

Bylaws of the Association of Academic Survey Research Organizations (AASRO)

(Draft #3 – May 12, 2008)

ART. I NAME AND PURPOSE

1. Name. The name of the organization shall be Association of Academic Survey Research Organizations. The short form of the name shall be AASRO.

2. Purpose. The purpose of AASRO is to facilitate mutual support among member organizations in the following ways:

- Promoting excellence and integrity in the conduct of survey research;
- Sharing information for effective organization and administration of academic survey research organizations;
- Promoting the value of survey research conducted in academic settings; and,
- Advancing the role of survey research organizations across diverse university structures.

ART. II MEMBERSHIP

1. Membership Qualification. AASRO is an association of academic survey research organizations; not individuals. Member organizations will meet the following criteria:

- must be part of an academic university or college;
- the director of the member organization must report to a university or college official;
- the member organization's primary function is the design and implementation of scientific surveys;
- the organization maintains a sustained physical and administrative infrastructure; and
- project funding comes from multiple sources, some of which are external to the institution.

Organizations that do not meet the above criteria may request membership by submitting a petition in writing to the Executive Committee's Membership Coordinator. The Executive Committee can allow membership by majority vote of all members of the Committee.

2. Voting. Each member organization will have one (1) vote in AASRO officer elections and all matters to be voted on by the full membership. Unless otherwise specified by the member organization the voting representative will be the director.

3. Duration of Membership. The membership period is for one (1) calendar year, from January 1st through December 31st. The membership of any member organization may be terminated by the Executive Committee for not paying dues.

4. List of Members. It shall be the duty of the Secretary/Membership Chair to maintain a list of current AASRO member organizations. The current list will be available on request by any

member. A directory of members will be kept on the AASRO website and will be updated no less often than annually.

ART. III MEETINGS

1. An Annual Meeting of the Directors of AASRO member organizations for the transaction of business shall be held each year. Other, special meetings may be held as determined by the President or the Executive Committee. Time and place of all meetings will be set by the Executive Committee, and notification will be sent to all member organizations at least 30 days in advance.

2. Meetings of the Executive Committee are scheduled by the President as needed.

ART. IV EXECUTIVE COMMITTEE

1. The affairs of AASRO shall be managed by the Executive Committee, to consist of the following officers:

- a. President
- b. VP/President-elect
- c. Secretary/Membership Coordinator
- d. Treasurer
- e. Communication Coordinator
- f. Program Chair
- g. Past-President

- a. President
 - Serves for a term of one year and is elected as Vice-President
 - Directs AASRO activities
 - Presides at meetings of AASRO
 - Authorizes payments of AASRO expenses
 - Acts as chief spokesperson and representative for AASRO
 - Coordinates with the Executive Committee to ensure that AASRO has an active program of events and initiatives
 - Sends quarterly AASRO updates and an end-of-year report to membership
 - Appoints ad-hoc committees and such committee chairs as designated in the AASRO Bylaws
- b. Vice President/President-Elect
 - Serves for a term of one year
 - Presides at AASRO meetings in the absence of the President
 - Assists the President as requested
 - Succeeds to the office of the President in the year subsequent to election as Vice President or in the event the President cannot serve the full term
- c. Secretary/Membership Coordinator
 - Serves for a term of two years. In the event a Treasurer is also newly elected, the Secretary/Membership Coordinator will only serve one year.
 - Maintains the AASRO membership list

- Conducts a quarterly reconciliation of the current membership list with the Treasurer to verify status of all member organizations
 - Distributes and collects sign-in sheets at AASRO events
 - Keeps minutes of the AASRO membership meetings, Executive Committee meetings and all official votes and actions of the Executive Committee
 - Maintains the online archive of AASRO records, documents, and templates
 - Maintains hard-copy records of AASRO official correspondence and documents
- d. Treasurer
- Serves for a term of two years
 - Tracks AASRO revenue and expenses
 - Maintains AASRO bank account
 - Sends membership renewal reminder to members
 - Deposits dues checks received from member organizations
 - Pays bills for all AASRO expenses as authorized by the President or the Executive Committee
 - Conducts a quarterly reconciliation of the current membership list with the Secretary/Membership Coordinator to verify status of all member organizations
 - Prepares annual budget and quarterly financial reports for Executive Committee review
 - Prepares annual financial report for membership review at the Annual Directors Meeting
- e. Communication Coordinator
- Maintains overall responsibility for organizing, scheduling, planning, and coordinating AASRO events
 - Assists the Program Chair with Program Committee activities
 - Performs duties of the Program Chair in his/her absence or disability
 - Sends announcements about AASRO events to the full membership list
 - Drafts press releases as requested by the Executive Committee
 - Responds to e-mail inquiries received through the AASRO website.
- f. Program Chair
- Serves for a term of one year
 - Responsible for local arrangements of the Annual Directors Meeting
- g. Immediate Past President
- Chairs the Committee on Nominations
 - Assists the President with the Election process
 - Assists the President and other Executive Committee members as deemed appropriate

2. Election of Officers

a. Election. The following Officers shall be elected each year at the Annual Directors Meeting: VP/President-elect, Secretary/Membership Coordinator, Treasurer, Communication Coordinator and Program Chair. No more than one organization can be represented on the Executive Committee. The Committee on Nominations is responsible for recruiting a slate of at least one candidate for each office.

b. Voting. Voting for officers shall be by secret ballot. Member organizations must have paid dues for current membership year to be eligible to vote. The ballot will be sent to the

director or designated representative of the member organization. Each member organization will have one vote. Ballots will be cast at the Annual Directors Meeting. Organizations that will not be able to send a representative to the Annual Directors meeting may send their ballot to the Secretary to be received in time to be included in the tally at the meeting.

3. Term of office. Newly elected members of the Executive Council will take office when the Council meets at the Annual Directors Meeting. The outgoing Executive Council will meet with the newly elected members attending as guests, report on the year's activities and consider any old business. They will then turn over their offices to the new Council members. The new Council will continue the meeting by receiving their charge from the new President and considering any new business.

4. Vacancies. Vacancies on the Executive Committee (except for the position of Immediate Past President) shall be filled in the following way: If the Presidency is vacant, the Vice President/President-Elect assumes the President's position. Vacancies in the remaining positions (Secretary/Membership Chair, Treasurer, and Communication Coordinator) are filled through appointment by the remaining Executive Committee members. Members of the Executive Committee cannot hold more than one office at a time.

In the event that a member of the Executive Committee is no longer employed with a member organization, that person will need to resign.

5. Resignation. Any Executive Committee member of AASRO may resign as an officer at any time by giving written notice to the President. Such resignation shall take effect at the time specified in the notice.

6. Quorum and Manner of Acting. Four (4) members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting, and the act of a majority of the Executive Committee members present at any meeting at which a quorum shall be present shall be the act of the Executive Committee. Once it has been determined that a quorum is present, the Executive Committee may transact business at any meeting for which prior notice has been given.

7. Action by Consent. Any action required or permitted to be taken by the Executive Committee, or of any committee thereof, may be taken without a meeting. Written consent may be provided electronically (i.e., via email or other electronic means) following rules for electronic discussion and voting to be established by the President with approval of a majority of the Council.

ART. V COMMITTEES

1. The Standing Committees include:

a. The Committee on Nominations, consisting of the Immediate Past President as Chair and two voting members appointed by the President, shall issue a call for nominations at least 60 days before the Election voting period begins. The Committee shall present a slate of nominations to the membership at least 30 days before the Election voting period begins.

The presentation of the slate of candidates to the membership shall include biographical sketches and instructions on how to vote, including procedures on voting for a “write-in” candidate.

b. The Program Committee, consisting of the Program Chair and other AASRO members appointed by the Program Chair, shall be responsible for making local arrangements for the annual Directors Meeting. The Program Chair will normally be someone affiliated with the member organization hosting the meeting.

c. The Website Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The Website Committee is responsible for maintaining the AASRO website, including a “members-only” section open only to employees that have been authorized by AASRO member organizations.

d. The Mentoring and Peer Review Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to develop and maintain a set of criteria to be used for evaluating an academic survey research organization; recruit evaluators to conduct peer reviews; and to administer a mentoring program to assist new directors.

e. The Education and Advocacy Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to develop ways to promote the importance of academic survey research organizations to clients, university administrators and faculty; and facilitate the training of the next generation of survey research professionals.

f. Member Survey and Data Sharing Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to collect and disseminate annual, aggregated information on the state of the academic survey sector, to track trends in its size and activities, and to provide effective means of collating and sharing any organizational information that member organizations agree to share, with attribution, with other members.

g. Human Subjects and Research Compliance Committee, consisting of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to provide timely information about research compliance regulations regarding the use of human subjects and to assist member organizations work more efficiently with their research compliance offices.

2. The Executive Committee may appoint other *ad hoc* committees as needed for special projects.

ART. VI FINANCES

1. Dues. The Executive Committee shall establish a schedule of dues annually. Dues shall be collected by the Treasurer for conducting AASRO business and for providing programs and events that benefit AASRO members. Requests for dues payment shall be made annually and should be

received by the Treasurer no later than March 1st. The Executive Committee must authorize the levy of any fees that may be necessary to cover the costs of specific AASRO activities.

2. Fiscal Year. The AASRO fiscal year will begin on January 1st and end on December 31st.

3. Any expenditure of more than \$500 that is not in the approved annual budget will require approval from Council.

ART. VII AMENDMENTS

These Bylaws may be amended by majority vote of all members in good standing that cast a vote. Any member in good standing may propose an amendment to the Executive Committee. Those amendments approved by the Executive Committee will be sent to the members along with instructions on how to vote for or against acceptance.