

Washington State University
Academic Advising Association Bylaws

Article I: Name

The association shall be known as Washington State University Academic Advising Association (WSU ACADA).

Article II: Purpose

Sec 1. Mission

The Washington State University Academic Advising Association (WSU ACADA) is the primary organized group of professional and faculty advisors and student support personnel at Washington State University. The mission of WSU ACADA is to promote student success by enhancing and advancing advising at WSU through recognition, scholarship, and advocacy for the advising community.

Sec. 2. Goals

- A. Expand, communicate, and provide opportunities for scholarship and assessment of academic advising at WSU.
- B. Promote the role of effective academic advising in student success to college and university decision makers.
- C. Foster inclusive practices and relationships which respect the principles of equity and the diversity of advising professionals across intersections of identity.
- D. Enhance value and recognition efforts for advising and faculty and staff advisors.

Sec. 3. Association with the National Academic Advising Association

The organization will maintain allied membership with the Global Community for Academic Advising (NACADA) and support the goals and programs of NACADA.

Article III: Purpose of Academic Advising

Academic advising is an educational relationship in which students and advisors are partners in planning academic, personal, and career goals. It fosters intellectual and personal development toward academic success and self-directed, life-long learning.

Article IV: Membership

Sec. 1 Types of Membership

A. Professional Membership

1. Eligibility

Professional memberships shall be open to academic advisors, student support personnel, faculty, administrators, counselors, and other members of the Washington State University community whose roles align with or support advising and student services upon submission of membership form.

2. Procedure

Eligible individuals may become members of WSU ACADA by opting in through an electronic survey sent out annually by the Executive Committee or by submitting a membership form available on the WSU ACADA webpage.

3. Rights of Membership

All professional members shall be eligible to vote, hold office, attend meetings, and participate in activities of WSU ACADA. Professional members will retain membership throughout eligible employment at Washington State University.

B. Graduate Student Membership

1. Eligibility

Graduate student membership shall be open to graduate students not employed as advisors at the University who are in good academic standing.

2. Procedure.

Graduate students may apply for student membership by submitting a membership form available on the WSU ACADA webpage.

3. Rights of Membership

Graduate Student Members shall be eligible to attend meetings and participate in activities of WSU ACADA. Graduate Student Members may not vote or hold office. Graduate student members shall retain membership while enrolled as a graduate student in good standing at the University.

Sec. 2 Non-Members

Attendance at meetings and WSU ACADA activities is open to all university employees and affiliates regardless of membership status in WSU ACADA.

Article V: Meetings of the Membership

Sec. 1. General Meetings

General membership meetings of WSU ACADA shall occur regularly as determined by the Executive Committee with no less than one (1) week notice to the membership.

Sec. 2. Special Meetings

Special meetings may be called, when necessary, by voting members of the Association with two business days' notice to the Executive Committee.

Sec. 3. Quorum

A quorum of the membership shall consist of twenty percent of the membership. Members may vote by proxy.

Article VI: Executive Committee

Sec. 1. Composition and Tenure

- A. The Executive Committee of WSU ACADA shall consist of the following positions: President, Vice President/President Elect, and Secretary
- B. Each officer shall serve for a term of one year. Terms begin July 1.
- C. No individual shall serve in a single position for more than two consecutive terms.

Sec. 2. Selection

- A. Elections shall be facilitated by the Executive Committee.
- B. Nominations shall be solicited for at least two (2) weeks prior to elections during the spring semester for the positions of Vice President/President Elect and Secretary.
- C. Elections shall be held via electronic survey for a minimum of five (5) business days. Only current Professional Members may vote during elections.
- D. Officers shall be announced by the end of the academic year.

Sec. 3. Duties and Responsibilities

A. Authority and Overall Responsibilities

The Executive Committee shall have authority over the affairs of WSU ACADA between its meetings, shall represent WSU 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.

1. The Executive Committee shall

- a. Be responsible for meetings of the Association; supervise the activities of Committees.
- b. Prepare and submit an annual report and budget for approval by the membership.
- c. Approve all agreements obligating the organization.

2. 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 to fulfil association goals.

3. The Executive Committee shall oversee WSU ACADA nominations for regional and national advising awards.

B. Officer Duties

1. President

The President shall preside at all Association and Executive Committee meetings. The President is responsible for overseeing all Association activities. The President may call special meetings of the Executive Committee and serve as an ex-officio member of all standing and ad hoc committees. The President shall be responsible for compiling and submitting the annual report and budget to WSU ACADA membership.

2. Vice President/President Elect

The Vice President shall be responsible for the WSU ACADA budget and inform members of all financial expenditures related to WSU ACADA business. The Vice President shall perform the duties and responsibilities of the president in their absence and when so acting shall exercise the powers of the president. The Vice President shall assume the role of President upon completion of the Presidents' tenure.

3. Secretary

The Secretary shall keep records of all meetings of WSU ACADA and the Executive Committee, schedule meetings, and give notice of meetings to all members. The Secretary shall also record attendance and votes at meetings and activities of WSU ACADA

Sec. 4. Removal

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

Sec. 5. Interim Officers

In the event of a vacancy, the Executive Committee shall request volunteers from WSU ACADA members and appoint a replacement to serve until the next election.

Article VII: Committees

Sec. 1. Committees

Committees shall include:

A. Scholarship and Awards Committee

The committee guides and promotes research and assessment efforts in advising and supports and facilitates regional and national awards nomination and submission for advising at WSU.

B. Advising Affairs and Advocacy Committee

This committee advocates for advisors to the university community regarding affairs that directly impact the quality of work life for advisors.

C. Ad Hoc Committees may be formed as needed by President appointment or with quorum vote from the WSU ACADA membership.

Sec. 2. Standing Committee Membership

A. Membership in Standing Committees shall be open to all WSU ACADA members.

B. Members may join a standing committee by voicing their interest to the chair of the committee, or to any member of the Executive Committee.

C. Standing committee membership continues until a member resigns from committee.

Article VIII: Amendments to By-Laws

Sec. 1. Proposed Amendments

Any member(s) in good standing may submit a proposed amendment to these Bylaws to a member of the Executive Committee. It must be in writing and be signed by five members of WSU ACADA.

Sec. 2. Voting

The proposed amendment shall be submitted to the membership for a vote. The Bylaws shall be amended by an affirmative vote of a quorum of the membership.

Article IX: 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 Washington State University.