

# **Ohio Academic Advising Association**



**BY-LAWS**

**June 17, 2005**

## **Article I. Names and Acronym**

The name of this association shall be the Ohio Academic Advising Association. The official acronym shall be OHAAA.

## **Article II. Definition of Academic Advising**

Academic Advising is an interactive process in which the advisor assists students in setting and achieving academic, social, and personal goals that are consistent with their interests, values, abilities, degree requirements, and career expectations. Advisors provide a wide range of information to students and may refer them to other appropriate campus resources. Advisors create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions. Advising is personalized to consider the particular needs of each student.

## **Article III. Purpose**

The purpose of the Ohio Academic Advising Association is to raise the profile of academic advising within the academic community and to support the development and growth of academic advising in higher education in Ohio. OHAAA serves a constituency that includes academic advisors, counselors, faculty, administrators, and others in academic and student affairs concerned with the intellectual and personal growth and career development needs of students. OHAAA is the representative and advocate of academic advisors in institutions of higher education and is a forum for discussion, debate, and the exchange of information and ideas.

## **Article IV. Goals**

1. Provide quality academic advisement services for students.
2. Establish a communication network among institutions of higher education.
3. Support and provide professional development opportunities for those involved in academic advisement.
4. Promote professional standards for academic advising.
5. Establish a liaison to governing boards of higher education in Ohio.
6. Establish the goals and programs of and affiliate with the National Academic Advising Association (NACADA).
7. Establish relationships with other professional organizations.
8. Establish and promote an awards system for academic advising.

## **Article V. Membership**

### *Sec. 1. Equal Opportunity*

Membership in OHAAA and opportunities for leadership shall be open to all individuals, and there shall be no discrimination for reasons of religion, age, race or color, gender, sexual orientation, national origin, veteran status, or disability.

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

1. Regular
  1. Eligibility. Regular memberships shall be open to academic advisors, counselors, faculty, administrators, and other whose interests are in the area of academic advising.
  2. Procedure. An eligible individual shall become a regular member in good standing upon payment of annual OHAAA dues.
  3. Rights. All regular members in good standing shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by OHAAA.

2. Graduate and Professional Student
  1. Eligibility. Graduate and professional student memberships shall be open to all students currently enrolled at regionally accredited institutions of higher education in Ohio.
  2. Procedure. An eligible individual shall become a student member in good standing upon payment of annual OHAAA dues.
  3. Rights. All student members in good standing shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by OHAAA.
3. Institutional
  1. Eligibility. Membership shall be open to any regionally accredited institution of higher education in Ohio. Institutional membership is a demonstration of an institution's support of the purpose and goals of OHAAA.
  2. Procedure. An eligible institution shall become a member in good standing upon payment of annual OHAAA dues.
  3. Rights. Institutional members in good standing may send up to three representatives to all regular meetings but shall have no voting or office-holding privileges. Institutional members are entitled to all other OHAAA services and benefits.
4. Other
 

The OHAAA Executive Board may establish eligibility criteria, application procedures, rights of membership, and dues for other categories of membership which might be identified, except that such categories shall not be entitled to vote or hold office without the approval of the voting membership.

*Sec. 3. Dues*

1. Annual dues shall be established by the OHAAA Executive Board with the approval of the voting membership. Student dues shall be one-half of the regular membership dues. Institutional dues shall be set by the Executive Board and approved by the membership.
2. Annual membership dues are payable upon joining the Association. The membership year is from June 1st to May 31st.

**Article VI. Meetings of the Membership**

*Sec. 1.* The Annual Meeting of OHAAA shall be held at a time established by the OHAAA Executive Board.

*Sec. 2.* Special meetings and/or conferences may also be held at the discretion of the Executive Board.

*Sec. 3.* The proceedings at meetings of the Associations shall be governed by Robert's Rules of Order.

**Article VII. Executive Board**

*Sec. 1. Composition and Tenure*

1. The Executive Board shall be comprised of eight (8) regular members: the President; President-Elect; Past-President, Secretary; Treasurer; and one representative each from community/technical colleges, four-year private colleges and universities, and four-year public colleges and universities.
2. Executive Board members shall be members of OHAAA.
3. The new Executive Board shall meet each year after the Annual Meeting. Members may serve up to two consecutive terms in any one capacity on the Executive Board. No member may hold more than one seat on the Executive Board at one time.

*Sec. 2. Selection*

1. Executive Board members shall be elected as described under Article VIII.

*Sec. 3. Powers and Responsibilities*

1. The Executive Board shall manage the affairs of the Association between its meetings, shall represent the Association, shall perform any duties stated in the Bylaws, and shall act as directed by the Association.

2. Specific Powers and Responsibilities

1. The Executive Board shall be responsible for meetings of the Association.
2. The Executive Board shall prepare an annual budget.
3. The Executive Board shall prepare and submit an annual report at the Annual Meeting.
4. The Executive Board determines the amount of annual dues, subject to ratification by the membership.
5. The Executive Board must approve all contracts and/or agreements obligating the organization.
6. The Executive Board may authorize expenditures not included in the annual budget, and may authorize variations in budgeted expenditures as necessary to fulfill Association goals.
7. The Executive Board may meet informally, electronically, or by telephone at its discretion.

**Article VIII. Officers and Representatives**

*Sec. 1. Composition and Tenure*

1. There shall be five (5) officers of the Association: the President; President-Elect; Past-President; Secretary; and Treasurer.
2. There shall be three (3) representatives of the Association: one representative each from two-year colleges (regional campuses, community colleges, and technical colleges), four-year private colleges and universities, and four-year public colleges and universities.
3. The Treasurer shall serve a term of two years. All other officers and representatives shall serve a term of one year. Terms commence at the beginning of the first regularly scheduled meeting of the Executive Board after the Annual Meeting.
4. Officers shall be members of OHAAA and NACADA.
5. Representatives shall be members of OHAAA.

*Sec. 2. Selection*

Officers and representatives shall be elected prior to the Annual Meeting by a majority vote of members participating by written ballot. An announcement of upcoming elections shall be sent to all OHAAA members. Eligible members interested in serving as an officer or representative of the Association may submit an application of candidacy to the Elections Committee. An Elections Committee appointed by the President shall conduct the annual election prior to the Annual Meeting.

*Sec. 3. Duties and Responsibilities*

1. President. The President shall preside at all meetings of the Association and Executive Board. The President is generally responsible for overseeing all of the Association's activities. The President may call special meetings of the Executive Board and will serve as an ex-officio member of all ad hoc committees. The President shall appoint an Audit Committee and an Elections Committee and may appoint ad hoc committees as needed. The

President shall establish a liaison to the government of the State of Ohio. The President shall be a member of and liaison to NACADA. The President shall continue to serve on the Executive Board for a term of one year past the elected term, in order to offer support and continuity to the membership, the Executive Board, and newly elected officers.

2. President-Elect. The President-Elect shall assist the President in planning the Annual Meeting; maintain accurate records of membership, including collection of dues, category of members, status of members, and other data deemed necessary; provide cumulative demographic data about members as necessary; provide recognition of academic advisors within the Ohio system of higher education; and develop recommendations for the Executive Board concerning eligibility and requirements for membership.

3. Secretary. The Secretary shall keep records of all meetings of the Association and the Executive Board and shall give notice of special and regular meetings to all members and shall oversee all communication functions of the Association.

4. Treasurer. The Treasurer will have responsibility for all OHAAA funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Board. The Treasurer shall also maintain a register accounting for all receipts and disbursements provide year to date and annual reports at Executive Board and Annual meetings, follow acceptable accounting procedures, and present the books to the Audit Committee for approval prior to the Annual meeting. The fiscal year will be from July 1 through June 30.

5. Representatives. Each Representative will serve as a liaison with his or her constituent group.

#### *Sec. 4 Removal*

Officers and representatives may be removed for cause by a two-thirds vote of the Executive Board or by a majority of the Association members present at the Annual Meeting.

Officers and/or representatives removed by the Executive Board may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the Association members present at the Annual Meeting.

#### *Sec. 5. Interim Officers and Representatives*

1. In case of vacancy, resignation, or removal of the President, the President-Elect shall become President for the remainder of the term.

2. In case of vacancy, resignation, or removal of any other officer or representative, the Executive Board shall appoint a new officer to fill the remainder of the term.

### **Article IX. Amendment to the Bylaws**

Amendments to the bylaws must be ratified by a majority vote of members present at the Annual or a special meeting.

### **Article X. Dissolution**

Upon dissolution of the Association, the Executive Board shall provide for payment of all debts against the Association. All remaining funds and property of the Association shall be transferred to the National Academic Advising Association.