

## **Article I. Name and Acronym**

The name of this Association shall be the Missouri Academic Advising Association. The official acronym of this Association shall be MACADA.

## **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 Missouri Academic Advising Association is to gain recognition for academic advising and to support the development and professional growth of academic advisors in higher education in Missouri. MACADA serves a constituency that includes academic advisors, counselors, faculty members, administrators, students, and others in academic and student affairs concerned with the intellectual, personal, and vocational needs of students. MACADA is the representative and advocate of academic advisors in both public and private institutions and is a forum for discussion, debate, and exchange of 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 Missouri.
6. Support the goals and programs of and affiliate with the National Academic Advising Association (NACADA).
7. Establish relationships with other professional organizations.
8. Promote an awards system for academic advising.

## **Article V. Membership**

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

Membership in MACADA 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

### A. Regular

1. Eligibility. Regular memberships shall be open to academic advisors, counselors, faculty members, administrators, and others 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 MACADA 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 MACADA.

### B. Student

1. Eligibility. Student memberships shall be open to all students currently enrolled at regionally accredited institutions of higher education in Missouri.
2. Procedure. An eligible individual shall become a student member in good standing upon payment of annual MACADA student dues.
3. Rights. All student members in good standing shall be eligible to attend meetings, vote, and are entitled to all the services and benefits provided by MACADA.

### C. Other

The MACADA Executive Board may establish eligibility criteria, application procedures, rights of membership, and dues for other categories of membership which might be identified, except that no such category shall be entitled to vote or hold office without the approval of the voting membership.

## Sec. 3 Dues

A. Annual dues shall be established by the MACADA Executive Board with the approval of the voting membership. Student dues shall be one half of the regular membership dues.

B. Annual membership dues are payable upon joining the Association. The membership year is from September 1 to August 31.

## Article VI. Meetings of the Membership

Sec. 1 The Annual Meeting of MACADA shall be held in the fall at a time established by the MACADA 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 Association shall be governed by Robert's Rules of Order.

## Article VII. Officers

### Sec. 1 Composition and Tenure

A. There shall be sixteen officers of the Association: the President; the President Elect; the Immediate Past President and Historian; the Vice-President for Programs and Professional Development; the Vice-President for Membership; the Vice-President for Communications; the Vice-President for Professional Development and Diversity; NACADA Region VII Representative; Secretary; Treasurer; and one representative from each of the following regions: North, Kansas City, Central, St. Louis, Southeast, and Southwest. The exact boundaries of the region maps will be determined and maintained by the Executive Board.

B. The President, President Elect and Immediate Past President and Historian serve terms of one year. Representatives will serve for terms of two years. The NACADA Region VII Representative, The Vice-President for Programming; the Vice-President for Membership; the Vice-President for Communications; the Vice-President for Professional Development and Diversity; Secretary; Treasurer and Representatives shall serve for terms of two years. Terms commence at the beginning of the first regularly scheduled meeting of the Executive Board after the Annual Meeting. Officers other than the President, President Elect and Immediate Past President and Historian may serve up to three 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.

C. Officers shall be members of MACADA.

D. The Webmaster shall be an ex-officio position appointed by the Executive Board. The Webmaster will not be eligible to vote on Executive Board motions and not required to attend all meetings. The preferred term length is at least two years. The Webmaster may hold an Executive Board position concurrently.

### Sec. 2 Selection

A. After the initial election, elections for President-elect will be held annually. Elections for The Vice-President for Programming, the Vice-President for Membership, Secretary, and Representatives from Central, Southwest and St. Louis will be held in odd numbered years for two-year terms. Elections for the NACADA Region VII Representative, Vice-President of Communications, the Vice-President for Professional Development and Diversity, Treasurer and Representatives from Southeast, Kansas City and North Area will be elected in even numbered years for two-year terms.

B. Officers shall be elected at the Annual Meeting by a majority vote of members present. An announcement of upcoming elections shall be sent to all MACADA members. Eligible members interested in serving as an officer of the Association may submit an application of candidacy to the Executive Board before the Annual Meeting.

The Executive Boards shall consider all the applications and nominate candidates for each office. The Annual Meeting notice shall specify the names and qualifications of the nominees.

### Sec. 3 Duties and Responsibilities

A. The Immediate Past President and Historian. The Immediate Past President and Historian shall serve the Board in an advisory capacity and as ambassador for the association to Missouri Institutions of higher education. The Immediate Past President and Historian shall keep the association's history document up to date and serve as archivist of the association's historical document by gathering them and submitting them to the Western Historical Manuscript Collection at the University of Missouri in Columbia for safe keeping.

B. 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 each year and may appoint ad hoc committees as needed. The President shall be a member of NACADA.

C. The President Elect. The President Elect shall perform the duties and responsibilities of the President in the President's absence and when so acting, shall exercise the powers of the President. The President Elect shall be a member of NACADA.

D. The Vice-President for Programming (formerly Vice President for Programs and Professional Development) shall lead in the planning of the annual conference to include sessions and speakers which promote the educational growth and development of the membership; serve on the Conference Site Selection Committee; work closely with the VP for Communications to disseminate conference information; work closely with the Treasurer to coordinate funding and tracking of conference activities. The Vice-President for Programming shall be a member of NACADA.

E. The Vice-President for Membership. The Vice-President for Membership shall 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 Missouri system of higher education; and develop recommendations of the Executive Board concerning eligibility and requirements for membership.

F. Vice-President for Communications. The Vice-President for Communications shall establish a regular newsletter which will comprehensively address issues pertinent to academic advising in Missouri; aid other officers in publicizing events of interest to the MACADA membership.

G. The Vice-President for Professional Development and Diversity (formerly Vice President for Multiculturalism/Diversity) shall promote standards for professional

development across all areas of academic advising with special focus regarding needs and concerns of a diverse student population; assist in development of meetings and workshops with such emphasis; encourage members to publish in professional journals, and present at state, regional and national conferences; work closely with the VP for Communications to disseminate professional development information.

H. 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.

I. Treasurer. The Treasurer will have custody of all MACADA 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, present the books to the Audit Committee for audit prior to the Annual Meeting. The fiscal year will be from September 1 through August 31.

J. NACADA Region VII Representative. The NACADA Region VII Representative shall represent the interests of the Association to NACADA, Region VII and other professional educational organizations and shall be a member of NACADA. Because this position requires attendance at regional, national and state conferences for two consecutive years, MACADA will provide financial assistance to cover the cost of the Regional and National Conference fees. The NACADA Region VII Representative may waive this support if it is not needed. This support is non-transferable. Nominees for the NACADA Region VII Representative must have experience serving on the MACADA Board in some capacity for at least one year.

K. Representatives. Representatives shall establish a contact person at each institution in the region they represent through whom to promote the interests of MACADA and academic advising in general to those institutions. Representatives will also be responsible for promoting professional development opportunities within their region, at the state and national level.

J. Webmaster. The Webmaster shall be responsible for maintaining and updating the MACADA website. The appointed Webmaster will be responsible for getting access to the appropriate resources to maintain the website. The Webmaster will not be required to attend Executive Board meetings, unless specifically requested by the Board.

#### Sec. 4 Removal

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

B. If a MACADA Board member misses two meetings without submitting a written report, the President will appoint a replacement to serve out the term.

#### Sec. 5 Interim Officers

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

B. In case of vacancy, resignation, or removal of any other officer, the Executive Board shall solicit applications of candidacy from the eligible members. After considering the applications, the Executive Board shall appoint a new officer to fill the remainder of the term.

#### Article VIII. Executive Board

##### Sec. 1 Composition and Tenure

A. The Executive Board shall be comprised of the elected officers.

B. The new Executive Board shall meet each year after the Annual Meeting.

##### Sec. 2 Selection

A. Executive Board members shall be elected as described under Article VII.

##### Sec. 3 Powers and Responsibilities

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

##### B. 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 other 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 or by telephone at its discretion.

#### Article IX. Amendments to the Bylaws

Amendments to the bylaws must be ratified by a majority vote of members present at the Annual meeting or via electronic vote. Proposed amendments shall be sent to the

membership a minimum of three weeks prior to the call for a vote to ensure sufficient time for discussion and questions.

Article X. Dissolution.

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

Approved by the Association 9/6/2012 to take effect at the conclusion of the Sept. 2012 conference.