



By-Laws of the Oklahoma Academic Advising Association; Revised July 2023

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, background, values, abilities, degree requirements, and career expectations. Advisors provide students with a wide range of information 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 individual.

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 which includes academic advisors, counselors, faculty members, administrators, academic coaches, and others in academic and student affairs concerned with students intellectual, personal, and vocational needs. OACADA is the representative and advocate of academic advisors in both public and private institutions and is a forum for discussion, debate, and exchanging ideas.

Article IV. Goals

The goals of the Oklahoma Academic Advising Association are as follows:

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 in Oklahoma reflecting the National Academic Advising Association (NACADA) standards.
5. Support and provide professional development.
6. Support the goals and programs of any affiliate with the National Academic Advising Association (NACADA).
7. Establish relationships with other professional organizations.
8. Recognize and celebrate individual and institutional achievement by advisors, contributors, and stakeholders.

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 identity, sexual orientation, national origin, veteran status, ability, or tribal status.

Section 2. Types of Membership

A. Professional:

1. Eligibility – Professional membership 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 shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by OACADA.

B. Student:

1. Eligibility – Student membership shall be open to all enrolled students at regionally accredited institutions of higher education in Oklahoma.
2. Rights – All student members in good standing shall be eligible to attend meetings and vote and are entitled to all services and benefits provided by OACADA.

C. Other:

1. The OACADA Steering Committee may establish eligibility criteria, application procedures, rights of membership, and dues for other categories of membership which 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

After hearing recommendations from the Membership Committee, annual dues may be established by the OACADA Steering Committee, with the approval of the voting membership. Membership is effective for one calendar year immediately following the submission of dues.

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 may also be held.

Section 3

Robert's Rules of Order shall govern the proceedings at meetings of the association.

Article VII. Steering Committee

Section 1. Composition and Tenure

- A. The Steering Committee shall be comprised of 14 members.
 1. President

2. President-Elect
3. Secretary
4. Liaison Coordinator
5. Treasurer
6. Past-President
7. One volunteer representative from a two year
8. One volunteer representative from a four-year
9. One volunteer representative from a private institution
10. One volunteer representative from any OSRHE-acknowledged institution
11. Website and Social Media Chair
12. Professional Recognition and Awards Chair
13. Professional Development Chair
14. Member-At-Large volunteer(s), maximum of three

B. Steering Committee members shall be members of OACADA.

C. Members shall serve for a term of one year and may serve not more than six consecutive terms in any capacity on the Steering Committee. No members may hold more than one seat on the Steering Committee at one time. Elected members may serve no more than two consecutive terms in the same position on the Steering Committee

Section 2. Powers and Responsibilities

A. The Steering Committee shall manage the affairs of the association between its meetings, represent the association, make recommendations to the association, perform any duties stated in the by-laws or standing rules, and 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 report at the Annual Meeting.
4. The Steering Committee determines the amount of annual dues, subject to ratification by the membership.
5. The Steering Committee must approve all contracts and/or other agreements obligating the organization.
6. 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.
7. The Steering Committee may meet informally at its discretion by telephone or video conference.

Article VIII. Officers

Section 1. Composition and Tenure

A. There shall be eight officers of the association

1. President
2. President-Elect
3. Secretary
4. Liaison Coordinator
5. Treasurer
6. Website and Social Media Chair
7. Professional Recognition and Awards Chair
8. Professional Development Chair

B. Each officer shall serve for a term of one year.

- C. Steering Committee Members, elected and volunteer, must maintain active and current standing within the OACADA organization for their entire service.

Section 2. Duties and Responsibilities

- A. President: The President shall preside at all association and Steering Committee meetings. The President is generally responsible for overseeing all of the association's activities. The President may call special meetings of the Steering Committee and will serve as an ex officio member of all standing and ad hoc committees. The President may appoint an Audit Committee and/or ad hoc committees as needed. The President shall meet with the Secretary, Treasurer, and individual Committee Chairs on a quarterly basis, at minimum, to review budgetary and financial decisions.
- 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 shall serve on the Professional Development Committee.
- C. Secretary: The Secretary shall keep records of all meetings of the association and the Steering Committee. In addition, it shall notify members of special and regular meetings. The Secretary will create and provide a shared document structure in advance for each meeting of the Steering Committee. The Secretary shall serve on the Communications Committee.
- D. Liaison Coordinator: The Liaison Coordinator shall represent the association's interests to the Oklahoma State Regents for Higher Education, NACADA, and other professional education organizations.
- E. Treasurer: The Treasurer will have shared access to 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, and present the books to a designated committee for audit as needed. The Treasurer shall serve on the Membership Committee. Treasurer must provide bank balance and OACADA budget during each Steering Committee meeting. Individual(s) nominated for Treasurer must pass a background check for election eligibility at the expense of OACADA.
- F. Past-President. The Past-President will attend all Steering Committee meetings and shall provide the casting vote in the occurrence of a tie. The Past-President will serve on the Professional Development Committee.
- G. Website and Social Media Chair. The Website and Social Media Chair is responsible for consistently reviewing all social media accounts and the organization's website, maintaining up-to-date information. The Website and Social Media Chair shall serve on the Website and Social Media Committee. The Website and Social Media Chair must provide a review of all social media sites during each Steering Committee meeting. In addition, they are expected to maintain consistent communication with all other standing committees and their social media needs.
- H. Professional Recognition and Awards Chair. The Professional Recognition and Awards Chair will coordinate annual awards and overall recognition of outstanding work done by members and institutions across the state. The Professional Recognition and Awards Chair is expected to work with other chairs to coordinate recognition. The Professional Recognition and Awards Chair will serve on the Professional Recognition and Awards Committee.
- I. Professional Development Chair. The Professional Development Chair must collaborate with the President, Past President, and Treasurer to organize annual conferences and meetings. The Professional Development Chair is responsible for developing content in the context of research, publications, etc., that aligns with the NACADA standards.

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 candidacy applications from the eligible members. After considering the applications, the Steering Committee shall appoint a new officer to fill the remainder of the term.

Section 4. Removal of officer or member

- A. The OACADA Steering Committee reserves the ability to remove an officer or member from the organization based on the following stipulations:
 - 1. Lack of participation or not completing duties.
 - 2. Misconduct or illegal activity pertaining to any activities and/or events connected to OACADA.
 - 3. Social media misconduct and/or inappropriate online behavior to counter the professionalism established by the OACADA organization.
 - 4. Officers and members officially dismissed may not be allowed membership nor a future officer position.
- B. Considering the removal of an officer or member, the OACADA Steering Committee must hold a special meeting to review the accusations, meet with the accused, and reach a two-thirds majority vote according to the Rules of Order.
- C. The OACADA Steering Committee reserves the right to pursue legal action to protect the organization, its finances, and the overall safety of its members.

Article IX. Institutional Representatives

Section 1. Composition and Tenure

- A. There shall be four volunteer institutional representatives for the association:
 - 1. Two-year
 - 2. Four-year
 - 3. Private institution
 - 4. Any OSRHE-acknowledged institution
- B. Institutional representatives shall serve for a term of one year and may serve consecutive terms. Institutional representatives must be OACADA members in good standing. The selection process will be determined and implemented by the Membership Committee.

Section 2. Duties and Responsibilities

Institutional representatives shall solicit feedback from OACADA members and serve as members of the Policy Committee.

Section 3. Interim Representatives

In case of vacancy or resignation of any institutional representative, the Membership Committee shall solicit applications of candidacy from eligible members. After considering applications, the Membership Committee shall appoint a new representative to fill the remainder of the term.

Article X. Standing Committees

Section 1. Standing Committees Established:

There shall be five Standing Committees of the association.

Section 2. Nature of Standing Committees

- A. Professional Development Committee:
1. The committee shall be comprised of the President-Elect, and Past-President of the association and members.
 2. The purpose of the committee shall be to develop professional standards for academic advising and promote the membership's professional growth.
 3. This committee acts as the Conference Planning Committee.
- B. Membership Committee
1. The committee shall be comprised of the Treasurer and Secretary of the association and members.
 2. The purpose of the committee is to promote, establish, and maintain active membership in the association. In addition, the committee shall encourage and promote the involvement of all institutions' advisors and membership in NACADA.
- C. Website and Social Media Committee
1. The committee shall be comprised of the Website and Social Media Chair and members.
 2. The purpose of the committee is to establish and maintain a consistent communication network among advisors within higher education in Oklahoma. In addition, ensures that the OACADA website and social media accounts are maintained professionally and responsibly.
- D. Policy Committee
1. The committee shall be comprised of the Liaison Coordinator as chairperson, the four institutional representatives, and members.
 2. The purpose of the committee is to review the policy proposals of the OSRHE and share those policy proposals and their potential impact with the OACADA membership. The committee also seeks to establish liaisons with NACADA, the Oklahoma State Regents for Higher Education, and other relevant organizations.
- E. Professional Recognition and Awards Committee.
1. The committee shall be comprised of the Professional Recognition and Awards Chair and members.
 2. The purpose of the committee is to facilitate and implement an awards and recognition process among the OACADA association.

Section 3. Duties

Each Standing Committee shall be responsible for the timely fulfillment of the purposed and recommended responsibilities under the Standing Rules.

Article XI. Amendment of By-Laws and Standing Rules

- A. Amendments to the by-laws 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 by-laws, standing rules, and all voting documentation.
- D. By-Laws and Standing Rules are to be reviewed annually during the training and onboarding of newly elected officers.

Article XII. Dissolution

- A. Dissolution of OACADA must be ratified by a majority vote of members present at the annual or special meeting. Upon dissolution of this association, the Steering Committee shall provide for the payment of all debts and claims against the association. The President and Treasurer shall be responsible for managing the remaining funds and payments.
- B. In the event of the dissolution of the community organization, all remaining assets will be distributed only to organizations that are exempt from taxation under section 501(c) 3 or 501 (b) of the Internal Revenue Code of 1954 or successor provisions thereto per a majority vote of current members.

STANDING RULES

Section 1. Calendar

- A. OACADA membership year shall run for one-calendar year from the membership payment date.
- B. OACADA fiscal year shall run from January 1 to December 31.
- C. OACADA officers shall be elected during the OACADA Fall Conference and officially assume responsibility on January 1, pending weekend and institutional holiday leave schedules. Officer terms officially run the Spring, Summer, and Fall semester blocks.
- D. At least one elected OACADA Steering Committee Officer is expected to attend the NACADA Region 7 Conference at their own expense and serve as Oklahoma representative(s) during the annual Oklahoma Meeting.

Section 2. Membership

- A. Dues. Changes to the membership dues structure must be ratified by a two-thirds vote of the Steering Committee. Immediate notice of pending financial changes must be provided to all members and shared on the OACADA website and social media accounts.

Section 3. Steering Committee

A. Selection

- 1. At the end of their term each year, the President and President-Elect will assume positions as Past-President and President, respectively.
- 2. If the Steering Committee creates a newly designed elected officer position, they may call for a special election to fill and serve in the position until the following established election cycle.
- 3. 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 a maximum of three candidates for each office, provided there is more than one applicant. Nominations will be requested and announced ahead of the Annual Conference. The election of all officers occurs at the Annual Conference by a majority vote of members present. An announcement of upcoming elections shall be sent to all OACADA members.
- 4. One representative each from a two-year, four-year, private institution, and any other OSRHE-recognized institution, shall be appointed by the Membership Committee on a volunteer basis. An announcement of upcoming openings shall be sent to all OACADA members. Eligible members interested in serving as institutional representatives may contact any member of the Membership Committee.
- 5. An officer and/or committee duties and requirements statement must be provided to all candidates to review with any standing elected officer(s). The candidate's signature is required for continued eligibility to run for office. The document will detail, at minimum, meeting structures, responsibilities, conference requirements, and time commitment.

B. Ad Hoc Committees

- 1. Nominating Committee: It is recommended that the OACADA Annual Conference appoint a Nominating Committee.
- 2. Other: Ad hoc committees shall be appointed by the OACADA Steering Committee, as needed.

Section 4. Standing Committees

A. Membership in Standing Committees

1. OACADA Members may communicate their desire to serve on any Standing Committee by contacting the chairperson of the committee. Members of the Policy Committee are the institutional representatives elected to the Steering Committee.
2. Committee members shall be selected from those in good standing, indicating interest.
3. Members shall serve one-year terms and may serve consecutive terms.

Section 5. Recommended Activities of Standing Committees.

- A. It is recommended that the Professional Development Committee:
1. Develop professional standards for academic advising.
 2. Assist in planning the annual conference and develop special retreats and seminars to promote educational growth and development of the membership.
 3. Promote institutional membership by providing professional development for all advisors in Oklahoma.
 4. Encourage members to publish in professional journals and present at state, regional, and national conferences.
 5. Work with OACADA Treasurer and President to prepare the annual budget.
 6. Prepare an annual report to be submitted to the Steering Committee before the annual conference.
- B. It is recommended that the Membership Committee:
1. Maintain accurate records of membership, including collection of dues, category of members, status of members, and other data as needed.
 2. Provide cumulative demographic data about members, as needed.
 3. Develop recommendations for the Steering Committee concerning eligibility and membership requirements.
 4. Establish a contact person from each college and/or university in Oklahoma.
 5. Work with OACADA Treasurer and President to prepare the annual budget.
 6. Prepare an annual report to be submitted to the Steering Committee before the annual conference.
- C. It is recommended that the Website and Social Media Committee:
1. Establish a regular communication timeline to comprehensively address Oklahoma academic advising issues.
 2. Aid other standing committees in publicizing events of interest to the OACADA membership.
 3. Work with OACADA Treasurer and President to prepare the annual budget.
 4. Prepare an annual report to be submitted to the Steering Committee before the annual conference.
- D. It is recommended that the Policy Committee:
1. Develop a communication network to effectively disseminate policy updates and changes.
 2. Provide updates for use by the Website and Social Media Committee.
 3. Establish liaisons with NACADA, Oklahoma State Regents for Higher Education, and other appropriate groups.
- E. It is recommended that the Professional Recognition and Awards Committee:
1. Provide recognition of academic advisors within the Oklahoma system of higher education.
 2. Develop the criteria and facilitate the nomination process for awards recognition within OACADA and other appropriate groups.
 3. Provide recognition information to the Website and Social Media Committee.
 4. Work with OACADA Treasurer and President to prepare the annual budget.