

**CONSTITUTION  
AND  
BY-LAWS**

(As Revised, October 1997)

TRADITIONALLY BLACK  
COLLEGES & UNIVERSITIES  
SPECIAL INTEREST GROUP  
(TBCU: SIG)

an affiliate of

THE ASSOCIATION FOR  
INSTITUTIONAL RESEARCH  
(AIR)

# **Traditionally Black Colleges and Universities (TBCU)**

## **CONSTITUTION AND BY-LAWS**

(As revised October 1997)

### Article I

#### Name

The name of this organization, an affiliate of the Association for Institutional Research, shall be the Traditionally Black Colleges & Universities Special Interest Group

### Article II

#### Purposes

Section 1. The major purposes of the Traditionally Black Colleges & Universities: Special Interest Group (TBCU: SIG) shall be to benefit, assist, and advance research leading to improved understanding, planning, and operation of institutions of postsecondary education, with particular emphasis on traditionally black colleges and universities. Research focused on a single institution and that concerned with groups of institutions both fall within these purposes. In keeping with the dynamic nature of institutions of postsecondary education, the TBCU: SIG shall encourage the application of appropriate methodologies and techniques from many disciplines. It shall also publish and exchange information with respect to research on postsecondary education.

Section 2. Except for distribution of information, reports, and other similar documents to members and officers, no part of the assets of the TBCU: SIG nor any income or gains to it shall inure to the benefit of its members or officers. Reasonable and normal compensation for services actually rendered and reimbursement of expenses properly incurred may be paid to members or officers.

### Article III

#### Membership

Section 1. Membership in the TBCU: SIG and election or appointment to any committee is not based on race, ethnic origin, sex, age, or religious conviction.

Section 2. There shall be the following categories of individual membership: regular membership, graduate membership, and emeritus membership.

Section 3. To be eligible for regular membership a person must (1) be actively engaged in research leading to the improved understanding, planning, and operation of institutions of postsecondary education, or (2) be interested in the methodology and results of institutional research.

Section 4. To be eligible for graduate student membership, a person must be actively pursuing a graduate degree, must not be employed full time, and must (1) be actively engaged in research leading to the improved understanding, planning, and

operation of institutions of postsecondary education, or (2) be interested in the methodology and results of institutional research.

Section 5. To be eligible for emeritus membership, a person must be retired from the practice of institutional research, and must have been an active member of the TBCU: SIG for a minimum of five years immediately preceding retirement.

Section 6. The following categories of members shall be eligible to vote on TBCU: SIG business and hold elective office in the Special Interest Group: (1) regular members, (2) graduate members, and (3) emeritus members.

Section 7. The Executive Committee may by two-thirds vote of the committee, terminate the membership of any individual who becomes ineligible for membership because of changes in professional activities or interest.

Section 8. Individual members whose dues are not paid within two years after the due date shall be dropped automatically by the Secretary-Treasurer from membership in the TBCU: SIG.

#### Article IV

##### Officers

Section 1. The officers of the TBCU: SIG shall consist of the President, the Vice President/President Elect, the Secretary-Treasurer, and the immediate Past President.

Section 2. President: The President shall chair the Executive Committee and preside at the business meeting of the TBCU: SIG. The President shall also represent the TBCU: SIG in relations with state, regional, international echelons of institutional research, other professional and educational organizations, foundations and governmental agencies. The term of office of the President shall be two years.

Section 3. Vice President/President Elect: The Vice President shall serve as the vice chairperson of the Executive Committee and shall represent the President when the latter is unable to perform the duties specified of the president. The term of office of the Vice President is two years. The Vice President succeeds to office of the President upon the expiration of the President's term or upon his/her vacating of office.

Section 4. Secretary – Treasurer: The Secretary of this dual office shall be responsible for the minutes of the meetings of the Executive Committee, the regular meetings, and any special business meetings, the maintaining of the list of members of the TBCU: SIG and the sending of notices. The Secretary shall be Membership Chairperson. The term of office of the Secretary shall be three years. The Secretary is eligible to succeed him/herself subject to the decision of the Nominating Committee in developing the ballot of officers.

Section 5. Secretary-Treasurer: The Treasurer of this dual office shall be responsible for the receipt and disbursement of all funds of the TBCU: SIG and for the establishment and maintenance of appropriate records of all fiscal transactions. The Treasurer shall ensure that all expenditures are within budgetary constraints and have been properly incurred under policies of the TBCU: SIG. The term of office of the Treasurer shall be three years. The Treasurer is eligible to succeed him/herself subject to the decision of the Nominating Committee in developing the ballot of officers.

#### Article V

##### Executive Committee

Section 1. The Executive Committee shall consist of the President, the Vice President/President Elect, the Secretary-Treasurer and the Immediate Past President.

Section 2. The Executive Committee shall, acting in concert, have full authority to act for and on behalf of the TBCU: SIG, except as otherwise specified in this constitution, any amendments, and in the By-laws.

#### Article VI

##### Meetings

There shall be two TBCU:SIG business meetings held each year. One shall be held in conjunction with the annual Forum of the Association for Institutional Research and, a second business meeting shall be held at the annual conference of the Southern Association for Institutional Research.

#### Article VII

##### Nominations Elections

Section 1. There shall be a Nominating Committee consisting of the immediate Past President and five members elected by the membership. The term of office of each member of the Nominating Committee shall be one year.

Section 2. At least three months before the convening of the TBCU: SIG at the annual AIR Forum, the Nominating Committee shall issue to the membership a call for nominations for the offices and positions for which the term is scheduled to expire.

Section 3. The Nominating Committee shall prepare and report to the Executive Committee, for transmission to the membership, a slate of candidates for the Nominating Committee and one or more candidates for each of the other positions for which an election is to be held.

Section 4. The Executive Committee shall be responsible for ensuring the proper conduct of elections and for reporting the results to the membership.

Section 5. At least forty-five (45) days before the annual AIR Forum, the ballot shall be mailed to all voting members of the TBCU: SIG. The ballot shall contain the slate forwarded by the Nominating Committee and shall also make provision for writing in additional names for each position. To be counted, ballots must be postmarked no later than thirty (30) days and received no more than forty (40) days after the mailing date. Ballots can also be forwarded electronically to all voting members of the TBCU: SIG. The ballot shall contain the slate forwarded by the Nominating Committee and shall also make provision for writing in additional names for each position. Ballots can be returned electronically or via postal service mail no later than described previously.

Section 6. In the event of a tie vote for a specific elective office resulting from the mailed ballots, a majority vote of the full membership of the Executive Committee shall resolve the tie.

#### Article VIII

##### Vacancies

Vacancies in any office or on the Executive Committee or the Nominating Committee shall be filled by appointment by the Executive committee for the un-expired terms, or as specified in Article IV relating to terms of office for each office.

#### Article IX

##### Committees

Section 1. The Executive Committee shall recommend to the membership the establishment or disbanding of Standing Committees.

Section 2. Standing Committees shall be named in the By-laws.

Section 3. Standing Committees shall operate under Terms of Reference, which shall be approved by the Executive Committee. These Terms of Reference shall include (1) the charge to the committee or board, (2) the method of selection and term of office of the chairperson, (3) the number or range of numbers (i.e., minimum/maximum) of members, (4) the criteria/method of selection and terms of office of members, and (5) any other substantive guidelines for the operations of the committee or board.

Section 4. The President shall establish such ad hoc committees as shall be deemed necessary. Ad hoc committees expire upon submission of their final report to the Executive Committee.

#### Article X

##### By-laws

Section 1. The TBCU: SIG shall, for the conduct of its affairs, adopt bylaws not inconsistent with this Constitution.

- Section 2. Bylaws and amendments to them may be initiated by any of the following means:
- a. Through action originating in the Executive Committee and approved by a majority vote of that committee.
  - b. Through a petition submitted by any voting member of the TBCU:SIG and approved by a majority of the Executive Committee.
  - c. Through a petition signed by five (5) or more members of the TBCU:SIG, and filed with the Secretary
- Section 3. The Executive Committee shall be responsible for printing any proposed bylaws or amendment(s) to them, if duly and properly initiated, and for submitting them to the voting members for vote (by either of the following means):
- a. At an annual business meeting, provided that the proposed change has been filed with the Secretary thirty (30) days prior to the annual business meeting.
  - b. Those members voting whose ballots shall have been postmarked on or before the thirtieth (30th) day and received on or before the forty-fifth (45<sup>th</sup>) day after the mailing of the ballots, in case of Section 3(b) above.
- Section 4. A bylaw or amendment to the Bylaws must be approved by an affirmative vote of the majority of (one of the following):
- a. The members present and voting at an annual business meeting, in the case of Section 3(a) above.
  - b. Those members voting whose ballots shall have been postmarked on or before the thirtieth (30) day after the mailing of the ballots, in case of Section 3(b) above.
- Section 5. Changes in the Bylaws shall become effective immediately upon approval.

Article XI  
Amendments

- Section 1. Amendments to the Constitution may be initiated by any of the following means:
- a. Through action originating in the Executive Committee and approved by a majority vote of the committee.
  - b. Through a petition submitted by any voting member of the TBCU:SIG and approved by a majority of the Executive Committee.
  - c. Through a petition signed by five (5) or more voting members of the TBCU: SIG, and filed with the Secretary.
  - d. Through action originating in the Constitutional Review Committee.
- Section 2. The Executive Committee shall be responsible for printing the proposed amendment, if duly and properly initiated, and submitting it to the voting members by mail ballot.

Section 3. An affirmative vote by a majority of those members voting, whose ballots shall have been postmarked on or before the thirtieth (30) day and received on or before the forty-fifth day after the mailing of the ballots, shall be required for the adoption of the amendment.

Section 4. Amendments to the Constitution shall go into effect thirty (30) days after adoption.

## Article XII

### Quorum

Section 1. Five (5) members attending a business meeting of the TBCU: SIG shall constitute a quorum.

Section 2. A quorum at any meeting of the Executive Committee shall consist of three (3) members.

### By-Laws

Section 1. Notice of Meetings

The Secretary shall be responsible for reminding all members of the date and place of each business meeting at least ten (10) days prior to the AIR Forum and the SAIR Conference

Section 2. Primacy of Meetings

Because we are an affiliate of the Association for Institutional Research, the annual forum of the Association will be our primary business meeting. The annual meeting held at the Southern Association for Institutional Research conference will be our second business meeting.

Section 3. Calendar

- a. The membership year shall be July 1 – June 30.
- b. The term of office for each position filled by election shall begin at the end of the business meeting at which they are sworn into office.
- c. The fiscal year shall be July 1 – June 30.

Section 4. Membership Fee

- a. The membership fee structure shall be reviewed periodically by the Executive Committee, and any proposed changes shall be submitted to the voting members for consideration at the annual business meeting or by mail ballot.
- b. A majority vote of the members attending and voting at the annual business meeting or a majority vote of those members voting, whose ballots shall have been postmarked on or before the thirtieth (30) and received on or before the forty-fifth (45<sup>th</sup>) day after the mailing of the ballots, shall be required for change in the membership fee structure.

- c. The Executive Committee reserves the right to establish membership and/or other fees to insure available funds and services to the TBCU: SIG membership.

Section 5. Procedure: The latest edition of Robert's Rules of Order shall govern all meetings of the TBCU: SIG insofar as they are applicable and not inconsistent with the Constitution and Bylaws of the TBCU: SIG.

Section 6. The following Committees and boards are established as Standing Committees:

- Publications Committee (Publications Board)
- Membership Committee
- Nominating Committee
- Constitutional Review Committee

Section 7. Standing Committees Terms of Reference

Publication Committee (Publication Board)

The Publications Committee is a Standing committee of the TBCU: SIG. The chair and 4 members of the committee are appointed by the President. The chair serves as editor-in-chief of all publications including: The TBCU Research Journal, the TBCU Membership Directory, Constitution By-Laws, and is the chief contributing correspondent to related AIR/SAIR newsletter, both print and electronic. The term of office of the Publication Committee chair is two years and confirmed by the Executive Committee. Members serve overlapping terms of three years. The committee is responsible for developing publications standards, issuing Calls for Papers, reviewing and editing manuscripts, and coordinating the issuance of publications with the Secretary-Treasurer. The chair of the Publications Committee is responsible for coordinating subscription and/or membership lists with the Secretary-Treasurer to insure the timely and accurate distribution of publications to members and non-members. The chair may appoint/designate specific duties to committee members to insure that the standards and integrity of TBCU publications are maintained.

Membership Committee

The Membership Committee, chaired by the Secretary of the TBCU: SIG, is responsible for the recruitment of new members, the maintenance of membership records, and for regularly distributing a roster of members to the membership. Committee members are appointed by the President and serve a term of two years. The Membership Committee coordinates its publication of the membership roster with the Publication Committee through its chair, the Secretary of the Association. An annual report of activity is submitted to the Executive Committee and the membership at the business meeting.

#### Nominating Committee

The terms of Reference for the Nominating Committee shall be consistent with and are duly noted in Article VII, Sections 1-5 of the Constitution.

#### Constitutional Review Committee

The Constitutional Review Committee is responsible for periodic review of the Constitution and By-Laws, to recommend revisions and amendments to the Executive Committee and to serve as the judiciary body of the association to interpret the applicability of the Constitution to challenges and/or proposed amendments as provided for in Article X, Sections 2a-2c and Article XI, Sections 1a-1c. The chair of the Constitutional Review Committee shall be appointed by the President and serves a 3-year term. Committee members shall be recommended by the chair to the Executive Committee and approved by the Executive Committee. They shall also serve a three-year term of office.