

PACADA

Purdue Academic Advising Association

BY-LAWS OF THE PURDUE ACADEMIC ADVISING ASSOCIATION

Article I NAME AND ACRONYM

The name of this Association shall be the Purdue Academic Advising Association. The official acronym of the Association shall be PACADA.

Article II PURPOSE

The purpose of the Purdue Academic Advising Association is to promote the quality of academic advising at Purdue University, and to this end, it is dedicated to the support and professional growth of academic advising and advisors. PACADA serves its constituency - faculty members, administrators, counselors, academic advisors, graduate students, and others in academic and student affairs concerned with the intellectual, personal, and vocational needs of students. It is the forum for discussion, debate, and the exchange of ideas regarding academic advising with other areas and activities of higher education. PACADA is the representative and advocate of academic advising and academic advisors of Purdue University.

Article III ASSOCIATION WITH THE NATIONAL ACADEMIC ADVISING ASSOCIATION

PACADA is associated with the National Academic Advising Association (NACADA) and supports the goals and programs of NACADA.

Article IV MEMBERSHIP

Sec. 1. EQUAL OPPORTUNITY

The membership 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 handicap.

Sec. 2. TYPES OF MEMBERSHIP

A. Regular

1. Eligibility. Regular memberships shall be open to faculty members, administrators, counselors, academic advisors, graduate students, and other members of the Purdue University community whose interests are in the area of academic advising.
2. Procedure. An eligible individual shall become a regular member in good standing upon enrollment in the records of PACADA and payment of dues. All regular members shall retain good standing upon timely payment of dues as specified in Section 3 of this Article or until resignation or removal.

3. Rights. All regular members in good standing shall be eligible to vote, hold office, and attend meetings of PACADA, and are entitled to all the services and benefits provided by PACADA.

B. Other classes

1. Institutional, Affiliate, Honorary. The Steering Committee may establish eligibility criteria, enrollment procedures, rights of membership and dues for other categories of membership, such as institutional, affiliate, and honorary, except that no such class shall be entitled to vote or hold office without the approval of the voting membership.
2. Lifetime Colleague. The Steering Committee may invite retired PACADA members to be Lifetime Colleagues with the rights and privileges of membership, except the Lifetime Colleague does not vote or pay dues.

Sec. 3. DUES

- A. Annual dues shall be established by the Steering Committee, after hearing recommendations from the Membership Committee, and with the approval of the voting membership.
- B. Annual membership dues are payable upon joining the Association. Timely payment of dues is defined as dues being paid within three (3) months of enrollment. The membership year is from August to August.
- C. Generally, no refunds are given for PACADA membership and/or retreat dues. Requests for refunds are reviewed on a case-by-case basis and may include a processing fee. Questions should be directed to the PACADA treasurer.

Article V. MEETINGS OF THE MEMBERSHIP

- Sec. 1. The Annual Business Meeting of PACADA shall be held between January 15 and March 1.
- Sec. 2. Special meetings of the Association may be called by the Steering Committee or by any ten (10) voting members of the Association upon ten (10) days notice to the Steering Committee.
- Sec. 3. A quorum of the membership shall consist of twenty (20) per cent of the membership.
- Sec. 4. The proceedings at the Annual Business and Special Meetings of the Association shall be governed by Robert's Rules of Order, from time to time revised.

Article VI. OFFICERS

Sec. 1. COMPOSITION AND TENURE

- A. The officers of the Association shall consist of four directors – Chair, Vice-Chair, Secretary, and Treasurer
- B. For officer positions Robert's Rules of Order will be followed for voting. If a position is contested a ballot will be used for voting, if a position is uncontested a vote will be used.

- C. Position of Chair and Vice-Chair – the director that is voted into the position of Vice-Chair will serve one year in that position and then move into the Chair position for the second year of their term. This is to assist in the learning curve for the newly elected leaders.

Sec. 2. SELECTION

- A. It is suggested, but not required, that two directors shall be selected each year at the Annual Business Meeting.
- B. Eligible members interested in serving as a director of the Association may submit an application of candidacy to the Steering Committee before the Annual Business Meeting. The Steering Committee shall consider all the applications and nominate two candidates for election at the Annual Business Meeting. The Annual Business Meeting notice shall specify the names of the nominees.
- C. At the Annual Business Meeting, additional nominations from the floor of eligible members present at the meeting who agree to the nomination shall be accepted.
- D. Nominees receiving a majority vote of the voting membership, a quorum being present, shall be elected directors.
- E. No school/college/academic unit or student service area shall be represented by more than one director at any time.

Sec. 3. CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, AND TREASURER

- A. The four director positions will be voted into their specific position by the members of the Association. These positions take effect immediately upon the convening of the first Steering Committee meeting after the Annual Business Meeting where they were elected.

Sec. 4. DUTIES AND RESPONSIBILITIES

- A. Chairperson. The Chairperson shall preside at all meetings of the Association and Steering Committee. The Chairperson is generally responsible for overseeing all of the Association's activities. The Chairperson may call special meetings of the Steering Committee and serves as an ex officio member of all Standing and ad hoc committees. The Chairperson shall appoint an Audit Committee each year and may appoint ad hoc committees as needed. The Chairperson represents the Association at select Head Advisor meetings.
- B. Vice Chairperson and Historian. The Vice Chairperson shall perform the duties and responsibilities of the Chairperson in his or her absence and when so acting shall exercise the powers of the Chairperson. The Vice Chairperson shall also maintain and update the PACADA archives housed in the university library and the written history of PACADA. The Vice Chairperson represents the Association at select Head Advisor meetings.
- C. Secretary. The Secretary shall keep records of all meetings of the Steering Committee and shall give notice of special meetings to all members. The Secretary shall maintain a current copy of the By-laws and Standing Rules.
- D. Treasurer. The Treasurer shall have custody of all Association funds and shall maintain such deposits in a federally insured depository institution approved by the Steering Committee. The Treasurer shall also maintain a register accounting for all receipts and disbursements and shall collect dues. The Treasurer shall maintain and update the PACADA Listserve as

members pay dues. The Treasurer shall present the books to the Audit Committee for audit during the month of February. The fiscal year will be from January to January.

Sec. 5. REMOVAL

Officers may be removed for cause by a two-thirds vote of the Steering Committee or a majority vote of the Association. Officers removed by the Steering Committee may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the Association, a quorum being present.

Sec. 6. INTERIM OFFICERS

- A. In case of vacancy, resignation, or removal of a director, the Steering Committee shall solicit applications of candidacy from the eligible members. After considering the applications, the Steering Committee shall appoint a new director to fill the remainder of the term.
- B. In case of vacancy, resignation, or removal of the Chairperson, the Steering Committee shall reapportion the positions of Chairperson, Vice Chairperson, Secretary, and Treasurer as necessary.

Article VII STEERING COMMITTEE

Sec. 1. COMPOSITION

The Steering Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, and the Chairpersons of the Standing Committees on Professional Development, Campus Affairs, Membership, Communications and Connections, and Research.

Sec. 2. TENURE

No individual shall serve for more than four consecutive years in any capacity on the Steering Committee. No member may hold more than one seat on the Steering Committee at one time.

- A. The Steering Committee shall have full authority over the affairs of the Association between its meetings, shall represent the Association to the University, shall make recommendations to the Association, shall perform any duties stated in the By-laws or Standing Rules, and shall act as directed by the Association.
- B. Specific Powers and Responsibilities
 - 1. The Steering Committee shall be responsible for meetings of the Association.
 - 2. The Steering Committee shall supervise the activities of the Standing Committees.
 - 3. The Steering Committee shall prepare and submit an annual budget for approval by the Association at the Annual Business Meeting.
 - 4. The Steering Committee shall prepare and submit an annual report at the Annual Business Meeting.

5. The Steering Committee determines the amount of annual dues, subject to ratification by the membership.
6. The Steering Committee must approve all contracts and/or other agreements obligating the organization.
7. The Steering Committee may authorize expenditures not included in the annual budget, up to \$1000 per fiscal year, without prior approval of the membership, and may authorize variations in budgeted expenditures as necessary to fulfill Association goals.
8. The Steering Committee may, if it finds any Association member unsupportive of the Association's goals, remove that member's name from the membership roll by a two-thirds vote. The member may appeal the Steering Committee's action to the membership, in which case the member may not be removed unless a majority of the members voting, a quorum being present, vote to uphold the Steering Committee's action.
9. The Steering Committee may meet informally or by telephone at its discretion.

Article VIII. STANDING COMMITTEES

Sec. 1. STANDING COMMITTEES ESTABLISHED

There shall be five Standing Committees of the Association: Professional Development, Campus Affairs, Membership, Communications and Connections, and Research.

Sec. 2. NATURE OF STANDING COMMITTEES

A. Professional Development

1. The Committee shall be comprised of a Chairperson, Co-Chair, and members.
2. The purpose of the Committee shall be to promote the individual and corporate professional growth of the membership for the benefit of the advisors, students, and University as a whole.

B. Campus Affairs

1. The Committee shall be comprised of a Chairperson, Co-Chair, and members.
2. The purpose of the Committee shall be to be active in any area within the University community which affects the students of Purdue University, the PACADA membership, academic advisors in general, and academic advising as a profession.

C. Membership

1. The Committee shall be comprised of a Chairperson, Co-Chair, and members.
2. The purpose of the Committee is to promote, establish, and maintain active membership in the Association.

D. Communications and Connections

1. The Committee shall be comprised of a Chairperson, Co-Chair (one of whom will be responsible for website management), and Media Liaison.

2. The purpose of the Committee is to facilitate communication of relevant information among advisors on the Purdue University campus and to the University and local communities and media as appropriate. Our mission is to centralize relevant information and to heighten awareness about the importance of academic advising as a profession.

E. Research

1. The Committee shall be comprised of a Chairperson, Co-Chair, and members.
2. The purpose of the Committee shall be to promote research and assessment of advising at Purdue and of the advising profession as a whole.

Sec. 3. MEMBERSHIP IN COMMITTEES

- A. Membership in the Standing Committees shall be open to all Association members.
- B. Members may join a committee by communicating their interest to the Chairperson of the committee.
- C. Members remain Standing Committee members so long as they remain members of the Association or until they resign from the committee.

Sec. 4. CHAIRPERSONS OF STANDING COMMITTEES

- A. Chairpersons of Professional Development, Campus Affairs, Membership, Communications and Connections, and Research Committees.
 1. The Co-Chairs of Professional Development, Campus Affairs, Membership, Communications and Connections, and Research Standing Committees shall be elected from among the members of the committee each year before the Annual Business Meeting. After one year in that position, the Co-Chair will move into the Chairperson position. This is to assist in the learning curve for the newly elected leaders.
 2. If a Standing Committee has not elected a Co-Chair by the second regularly scheduled meeting of the Steering Committee after the Annual Business Meeting, the Steering Committee shall appoint a member to organize the Standing Committee and hold elections for the Co-Chair position.

Sec. 5. DUTIES

- A. Each Standing Committee shall prepare an annual budget to be submitted to the Steering Committee before the Annual Business Meeting.
- B. Each Standing Committee shall prepare an annual report to be submitted to the Steering Committee before the Annual Business Meeting.
- C. Each Standing Committee shall be responsible for the timely fulfillment of the purposes and recommended responsibilities under the Standing Rules.

Article IX STANDING RULES

Sec. 1. ADOPTION, AMENDMENT, OR DELETION

- A. Standing Rules may be enacted, amended, or deleted by a majority vote of the Association at a ~~business~~ meeting, a quorum being present.
- B. Standing Rules may be enacted, amended, or deleted by a two-thirds vote of the Steering Committee.

Article X AMENDMENTS TO BY-LAWS

- Sec. 1. Any member(s) in good standing may submit a proposed amendment(s) to these By-Laws to the Chairperson of the Steering Committee. The proposed amendment(s) must be submitted in writing and with the signatures of five members in good standing.
- Sec. 2. Upon affirmative vote of a majority of the Steering Committee, the proposed amendment(s) shall be submitted to the membership at an annual or special meeting or by email within ninety days of approval by the Steering Committee.
- Sec. 3. The By-Laws shall be amended by an affirmative vote of two-thirds of a quorum of the membership either by email or during a special or annual meeting of the Association, following two weeks notice of the proposed amendment(s).

Article XI DISSOLUTION

Upon dissolution of this Association, the Steering Committee shall provide for the payment of all debts and claims against the Association and for the transfer of all remaining funds and property to Purdue University.

STANDING RULES

- 1. It is recommended that the Professional Development Committee:
 - a. Promote educational growth and development of the membership.
 - b. Develop opportunities for campus-wide information useful for advising and counseling.
 - d. Encourage institutional networking.
- 2. It is recommended that the Campus Affairs Committee:
 - a. Promote awareness of University policies and how their implementation impacts the University Community.
 - b. Determine whether a response is necessary regarding any changes or proposed changes at the University that affect the undergraduate students, advisors in general, and/or academic advising as a profession.
 - c. Work with the various school/college/academic units, Departments, and Offices within the University to implement change in policies or procedures that affect undergraduate student advisors in general, and/or academic advising as a profession.
- 3. It is recommended that the Membership Committee:

- a. Maintain a current and accurate list of members, in cooperation with the Treasurer's Listserve.
 - b. Provide cumulative demographic data about members as necessary.
 - c. Provide a structure for recognition of academic advisors on campus. This could include any form of recognition: award, money, etc.
 - d. Develop recommendations for the Steering Committee concerning eligibility and requirements for membership. This will include any differing categories of membership.
 - e. Maintain accurate records of membership, including category of members and other data deemed necessary.
4. It is recommended that the Communications & Connections Committee:
- a. Aid Standing Committees with the dissemination of relevant information via the website and other media as appropriate.
 - b. Develop and utilize appropriate avenues to increase awareness of the purpose and role of PACADA and of the profession of academic advising among the University and community levels.
 - c. Manage the PACADA mentoring program as it relates to mentor/mentee matching and networking/social opportunities.
5. It is recommended that the Research Committee:
- a. Identify relevant research and assessment topics for investigation on campus.
 - b. Conduct research studies of advising at Purdue and/or the advising profession.
 - c. Act as a resource for other PACADA members interested in research-related projects.
 - d. Inform PACADA members about recent developments in advising research.
6. The outgoing Chairperson of the Steering Committee shall serve as the Association representative on the Educational Policy Committee on the University Senate for two years.
7. Any policies or views expressed on behalf of PACADA shall have approval of the PACADA Steering Committee or the Chairperson of the Steering Committee.
8. PACADA resources and supplies shall be used only for activities endorsed by the PACADA Steering Committee and/or its membership.

(Revised 10/92, 7/95, 4/98, 2/99, 2/02, 2/03, 2/04, 4/07, 1/11, 2/16, 2/19)