



Virginia Association for Management Analysis and Planning

Virginia State Affiliate of AIR

OFFICERS AND EXECUTIVE BOARD

The officers of the Association shall be a President, Past-President, Secretary, Treasurer, Communications Coordinator, Chairperson for the annual meeting, and representatives from each of the major constituent groups within the Association as identified in the By-Laws.

The governing body of the Association shall be the Executive Board. The officers of the Association shall constitute the Executive Board.

The Executive Board shall have authority to make policies for the Association which are consistent with the Constitution and By-Laws.

ORGANIZATIONAL STRUCTURE

The officers of the Association shall include the President, Past-President, Secretary, Treasurer, Chairperson for the annual meeting, Communications Coordinator, and representatives from each of the major constituent groups within the Association. These persons shall constitute the Executive Board of the Association.

Major constituent groups will be institutional researchers and budget officers from community colleges, 4-year public and private institutions.

Duties of Officers:

A. The **President** shall:

1. Act as spokesman for the Association.
2. Receive resolutions/position statements from members/institutions and see to their presentations at the annual meeting.
3. Consult with the Chairperson in planning the annual meeting.
4. Preside at the business session of the annual meeting.
5. Call meetings of the Executive Board.
6. Perform any duties necessary to assist the Association in achieving its purpose.
7. Appoint committees as may be needed to conduct affairs of the Association and serve as Ex-officio member of each committee.
8. Serve as Past-President in the year following his/her term as President.
9. Appoint liaisons to other professional organizations.

B. The **Past-President** shall:

1. Assist in the orderly transition of the change of officers.
2. Serve as Chairperson of the nominating committee to select candidates to run for officer positions.
3. Advise the President and Executive Board of Association policies and procedures, as necessary.
4. Perform duties assigned by the President.
5. Perform the duties of the President in his/her absence or disability.

C. The **Treasurer** shall:

1. Collect and maintain dues.
2. Safeguard and disburse Association funds as necessary.
3. Prepare a financial statement and submit it at the annual meeting.
4. Maintain and publish an annual listing of the membership of the Association.

D. The **Secretary** shall:

1. Record the minutes of the business session of the annual meeting and meetings of the Executive Board.
2. Print and distribute notices and resolutions adopted at the annual meeting.
3. Disseminate information about the Association to the membership.

E. The **Communications Coordinator** shall:

1. Disseminate information about the Association to the membership through a variety of written and electronic means such as a VAMAP brochure, an electronic listserv of e-mail addresses, and a World Wide Web home page.
2. Assist the Executive Board with the development of other means to communicate with the membership, such as an electronic newsletter.

F. The **Chairperson for the Annual Conference/Meeting** shall:

1. Have general responsibilities for the annual meeting.
2. Work with the Executive Board in planning the annual meeting.

G. The **Constituent Representatives** shall:

1. Represent the interests of their constituent groups in Executive Board meetings.
2. Have responsibility for planning and coordinating workshops, panels, presentations, and other sessions at the annual meeting.

H. The **Executive Board** shall:

1. Determine goals for activities and programs of the Association.
2. Approve plans and locations for the annual meeting.
3. Approve membership and other fees.

NOMINATIONS AND ELECTIONS

Nominations. The President of the Association shall appoint a nominating committee. One shall be the Past-President who shall serve as committee chairperson. This committee shall prepare a slate of officers. Additional nominations may be made from the active membership during the business session of the annual meeting.

Elections. All officers shall be elected at the business session of the annual meeting by a majority vote of those members present and voting. If there is more than one nomination for each office, the voting shall be by written ballot.

Vacancies in Office. If a vacancy occurs in the office of the President, Past-President shall fill the unexpired term. All other vacancies shall be filled by appointment by the President. Any individual appointed to serve an unexpired term shall be eligible to succeed himself/herself and to serve a full elective term as provided in these By-Laws. The Past-President, if required to fill the unexpired term of the President, however, is not eligible to succeed himself/herself.

ELECTIONS

The officers of the Association shall be elected annually by the membership of the Association. The elected officers shall serve from one annual meeting through the next annual meeting. Officers must be dues paying members of the Association.

In the event of a vacancy in the office of the President, the Past-President shall become President and serve the unexpired term. If there is a vacancy in any other office, the President shall appoint a member of the Association to serve the unexpired term.

A President is not eligible to succeed himself/herself in that office.

MEETINGS AND QUORUM

Annual Meeting. The annual meeting of the Association shall be held at a site and date determined by the Executive Board. The Secretary shall be responsible for notifying all members of the date and location of the annual meeting at least sixty days prior to the meeting. The business session shall be held in conjunction with the annual meeting.

Quorum. Registrants in attendance at the business session of the annual meeting shall constitute a quorum.