

## Proposed Revisions

### **1. TAIR Constitution; Article III. Membership and Voting; Section 7**

*Voting may take place at any time throughout the year by means of electronic ballot administered via the TAIR website or listserv or during the annual conference by means of a ballot approved by the TAIR Executive Committee. An absentee ballot shall be available on the TAIR website for members unable to vote in person during the annual conference. It shall be the responsibility of the Executive Committee to ensure the integrity of whatever voting processes are used.*

Proposed Changes (Simplify language):

Voting may take place at any time throughout the year by means of an electronic ballot administered by means approved by the TAIR Executive Committee. It shall be the responsibility of the Executive Committee to ensure the integrity of the voting processes utilized.

### **2. TAIR Constitution; Article IV. Officers; Section 1**

*The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, an Immediate Past President, a Communications Officer and a Professional Development Officer. To be eligible for office, the member must be employed full-time by a Texas higher education institution or agency and reside in the State of Texas. In the event an officer retires or moves out of state, and is able to fulfill the elected term, that person may serve the remainder of the elected term at the discretion of the Executive Committee. If a replacement is needed, procedures found in Article VI, Section 4 will be followed.*

Proposed Changes (modify type of agency):

The officers of the Association shall consist of a President, Vice President, Secretary, Treasurer, Immediate Past President, Communications Officer, and a Professional Development Officer. To be eligible for office, the member must be employed full-time by a Texas higher education institution or **related** agency and reside in the State of Texas. In the event an officer retires or moves out of state, and can fulfill the elected term, that person may serve the remainder of the elected term at the discretion of the Executive Committee. If a replacement is needed, procedures found in Article VI, Section 4 will be followed.

### **3. TAIR Constitution; Article VI. Election; Section 5**

*Removal from Office. Should an elected officer or committee member fail to fulfill her/his responsibilities as defined in the constitution or in the bylaws, that person may be removed from office by vote of the Executive Committee. Prior to such a vote, the person who is the object of the vote shall be notified via certified mail of the Executive Committee's intention to take such a vote. In addition, immediate notice must be given to the membership prior to such a vote. The person who is the object of the vote has a right to respond in writing within 14 days of receipt of the certified notice. The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was delivered to the person who is the object of the vote. Immediately prior to the vote, members of the Executive Committee shall discuss all relevant information related to the vote. If two-thirds of the Executive Committee votes in favor of removal, the person who is the object of the vote is immediately removed from office. The person who was removed should be immediately notified of that fact by certified mail and the membership should be immediately informed. The vacancy shall be expeditiously filled in a manner consistent with Article VI, Section 4.*

Proposed Changes (revise method required for notification):

Removal from Office. Should an elected officer or committee member become ineligible or deemed unable to fulfill her/his responsibilities as defined in the constitution or in the bylaws, that person may be removed from office by vote of the Executive Committee. Prior to such a vote, the person who is the object of the vote shall be notified via email by a representative of the Executive Committee about the intention to take such a vote. At least one other member of the Executive Committee should be included in the notification. The person who is the object of the vote has a right to respond within 14 days of the notice. The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was provided. Immediately prior to the vote, members of the Executive Committee shall discuss all relevant information related to the vote. If two-thirds of the Executive Committee votes in favor of removal, the person who is the object of the vote is immediately removed from office. The person who was removed should be immediately notified of that fact, and the membership should be immediately informed. The vacancy shall be expeditiously filled in a manner consistent with Article VI, Section 4.

### **4. TAIR Bylaws; Section 3. Fees; Subsection b**

*A registration fee shall be assessed to all who register for the annual conference each year, except as described in Article V. Section 3 of the Constitution. This fee shall include an annual membership fee.*

Proposed Changes (grammatical correction):

A registration fee shall be assessed to all who register for the annual conference each year, except as described in Article V. Section 3 of the Constitution. This fee shall include **the** annual membership fee.

## **5. TAIR Bylaws; Section 3. Fees; Subsection c**

*A membership fee will be assessed to anyone who does not pay the registration fee but wishes to be a member of the Association. In special cases specifically designated by the Executive Committee and for emeritus members, the annual membership fee shall be waived.*

Proposed Changes (clarify language):

A membership fee will be assessed to those wishing to be a member of the Association who do not pay the registration fee. For emeritus members, and in special cases designated by the Executive Committee, the annual membership fee shall be waived.

## **6. TAIR Bylaws; Section 3. Fees; Subsection d**

*The fee structure shall be established by the Executive Committee.*

Proposed Changes (require annual review of fee structure):

The fee structure shall be reviewed and established by the Executive Committee prior to registration for each annual conference.

## **7. TAIR Bylaws; Section 6. Committees and Appointments; Subsection b**

*Nominating Committee. There shall be a Nominating Committee consisting of the immediate Past President, who shall serve as the Chair, and four (4) members elected by the membership to staggered two-year terms. The term of each member of the Nominating Committee shall be two (2) years or until a successor takes office. After considering candidates from all types of institutions of postsecondary education in Texas, the Nominating Committee shall prepare and report to the Executive Committee for transmission to the membership, a slate of four candidates for the Nominating Committee and two candidates or each of the Executive Committee positions for which an election is to be held.*

Proposed Changes (make consistent with Article IV, Section 1)

Nominating Committee. There shall be a Nominating Committee consisting of the immediate Past President, who shall serve as the Chair, and four (4) members elected by the membership to staggered two-year terms. The term of each member of the Nominating Committee shall be two (2) years or until a successor takes office. After considering candidates from all types of **Texas higher education institutions and related agencies**, the Nominating Committee shall prepare and report to the Executive Committee for transmission to the membership, a slate of four candidates for the Nominating Committee and two candidates for each of the Executive Committee positions for which an election is to be held.

## **8. TAIR Bylaws; Section 6. Committees and Appointments; Subsection c**

*Program Committee. A Program Committee shall be appointed by the Vice President/President-Elect in consultation with the President for each annual conference. The Vice President/ President-Elect shall chair the Committee. The Treasurer and the Secretary shall be ex-officio members. The President and the Immediate Past President shall serve as ex-officio advisors. Other members of the Program Committee shall be appointed by the Vice President/President-Elect.*

Proposed Changes (expand program committee to include all members of the executive committee):

Program Committee. A Program Committee shall be appointed by the Vice President/President-Elect in consultation with the President for each annual conference. The Vice President/ President-Elect shall chair the Committee. The President and the Immediate Past President shall serve as ex-officio advisors. **Other members of the Executive Committee shall serve as ex-officio members.** Additional members of the Program Committee shall be appointed by the Vice President/President-Elect.

## **9. TAIR Bylaws; Section 6. Committees and Appointments; Subsection k**

*(k) Ad-hoc positions and committees, as deemed necessary for the operation of TAIR, may be established or discontinued by the President with approval of the Executive Committee.*

Proposed Addition/Adjustment (insert new role of SAIR Liaison into list of committees and appointments):

(k) SAIR Liaison. Each year, the President shall serve as or appoint a SAIR Liaison. This should be a person who is willing and able to attend the annual SAIR Conference and able to represent TAIR at appropriate SAIR functions. The SAIR Liaison's primary responsibility is to serve as a bridge between TAIR and SAIR throughout the year, communicating pertinent information and issues to the TAIR Executive Committee and the TAIR membership. In the absence of the President at the SAIR Conference, the SAIR Liaison is responsible to make arrangements for and conduct the TAIR Special Interest Group (SIG) meeting and other TAIR activities at the SAIR Conference. The SAIR Liaison is not eligible for reimbursement of conference registration, travel, or other expenses.

(l) Ad-hoc positions and committees, as deemed necessary for the operation of TAIR, may be established or discontinued by the President with approval of the Executive Committee.

## **10. TAIR Bylaws; Section 8. Vendors and Sponsors**

*For-profit entities engaged in providing goods and services to TAIR member institutions can participate in TAIR activities as a vendor/sponsor but will not be eligible to vote, hold elected office or participate in appointed committees. Vendors can participate in the resource fair by paying the required fees. Vendors can partner with a TAIR member institution in submitting proposals for workshops, round tables and concurrent session presentations.*

Proposed Changes (remove “for-profit” restriction and update description of sponsor rights)

Entities engaged in providing goods and services to TAIR member institutions can participate in TAIR activities as a sponsor but will not be eligible to vote, hold elected office or participate in appointed committees. By paying the required fees, sponsors are entitled to a space in the Sponsor Exhibit area and may attend all conference activities included in the price of conference registration. Sponsors can pay an additional fee or partner with a TAIR member to submit proposals for workshops, concurrent sessions, or other presentations. The fee structure shall be reviewed and established by the Executive Committee prior to registration for each annual conference

## **11. TAIR Bylaws; Section 9. Sponsorship of Graduate Assistant**

*The Executive Committee may elect to sponsor a graduate assistant by providing membership fees and travel expense reimbursement for the annual conference. Such sponsorship is at the discretion of the Executive Committee with due consideration of the financial status of the organization in any given year. A sponsored graduate assistant may be utilized to support conference planning activities, **Data Advisory Committee projects**, or any other initiatives deemed appropriate by the Executive Committee.*

Proposed Changes (remove Data Advisory Committee from graduate assistant activities)

The Executive Committee may elect to sponsor a graduate assistant by providing membership fees and/or travel expense reimbursement for the annual conference. Such sponsorship is at the discretion of the Executive Committee with due consideration of the financial status of the organization in any given year. A sponsored graduate assistant may be utilized to support conference planning activities or other initiatives deemed appropriate by the Executive Committee.