

\*\*\*The bylaws below are currently under revision. An updated version of this document will be available beginning Spring 2019.\*\*\*

## **UI ACADA**

University of Idaho Academic Advising Association

### **Article I**

#### **Name and Acronym**

The association will be known as the University of Idaho Academic Advising Association. Its official acronym shall be UI ACADA

### **Article II**

#### **Mission**

- The University of Idaho Academic Advising Association (UI ACADA) is the primary organized group of professional and faculty advisors and student support personnel at the University of Idaho. The primary goals of the association are:
- To increase advising effectiveness at the University of Idaho by strengthening communication on academic advising issues within the academic community and among professional advisors.
- To aid in the development of a greater understanding of the role of advising in student learning and to strengthen University-wide recognition of the significant of academic advising in the recruitment, retention and academic success of University of Idaho students.
- To advocate for high quality academic advising services for students and aid in the implementation of advising assessment process to ensure continuous improvement.
- To provide a network of advisors and other academic and student affairs professionals that fosters a collaborative environment to ensure student success.
- To provide opportunities for professional development to academic advisors and student support personnel throughout the UI campuses.

### **Article II**

#### **Association with the National academic Advising Association**

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

### **Article IV**

#### **Membership**

##### **Sec. 1 Equal Opportunity**

Membership in UI ACADA and opportunities for leadership shall be open to all individuals. There shall be no discrimination for reasons of race, religion, age, gender, sexual orientation, national origin, veteran status, or handicap.

## **Sec. 2 Types of Membership**

### **A. Regular**

#### **1. Eligibility**

Regular memberships shall be open to academic advisors, student support personnel, faculty advisors, administrators, counselors, and other members of the University of Idaho community whose interests are in the area of advising and student services.

#### **2. Procedure**

An individual may become a member in good standing by applying for membership and:

- a) Attending two UI ACADA-approved advising workshops within one academic year of applying;
- b) Attending one additional UI ACADA-approved workshop each year.

#### **3. Rights**

All regular members in good standing shall be eligible to vote, hold office, attend meetings, and participate in professional activities of UI ACADA.

### **B. Other Membership Types**

#### **1. Graduate Students**

Graduate students at the University who are in good standing can apply for student membership. They will enjoy all the rights and privileges of membership, except they may not vote, hold office, or pay dues.

#### **2. Lifetime Membership**

The Executive Committee may confer lifetime membership upon retired members of UI ACADA. Lifetime members will enjoy all of the rights and privileges of membership, except they may not vote, hold office, or pay dues.

#### **3. Undergraduate Students**

Undergraduate students at the University who are in good standing can apply for student membership. They will enjoy all the rights and privileges of membership, except they may not vote, hold office, or pay dues.

## **Article V**

### **Meetings of the Membership**

**Sec. 1.** The Annual Meeting of UI ACADA shall be held at a date determined by the Executive Committee.

**Sec. 2.** Regular meeting times will be established by the Executive Committee. Special meetings may be called, when necessary, by ten (10) voting members of the Association with ten (10) days notice to the Executive Committee.

**Sec. 3.** A quorum of the membership shall consist of twenty percent of the membership.

**Sec. 4.** The proceedings at meetings shall be governed by Robert's Rule of Order.

## Article VI

### Officers

#### Sec. 1. Composition and Tenure

- A. The officers of UI ACADA shall consist of the following positions: chair, vice-chair, secretary, faculty representative, staff representative, and treasurer.
- B. Each officer shall serve for a term of one year. Terms begin May 15.

#### Sec. 2. Selection

- A. Officers shall be elected at the annual meeting.
- B. Nominations shall be solicited for two weeks prior to the annual meeting and additional nominations will be accepted from the floor at the annual meetings.
- C. Nominees receiving the majority of the votes shall be elected.

#### Sec. 3. Duties and Responsibilities

##### A. Chair

The chair shall preside at all Association and Executive Committee meetings. The chair is responsible for overseeing all of the Association's activities. The chair may call special meetings of the Executive Committee and serves as ex-officio member of all standing and ad hoc committees. The chair shall appoint an audit committee each year as needed and may appoint ad hoc committees as needed.

##### 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.

##### C. Secretary

The secretary shall keep records of all meetings of the Association and the Executive Committee and shall give notice of special meetings to all members. The secretary shall also maintain the UI ACADA listserv.

##### D. 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 advisors needs.

##### E. Staff Representative on Executive Committee

The staff representative shall represent the interests of professional advisors, provide assistance with advising workshops as needed, guide programming to address professional advisor needs.

##### F. Treasurer

The treasurer shall be responsible for the UI ACADA budget housed with the vice-provost for academic affairs. The treasurer shall approve all financial expenditures of UI ACADA funds related to UI ACADA business including the Advising Symposium.

#### Sec. 4. Removal

Officers may be removed for cause by a majority vote of the association.

## **Sec. 5. Interim Officers**

In the event of vacancy, the executive Committee shall appoint a replacement to serve until the next Annual Meeting.

## **Article VII**

### **Executive Committee**

#### **Sec. 1. Composition and Tenure**

The Executive Committee shall reconvene each year at the first regularly scheduled meeting of the Executive Committee after the annual meeting. No member may hold more than one seat on the Executive Committee at one time.

- A.** The Executive Committee shall have full authority over the affairs of UI ACADA between its meetings, shall represent UI ACADA to the University, shall make recommendations to the Association, shall perform duties as stated in the by-laws, and shall act as directed by the Association.
- B.** Specific Powers and Responsibilities
  - a) The Executive Committee shall be responsible for meetings of the Association.
  - b) The Executive Committee shall supervise the activities of standing or ad hoc committees, if any such committees form.
  - c) The Executive Committee shall prepare and submit an annual budget for approval by the membership at the Annual Meeting.
  - d) The Executive Committee shall prepare and submit an annual report at the Annual Meeting.
  - e) The Executive Committee determines the amount of annual dues, subject to approval by the membership.
  - f) The Executive Committee must approve all contracts and/or other agreements obligating the organization.
  - g) The Executive Committee may authorize expenditures not included in the annual budget, up to \$500 per fiscal year, without prior approval of the membership, and may authorize exceptions to budgeted expenditures as necessary.

## **Article VIII**

### **Standing Committees**

#### **Sec. 1. Membership**

- A.** Membership in standing or ad hoc committees shall be open to all members of UI ACADA.
- B.** Members may join a standing committee by voicing their interest to the chair of the committee, or to any members of the Executive Committee.
- C.** A standing committee member may remain as long as they are a member in a good standing UI ACADA, or until they resign from the committee.

## **Sec. 2 . Chairpersons**

- A.** The chairpersons of the standing committees shall be elected from among the membership at the Annual Meeting.
- B.** If a standing committee does not have a chair by the second meeting of the Executive Committee after the Annual Meeting, the Executive Committee shall appoint a chair.

## **Sec. 3. Duties**

- A.** Each standing committee shall prepare an annual budget, if requested, to be submitted to the Executive Committee prior to the Annual Meeting.
- B.** Each standing committee shall prepare an annual report to be submitted to the Executive Committee prior to the annual meeting.
- C.** Each standing committee will be responsible for fulfilling the purpose of the committee.

## **Article IX**

### **Amendments to By-Laws**

**Sec. 1.** Any member(s) in good standing may submit a proposed amendment to these by-laws to a member of the Executive Committee. It must in writing and be signed by five members of UI ACADA.

**Sec. 2.** Upon affirmative vote of a majority of the Executive Committee, the proposed amendment shall be submitted to the membership for a vote.

**Sec. 3.** The by-laws shall be amended by an affirmative vote of two-thirds of a quorum of the membership either by mail, email, or at a meeting of the Association.

## **Article X**

### **Dissolution**

Upon dissolution of this Association, the Executive Committee shall provide the payment of all debts and claims against the Association, and for the transfer of all remaining funds and property to the University of Idaho.

