

UI ACADA Bylaws
Last Revised: September 5, 2018
Adopted: November 15, 2018

Article I: Name

The association will be known as the University of Idaho Academic Advising Association (UI ACADA.)

Article II: Purpose

Section 1: NACADA

It is the intent of the organization to remain an allied member of the Global Community for Academic Advising (NACADA) and support the goals and programs of NACADA.

Section 2: Purpose

The purpose of UI ACADA is to promote and support the quality of academic advising at the University of Idaho (UI.)

Article III: Membership

Section 1: Membership

A. Eligibility

Membership in UI ACADA shall be open to all faculty and staff employed by or affiliated with UI. Current UI graduate students are also eligible for membership.

B. Equal Opportunity

There shall be no discrimination for reasons of race or color, religion, age, gender, gender identity, gender expression, sexual orientation, national origin, veteran status, marital status, or disability.

C. Procedure

An individual may become a UI ACADA member by opting in through an electronic survey sent out annually by the Executive Committee. Interested persons may also fill out the electronic survey on the UI ACADA website any time throughout the year. Only members who have filled out the electronic survey will be added to the UI ACADA list serve. Members can remove themselves by email request.

D. Rights

All members shall be eligible to vote, hold office, and serve on committees.

Section 2: Non-Members

A. Attendance at meetings and UI ACADA professional development opportunities is open to all university employees/affiliates regardless of membership status in UI ACADA.

Article IV: Executive Board

Section 1: Composition and Tenure

A. The Executive Board of UI ACADA shall consist of the following positions: Chair, Vice-Chair, Secretary, Treasurer, Faculty Representative, and Staff Representative.

B. Each officer shall serve for a term of one (1) year. Terms begin May 15.

C. No member may be elected to more than one (1) seat on the Executive Board at any time.

Section 2: Selection

A. Nominations for each position shall be solicited for two (2) weeks prior to the spring meeting and additional nominations will be accepted from the floor at the spring meeting. Members nominated during the meeting should be prepared to give a 30-second statement (1500 words or less) regarding their interest in the position (including name, position on campus, and interest in serving UI ACADA.)

B. All voting shall be electronic, and be available for a minimum five (5) business days after the spring meeting with nominee information and statements included. Only those who were UI ACADA members on the date of the spring meeting shall be eligible to vote in the election.

C. More than one member must tally the votes.

D. The Chair must have held, in a previous year, a position on the Executive Board. In the event that no nominee has had previous Executive Committee experience, a quorum may vote to elect a nominee without this qualification.

1. If there is a tie for the Chair position, the tied members may agree to co-chair or there will be a re-vote. In the case of a re-vote, tied candidates will be asked to submit a revised statement of interest which will then be sent to the membership for a second vote (open for five [5] business days.)

2. In the event of a tie for positions other than Chair, tied candidates will be asked to submit a revised statement of interest which will then be sent to the membership for a second vote (open for 5 [5] business days.)

Section 3: Duties and Responsibilities

A. Chair

The Chair shall preside at all Association and Executive Board meetings. The Chair is responsible for overseeing all of the Association's activities. The Chair may call special meetings of the Executive Board and may serve as ex-officio member of all standings and ad hoc committees. The Chair will also perform other duties as agreed upon by the Executive Committee.

B. Vice Chair

The Vice Chair shall perform the duties and responsibilities of the chair in his or her absence and when so acting shall exercise the powers of the chair. The Vice Chair shall also ensure the following: an accurate UI ACADA membership list each year, data regarding attendance at UI ACADA events, an accurate UI ACADA electronic list serve, and an updated UI ACADA website. The Vice Chair will also perform other duties as agreed upon by the Executive Committee.

C. Secretary

The Secretary shall keep records of all meetings of the Association and the Executive Board. These records shall be shared with the UI ACADA Executive Committee prior to the next Executive Committee meeting. The Secretary will also perform other duties as agreed upon by the Executive Committee.

D. Treasurer

The Treasurer shall be responsible for the UI ACADA budget. The Treasurer shall record and inform members of all financial expenditures of UI ACADA funds related to UI ACADA business (including the Advising Symposium.) The Treasurer will also perform other duties as agreed upon by the Executive Committee.

E. Faculty Representative on Executive Committee

The Faculty Representative shall represent the interests of faculty, provide assistance with advising workshops as needed, and guide programming to address faculty advising needs. The Faculty Representative will also perform other duties as agreed upon by the Executive Committee.

F. Staff Representative on Executive Committee

The Staff Representative shall represent the interests of professional advisors, provide assistance with advising workshops as needed, and guide programming to address professional advising needs. The Staff Representative will also perform other duties as agreed upon by the Executive Committee.

Section 4: Removal

A. Executive Board members may be removed for due cause by a quorum of the association.

Section 5: Interim Officers

A. In the event of vacancy, the Executive Board shall ask for UI ACADA volunteers from the membership and appoint a replacement to serve until the next spring election.

Article V: Meetings

Section 1: General Membership Meetings

A. General Membership Meetings of UI ACADA shall be held at dates determined by the Executive Board, with no less than one (1) week notice to the membership.

B. Special meetings of the general membership may be called, when necessary, by a quorum of members of the Association with ten (10) days written notice to the Executive Board.

Section 2: Executive Board Meetings

A. Meetings of the Executive Board will be held at dates determined by the Executive Board.

B. Special meetings of the Executive Board may be called, when necessary, by two (2) or more executive members with ten (10) days written notice to the Executive Board.

Section 3: Quorum

A. A quorum of the general membership shall consist of fifteen (15) members.

B. A quorum of the Executive Board shall consist of no less than one half of the Executive Board members.

Section 4: Meeting Proceedings

A. Casual procedures, where the Executive Chair leads the meetings with an agenda available to all members, shall be followed. If any issues arise during a meeting for a specific item, a majority vote of attendees may call to switch to Robert's Rules of Order for said particular issue.

Article VI: Committees

Section 1: Committees

A. A quorum of the Executive Board or the Chair may appoint ad hoc committees as needed.

B. The standing committee of UI ACADA includes the UI ACADA Advising Symposium. When possible, the past year's UI ACADA Executive Board will assist in the Symposium committee.

C. A quorum of the Executive Board will determine the structure, size, duration, budget and tasks of each committee.

Section 2: Membership

A. Membership in committees shall be open to all members of UI ACADA.

B. Members may join a committee by voicing their interest to the chair of the committee, or to any members of the Executive Board.

Article VII: Amendment of Bylaws

Section 1: Procedure

- A. Any active member may submit a proposed amendment to these bylaws to a member of the Executive Board.
- B. Upon affirmative vote of a quorum of the Executive Board, the proposed amendment shall be submitted to the membership electronically within 30 days for a vote.
- C. The by-laws shall be amended by an affirmative vote of a quorum of members of UI ACADA.