

**BYLAWS OF THE
UT ARLINGTON ADVISING ASSOCIATION**

Article I. Name and Acronym

The name of this Association shall be the UT Arlington Advising Association. The official acronym of this Association shall be UTAAA.

Article II. Purpose

The UT Arlington Advising Association was created as a forum for sharing ideas and exchanging information related to the delivery of advising services at the University of Texas at Arlington. The primary goals are to provide its members with opportunities for professional development and peer support, ultimately building a network of resources to enhance student success in college, and also the representation and promotion of the interest of academic advising within the large university community.

Article III. Membership and Dues

Sec. 1. There shall be no discrimination for reason of religion, age, race, color, sex, marital status, national origin, disability, sexual orientation or educational level. Membership year shall be June 1st to May 31st.

Sec. 2. Membership

A. Active Membership

Active Membership shall be open to faculty members, administrators, counselors, advisors, and staff at the University of Texas at Arlington. Active Members agree to abide by the rules and regulations of the University. Individuals shall become Active Members in good standing upon payment of dues.

B. Rights of Membership

Active Members shall be eligible to vote, hold office and attend meetings of the Association, and are entitled to all the services and benefits provided by the Association.

C. Dues

The establishment of dues shall be the responsibility of the Executive Committee, and shall be administered in accordance with the rules and regulations regarding accounting as set forth by the Office of Finance and Administration. Dues allow for membership from June 1st to May 31st as referred to in Article X, Sec 3. Any changes in the dues shall require approval of a majority of Active Members in attendance at a regularly scheduled meeting.

Article IV. Affiliation

The University of Texas at Arlington will be affiliated with the National Academic Advising Association (NACADA). An Institutional membership will be maintained by the UTAAA Treasurer.

Article V. Meetings of Membership

Sec. 1. The membership shall meet monthly at scheduled times as determined by the calendar devised by the Executive Committee. It shall be the responsibility of the Recording Secretary to draft and prepare minutes and to record official actions of UTAAA. Special interest meetings of the membership shall be held with the approval of the Executive Committee.

Sec. 2. The President is responsible for the preparation of the agenda with the advice and approval of the Executive Committee. Individual members shall submit agenda items to the Executive Committee in advance of the meeting.

Article VI. Member Sanctioned Activities

All actions purporting to have official consensus of UTAAA shall be presented to the Active Membership at a regularly scheduled meeting.

Article VII. Standing Committees

Sec. 1. Executive Committee

The Executive Committee of UTAAA shall be comprised of the President, President-Elect, Vice President/ Program Chair, Treasurer, Recording Secretary, Corresponding Secretary, and Historian. Any of the positions may be shared by no more than two Active Members if they so choose to run as a team. Each candidate for Officer or member of the Executive Committee shall be

deemed to be elected if he/she receives a plurality of the votes cast; provided that at least ten percent (10%) of the membership entitled to vote have returned their Ballots. The President of UTAAA shall be chair of the Executive Committee. Each member of the Executive Committee shall have one vote.

- A. President – Provides the agenda for, and facilitates the officers’ meeting to plan and discuss upcoming projects and events. Involves members on committees and delegates responsibilities. Keeps list of objectives and establishes regular meeting times for UTAAA. Assists in program planning and fund-raising (when necessary). Represents UTAAA when the occasion arises. Ensures that accounts are cleared and a year-end report has been filed.
- B. President Elect – Co-chair of Conference Planning Committee. Chairs the Bylaws Committee. Coordinates efforts of other committees. In training for position of President.
- C. Vice President – In absence of the President or at the request of the President, performs the President’s duties. Reserves rooms and sets dates for meetings. Recruits sponsors (departments on campus) to provide refreshment for general meetings. Coordinates and assists chairperson of committees. Provides orientation and turns over all materials to successor. May be called upon to fill the President or President Elect position if one of them becomes vacant in the middle of a term. See Article IX
- D. Treasurer – Prepares the fiscal year budget in consultation with previous Treasurer, which then must be presented to the Executive Committee for approval. Sets up account for new officers; makes deposits and writes checks for reimbursements and payments through the bank; maintains accurate banking records of all events sponsored by UTAAA and adheres to the fiscal year budget. Produces a financial report for the membership. Keeps UTAAA roster updated. Provides orientation and turns over all material to successor.
- E. Secretaries - Store records as directed in Article IX sections 2. Maintain records according to the University records retention schedule.

1. Recording – Records and distributes minutes of each UTAAA executive and committee meeting. Provides orientation and turns over all materials to successor.

2. Corresponding – Carries on correspondence as necessary for the organization. Provides orientation and turns over all materials to successor.

F. Historian – Maintains and updates the UTAAA website. Keeps records of UTAAA events documenting annual projects and programs. Edits and publishes various media. Provides orientation and turns over all material to successor.

Sec. 2. Conference Planning Committee

The President shall solicit and select members of the Conference Planning Committee. The Committee will meet as needed by the Conference Planning Chair and form sub-committees as needed.

Article VIII Amendment(s)

Any amendment to the Bylaws of UTAAA must be ratified by a two-thirds (2/3) vote of the Active Members in attendance at a regular scheduled meeting, or by proxy vote.

Article IX General

Sec. 1. Logo

The One Star Logo, adapted by the organization in 1988 will be the official logo of the Organization.

Sec. 2. Bylaws

A Bylaws Committee shall be appointed every two years for the purpose of reviewing and updating the organizations Bylaws. The President-Elect of the Organization will supervise the committee. Amendments to the Bylaws shall occur only at regularly called meetings. The Executive Committee, prior to circulation to the membership, shall approve proposed changes. Copy of proposed changes to the Bylaws shall be provided to all Members at least three weeks prior to the meeting at which they will be considered.

Article X Financial Records

Sec. 1. Banking and Funds Transfers

All checks and similar instruments for the payment of money shall be signed by such Officer or Officers or such other person or persons as the Executive Committee may from time to time designate. If no such designation is made, and unless the board otherwise provides, the President and Treasurer shall have power to sign all such instruments for, and on behalf in the name of the organization.

Sec. 2. Records

The treasurer will keep financial records for the present fiscal year and previous fiscal years in accordance with the University's retention schedule. These records will be kept in possession by the current treasurer for each fiscal year.

Sec. 3. Fiscal Year

The Executive Committee shall have power to fix and from time to time change the fiscal year of the Organization. In the absence of action by the Executive Committee, the fiscal year shall be June 1st, to May 31st.

Article XI Elections

Sec. 1. Elections

- A. The Executive Committee will announce a call for nominations during the month of March for all positions except President which is filled by the prior year's President Elect.
- B. Secret Ballots for Election of Executive Committee – Each Active member as described in Article III shall be allowed to vote for all Executive Committee members with the exception of president. Elections shall take place between April 1st and 15th of each year.
- C. Election – Each candidate for Officer or member of the Executive Committee shall be deemed to be elected if he/she receives a plurality of the votes cast; provided that at least ten percent (10%) of the membership entitled to vote have returned their Ballots. In case of a tie, a run-off election shall take place between the candidates receiving the highest number of votes. Runoff election shall follow the same procedures as the regular

election, with voting within fifteen (15) days of the initial tabulation results.

D. Removal of Executive Member – The Executive Committee has the power at any meeting of the Committee to remove any member for cause. Officers may be removed for cause by two-thirds vote of the Executive Committee or a majority of votes by Active Members in good standing at any meeting.

E. Vacancies –

1. If the Office of President or President Elect becomes vacant for any reason, the Vice President will assume that position for the remainder of the term, and in the case of President Elect will become president the following year. In such a case the position of Vice-President will then be filled according to below.
2. If the Office of any other Executive Committee member becomes vacant for any reason, the members of the Committee shall elect a successor at any meeting of the Committee.

Adopted by Executive Committee: _____

Adopted by Members: _____

Addendum to the Bylaws

By more than two-thirds (2/3) of the Active Members the Bylaws were ratified:

Amendment to: Article III Membership and Dues

- Added Duration of membership statement (Sept 1 through Aug 31)
- Deleted phrase regarding nonexistent office
- Made a grammatical correction
- Included Fiscal Year Date (September 1- August 31)

Amendment to: Article VII Standing Committees

- Included Experience Statement
- Deleted Past President Description
- Added President Elect Description

RATIFIED: March 3, 2005

Bylaws Updated: March 4, 2005

Bylaws Updated: December 2, 2010 by unanimous vote

Changes ratified in December 2010:

- Changed name of organization to UT Arlington Advising Association without change to acronym. (UT Arlington is the official university name when external communications is involved.)
- In order to create consistency, changed text to Executive Committee throughout document where it had previously read Executive Board and Executive Committee.
- Corrected spelling/grammatical/formatting errors throughout document.
- Changed membership duration from (September 1 to August 31) to (June 1 to May 31) to reflect transition of Executive Committee duties.
- Removed Financial and Election information from Article IX and added Articles X Financial Records and Article XI Elections
- Added Article IX, 1.
- Moved of executive committee members from section from Article IX to Article VII
- Added Article VII, Sec 2.

- Article III Section 2 – eliminated Associate Membership. Non-members may attend meetings as guests.
- Article V Section 1 – specified that the Recording Secretary drafts notes, etc.
- Article VII Section 1 – established President Elect as a voting member of the executive committee.
- Article VII A and F – made website updates part of the Historian’s duties, revamped wording to match current practice.
- Article VII C – Vice President may be called upon to fill a vacant President or President-Elect position.
- Article VII D – revamped wording to match current practice and duties of Treasurer.
- Article VII E – Recording Secretary will draft notes only for Executive and other Committee Meetings, not monthly lunch meetings.
- Article VII F - Text changed to match current practice and to include website updates to Historian duties.
- Article IX Section 1 – removed text on filling vacancies since it is covered in a separate section.
- Article IX Section 2 – removed wording on approval of bylaw changes since this is covered in Article VIII.
- Article X Section 2 – changed wording on financial records. It is now the treasurer’s responsibility to keep records; they are no longer stored in the UAC.
- Article XI Sections 2 and 3 – wording changed to allow for online balloting.
- Article XI Section 5 – redundant wording removed on position vacancies. Also added a procedure to elect the President if the President Elect position becomes vacant and is filled by the Committee.
- Article IX Section 5 – changed procedures for filling a vacant President or President-Elect position.
- Formatting updated throughout.

Changes proposed in November 2017:

- Updated spelling, formatting, and grammar throughout document.
- Article IV – UTAAA Treasurer shall maintain NACADA affiliation
- Article VII – Removed statement regarding officers holding the same office
- Article VII C – Removed membership survey responsibilities from the Vice President
- Article XII C2 – Revised to read Executive Committee