

ILACADA (Illinois Academic Advising Association) Constitution and By-Laws

Article I: Name and Acronym

The Illinois Academic Advising Association will be the official name of the organization and the acronym will be ILACADA.

Article II: Philosophy

ILACADA believes that academic advising is an integral part of the higher education mission and that it fosters among students a lasting appreciation for and understanding of the value of a college education. In addition, we believe that academic advisors play a vital role in the lives of students and contribute directly to their success. It is evident that advising relationships provide students with a background and basis for their development as students and the role advising plays on college campuses is an integral component of the teaching and learning activities taking place on a daily basis. We adhere to the NACADA principles of “advising as teaching” and the core values of advising which state that academic advisors are responsible:

- For themselves and their professional practices
- To individuals they advise
- For involving others
- To their institutions
- To higher education
- To their educational communities

Article III: Purpose, Mission and Goals of ILACADA

The purpose of ILACADA is to raise awareness and advocate for the academic advising profession among various represented stakeholders. ILACADA will be the recognized organization in Illinois to provide and support all professional development activities among academic advisors. In addition, we will promote and uphold the advising standards set forth and developed by NACADA. ILACADA intends to provide a mechanism of support and information for academic advisors and a forum for discussion and continued professional development. We will actively seek to partner with like-minded organizations to provide a wide variety of professional development opportunities for our membership.

Article IV: Membership

Membership is open to academic advisors, higher education professionals, and stakeholders interested in the field of academic advising. There shall be no discrimination for reasons of age, race, abilities, gender, sexual orientation, gender identity and expression, veteran status, national origin, religion, or other status. ILACADA will encourage various levels of membership. Regular membership will be encouraged for full or part-time professional academic advisors or higher education

professionals. Student memberships will be encouraged for graduate students seeking to enter the field of professional academic advising.

Section 1: Types of Membership

A. Regular

1. An eligible individual shall become a regular member in good standing upon payment of annual ILACADA dues.
2. Members in good standing have the opportunity to attend ILACADA meetings, vote for officers, hold office, and are eligible to receive all the rights and responsibilities of an ILACADA member.

B. Student

1. An eligible individual shall become a regular member in good standing upon payment of annual ILACADA dues.
2. Student memberships will be encouraged for students seeking to enter the field of professional academic advising or related areas. An eligible member shall become a student member in good standing upon payment of annual ILACADA student dues.
3. Students who are undergraduate or graduate and not a full-time employee shall be eligible for a student membership.
4. Members in good standing have the opportunity to attend ILACADA meetings and are eligible to receive all the rights and responsibilities of an ILACADA member.

Section 2: Dues

- A. Dues shall be established by ILACADA's Executive Board and Officers.

Section 3: Membership Voting

1. All ILACADA members shall be eligible to vote for the Executive Board and Officers and Committee Chairs.
2. Any changes to the constitution and by-laws will be distributed to the membership for approval by a 2/3 majority vote by members who cast a vote.

Article V: Initial Steering Committee

The composition of the Steering Committee and Leadership Team was initially established based upon volunteers. The Team remained intact for a period of three years to ensure that the organization was established and functioning. By the end of the second year, elections for officers will be held for President, President-Elect, Vice President, Secretary, and Treasurer. In addition the five committee chairs will also be elected in addition to two members at large.

Article VI: The Executive Board and Officers

The Executive Board and Officers manage the operations of ILACADA; are responsible for the business decisions of the organization; are accountable to the members of ILACADA; are responsible for approving ILACADA's contracts; and present the annual budget to its members.

Section 1: Composition and Tenure

The Executive Board and Officers shall consist of eight officers: President, Past President, Vice President/President Elect, Secretary, Treasurer, Two Members "At Large," and NACADA Region V State Liaison.

A. The Executive Board and Officers shall meet three times per year in person at a time and place established by the Board. Additional meetings may be called when necessary and committee meetings may be called independently.

B. In case of a vacancy, the President, in collaboration with the Executive Board and Officers, will have the responsibility of filling the vacant position by appointment after publicly soliciting an eligible replacement

C. The Executive Board and Officers shall not be able to hold two ILACADA leadership positions at the same time.

D. Executive Board and Officers shall be members of ILACADA.

Section 2: Length of Term, Duties, and Responsibilities

A. The President will serve one year as President Elect, one year as President, and one year as Past President for a total of three years. The President is responsible for ILACADA programming, events, and initiatives; calls Executive Board meetings and presides over them; and appoints vacant positions in collaboration with the Executive Board.

B. The Past President holds a one-year term following the President's term for the purpose of advisement and support of the President and the Executive Board.

C. The Vice President/President Elect holds a one-year term as Vice President/President Elect, one-year as President, and one-year as Past President. As Vice President/President Elect, she or he will act as President in the absence of the President.

D. The Secretary holds a two-year term and will keep records of all meetings.

E. The Treasurer holds a two-year term, has custody of all ILACADA funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Board and Officers. The Treasurer shall also maintain a register accounting for all receipts and disbursements and provide year to date and annual reports at Executive Board meetings. The fiscal year will be from August 1st through July 31st.

F. Three Members “At Large” will hold two-year terms, alternating election years.

G. Standing Committee Chairs are elected to a one-year term. Detailed descriptions of the Committee Chairs are listed under Article VI, Section 3.

H. Standing Co-Chairs shall be appointed by the Executive Board and Officers and will provide support to committee leadership.

I. The Webmaster is responsible for the maintenance of the ILACADA website in collaboration with the Executive Board and Officers of ILACADA. The Webmaster is responsible for accessing the resources to maintain the website. She or he is not required to attend Executive Board meetings, unless specifically requested to do so in advance. The position is appointed rather than elected, and serves until the position is vacated by resignation or removal by a vote from the Executive Board.

Section 3: Committees

Committee Chairs are members of the Executive Board and provide leadership to the development of ILACADA’s projects, events, and initiatives. Each committee shall be led by a chair voted into office by ILACADA members. ILACADA members may at any time express their desire to join a committee by contacting the chair of the committee. It is expected that committee members will attend all meetings of the committee and be active and engaged committee members. Currently, there is no time limitation for committee membership.

There shall be seven standing committees as follows: Awards, Scholarships, and Grants committee, Chicago Area Advisor Network committee (CAAN), Conference Planning committee, Constitution committee, Communications/Public Relations committee, Membership/Elections committee (previously Membership committee and Election committee), Professional Development committee (previously Programming committee).

A. Awards, Scholarships, and Grants committee: Responsible for developing selection criteria and distribution of any awards, scholarship, and grants established by ILACADA.

B. Chicago Area Advisor Network committee: An ILACADA standing committee, that provides professional development, leadership opportunities, information-sharing, and networking for advising professionals in the Chicago-area. CAAN will have a chair (or co-chairs), a secretary, and subcommittees, as needed. The CAAN Chair will be a member of the ILACADA Executive Board and will attend ILACADA Executive Board meetings. In the event that a Chair cannot attend a Board meeting, the Secretary would be invited to represent the Committee. The Chair, Secretary, and any future leadership positions will serve a term of two years and will be elected by a majority vote from ILACADA members in the Chicago-area. Chair elections will take place in even years and Secretary elections will take place in odd years in order to help sustain the continuity of the committee.

C. Conference Planning committee: Established to organize, facilitate, and support ILACADA's sponsored and co-sponsored conferences.

D. Communications committee: Responsible for all communications and promotion of the organization. It will work with the Webmaster to support the website, disseminate electronic newsletters, social networking, blogging, news and press releases.

E. Constitution committee: Required to draft, maintain and interpret the constitution and by-laws of ILACADA. The committee is also responsible for submitting to the membership any drafts or final versions of the constitution or its amendments.

F. Membership/Elections committee: Membership committee and Elections committee shall be merged to form one committee. This committee is responsible for maintaining an accurate database of all ILACADA members. In addition, it will notify members when membership applications and dues are up for renewal and they will also encourage and solicit members. The committee is responsible for announcing and conducting elections. They are also responsible for notifying members of election status, eligibility, and results.

G. Professional Development committee (formerly the Programming committee): Responsible for coordinating workshops, and educational events on behalf of the membership. The Professional Development committee will also collaborate with like-minded state organizations.

Section 3: Selection (Voting)

The terms of office will be August 1—July 31. During an election cycle, nominations are due May 1st and candidate statements are due May 30th. Voting will take place June 15th through June 30th. To be eligible for the ballot, candidates must be ILACADA members in good standing and must supply a statement of interest for the position. Candidates should describe how they are the best choice for the position they are seeking in 250 words or fewer. Newly elected officers will be notified in July.

Section 4: Removal

Executive Board Members and Officers and/or Committee Chairs will be required to resign from their position if they become employed outside of Illinois, unable to attend at least one Board meeting per year in person, or abandon duties as an officer. Officers will be removed from office by a 2/3 majority vote from the Executive Board and Officers for unethical, egregious, or illegal activities as determined by said officers and executive team. In case of a vacancy, the President and Executive Board and Officers of the organization, will have the responsibility of filling the vacant position by appointment after publicly soliciting an eligible replacement.

Section 5: Interim Officers

In the event that an officer resigns or is removed, the President, in consultation with the Executive Board and Officers, will appoint an interim officer who will serve in the interim position until the next election takes place.