

AASRO Bylaws

[Adopted by vote of the members at New Orleans, May 16, 2008, and subsequently amended.]

[Amended to include revision of Art. I, point 2 "Purpose", and Art. VI point 4 "Finances", June 11th, 2012]

[Amended to include revision of Art. II, point 1 "Membership", and addition of Art. II, point 5 "Emeritus Members", February 23rd, 2016]

[Amended to include revision of Art. IV points 1 & 2, "Executive Committee," and Art. VI, point 1 "Dues", March 1st, 2017]

[Amended to change standing committees Art. V points 3-7; purpose Art. I point 2; clarified who is a voting member when a center member is on the EC Art. 2, point 2 and Art. IV point 5; specified the minimum EC meeting frequency Art. III point 3 and minimum votes needed for a valid vote Art. IV point 2.2 and Art. VII; Clarified elements of terms and duties for EC members Art. IV points 1.1-1.6 and 6; Addressed committee chair participation in EC Art. V point 2; and made dates of dues/membership more flexible to accommodate circumstances Art. 6 point 1 on June 12, 2021]

ARTICLE 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:
 - o Promote excellence and integrity in the conduct of survey research;
 - o Help academic survey centers advance the research, educational and service goals of their respective colleges and universities by providing or promoting formal and informal education, training, and center review for effective organization and administration of academic survey research organizations;
 - o Promote knowledge sharing among member centers;
 - o Ensure the ability of academic survey centers to educate the next generation of survey researchers by advancing the educational and research role of survey research organizations across diverse university structures; and
 - o Advance society and the social and behavioral sciences by promoting the values of academic survey research: methodological innovation, scientifically-grounded data collection practices, and public dissemination of important survey research results.

ARTICLE II MEMBERSHIP

1. Membership Qualifications. AASRO is an association of academic survey research organizations, not individuals. Member organizations will meet the following criteria:
 - o the organization is part of an academic institution (a university or college);
 - o the director of the organization reports to a university or college official;
 - o the organization's primary function is the design and implementation of scientific surveys that are intended to produce generalizable knowledge;
 - o the organization maintains a sustained physical and administrative infrastructure; and
 - o the organization's mission extends beyond providing infrastructure for a student practicum or one ongoing survey.

Organizations that do not meet the above criteria may request membership by submitting a petition in writing to the Executive Committee's Membership Coordinator detailing what criteria they may not meet and why this should not preclude membership. 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. Each member organization's voting delegate must be employed by that member organization. Unless otherwise specified by the member organization, or unless a member of the survey organization is serving on the AASRO Executive Committee, the voting delegate will be the director. If someone at the member organization is serving on the Executive Committee, that person will be the organization's voting delegate for the duration of that member's tenure on the Executive committee.

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 Coordinator 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.
5. Emeritus Members. Recognizing that AASRO is an association of organizations rather than individuals, a special category of nonvoting individual "Emeritus" members, is nonetheless recognized as important to the continuity and health of the association. Specifically, individuals who have retired or left employment from an academic survey research organization for which they previously served as Director or Associate Director, or otherwise served as the organization's AASRO representative, can apply for status as an Emeritus Member of AASRO. Acceptance of applications for Emeritus Membership will be based on a vote of the Executive Committee. Emeritus Members are entitled to remain as participants on AASRO's member listserv and to attend Annual Meetings, to the extent that space is available.

ARTICLE 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. Non-member institutions that are qualified to be members (as defined in Article 2, Section 1) may attend the annual AASRO Meeting once without paying annual dues.
3. Meetings of the Executive Committee are scheduled by the President at least quarterly and more frequently as needed.

ARTICLE IV EXECUTIVE COMMITTEE

1. The affairs of AASRO shall be managed by the Executive Committee, to consist of the following officers, each of whom must be the designated voting delegate of a member organization:
 - o President
 - o Vice President (VP)/President-elect
 - o Secretary/Membership Coordinator
 - o Treasurer & Deputy Treasurer
 - o Communication Coordinator
 - o Program Chair
 - o Past President

1.1 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.
- Coordinates with EC in appointing ad-hoc committees and such committee chairs as designated in the AASRO Bylaws.

1.2 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.

1.3 Secretary/Membership Coordinator

- Serves for a term of two years and may be reelected for one additional two-year term.
- Maintains the AASRO membership list.
- Sends membership renewals reminder to members.
- 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.

1.4 Treasurer & Deputy Treasurer

- Treasurer serves for a term of two years and may be elected to one additional two-year term.
- Deputy Treasurer serves for a term of one year before becoming Treasurer and is elected in the year prior to the Treasurer's final year of service and assists the Treasurer in the activities listed below.
- Tracks AASRO revenue and expenses.
- Maintains account for AASRO funds.
- Deposits member dues.
- 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 approval.
- Prepares annual financial report for membership review at the Annual Meeting.

1.5 Communication Coordinator

- Serves for a term of two years and may be reelected to one additional two-year term.
- Maintains overall responsibility for communication with AASRO membership.
- 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.

1.6 Program Chair

- Serves for a term of one year.
- Is responsible for arranging AASRO at AAPOR in the year prior to the AASRO meeting.
- Is responsible for local arrangements of the Annual Meeting and general program development in consultation with the Executive Committee.

1.7 Past President

- Serves for a term of one year, in the year subsequent to serving as President.
- Chairs the Committee on Nominations.
- Assists the President with the election process.
- Assists the President and other Executive Committee members as requested.

2. Election of Officers

2.1 Election. The following officers shall be elected by the membership prior to the Annual Meeting: VP/President-elect, Secretary/Membership Coordinator, Deputy Treasurer, and Communication Coordinator. The VP/President-elect shall be elected each year, while the Secretary/Membership Coordinator, Deputy Treasurer, and Communication Coordinator shall be elected in alternating years. No more than one person from any member organization can be on the Executive Committee, and no person may hold more than one office at a time. The Committee on Nominations is responsible for recruiting a slate of at least one candidate for each office. Other candidates may be nominated by representatives of member organizations.

- 2.2 Balloting. Voting for officers shall be by secret ballot. Member organizations must have paid dues for the current membership year to be eligible to vote. The ballot will be sent to the designated voting delegate of the member organization. Each member organization will have one vote. To be considered a valid election, at least 25% of the voting delegates must cast ballots.
- 2.3 Appointment. The Program Chair shall be appointed by the President in consultation with the Executive Committee. This appointment may be made as early as 18 months prior to the Annual Meeting for which that Program Chair will be responsible, and will normally take place no later than the conclusion of the Annual Meeting preceding the one for which the Program Chair will be responsible. The Program Chair will normally be the director of the member organization hosting the meeting.
3. Term of office. Newly elected members of the Executive Committee will take office when the Committee meets on the last day of the Annual Meeting. The outgoing Executive Committee 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 Committee members. The new Committee will continue the meeting by receiving their charge from the new President and considering any new business.
 4. Vacancies. Vacancies on the Executive Committee shall be filled in the following way: If the Presidency is vacant, the Vice President/President-Elect assumes the President's position. In that event, or if the position of VP/President-elect is vacated for any other reason, the Vice Presidency shall remain vacant until the next regular election of officers, unless the Executive Committee chooses to hold a special vote of the entire membership to fill it. Vacancies in the remaining positions (Secretary/Membership Coordinator, Treasurer, Communication Coordinator, Program Chair, and Past President) are filled through appointment by the remaining Executive Committee members. When a vacancy in an elective office is filled by such appointment, the appointee shall serve in that office from the time of appointment to the Annual Meeting immediately following the next regular election of officers.
 5. Resignation. Any Executive Committee member of AASRO may resign as an officer at any time by giving written notice to the President. If the President is the member resigning, the written notice shall be given to the VP/President-elect. Such resignation shall take effect at the time specified in the notice. If a member of the Executive Committee ceases to be part of a member organization, that person is ineligible to hold office and must resign; in that event, the vacancy is effective immediately.
 6. Quorum and Manner of Acting. Three (3) 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 is 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 scheduled meeting.
 7. Action by Consent. Any action required or permitted to be taken at any meeting of 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 Committee.

ARTICLE V COMMITTEES

1. The Standing Committees include:

- 1.1 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 for the expiring elected positions to the membership at least 30 days before the voting period begins. The Committee shall also present nominations for the Program Chair to the Executive Committee at this time. 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.

- 1.2 The Program Committee, consisting of the Program Chair and Committee members appointed by the Program Chair, shall be responsible for making local arrangements for the Annual Meeting.
- 1.3 The Center Review Committee shall consist of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to update and maintain a set of criteria to be used for reviewing an academic survey research organization; to recruit reviewers to conduct peer reviews when requested; and, to assist and support new directors when requested.
- 1.4 The Member Survey and Data Sharing Committee shall consist of a Chair appointed by the President and Committee members appointed by the Chair. The purpose of this Committee is to collect and disseminate periodic, 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.
- 1.5 The Awards Committee, consisting of a Chair appointed by the executive committee and at least two other members, shall be responsible for soliciting nominations for awards that AASRO bestows, evaluating submissions, and forwarding winner recommendations to the EC for approval. The nature, number and frequency of the awards are to be determined by the EC on an annual basis.
- 1.6 The Diversity, Equity & Inclusion Committee shall consist of a Chair appointed by the executive committee and Committee members appointed by the Chair. The committee shall be responsible for development and oversight of AASRO's inclusion and equity strategies. The committee shall recommend and implement programs that promote inclusion and diversity among AASRO member organizations and participants, and work to ensure that marginalized groups receive equitable opportunities, recognition, and support from AASRO and its member organizations.
2. Chairs of Standing Committees who are not members of the Executive Committee may be invited or request to participate in Executive Committee meetings as non-voting members as needed to conduct business.
3. The Executive Committee may appoint other *ad hoc* committees as needed for special projects.

ARTICLE VI FINANCES

1. Dues. The Executive Committee shall establish a schedule of dues annually. Dues shall be collected by the Treasurer (or Deputy Treasurer) for conducting AASRO business and for providing programs and events that benefit AASRO members. Requests for dues payment shall be made annually and payments should be received by the Treasurer (or Deputy Treasurer) no later than March 1st (or another date that has been agreed to by majority vote of the Executive Committee). The Executive Committee must authorize the levy of any fees that may be necessary to cover the costs of specific AASRO activities.
 - a) A qualified center (as defined in Article 2, Section 1) that joins AASRO after the annual AAPOR meeting may do so by paying the annual membership dues for the current fiscal year (January to December). The center will be on the same annual dues payment schedule as other members after this period. This only applies to centers that did not attend either the AASRO Annual Meeting or the annual AASRO luncheon at AAPOR.
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 the Executive Committee.
4. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE VII AMENDMENTS

These Bylaws may be amended by a vote of a majority of at least 25% of member organizations. Any voting delegate 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.