



Texas A&M University Advisors and Counselors **BYLAWS**



Adopted November, 1991
Amended August, 1995
Amended September, 1998
Amended April, 2000
Amended February, 2005
Amended September, 2006

ARTICLE I: NAME

The name of this organization shall be Texas A&M University Advisors and Counselors (UAC).

ARTICLE II: MISSION

Texas A&M University Advisors and Counselors is an organization of professionals working together to ensure the total educational development of students by meeting intellectual, academic, personal and career needs. Providing networking and professional development opportunities for Academic Advisors are key components in achieving this mission.

ARTICLE III: ORGANIZATIONAL GOALS

It is the goal of UAC to:

- serve its constituency of professional academic advisors, faculty members, administrators, counselors, and others in academic and student services concerned with the intellectual, academic, personal, and vocational/career needs of students
- provide a forum for discussion, debate, and exchange of ideas regarding academic advising
- serve as an advocate for the function of academic advising
- facilitate cooperation and coordination of academic advising with other support services in educational institutions both internally and externally
- promote accessibility to advising and counseling through the developmental academic advising stages
- provide the optimum atmosphere for students' academic development

ARTICLE IV: OFFICERS

Section 1: Elected Officers: Elections will be held annually in April with the results announced at the UAC Awards Breakfast in May.

1:1 President – It is the duty of the President to:

- preside over all Executive Board and General Membership meetings
- plan Transitional Board Meeting in coordination with the Immediate Past President to be held no later than July 1st.
- serve as Co-chair of the Strategic Planning and Assessment

Committee

- serve as UAC representative to the Academic Operations Committee (AOC) and to ad hoc committees, as assigned
- prepare the agenda for Executive Board meetings
- serve as an ex officio member of all UAC committees (except the Nominating Committee)
- appoint members of the Nominating Committee
- call special meetings

1:2 President Elect – It is the duty of the President Elect to:

- assume the responsibilities of the President in his or her absence
- serve as an ex officio member of all UAC committees (except the Nominating Committee)
- serve as chair and appoint members of the UAC Awards Committee
- serve as chair and appoint members of the UAC Awards Breakfast Committee
- serve as chair of New Advisor Training Committee

1:3 Vice President for Programs – It is the duty of the Vice President for Programs to:

- serve as chair and appoint members of the Program Committee
- appoint Chairs and members of the Advisor Briefing Day and Symposium Committees and receive evaluations and final committee reports .
- coordinate a calendar of programs and activities in cooperation with the Secretary and submit to the Vice President for Communications for distribution to the membership
- assure professional development is addressed in all programs

1:4 Vice President for Communications – It is the duty of the Vice President for Communications to:

- serve as chair and appoint members of the Communications Committee
- coordinate the communication efforts of the organization
- provide notice of General Membership meetings
- maintain UAC website

1:5 Secretary – It is the duty of the Secretary to:

- serve as chair and appoint members of the Membership Committee
- update and distribute current membership directory
- provide notice of Executive Board meetings
- record and distribute Executive Board minutes to Board Members
- prepare annual calendar in consultation with the Vice President for Programs
- facilitate any communication necessary for administrative operations of the organization
- provide mail label listing when requested

- 1:6 Treasurer – It is the duty of the Treasurer to:
- maintain account(s) of the organization
 - present Treasurer’s report at Executive Board meetings
 - serve as chair of the Finance Committee
 - present the budget prepared by the Finance Committee for programs, activities, and operations for the upcoming year to the Executive Board in July
 - serve on all committees that involve expenditure of funds
 - facilitate the processing of vouchers and reimbursements
 - issue receipts
- 1:7 Immediate Past President – It is the duty of the Immediate Past President to:
- certify membership of the Executive Board.
 - serve as ex officio member of the Executive Board for the year following term as President.
 - serve as Co-chair of the Strategic Planning and Assessment Committee.
 - serve as chair of the Nominating Committee and conduct the election including distributing the nomination slate and the officer election ballots, and presenting the results to the Executive Board.

Section 2: **Term of Office** shall be one year effective immediately following announcement of election results. Officers may seek re-election to the same office not to exceed two years consecutively, unless approved by the Executive Board.

Section 3: **Officer Transition** will occur at the Transitional Board Meeting. Outgoing officers will present final reports to the Executive Board at the Transitional Board Meeting. All materials and files will be transferred at that time.

Section 4: **Vacancy of Office** – In case any elected office becomes vacant, the Executive Board may elect an officer to fill such vacancy. The officer so elected shall hold office and serve until the next election of officers.

ARTICLE V: EXECUTIVE BOARD

Section 1: **Membership** –The Executive Board shall serve for one year, June 1 through May 31, and shall consist of:

- the elected officers
- one representative from each academic college and General Studies to be appointed by their Academic Operations Committee (AOC) Dean
- at-large members from Academic Affairs (2 seats), Student Affairs (2 seats), Student Financial Services (1 seat), Undergraduate Programs & Academic Services (1 seat) ~~and~~ Athletics (1 seat), Student Financial Aid (1 seat), International Programs (1 seat), and Office of Admissions, specifically including Registrar’s office and Degree Audit, (1 seat) to be

appointed by the head of the division/department they represent

- one non-voting representative from Blinn College to be appointed by the Director of Advising at Blinn College
- one non-voting representative from Student Government to be appointed by the Student Government Association

Section 2: Meetings – The Executive Board shall meet at least once a month and as necessary to conduct the organization’s business

Section 3: Authority – It is the authority of the Executive Board to:

- coordinate, approve and conduct organizational business
- approve the programs, budget and expenses
- approve the agenda for General Membership meetings
- elect an officer to a vacated position

ARTICLE VI: COMMITTEES

Section 1: Standing Committees

1:1: Program Committee – The Program Committee shall:

- be chaired by the Vice President for Programs
- consist of a minimum of five members appointed by the Vice President for Programs
- meet as necessary for program development and implementation

1:2: Membership Committee – The Membership Committee shall:

- be chaired by the Secretary
- consist of a minimum of three members appointed by the Secretary
- be responsible for promoting the organization
- identify and contact potential members

1:3 Finance Committee – The Finance Committee shall:

- be chaired by the Treasurer
- consist of the President, President-Elect, Vice President for Programs, and Outgoing Treasurer (for budget preparation only)
- be responsible for constructing the budget during May and June for presentation by the Treasurer at the July Executive Board Meeting.

1.4 Strategic Planning and Assessment Committee – The Strategic Planning and Assessment Committee shall:

- be co-chaired by the Immediate Past President and the President
- consist of a minimum of five members appointed by the co-chairs
- plan the Annual Summer Board Retreat
- develop and update the Strategic Plan for the organization
- annually review assessment needs and approaches based on the Strategic Plan.
- report recommendations to the Executive Board

- 1:5: Awards Committee – The Awards Committee shall be responsible for soliciting nominations and selecting recipients for the Ed Guthrie Award and the Mervin and Annette Peters Award for Excellence in Student Advising. The Awards Committee shall:
- be chaired by the President Elect
 - consist of a minimum of five members appointed by the President Elect. The last two years' award recipients shall be invited to serve. The President Elect shall vote in the case of a tie. Voting shall be by secret ballot.
- 1:6: Awards Breakfast Committee – The Awards Breakfast Committee shall:
- be chaired by the President Elect
 - consist of a minimum of five members appointed by the President Elect.
 - be responsible for planning and implementing the University Advisors and Counselors Awards Breakfast, to be held during the week that final examinations begin in May.
- 1:7: Advisor Briefing Day Committee – The Advisor Briefing Day Committee shall consist of the Vice President for Programs and a minimum of five members appointed by the Vice President for Programs. The Vice President for Programs shall convene the first meeting. Chair will be selected by the members.
- 1:8: Symposium Committee – The Symposium Committee shall consist of the Vice President for Programs and a minimum of five members appointed by the Vice President for Programs. The Vice President for Programs shall convene the first meeting. Chair will be selected by the members.
- 1:9: Nominating Committee – The Nominating Committee shall:
- be chaired by the Immediate Past President
 - consist of a minimum of five members appointed by the President
 - prepare the nomination slate and the officer election ballots
 - tabulate the results of the election
- 1:10: Communications Committee – The Communications Committee shall:
- be chaired by the Vice President for Communications
 - consist of a minimum of five members appointed by the Vice President for Communications
 - develop and maintain a UAC web page
 - maintain the e-mail listserv
 - publish and distribute a newsletter each fall and spring semester
- 1:11: New Advisor Training Committee - The New Advisor Training Committee shall:
- be chaired by the President-Elect
 - consist of at least one representative from each college and division/department as represented on the UAC Board

- UAC College and At-Large Executive Board Members are responsible for serving on this committee or appointing someone within their college or division/department to serve in this role
- implement training for new advisors
- revise training for new advisors as needed
- plan recognition of new advisors

Section 2: Ad Hoc Committees - Ad Hoc Committees may be appointed by the President with the majority approval of the Executive Board. The duties and terms of appointment shall be designated by the Executive Board.

ARTICLE VII: MEETINGS

Section 1: General Membership Meetings – A General Membership meeting shall be held annually at the Symposium. Additional meetings shall be held as needed.

Section 2: Executive Board Meetings – Executive Board meetings shall be held at least once a month and as necessary to conduct the organization's business.

ARTICLE VIII: AMENDMENTS AND PARLIAMENTARY AUTHORITY

Section 1: Amendments - These bylaws may be amended by a majority vote of the members present and voting at the annual General Membership Meeting provided that members are notified of the proposed amendments at least one week prior to the date of the meeting.

Section 2: Parliamentary Authority – Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters or procedures not specifically covered by the Bylaws.