simple majority will take office at the conclusion of the annual meeting.
3. Every effort should be made to alternate the presidency between four-year and two-year colleges and universities.

Section III. Additional Appointments

1. A webmaster shall be appointed by the president to maintain an organizational website.
2. Additional appointments may be made by the president as needed.

Article IV Revising the Constitution

This constitution may be changed upon the recommendation of the Board of Directors and a majority vote of members attending the annual meeting.