

**BYLAWS  
OF THE MICHIGAN ACADEMIC ADVISING ASSOCIATION**

**ARTICLE I**

Name

The name of this association shall be the Michigan Academic Advising Association. It will also be known as MIACADA.

**ARTICLE II**

Object

Section I: Mission

The Michigan Academic Advising Association (MIACADA) is an organization of professionals from colleges and universities concerned with the intellectual, personal, and career or vocational advising needs of students within the State of Michigan. MIACADA was founded to foster the personal and professional development of its members by promoting quality academic advising in the state. It is a forum for discussion, debate, and the exchange of ideas regarding academic advising and related areas of higher education.

Section II: Notice of Nondiscrimination

MIACADA does not discriminate on the basis of age, race, creed, gender, sexual orientation, national origin, disability or marital status.

Section III: 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.

Section IV: Goals

- A. Support and provide for the professional development of the membership.
- B. Establish a communication network among the members working in institutions of higher education in Michigan.
- C. Raise awareness and promote academic advising in the state of Michigan.

- D. Establish connections with other professional organizations and groups especially those in the state of Michigan involved in higher education.
- E. Support the goals and programs of the National Academic Advising Association (NACADA)

### ARTICLE III Membership

#### Section I: Eligibility

Membership in MIACADA is open to academic advisors, counselors, faculty members, administrators, students serving as peer advisors, and others whose interests are in the area of academic advising.

#### Section II: Admission

An eligible individual shall become a regular member in good standing upon payment of annual MIACADA dues.

#### Section III: Rights

All regular members in good standing shall be eligible to attend meetings, vote, hold office, and utilize all the services and benefits provided by MIACADA.

#### Section IV: Dues Section

The Board of Directors shall set dues annually. The membership year is from May 1 through April 30. The Membership Chair will notify members of the need to renew each year. Those whose dues are not paid by July 1 shall automatically be dropped from membership in MIACADA.

### ARTICLE IV Officers

#### Section I: Composition

The officers of MIACADA shall be: President, President-elect, Secretary, Treasurer, and three (3) members-at-large. All elected officers must be current members of NACADA by the time they take office. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by MIACADA. The NACADA State Representative may also serve as an officer of

MIACADA with the term of office, duties and responsibilities as outlined in the NACADA governance documents.

#### Section II: Nomination Procedure

An announcement of upcoming elections shall be sent to all MIACADA members prior to the election date. The Membership and Nominating Committee shall accept letters of candidacy from eligible members. Members may submit letters of candidacy on their own behalf or on behalf of other members of MIACADA providing the candidate agrees to serve as an officer if nominated and elected. Nominees do not need to be a member of NACADA to be nominated, but will be expected to join NACADA upon election to office.

#### Section III: Elections

Officers shall be elected by a majority vote of eligible members voting.

#### Section IV: Terms of office

Officers, with the exception of the President-elect, shall serve for a term of two years. Terms begin October 1. The President-elect shall be elected every year and serve a total of three years as President-elect, President, and Immediate Past-President. The Secretary and one (1) member-at-large will be elected in even years; and the Treasurer and two (2) members-at-large will be elected in odd years.

#### Section V: Office Holding Limitations

Officers may not be elected to serve more than two consecutive terms in any office.

#### Section VI: Removal from Office

Officers may be removed for cause by a two-thirds vote of the Board of Directors or by a majority vote of MIACADA members by ballot vote. Officers removed by the Board of Directors may, upon protest, have their removal confirmed or disaffirmed by a majority ballot vote of eligible members.

#### Section VII: Interim Officers

In case of vacancy, resignation, or removal of the President, the President-elect shall serve for the remainder of the term. In case of vacancy, resignation, or removal of any other office, the Board of Directors shall solicit nominations and appoint a new officer to fill the remainder of the term.

## ARTICLE V Duties and Responsibilities of Elected Officers

#### Section 1: President

The President shall preside at all meetings of MIACADA and the Board of Directors. The President is generally responsible for overseeing all the MIACADA activities. The President may call special meetings of the Board of Directors and will serve as an ex-officio member of all standing and ad hoc committees.

#### Section 2: President-elect

The President-elect shall assist the President as requested and shall serve as President in case of the vacancy, resignation, or removal of the President.

#### Section 3: Secretary

The Secretary shall keep records of all meetings of MIACADA and the Board of Directors and shall give notice of special and regular meetings to all members. The Secretary shall prepare all correspondence requested by the Board of Directors.

#### Section 4: Treasurer

The Treasurer will have custody of all MIACADA funds and shall maintain such deposits in a federally insured institution approved by the Board of Directors. The Treasurer shall prepare the annual budget, maintain a register accounting for all receipts and disbursements provide year-to-date and annual reports at Board of Directors and annual meetings, and have the books available for audit prior to the annual meeting. The fiscal year will be from May 1 through April 30. The Treasurer shall keep the official membership roster of MIACADA.

#### Section 5: Members-at-Large

Members-at-Large will represent the membership on the Board of Directors. The representatives will also work with the various committees to encourage advisors to participate in the activities and programs of MIACADA.

#### Section 6: Past President

The Past President will be responsible for soliciting nominations and running the election process for the Board positions each year as well as to serve at the request of the President on committees or task force groups.

## ARTICLE VI BOARD OF DIRECTORS

## Section 1: Executive Committee

### Paragraph A: Composition

The Executive Committee of the Board of Directors consists of the officers of MIACADA including President, President-elect, Secretary, Treasurer, and the three (3) Members-at-Large.

### Paragraph B: Duties of the Executive Committee

The Executive Committee will have responsibility for appointing chairs for each of the standing and ad hoc committees of MIACADA from among the interested members of MIACADA

## Section 2: Composition of Board of Directors

Individuals serving on the Board of Directors must be MIACADA members in good standing. No member of the Board of Directors may hold more than one seat on the Board of Directors at one time with the exception of the Chair of the Annual Meeting & Conference. The Board of Directors shall be comprised of the Executive Committee (elected members with voting rights) and of the following individuals as ex-officio members:

NACADA State Representative (if the incumbent chooses not to run for election as a MIACADA Executive Committee officer),  
Chair, Membership and Nominating Committee  
Chair, Communication Committee  
Chair, Annual Meeting & Conference  
Immediate Past President  
Chair(s) of any ad hoc MIACADA committees

## Section 3: Board Meetings and Agenda

The Board of Directors shall meet each year following the annual meeting to establish their schedule of meetings for the year. Special meetings of the Board of Directors may be called by the President, or by the written request of three members of the Board of Directors.

## Section 4: Duties of the Board of Directors

### Paragraph A: General Duties

The Board of Directors shall manage the affairs of MIACADA between meetings, shall represent MIACADA, shall make recommendations to MIACADA, perform any duties stated in the Bylaws, and shall act as directed by the members of MIACADA.

### Paragraph B: Specific Duties

The Board of Directors:

1. shall be responsible for meetings of MIACADA

2. shall approve the annual budget
3. shall prepare and submit an annual report at the annual meeting
4. must approve all contracts and/or other agreements obligating the organization
5. may authorize expenditures not included in the annual budget and may authorize variations in budgeted expenditures as necessary to fulfill MIACADA goals
6. shall provide for regular audits of the financial records of MIACADA

## ARTICLE VII COMMITTEES

### Section 1: Composition of Committees

The Executive Committee of the Board of Directors will appoint the chair of each committee annually. MIACADA members may communicate their desire to serve on a committee by contacting the chairperson or any member of the Board of Directors. Committee members shall be selected by the committee chairperson from among those members indicating interest, subject to approval by the Board of Directors.

### Section 2: Standing Committees

There shall be three (3) standing committees of MIACADA: Membership & Nominating Committee, Communication Committee, and Annual Conference Committee.

#### Paragraph 1: Membership and Nominating Committee

The purpose of this committee is to promote, establish, and maintain active membership in MIACADA. In addition, the committee shall encourage and promote involvement of all advisors in NACADA. This committee will maintain an accurate database of members in conjunction with the Treasurer. This committee will also maintain a list of contacts for each institution of higher education in the state of Michigan. This committee shall solicit letters of candidacy from the MIACADA membership and carry out the duties established in Article IV, Section 2 of these bylaws for preparing the list of nominees for elections.

#### Paragraph 2: Communication Committee

The purpose of this committee is to establish and maintain communications in MIACADA. The committee shall establish and oversee a regular newsletter, a computer listserv that will

address issues of concern and interest to academic advisors in Michigan, and a web site for dissemination of information regarding MIACADA and items of interest to academic advisors in the state of Michigan. The chair of the Communication Committee will serve as the newsletter editor.

Paragraph 3: Annual Meeting and Conference Committee

The Board of Directors shall accept written offers submitted by MIACADA members to host the annual meeting and conference of MIACADA. Once the Board of Directors has accepted an offer from an institution, the MIACADA members at the host institution will establish an Annual Meeting Conference Committee and select a chairperson. The chairperson shall serve on the Board of Directors. The conference and annual meeting will be planned in conjunction with the Board of Directors.

ARTICLE VIII

Dissolution

Upon dissolution of the Michigan Academic Advisors Association all assets shall be distributed to NACADA.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MIACADA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order MIACADA may adopt.

ARTICLE X

Amendment of Bylaws

Proposed amendments to the bylaws must be submitted in writing to the members a minimum of 30 days prior to being ratified by a majority vote of eligible voting members.

Adopted by Steering Committee: July 27, 2005

Additional amendments/revisions approved:

August 1, 2005

November 3, 2005

March 30, 2007