

**Ohio Academic
Advising Association
BY-LAWS
2019**



Mission and Vision

Mission: The Ohio Academic Advising Association (OHAAA) is an allied organization of NACADA: The Global Community for Academic Advising, which serves its members by providing low cost, quality, professional development opportunities. OHAAA works to bring advisors together to share their successes, challenges, best practices, and trends in the field of Academic Advising and student success.

Vision: 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.

Background, Purpose and Goals

Name and Acronym

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

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.

OHAAA Strategic 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 NACADA.
7. Establish relationships with other professional organizations.
8. Establish and promote an awards system for academic advising.

Article I. 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 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 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. 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.
2. Annual membership dues are payable upon joining the Association and are renewable every twelve months from the member's join/renewal date.

Article II. Meetings of the Membership

Sec. 1. Regular Professional Membership Meetings

1. The Annual Conference of OHAAA shall be held at a date and location established by the OHAAA Executive Board.
2. All Members are welcome to register for the annual conference.
3. Special meetings and/or conferences may also be held at the discretion of the Executive Board

Sec. 2. Executive Board Meetings

1. The proceedings at Executive Board meetings of the Association shall be governed by Robert's Rules of Order.
2. Meeting schedules will be established by the President.

Article III. Executive Board

Sec. 1. Composition and Tenure

1. The Executive Board shall be comprised of ten (10) regular members: the President; President-Elect; Past-President, Secretary; Treasurer; Member Manager, Member at Large, Web/Communications Manager, Conference Chair 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 IV.

Sec. 3. Powers and Responsibilities

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

Sec. 4. Specific Powers and Responsibilities

1. The Executive Board shall be responsible for meetings of the Association.
2. The Executive Board, may establish other committees as necessary or appropriate from time to time to conduct the business of OHAAA. The designation and appointment of any committee shall not operate to relieve the Board, the President, or any individual Board Member of any responsibility imposed by law or these Bylaws.
3. The Executive Board shall prepare an annual budget.
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 of the budget, and may authorize variations in expenditures as necessary to fulfill Association goals.
7. The Executive Board may meet informally, electronically, or by telephone at its discretion.

Article IV. 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. There will be one member at large.
4. There will be one conference chair.
5. The Treasurer shall serve a term of three years. Conference Chair will serve a term of one year. All other officers and representatives shall serve a term of two years. The 4-year Public, 2-Year Community/Technical, and Member Manager will be elected in odd years; the Secretary, Member at Large, Web/Communications Manager, and 4-year Private will be elected in even years. Terms commence at the beginning of the first regularly scheduled meeting of the Executive Board after the Annual Meeting.
6. Officers shall be members of OHAAA and NACADA.
7. Representatives and Member at Large shall be members of OHAAA.

Sec. 2. Selection

Officers and representatives shall be voted on prior to the Annual Meeting by a majority vote of members participating by 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.

1. Conference Chair is not an elected office. Members interested in hosting the annual conference at their institution may volunteer to chair the annual conference. They will work in conjunction with the Executive Board, and attend meetings and be a voting member of the Board.

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 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; 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.

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. The fiscal year will be from Aug 1 through July 31.

5. Member Manager. The Member Manager position will maintain accurate records of membership, including collection of dues, category of members, and status of members and other data deemed necessary. The Member Manager will work directly with the Treasurer for the deposit of funds. The Member Manager will provide cumulative demographic data about members to the appropriate Representative to further grow membership. The Member Manager will provide recommendations for policies, procedures and strategies to assure growth and vitality of membership

6. Representatives. Each Representative will serve as a liaison with their constituent group.

7. Member at Large. Duties will be assigned by the President.

8. Social Media and Web/Communications Manager (SMWC). The SMWC Manager position will maintain the OHAAA website, engage with various social media platforms for the promotion of OHAAA, and work closely with the other members of the executive board to insure timely, consistent, and accurate communication to the membership, as well as our non-member constituents.

9. Conference Chair. The conference chair is a person is employed by the institution hosting the annual conference for the upcoming year. This person will be the primary point of contact in planning and execution the conference by referring to guides and collaborating with the OHAAA board members, especially the President. Appointment Length: 1 year appointment.

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 V. 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 VI. 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 NACADA.

