

# **CONSTITUTION**

## Article I. **NAME**

The name of the organization shall be Academic Advising Association of The Ohio State University (ACADAOS), an affiliate of the National Academic Advising Association (NACADA).

## Article II. **PURPOSE**

ACADAOS (herein after “the Association”) shall be an organization for professionals at The Ohio State University who advise students about academic issues and concerns. The purposes of the Association shall be to:

- Provide counsel and consultation to the university community relevant to academic advising issues
- Provide support for professional development
- Promote and advance research related to academic advising
- Be actively involved in initiatives pertaining to advising services at The Ohio State University
- Promote professional ethics and standards of academic advising
- As an affiliate of NACADA, support the goals, programs and core values of this Association
- Foster recognition of academic advising as a profession

## Article III. **GOALS**

- Maintain a communication network for all members
- Establish and maintain active affiliation with NACADA at the state, regional, and national levels
- Recognize outstanding advisors with the support of the Office of Undergraduate Education
- Foster open communication with the Office of Undergraduate Education
- Champion relationships with colleagues and administrators on campus

#### Article IV. **MEMBERSHIP**

A. Active membership shall be open to any full-time or part-time employee of The Ohio State University who advises students about academic issues or who holds membership in NACADA.

Active membership shall entitle the member to vote, attend general body meetings, subscribe to the list serve, and receive the membership directory and mailings of the Association. Active membership shall entitle the member to hold an elected office or appointment.

B. Graduate Student Membership shall be open to any graduate student enrolled at The Ohio State University who advises students about academic issues or who holds membership in NACADA. Graduate Student Membership shall entitle the member to vote, attend general body meetings, subscribe to the list serve, and receive the membership directory and mailings of the Association. Student members may not hold an elected office or appointment.

C. Undergraduate Student Membership shall be open to any undergraduate student enrolled at The Ohio State University. Undergraduate Student Membership shall entitle the member to attend general body meetings and educational programming hosted by ACADAOS. No annual dues will be collected and undergraduate student members may not hold an elected office or appointment, or be given voting rights.

D. Affiliate membership shall be open to any full-or part-time employee of The Ohio State University who works in academic and student services concerned with the intellectual, personal, and vocational or career needs of students. Affiliate membership shall entitle the member to attend general body meetings, subscribe to the list serve, and receive the membership directory and mailing of the Association. Affiliate members may not hold an elected office or appointment, or be given voting rights.

E. Complimentary Lifetime Colleague Membership shall be available to retired advisors who were affiliated with ACADAOS at the time of their retirement. Lifetime Colleague membership shall entitle the member to attend general body meetings, subscribe to the list serve, and receive the membership directory and mailings of the Association. Lifetime colleague members may not hold an elected office or appointment.

#### Article V. **COMMITTEES**

The Executive Committee shall consist of the Immediate Past President, President, President-Elect, Secretary, Treasurer, and all current Committee Chairs and is empowered to make decisions as designated herein or as deemed necessary between regular meetings of the Association.

Standing committees and ad hoc committees shall be designated by the Executive Committee. Committee chairs shall be appointed from the active membership by the President and shall report to the Association and/or the Executive Committee. Committee chairs shall be responsible for duties as assigned by the Executive Committee.

## Article VI. **OFFICERS AND DUTIES**

There shall be four officers of the Association: President, President-Elect., Secretary, and Treasurer.

### A. The President shall:

- Be responsible for presiding over general body meetings of the Association
- Appoint committees and their chairpersons
- Interface with external bodies and/or organizations about business of the Association
- Have overall responsibility for the coordination of all areas of the Association

### B. The President-Elect shall:

- Serve as chairperson of the Executive Committee
- In the absence, disability or upon request of the President, perform the duties of the President
- Become President for the remainder of the term if the office of the President becomes vacant
- Establish the agenda, meeting date, and location for the Executive committee meetings and communicate this with the members of the Executive committee prior to each executive meeting
- Serve in training to assume the responsibility of the new President the following year, and to serve as President for a one year term

### C. The Secretary shall:

- Serve as a member of the Executive Committee
- Record and publish the minutes of each meeting
- Collect the documents for the year and maintain records for the Association

### D. The Treasurer shall:

- Serve as a member of the Executive Committee
- Receive funds from members as assessed (“dues”) or donated
- Maintain membership list (directory) in conjunction with the Membership Committee
- Maintain a system of accounting which can be easily transferred to future treasurers
- Maintain an account to hold the funds of the Association with safeguards as recommended by the Executive Committee
- Disperse funds from said account for necessary costs and expenditures of the Association
- Prepare and present reports for general and executive meetings

## E. Vacancies

Whenever there is a vacancy in any elected office, other than the President, outside the normal course of elections, the Executive Committee shall appoint someone from the Executive Committee who shall complete the un-expired term upon confirmation by a simple majority vote of the Executive Committee.

Whenever there is a vacancy in any of the Committee Chair positions, the Executive Committee shall appoint someone from the Active Membership, who shall complete the un-expired term upon confirmation by a simple majority vote of the Executive Committee.

## Article VII. ELECTIONS

Officer elections will be held annually in May. New officers will assume duties on August 1 and continue through July 31. Offices will be filled by a simple majority vote by those exercising their voting privilege. In the case of a tie, the current executive committee shall determine the outcome. In the event that candidates run unopposed, election may occur by acclamation.

Any Active Member may nominate another Active Member or him/her self for an office. Nominations should be submitted prior to the distribution of the ballots to the membership. Completed ballots should be submitted no later than the date specified by said ballot. Ballots received after the specified deadline will not be counted. "Write-in" votes for candidates not listed on the ballot shall be accepted.

Voting privileges shall be the entitlement of the Active Members and the Student Members.

## Article VIII. DUES

Dues shall be determined annually by the Executive Committee. Dues for the Student Membership shall be less than for Active Membership. Deadline for payment of dues shall be the second Association meeting of each Autumn Semester.

Article IX      **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of “Robert’s Rule of Order Newly Revised” shall govern ACADAOS in all cases to which they are applicable and in any case which they are not inconsistent with this constitution, special rules of order the Association may be adopted.

Article X.      **AMENDMENTS**

Proposed amendments will be distributed electronically to Active and Student members. Voting will take place through electronic ballots (e-mail list serve). A two-thirds vote of cast ballots in favor of the proposed amendment(s) will be required to amend the constitution.

Adopted:	1992
Amended:	1993
Revised:	1997
Amended:	2001
Amended:	2002
Revised:	2016