



Article I. Name and Acronym

The name of this Association shall be the Oklahoma Academic Advising Association. The official acronym of this association shall be OACADA.

Article II. 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.

Article III. Purpose

The purpose of the Oklahoma Academic Advising Association is to gain recognition for academic advising and to support the development and professional growth of academic advisors in higher education in Oklahoma. OACADA serves a constituency that includes academic advisors, counselors, faculty members, administrators, and others in academic and student affairs concerned with the intellectual, personal, and vocational needs of students. OACADA is the representative and advocate of academic advisors in both public and private institutions and is a forum for discussion, debate, and the exchange of ideas.

Article IV. Goals

1. Establish a communication network among institutions of higher education.
2. Establish a liaison to the Oklahoma State Regents for Higher Education (OSRHE).
3. Support a common interpretation of the policies of the OSRHE.
4. Develop professional standards for academic advising.
5. Support and provide professional development.
6. Support the goals and programs of and affiliate with NACADA (The Global Community for Academic Advising, formerly the National Academic Advising Association).
7. Establish relationships with other professional organizations.

Article V. Membership

Section 1. Equal Opportunity

Membership in OACADA 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 disability.

Section 2. Types of Membership

A. Professional

1. Eligibility - Professional memberships shall be open to academic advisors, counselors, faculty advisors, administrators, and others whose interests are in the area of academic advising.
2. Rights - All professional members in good standing, with dues currently paid, shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits OACADA provides.

B. Student

1. Eligibility - Student membership shall be open to all students enrolled at regionally accredited institutions of higher education in Oklahoma.
2. Rights - All student members in good standing, with dues currently paid, shall be eligible to attend meetings, vote, and are entitled to all services and benefits OACADA provides.

C. Other

The OACADA Steering Committee may establish eligibility criteria, application procedures, rights of membership, and dues for other categories of membership that might be identified, except that no such category shall be entitled to vote or hold office without the approval of the voting membership.

Section 3. Dues

Annual dues should be due each July 1 and last for that fiscal year. They can be submitted through the appropriate link through the OACADA website: oacada.com.

Article VI. Meetings of Membership

Section 1.

The Annual Meeting of OACADA shall be held once a year at a time established by the OACADA Steering Committee.

Section 2.

Special meetings and/or conferences also may be held.

Section 3.

The proceedings at meetings of the Association shall be governed by Robert's Rules of Order.

Article VII. Steering Committee

Section 1. Composition and Tenure

A. The Steering Committee shall be comprised of the following members:

1. President
2. President-Elect
3. Secretary
4. Treasurer
5. Past President
6. OSRHE Liaison
7. Two-Year Representative
8. Four-Year Representative
9. Private Institution Representative
10. Communications Chair
11. Membership Chair
12. Website Chair
13. Professional Standards and Development Chair
14. Oklahoma Liaison to Region 7

B. Steering Committee members shall be members of OACADA and/or NACADA.

C. Other than the President, President-Elect, and Past-President, members shall serve for a term of two years. Steering committee members may not serve more than six consecutive terms in any capacity on the Steering Committee. [No member may hold more than one seat on the Steering Committee at one time.]

Section 2. Powers and Responsibilities

A. The steering Committee shall manage the affairs of the Association between its meetings, shall represent the Association, shall make recommendations to the Association, shall perform any duties stated in the Bylaws 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 prepare and submit an annual report at the Annual Meeting.
3. The Steering Committee determines the amount of annual dues, subject to ratification by the membership.
4. The Steering Committee must approve all contracts and/or other agreements obligating the organization.
5. The Steering Committee may authorize expenditures not included in the annual budget, and

may authorize variations in budgeted expenditures as necessary to fulfill Association goals.
6. The Steering Committee may meet informally or by telephone at its discretion.

Article VIII. Members

Section 1. Composition and Tenure

A. President, President-Elect, and Past President shall serve for a term of one year. All other members shall serve for a term of two years.

C. Members shall be members of OACADA and/or NACADA.

Section 2. Duties and Responsibilities

A. President - The President shall preside at all meetings of the Association and Steering Committee. The President is generally responsible for overseeing all of the Association's activities. The President may call special meetings of the Steering Committee

B. President-Elect - The President-Elect shall perform the duties and responsibilities of the President in the President's absence, and so acting, shall exercise the powers of the President. The President-Elect also will serve as a backup for the Website Chair to ensure the website is operational and with up-to-date content.

C. Secretary - The Secretary shall keep records of all meetings of the Association and the Steering Committee and shall give notice of special and regular meetings to all Steering Committee members. The Secretary shall maintain a current copy of the Bylaws and Standing Rules.

D. Treasurer - The Treasurer will have custody of all OACADA 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, provide year to date and annual reports at Steering Committee and Annual meetings, present the books to a designated committee for audit as needed.

E. Past President – The Past President shall support the President and President-Elect with procedures and assist with planning the Annual Meeting/Conference. The Past-President shall also be available to any committee member who may need assistance.

F. OSRHE Liaison - The OSRHE Liaison shall represent the interests of the Association to the Oklahoma State Regents for Higher Education and other professional educational organizations. This position provides timely reports to the Steering Committee to inform members of Regents' meeting activities that will impact the OACADA community.

G. Two-Year Representative – The Two-Year Representative will be a voting member of the Steering Committee who is the voice of all Two Year Institutions. They will solicit feedback from OACADA members. They also will be responsible for assisting the Membership Chair in attracting contacts from Two-Year Institutions to the Annual Meeting/Conference.

H. Four-Year Representative – The Four-Year Representative will be a voting member of the Steering Committee who is the voice of all Four Year Institutions. They will solicit feedback from OACADA members. They also will be responsible for assisting the Membership Chair in attracting contacts from Four Year Institutions to the Annual Meeting/Conference.

I. Private Institution Representative – The Private Institution Representative will be a voting member of the Steering Committee who is the voice for all Private Institutions. They will solicit feedback from OACADA members. They also will be responsible for assisting the Membership Chair in attracting contacts from Private Institutions to the Annual Meeting/Conference.

J. Communications Chair – The Communications Chair is responsible for at least one newsletter each year with updates and information for the members of OACADA. The Communications Chair is also responsible for maintaining a listserv of OACADA memberships to make communication easier, and is responsible for maintaining and updating the OACADA Facebook Page. The Communications Chair will also act as a backup for the Website Chair to ensure the page is operational and with up-to-date content.

K. Membership Chair – The Membership Chair is responsible for maintaining an accurate list of OACADA members. The Membership Chair also is responsible for seeking contacts with all Institutions that are not regularly represented at the Annual Meeting/Conference. The Membership Chair works in conjunction with the Treasurer and Communications Chair to help ensure that all lists are current and accurate.

L. Website Chair – The Website Chair is responsible for creating and maintaining oacada.com and ensuring that all links for membership, registration, and other needs are working at all times. The President Elect and Communications Chair will serve as secondary access to the website.

M. Professional Standards and Development Chair – The Chair will be responsible for developing and promoting professional standard for Academic Advising. They will also promote the professional growth of membership by encouraging membership, presentation, and publication in OACADA and/or NACADA conferences or journals. They will oversee the OACADA scholarship and award program. They will develop recommendations for the Steering Committee based on NACADA practices or those of our sister organizations.

N. Oklahoma Liaison to Region 7 – The Oklahoma Liaison is a member of NACADA who is elected by the NACADA members of Oklahoma each even year to represent state members in NACADA's Region 7. This liaison may/may not be a member of OACADA. If also an OACADA member, they may be supported/sponsored by OACADA for the Region Conference. Although not a voting member of the OACADA Steering Committee, they will be invited to join all Steering Committee meetings.

Section 3. Interim Officers

A. In case of vacancy or resignation of the President, the President-Elect shall become President for the remainder of that term of office in addition to the next term. A new President-Elect shall be elected at the next Annual Meeting.

B. In case of vacancy or resignation of any other officer, the Steering Committee shall solicit applications of candidacy from the eligible members. After considering the applications, the Steering Committee shall appoint a new officer to fill the remainder of the term until the next election can be held.

Article XI. Amendment of Bylaws and Standing Rules

A. Amendments to the bylaws must be ratified by a majority vote of members present at the Annual or special meeting or by a two-thirds vote of the Steering Committee.

B. Standing Rules may be enacted, amended, or deleted by a majority vote of Association members present at an Annual or special meeting or by a two-thirds vote of the Steering Committee.

C. The Secretary shall maintain a current copy of the Bylaws and Standing Rules.

Article XII. Dissolution

Upon dissolution of this Association, the Steering Committee shall provide for the payment of all debts and claims against the Association. All remaining funds and property of the Association shall be transferred to NACADA.

STANDING RULES

I. Calendar

A. OACADA membership year shall run from July 1 to June 30.

B. OACADA fiscal year shall run from July 1 to June 30.

C. OACADA officer year shall run from the first regularly scheduled Steering Committee meeting following the OACADA annual meeting to the next year's annual meeting.

II. Membership

Section 1. Membership Procedures

A. Professional - by submitting the OACADA Membership Form and dues. A member will be considered as inactive upon failure to submit Membership Form and dues each year. An inactive member will be removed from all OACADA rosters after a one-year period and must register as a new member to rejoin.

B. Student - An eligible individual shall become a student member in good standing upon submitting an OACADA Membership Form. Student memberships will be removed from all OACADA rosters at the end of each academic year.

Section 2. Membership Dues

A. Professional Dues are \$15 or \$10 each year, due July 1, for new member and renewal of membership respectively. They can be submitted through the OACADA website or by completing the form and submitting payment at the Annual Meeting/Conference. Membership will include but is not limited to: a vote at the Annual Meeting, membership pin, and a discounted rate for attending the Annual Conference/Meeting. Other benefits will be included as determined by the Steering Committee.

III. Steering Committee

Section 1. Selection

A. At the end of their term each year, the President and President-Elect will assume positions as Past President and President, respectively. A new President-Elect shall be elected every year.

B. Other committee members shall be elected at the Annual Meeting by a majority vote of members present. The Secretary, Communications Chair, Professional Standards and Development Chair, and Website Chair shall be elected in even years. The Treasurer, OSHRE Liaison, and Membership Chair shall be elected in odd years. An announcement of upcoming elections shall be sent to all OACADA members. Eligible members interested in serving as an officer of the Association may be nominated or may submit an application of candidacy to the Steering Committee. The Steering Committee or an ad hoc committee shall consider all the applications and nominate two candidates for each office, provided there is more than one applicant. Nominations will be presented at the Annual Meeting.

C. Institutional representatives shall be elected at the Annual Meeting by a majority vote of members present from each institutional type. The Two-Year Representative and Comprehensive Representative shall be elected in odd years. The Four-Year and Private Representatives shall be elected in even years. An announcement of upcoming elections shall be sent to all OACADA members. Eligible members interested in serving as an institutional representative may be nominated or may submit an application of candidacy to the Steering Committee before the Annual Meeting. The Steering Committee or an ad hoc committee shall consider all the applications and nominate two candidates for each office provided there is more than one applicant. Nominations will be presented at the Annual Meeting.

Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the OACADA Steering Committee, as needed.