

**University of Nebraska at Omaha  
Academic Advising Council  
Constitution/By-Laws**

**Preamble**

The Academic Advising Council consists of professional and faculty academic advisors at the University of Nebraska at Omaha.

**Article I – Name**

The name of this organization will be the Academic Advising Council, hereafter referred to as AAC, of the University of Nebraska at Omaha, hereafter referred to as UNO.

**Article II – Mission and Vision**

**Mission**

The UNO Academic Advising Council improves the student experience through excellence in advising. AAC empowers advisors at UNO through strong communication, professional development opportunities, and support. This community provides a collective voice on campus for professionals charged with supporting student success and retention.

**Vision**

The Academic Advising Council will be a supportive community dedicated to sharing best practices, creating opportunities, and improving professional development for advisors at UNO. The AAC will support and advocate for UNO's advisors and for students, exploring the tools and technologies needed to navigate a changing educational environment.

**Article III – Purpose and Function**

- Section 1** The Academic Advising Forum was established to create a forum for sharing ideas and exchanging information related to the delivery of academic advising at UNO. AAC was created to formalize the advising forum in Spring 2011. The new AAC was renamed to professionalize academic advising on campus.
- Section 2** AAC will provide professional development opportunities to all advisors and serve as a resource to discuss campus-wide policies and issues affecting students and advising processes.
- Section 3** AAC will encourage campus-wide participation and will serve as the official channel for policies, procedures, and student/advising issues.

**Article IV – Organization and Membership**

- Section 1** AAC will be composed of all professional and faculty advisors on the UNO campus. Advisors of the University of Nebraska at Lincoln programs on the UNO campus are also considered members.
- Section 2** Other members of the UNO community whose positions involve aspects of academic advising are invited to attend. Examples include but are not limited to athletics, admissions, records and enrollment, TLC, and Goodrich. Those members not identified as academic advisors per section 1 are not voting members of the council and cannot be elected to executive positions.

- Section 3** There is no election process to be a member of the council. Employment as a professional/faculty advisor is sufficient.
- Section 4** Officers of AAC will be elected by active members of AAC. See Article VI.
- Section 5** AAC meets the 3<sup>rd</sup> Thursday of each month.
- Section 6** The Academic Advising website is [www.unomaha.edu/advising](http://www.unomaha.edu/advising)
- Section 7** AAC does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or membership.

#### **Article V – Officers**

- Section 1** The executive officers of AAC are President, Vice President, Secretary, Communication Specialist, President-Elect, Past President, and Committee Chairs.
- Section 2** The duties of the officers are as follows:
- A. President**
1. Chairs Executive Committee and meets with them monthly to plan meetings.
  2. Presides at meetings of AAC.
  3. Responsible for assigning ad hoc committees.
  4. Submits recommendation for University committee representation.
  5. Trains the president-elect and serves as a resource once term is complete.
  6. Acts as an informal liaison between advising and the campus.
  7. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.
- B. Vice President**
1. Serves on the Executive Committee.
  2. Presides at AAC meetings if the President is absent.
  3. Oversees elections.
  4. Reserves rooms for all monthly and executive meetings and other events as needed.
  5. Oversees Chairs of the standing committees.
  6. Oversees ad hoc committees.
  7. Trains the incoming Vice President immediately following the July meeting.
  8. Assumes the responsibilities of the President if they are unable to complete their term.
  9. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
  10. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.
- C. Secretary**
1. Serves on the Executive Committee.
  2. Provides timely, accurate minutes of each AAC meeting.
  3. Maintains record of AAC monthly meeting attendance.
  4. Trains the incoming secretary immediately following the July meeting.
  5. Backs up Communication Specialist
  6. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.

7. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

**D. Communications Specialist**

1. Serves on the Executive Committee.
2. Maintains the Academic Advising Council (AAC) email and manages internal communications.
3. Coordinates the updating of the AAC website.
4. Trains the incoming communications specialists immediately following the July meeting.
5. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
6. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

**E. President-Elect**

1. Elected one year after President and one year before taking office as President
2. May also hold other executive office or committee appointments at the time of election.
3. Serves on the Executive Committee
4. Shadows and trains with the president and vice president at events such as executive meetings, standing committee meetings, and ad hoc committee meetings. The president has discretion as to which meetings the president-elect should attend but must provide thorough training in AAC matters.
5. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
6. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

**F. Past President**

1. Serves as a consultant to the President and performs duties as assigned by the President.
2. Serves as an Ex-Officio member of the Executive Committee
  - a. As a non-voting ex-officio member, the Past-President will be permitted to attend closed session Executive Committee meetings
  - b. Ex-officio members are not counted to establish a quorum.
3. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

**G. Committee Chairs**

1. Committee Chairs will be nominated and elected by AAC voting members.
2. Each standing committee will have an elected Chair.
3. Chairs will serve a two-year term.
4. Chairs will report to the Vice President monthly and provide updates at the AAC monthly meeting.
5. Chairs will schedule committee meetings and take meeting minutes.

6. Chairs will manage AAC committee shared folders.
7. Chairs will attend Executive Committee meetings monthly.
8. If these positions are vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.

**Section 3** The election and terms of the officers are as follows:

- A. Vice President, Secretary, Communication Specialist, and Committee Chair Elections in Even Years, Two-year Terms.
  1. Terms of the office will run from August of year one to August of year two (25 months), which includes a one-month overlap for training.
  2. The incoming Vice President, Secretary, Communication Specialist, and Committee Chairs take office at the first meeting in September.
  3. Vice President, Secretary, Communication Specialist, and Committee Chairs are elected in July of even years and serve a two-year term.
  4. There are no term limits to be reelected, as long as the election process is followed.
  5. The Vice President will conduct the election of the new executive officers; nominations are accepted by e-mail or by nomination in an AAC meeting.
  6. A simple majority of votes of members participating in the voting process will elect.
  7. Vote is by electronic or paper ballot.
  8. If there is a tie for an office, the winner will be determined by the number of nominations a person received. If no winner is determined, the Executive Committee will vote for a winner.
  9. The Communication Specialist will provide the names of the new Vice President, Secretary, and Committee Chairs to University Relations for publication and distribution.
- B. President-elect/President/Past President, Elections in Odd Years, Four-Year Term
  1. The term of the President-elect/President/Past President will run four years. From the July election through the following July, the officer will hold the position of president-elect and train as president. During years two and three, the officer will assume the duties of the president. In year four, the officer will serve as Past President.
  2. The President-Elect/President/Past President will be selected by a vote in July of odd years and serve a four-year term, overlapping for two years with the previous president.
    - a. During the year the president-elect has taken over the presidency, there will be no one in this office. In the president's third year of the term, a new president-elect will be selected and trained to take over.
  3. There are no term limits to be re-elected, as long as the election process is followed.
  4. The Vice President will conduct the election of the President-elect; nominations are accepted by e-mail or by nomination in an AAC session.
  5. A simple majority of votes of members participating in the voting process will elect.
  6. Vote is by electronic or paper ballot.

7. If there is a tie for an office, the winner will be determined by the number of nominations a person received. If no winner is determined, the Executive Committee will vote for a winner.

## **Article VI – Election Procedures**

### **Section 1** Eligibility

- A. Members seeking an executive office must have been academic advisors at UNO for at least one year.
- B. Members seeking an executive office must have attended at least 75% of the monthly meetings and must have been active participants at the meetings during the last year.

### **Section 2** Nominations

- A. A list of nominations will be developed during the election period preceding each July.
- B. Candidates may be nominated from the floor in session or through an e-mail call for nominations.
- C. Members can be nominated for multiple positions, but only be elected to one.
- D. The Vice President will confirm with all nominees their desire to accept nomination(s) and which position(s) they would like to proceed with on the ballot.

### **Section 3** Ballots

- A. Ballots will be created by the Vice President.
- B. The counting and tallying of the ballots will be completed online or by paper.

### **Section 4** Vacancies

Should an elected seat in the executive office be vacated, the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position. The individual must be eligible under Article 6. The Executive Committee should consider issues of fair and equitable staff representation, experience, and needed skills when making recommendations.

### **Section 5** Advisory Vote

Campus entities can request a non-binding, advisory vote. When deemed necessary, an advisory vote will be held to provide feedback to a campus initiative. Only voting members are allowed to participate in an advisory vote. Voting will be anonymous and will be online.

## **Article VII – Committees**

**Section 1** Standing Committees are comprised of AAC members appointed biannually. AAC members will elect Standing Committee Chairs electronically or by paper and serve for two years. Committee meetings are limited to committee members unless other AAC members or individuals are invited.

- A. Executive Committee
- B. Recognition & Social Committee
- C. Professional Development Committee
- D. Assessment Committee
- E. Diversity, Equity & Inclusion Committee

### **Section 2** Duties of Each Committee

- A. Executive Committee (comprised of the officers of AAC, chaired by the President). The Executive Committee will conduct the business of AAC between meetings. Two members will constitute a quorum.
  - 1. Reviews all other committee activities and reports.
  - 2. Plans agendas for all AAC meetings.
  - 3. Makes recommendations to AAC.
  - 4. Carries out the election of new members.
  - 5. Reviews and monitors staff eligibility and representation composition.
- B. Recognition & Social Committee
  - 1. Coordinates awards and recognition of AAC Advisors and facilitates Advisor of the Month award.
  - 2. Maintains AAC Advisor Award website information, including posting the winner each month.
  - 3. Drafts NACADA Region 6 Advisor of the year annual nomination for AAC Executive Committee to submit to NACADA.
  - 4. Coordinates and plans the AAC recognition ceremony each year.
  - 5. Plans social events.
- C. Professional Development Committee
  - 1. Professional development committee explores mentorship and training opportunities and advises the executive committee on programming for AAC meetings.
  - 2. Coordinates annual AAC Professional Development Day.
  - 3. Collaborates with local higher education institutions to coordinate professional development opportunities.
  - 4. Coordinates networking events on and off-campus throughout the year.
- D. Assessment Committee
  - 1. Develops and maintains AAC Student Learning Outcomes.
  - 2. Develops and maintains a university-wide advising assessment tool, which assesses the AAC student learning outcomes.
  - 3. Collaborates with the Office of Institutional Effectiveness.
  - 4. Requests Graduation and Orientation student survey results to evaluate and share with AAC and makes recommendations for revisions.
- E. Diversity, Equity & Inclusion Committee
  - 1. Plans DEI programming for AAC meetings.
  - 2. Coordinates DEI training opportunities for advisors.
  - 3. Collaborates with the Office of Diversity, Equity, Access, and Inclusion, the Office of Multicultural Affairs, and other UNO offices as needed.
- F. Ad Hoc Committees (Chair appointed by the executive committee who in turn may appoint a co-chair). When necessary, ad hoc committees and/or task forces will be formed. Once established the ad hoc committee or task force will be overseen by a member of the executive committee. All members of AAC are eligible to serve on these committees.

#### **Article VIII – Meetings**

- Section 1** AAC meetings are to be held on the 3<sup>rd</sup> Thursday of each month with any additional meetings called as deemed necessary by the President. All professional and faculty academic advisors are encouraged to attend.
- Section 2** The AAC Executive Committee meetings are held monthly with additional meetings called as deemed necessary by the President.
- Section 3** AAC committees meet as necessary to carry out responsibilities.

**Article IX – Quorum**

A simple majority of members present at a meeting will constitute a quorum for any AAC general or committee meetings.

**Article X – Changes to the Constitution/By-Laws**

Recommended changes to these Constitution/Bylaws will require a majority vote by at least two-thirds (67%) of AAC members who participate in the online or by paper vote.