

**BYLAWS OF THE
WAYNE STATE UNIVERSITY ACADEMIC ADVISING COUNCIL**

**ARTICLE I
Name**

The name of this association shall be the Wayne State University Academic Advising Council. It will also be known as WSU-AAC.

**ARTICLE II
Object**

Section 1: Mission

The Wayne State University Academic Advising Council assumes a proactive approach to addressing issues impacting student success at Wayne State University. Its mission is to aid in the development of a greater understanding of the role of advising in student learning and to strengthen University-wide recognition of the significance of academic advising in the recruitment, retention and academic success of Wayne State University students.

Section 2: Goals

- Provide effective leadership to members of the WSU advising community;
- Raise awareness of the importance of academic advising and its role in recruiting, retaining, and graduating students;
- Advocate for high-quality academic advising experiences for students;
- Provide a network of advisors and other academic and student affairs professionals at WSU to foster a collaborative environment and ensure student success;
- Review university and unit policies and procedures to provide constructive recommendations to university administration;
- Assist in the implementation of advising assessment process to ensure continuous improvement;
- Promote and facilitate professional development and training for academic advisors;
- Establish connections with other professional organizations and groups especially those in the State of Michigan involved in higher education;
- Review regional and national trends in academic advising and implement best practices.

Section 3: Definition of Academic Advising

Academic advising is an interactive process in which the advisor assists students in setting and achieving academic 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.

Section 4: Association with NACADA

WSU-AAC supports the goals and programs of the National Academic Advising Association (NACADA). WSU-AAC is an associate member in NACADA effective October 6, 2015.

**ARTICLE III
Membership**

Section 1: Eligibility

The Wayne State University Academic Advising Council is comprised of academic staff whose duties involve advising students.

Section 2: Admission

An eligible individual shall become a regular member upon employment as an academic staff member of Wayne State University.

Section 3: Rights

All members shall be eligible to attend open meetings, vote in all general membership elections, hold office, and utilize all the services and benefits provided by WSU-AAC.

**ARTICLE IV
Officers**

Section 1: Composition

The officers of WSU-AAC shall be: President, President-elect, Secretary, Treasurer, and four (4) members-at-large. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by WSU-AAC.

Section 2: Nomination Procedure

An announcement of upcoming elections shall be sent to all WSU-AAC members prior to the election date. The Membership and Nominating Committee shall accept letters of candidacy from eligible members. Members may submit letters of candidacy on their own behalf or on behalf of other members of WSU-AAC providing the candidate agrees to serve as an officer if nominated and elected.

Section 3: Elections

Officers shall be elected by a majority of the voting eligible members.

Section 4: Terms of Office

Officers, with the exception of the President-elect, shall serve for a term of two years. Terms begin August 1. The President-elect shall be elected every year and serve a total of three successive years as President-elect, President, and Immediate Past-President. The Secretary and two (2) members-at-large will be elected in even years; and the Treasurer and two (2) members-at-large will be elected in odd years. One member-at-large in each election cycle shall be chosen from a professional school. The professional schools are as follows: Business, Education, Engineering, Nursing, Social Work, and Pharmacy & Health Sciences.

Section 5: Office Holding Limitations

Officers may not be elected to serve more than two consecutive terms in any office.

Section 6: Removal from Office

Officers may be removed for cause by a two-thirds vote of the Board of Directors or by a majority vote of WSU-AAC members by ballot vote. Officers removed by the Board of Directors may, upon protest, have their removal confirmed or disaffirmed by a majority ballot vote of eligible members.

Section 7: Interim Officers

In case of vacancy, resignation, or removal of the President, the President-elect shall serve for the remainder of the term. In case of vacancy, resignation, or removal of any other office, the Board of Directors shall solicit nominations and appoint a new officer to fill the remainder of the term.

**ARTICLE V
Duties and Responsibilities of Elected Officers**

Section 1: President

The President shall preside at all meetings of WSU-AAC and the Board of Directors. The President is generally responsible for overseeing all the WSU-AAC activities. The President may call special meetings of the Board of Directors and will serve as an ex-officio member of all standing and ad hoc committees.

Section 2: President-elect

The President-elect shall assist the President as requested and shall serve as President in case of the vacancy, resignation, or removal of the President. The President-elect will serve on the Elections Committee and assist the Elections Chair in soliciting nominations and running the election process for the Board positions each year as well as to serve at the request of the President on committees or task force groups.

Section 3: Secretary

The Secretary shall keep records of all meetings of WSU-AAC and the Board of Directors and shall give notice of special and regular meetings to all members. The Secretary shall prepare all correspondence requested by the Board of Directors.

Section 4: Treasurer

The Treasurer will have custody of all WSU-AAC funds and shall maintain such deposits in a federally insured institution approved by the Board of Directors. The Treasurer shall prepare the annual budget, maintain a register accounting for all receipts and provide year-to-date and annual reports at Board of Directors and annual meetings, and have the books available for audit prior to the annual meeting. The Treasurer shall be responsible for paying annual NACADA dues. The fiscal year will be from October 1 through September 30.

Section 5: Members-at-Large

Members-at-Large will represent the membership on the Board of Directors. The representatives will also work with the various committees to encourage advisors to participate in the activities and programs of WSU-AAC.

Section 6: Immediate Past President

The Immediate Past President shall serve in an advisory capacity to the Executive Committee as a non-voting member.

**ARTICLE VI
BOARD OF DIRECTORS**

Section 1: Executive Committee

Paragraph A: Composition

The Executive Committee of the Board of Directors consists of the officers of WSU-AAC including President, President-elect, Secretary, Treasurer, and the four (4) Members-at-Large.

Paragraph B: Duties of the Executive Committee

The Executive Committee will have responsibility for appointing chairs for each of the standing and ad hoc committees of WSU-AAC from among the interested members of WSU-AAC.

Section 2: Composition of Board of Directors

Individuals serving on the Board of Directors must be eligible WSU-AAC members. No member of the Board of Directors may hold more than one seat on the Board of Directors at one time with the exception of the Chair of the Annual Meeting & Advising Summit. The Board of Directors shall be comprised of the Executive Committee, elected members with voting rights, and of the following individuals as ex-officio (non-voting) members:

WSU Administration Liaison
Chair, Annual Membership Meeting & Advising Summit Committee
Chair, Communication Committee
Chair, Community Service Committee
Chair, Membership and Nominating Committee
Chair, Training Committee
Chair, Member Engagement
Immediate Past President
Chair(s) of any ad hoc WSU-AAC committees

Section 3: Board Meetings and Agenda

The Board of Directors shall meet monthly from September through May. Special meetings of the Board of Directors may be called by the President, or by the written request of three members of the Board of Directors.

Section 4: Duties of the Board of Directors

Paragraph A: General Duties

The Board of Directors shall manage the affairs of WSU-AAC between meetings, shall represent WSU-AAC, shall make recommendations to WSU-AAC, perform any duties stated in the Bylaws, and shall act as directed by the members of WSU-AAC.

Paragraph B: Specific Duties

The Board of Directors:

1. shall be responsible for meetings of WSU-AAC
2. shall approve the annual budget
3. shall prepare and submit an annual report at the annual meeting
4. must approve all contracts and/or other agreements obligating the organization
5. may authorize expenditures not included in the annual budget and may authorize variations in budgeted expenditures as necessary to fulfill WSU-AAC goals
6. shall provide for regular audits of the financial records of WSU-AAC

ARTICLE VII COMMITTEES

Section 1: Composition of Committees

The Executive Committee of the Board of Directors will appoint the chair of each committee annually. WSU-AAC members may communicate their desire to serve on a committee by contacting the chairperson or any member of the Board of Directors. Committee members shall be selected by the committee chairperson

from among those members indicating interest, subject to approval by the Board of Directors.

Section 2: Standing Committees

There shall be six (6) standing committees of WSU-AAC: Membership and Elections Committee, Communication Committee, Training Committee, Community Service Committee, Annual Membership Meeting and Advising Summit Committee, and Member Engagement.

Paragraph A: Membership and Elections Committee

The purpose of this committee is to promote, establish, and maintain active membership in WSU-AAC. This committee shall solicit letters of candidacy from the WSU-AAC membership and carry out the duties established in Article IV, Section 2 of these bylaws for preparing the list of nominees for elections. This committee will maintain an accurate database of members and provide an updated database to the Communication Committee annually.

Paragraph B: Communication Committee

The purpose of this committee is to establish and maintain WSU-AAC communication. The committee shall disseminate information regarding WSU-AAC via electronic mailing lists, newsletters, Canvas, and other means of communication.

Paragraph C: Training Committee

In consultation with the Director of the WSU Advisor Training Academy, this committee will assess needs, make recommendations, and promote training for the WSU-AAC.

Paragraph D: Annual Membership Meeting and Advising Summit Committee

The purpose of this committee is to plan the annual Advising Summit Committee, which shall include an annual membership meeting.

Paragraph E: Community Service Committee

The purpose of this committee is to foster and create opportunities throughout the Wayne State University and surrounding community participate in volunteerism on a monthly basis.

Paragraph F: Member Engagement Committee

This committee is dedicated to bringing Academic Advisors and Academic Service Officers across campus together to have a chance to relax, recharge, and socially engage with each other in order to create a better sense of community and belonging. This committee is charged with planning monthly/bi-monthly social activities (examples: happy hour, bowling, game night, etc.).

Section 3: Terms of Office

All standing committee chairs will serve two-year appointments, except for the Advising Summit Planning Committee which will consist of Senior and Junior co-chairs that serve off-setting 4 year terms. Chairs must have a one year period away from the committee after their term ends before they can once again serve as a member of the committee. Except for the inaugural chair, committee chairs must have served at least one year as a member of the committee to be eligible for the committee's chair position. A chair can nominate new committee members with final approval by the executive board of the AAC.

ARTICLE VIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern WSU-AAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order WSU-AAC may adopt.

ARTICLE IX Amendment of Bylaws

Proposed amendments to the bylaws must be submitted in writing to the members a minimum of 30 days prior to being ratified by a majority vote of eligible voting members.

ARTICLE X Notice of Nondiscrimination

WSU-AAC does not discriminate on the basis of age, race, creed, gender, sexual orientation, national origin, disability or marital status.

Adopted by Steering Committee: March 9, 2014

Amended by WSU-AAC Board of Directors: January 23, 2017

Amended by WSU-AAC Board of Directors: November 11, 2019

Amended by WSU-AAC Board of Directors: December 5, 2022