

## ARKANSAS ACADEMIC ADVISING NETWORK CONSTITUTION

### **Article I: Name and Acronym**

The **Arkansas Academic Advising Network (ArkAAN)** is the official name of the organization.

### **Article II: Philosophy**

ArkAAN views sound academic advising as a vital aspect in the education of students. Academic advising is an interactive process in which advisors assist students in setting and achieving academic, social and personal goals consistent with the students' interests, values, abilities, and career expectations. Advisors create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions. Through the relationship established between the advisor and students and the discussions they have about available resources, students will have the opportunity to learn about education and career options, academic policies and procedures, and degree requirements.

### **Article III: Purpose**

The purpose of ArkAAN is to raise the level of recognition of academic advising as a profession and to promote the professional development of academic advisors in high education in Arkansas. To accomplish this, ArkAAN will offer networking opportunities, encourage members to participate in professional development activities and will promote the development and implementation of professional standards of academic advising.

### **Article IV: Goals**

The goals for ArkAAN are as follows:

1. Develop professional standards for academic advising.
2. Establish a communication network among institutions of higher education.
3. Establish a liaison to governing boards of higher education in Arkansas.
4. Establish relationships with other professional organizations and groups in Arkansas.
5. Promote an awards/recognition system for academic advising.
6. Organize and offer an annual conference/professional development event to members and others involved in academic advisement throughout the state.
7. Establish a consultation bureau for members and institutions in Arkansas.
8. Support the goals and programs of the National Academic Advising Association (NACADA)

### **Article V: Membership**

#### Section 1: Equal Opportunity

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

Section 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 areas of academic advising.
  2. Procedure. An eligible individual shall become a regular member in good standing upon payment of annual ArkAAN dues.
  3. Rights. All members in good standing shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by ArkAAN.
- B. Student
1. Eligibility. Student memberships shall be open to all students currently enrolled full-time at regionally accredited institutions of higher education in Arkansas.
  2. Procedure. An eligible individual shall become a student member in good standing upon payment of annual ArkAAN 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 ArkAAN.
- C. Other
- The ArkAAN Executive Committee 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 voting membership.

Section 3: Dues

- A. Initial dues shall be established by the Steering Committee. Subsequent dues shall be established by the ArkAAN Executive Committee with the approval of the voting membership. Annual Membership dues will be included as a part of the Spring Conference fees. Student dues shall be one-half of the regular membership dues.
- B. Annual membership dues are payable upon joining ArkAAN. The membership year will consist of the first day of the month following the Spring conference and continue for twelve months.
- C. Individuals who do not register for the annual conference may join ArkAAN by paying one-half of the annual conference fee.

**Article VI: Rules**

Section 1: Robert's Rules of Order shall govern the proceedings of all meetings.

**Article VII: Executive Committee**

Section 1: Composition

The Executive Committee shall consist of nine elected officers and an elected representative from each type of institution (technical college, two-year college, four-year public, four-year private) not represented in the current Executive Committee membership.

- Section 2: Function
- A. Manage the affairs of this network between its meetings
  - B. Represent the network.
  - C. Make recommendations to the membership.
  - D. Perform duties stated in this constitution.
  - E. Act as directed by the voting members.
- Section 3: Powers and Responsibilities
- A. Oversees the functions of all elected officers and appointed committees.
  - B. Prepares and submits an annual budget to the membership for approval at annual business meeting.
  - C. Approves all contracts and agreements, and authorizes expenditures.
  - D. Produces and presents an annual report and budget at each annual business meeting for approval.

### **Article VIII: Officers**

- Section 1: Titles, Tenures, and Eligibility
- A. Nine Officers: President, President-Elect, Past-President, Vice-President for Membership, Vice-President for Communications, Vice-President for Multicultural/Diversity Issues, Secretary, Treasurer, Liaison Officers, and Institutional Representatives (as needed from any of the following: technical college, two-year college, four-year public, four-year private).
  - B. Tenure
    1. One year: President, President-Elect, and Past-President.
    2. Two years: all other officers with the exception or the NACADA Region 7 Representative and ArkAAN Liaison Officer, who shall serve a three-year term, the specific dates of that term to be defined by NACADA constitutional guidelines for Region Representatives.  
Odd-numbered year elections: Vice-President for Membership, Secretary, Liaison Officer, and Institutional Representatives from two-year colleges and four-year private.  
Even-numbered year elections: Vice-President for Communications, Vice-President for Multicultural/Diversity Issues, Treasurer, and Institutional Representatives from technical colleges and four-year public.
  - C. Eligibility
    1. All officers must be members in good standing of ArkAAN and NACADA.
    2. No more than three members from the same institution/campus may serve as officers at the same time.
    3. No officers may serve consecutive terms, with the exception of Treasurer who may serve two terms.
    4. Nominees for President-Elect and for NACADA Region 7 Representative and ArkAAN Liaison Officer must have served at least one term on the ArkAAN Executive Committee prior to nomination.
- Section 2: Selection of Officers
- A. The President-Elect will become President automatically for the succeeding year.
  - B. The Secretary will solicit and close nominations no later than two months in advance of the annual conference.
  - C. Election shall be by majority of the membership voting at the business meeting during the annual conference.

- D. Newly elected officers shall take office at the end of the business meeting.

Section 3: Duties and Responsibilities

A. President

1. Shall preside at all meetings of ArkAAN and of the Executive Committee.
2. Shall be responsible for overseeing all of the association's activities.
3. Shall call special meetings of the Executive Committee and serve as an ex-officio member of all standing and ad hoc committees. The President shall appoint ad hoc committees.
4. Shall promote professional standards for academic advising by developing special retreats and/or seminars to promote educational growth and development of the membership and by encouraging members to publish in professional journals, and present at state, regional, and national conferences.
5. Shall chair the Professional Standards and Development Committee.
6. Shall oversee and coordinate the election process with assistance from the secretary.

B. President-Elect

1. Shall serve as the chief assistant to the President.
2. 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.
3. Shall serve as Chair of the Program Committee and make all arrangements for the annual conference in conjunction with the Program Committee.

C. Past-President

1. Shall serve on the Executive Committee in an advisory capacity.
2. If a Past-President is unable to serve on the ArkAAN Executive Committee, any past member of the Committee may be invited by the President to serve in that capacity for the year.

D. Vice-President for Membership

1. Shall develop methods to encourage members to renew membership and to recruit new members.
2. Shall maintain and make available current membership rosters by working closely with the Secretary and Treasurer.
3. Shall serve as Chair of the Membership Committee.

E. Vice-President for Communication

1. Shall solicit contributions for association publications.
2. Shall be responsible for maintaining the ArkAAN web site information.
3. Shall prepare and distribute an annual report.
4. Shall maintain a mailing list by working closely with the Secretary and Treasurer.
5. Shall assist other officers in publicizing events of interest to the membership.
6. Shall serve as the Chair of the Communications Committee.

F. Vice-President for Multicultural/Diversity

1. Shall promote standards for academic advising regarding multicultural needs and concerns of a diverse student population.
2. Shall assist in the development of meetings and workshops with such emphasis in conjunction with the Program Committee chair.

G. Secretary

1. Shall keep records of all meetings of ArkAAN and of the Executive Committee.
2. Shall oversee collection, maintenance, and safekeeping of the archival records of ArkAAN, including treasurer's reports.

3. Shall give notice of special and regular meetings to all members.
  4. Shall assist the VP of Communications with the maintenance of an accurate mailing list of members and the annual report.
  5. Shall maintain a current copy of the ArkAAN constitution.
  6. Shall assist the President in facilitating the election process.
- H. Treasurer
1. Shall have custody of all ArkAAN funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Committee.
  2. Shall maintain accurate records of all receipts and disbursements, and shall provide year-to-date and annual reports at Executive Committee for audit prior to the annual meeting(s).
  4. The fiscal year will be from September 1 through August 31.
  5. All checks must be signed by the Treasurer and one other member of the Executive Committee.
- I. NACADA Region 7 Representative and ArkAAN Liaison Officer
1. Shall serve as network representative for the state of Arkansas to the NACADA Region 7 Steering Committee.
  2. Shall represent the interests of the network to NACADA and other professional educational organizations.
  3. Shall represent the interests of the network to any state legislative body or institutions of higher education.
- J. Institutional Representative
1. Shall represent the interests of the corresponding institution type (technical college, two-year college, four-year public, and four-year private institution).
  2. If an institution type is not represented in the nine-officer Executive Committee, then the elected representative from that type of institution shall serve on the Executive Committee. If an institution type is represented in the Executive Committee, then that elected representative will be inactive on the Executive Committee, until such time as their representation is required due to changes in the make-up of the Executive Committee.

#### Section 4: Removal of an Officer

Officers may be removed for cause by a two-thirds vote of the Executive Committee or by a simple majority of the network members present at the business meeting at the annual conference. 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 business meeting of the annual conference.

#### Section 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 IX: Committees**

### Section 1: Standing Committees Established

There shall be four standing committees of the Association: (1) Professional Standards and Development Committee, (2) Membership Committee, (3) Communications Committee, and (4) the Program Committee.

### Section 2: Chairs of the Standing Committees

The Chairs of each committee are as follows:

1. Professional Standards and Development: the President of the Association.
2. Membership: Vice-President for Membership
3. Communications: Vice-President for Communications
4. Program: the President-Elect

### Section 3: Membership in Committees

- A. Members may communicate their desire to serve on a committee by completing the nomination form prior to the annual meeting or by contacting the chair of the committee.
- B. Committee members shall be selected by the committee chairperson from among those members indicating interest.
- C. Members shall serve two year terms and may serve consecutive terms.

### Section 4: Nature of Standing Committees

- A. Professional Standards and Development Committee  
The purpose of the Committee shall be to develop professional standards for the practice of academic advising and to promote the professional growth of the membership.
- B. Membership Committee
  1. The Committee shall be comprised of the chair (the Vice-President for Membership), the Treasurer of the association, and the selected volunteer members.
  2. The purpose of the Committee is to promote, establish, and maintain active membership in the Association. In addition, the committee shall encourage and promote involvement of all advisors from Arkansas institutions of higher education and promote membership in NACADA.
- C. Communications Committee
  1. The Committee shall be comprised of the chair (Vice-President for Communications), the Liaison Officer, and selected volunteer members.
  2. The purpose of the Committee is to establish a communication network among advisors within ArkAAN. The committee is responsible for producing an annual newsletter for the membership.
- D. Program Committee
  1. The Committee shall be comprised of the chair (the President-Elect of the Association), and selected volunteer members.
  2. The purpose of the Committee is to make arrangements for the annual conference.

### Section 5: Duties

- A. Standing Committees shall prepare an annual budget and an annual report to be submitted to the Executive Committee before the annual meeting.

- B. Each standing committee shall be responsible for the timely fulfillment of the purposes stated for the committee.

**Article X: Changes to the Constitution**

Amendments to the ArkAAN Constitution are adopted by ratification of two-thirds of members voting for the proposed amendment. Proposed amendments may come to the ArkAAN membership for a vote either at the business meeting of the annual conference or through electronic ballot sent to the membership. Any proposed changes to be voted on at the annual conference will come to the membership no later than one month in advance of the meeting. Any proposed changes coming electronically to the membership will have a voting deadline of at least three weeks from the date of electronic distribution.