

TACADA By-Laws



Article I. Name and Acronym

The name of this association shall be the Toledo Academic Advising Association. The official acronym of this association shall be TACADA.

Article II. Mission/Goals

Section 1. Mission

The Mission of TACADA is to be a conduit for the exchange of information related to the delivery of advising and student services at The University of Toledo. This Association will build a network of resources to enhance student success and retention in college. Equally important is the representation and promotion of quality academic advising within the larger University community.

Section 2. Goals

The primary goals of TACADA are:

- To increase advising effectiveness at The University of Toledo by strengthening communication on academic advising issues within the academic community and among professional advisors and student services.
- 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 The University of Toledo students.
- To advocate for high quality academic advising services for students using best practices and aid in the implementation of advising assessment process to ensure continuous improvement.
- To provide a network of advisors and academic and student services professionals that fosters a collaborative environment to ensure student success.
- To provide opportunities for professional development to academic advisors and student support personnel throughout the UToledo campuses.
- To support and promote the development and implementation of professional standards of academic advising.

- To support the field of academic advising through research, publication and presentations at regional and national conferences.

Article III. National Academic Advising Association (NACADA)

Section 1. Affiliation

It is the intent of the organization to remain an allied member of the National Academic Advising Association (NACADA) and support the mission of NACADA.

TACADA will work to heighten the awareness of the NACADA Journal's definition of advising: **Academic Advising** applies knowledge of the field to empower students and campus and community members to successfully navigate academic interactions related to higher education (Larson, Johnson, Aiken-Wisniewski, Barkemeyer, 2018, p.86).

TACADA will utilize NACADA's guiding principles of the Pillars of Academic Advising to provide the framework to support academic advising at UToledo:

- Concept of Academic Advising
- Core Values of Academic Advising
- Core Competencies of Academic Advising
- CAS Standards for Academic Advising

Article IV. Membership

Section 1. Equal Opportunity

Membership in TACADA and opportunities for leadership shall be open to all individuals. TACADA welcomes people of all racial, ethnic, cultural, socioeconomic, national, and international backgrounds. We embrace diversity of pedagogy, religion, age, ability, sexual orientation, gender identity/expression, marital status, veteran status and political affiliation.

Section 2. Eligibility/Good Standing

Membership shall be open to professional academic advisors, success coaches, faculty advisors, administrators, student support personnel and other members of The University of Toledo community whose interests are in the area of advising and student services.

An individual may become a member by applying for membership and retain their good standing by attending at least two TACADA regularly scheduled informational sessions per academic semester.

Members will retain their good standing by attending one additional TACADA-approved workshop each year.

Members in good standing shall be eligible to vote, hold office, and attend informational sessions and meetings of the association, and are entitled to all the services and benefits provided by the association.

Article V. Informational Sessions and Meetings

Section 1. Annual Meeting

The Annual Meeting of TACADA shall be held at a date determined by the Executive Committee. The calendar year shall run from September to May.

Section 2. Informational Sessions/Special Meetings

Regular informational session times will be established by the Executive Committee. Special meetings may be called, when necessary, by ten (10) voting members of the Association with ten (10) days notice to the Executive Committee.

Section 3. Agenda

The Executive Committee is responsible for the preparation of the agenda. Individual members may submit agenda items to the Executive Committee in advance of the informational sessions and meetings.

Section 4. Quorum

A quorum is a simple majority of members present or ballots cast.

Article VI. Executive Committee/Officers

Section 1. Officers and Terms

All members of TACADA in good standing are eligible to hold Executive Committee positions; no member shall hold more than one seat on the Executive Committee at one time. The Executive Committee of TACADA shall consist of the following positions: Chair, Vice Chair, Secretary, Treasurer, NACADA Allied Member Liaison, and Standing Committee Chairs.

The term of the office positions shall be staggered, beginning at the close of the annual meeting following their election announcement. The office positions of Vice Chair, Secretary and Treasurer each shall serve a term two years; all other office positions shall serve a term of one year. The Chair shall serve for a term of one year and shall not be eligible for nominations as this is a grooming position that will be filled by the exiting Vice-Chair.

- 1) The Vice-Chair shall have nominations opening in even years.
- 2) The Treasurer shall have nominations opening in even years.
- 3) The Secretary shall have nominations opening in odd years.

In the event that an executive officer steps down prior to serving the full term of office, the Executive Committee shall appoint an interim officer.

Officers will be required to resign their position if they become employed outside of The University of Toledo or they are no longer employed in the academic advising or student services field.

Officers may be removed from office by a two-thirds vote of the Executive Committee or a majority vote of the association for unethical, egregious, or illegal activities. Officers removed by the Executive Committee may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the Association.

Article VII. Duties of the Executive Committee/Officers

Section 1. General Powers and Duties

Executive Committee

The Executive Committee shall have full authority over the affairs of TACADA between its informational sessions and meetings, shall represent TACADA to the University, shall make recommendations to the Association, shall perform duties as stated in the by-laws, and shall act as directed by the Association.

Chair

The Chair shall preside at all Executive Committee and TACADA informational sessions and meetings, is generally responsible for overseeing all of the association's activities, coordinates the election process with the assistance of the Secretary, and calls the meetings of the Executive Committee. The Chair, with the input from the Executive Committee, shall appoint an audit committee each year as needed and may appoint ad hoc committees as needed. The Chair is encouraged to be a member of the National Academic Advising Association (NACADA) and the Ohio Academic Advising Association (OHAAA).

All past chairs will serve as ex officio members of the Executive Committee and be available for consultation upon request.

Vice Chair

The Vice Chair shall perform the duties and responsibilities of the Chair in his or her absence and when so acting shall exercise the powers of the Chair. The Vice Chair shall assist in planning the annual meeting, provide recognition of academic advisors within UToledo, and develop recommendations for the Executive Committee concerning eligibility and requirements for membership. The Vice Chair shall also perform the duties of TACADA historian.

Secretary

The Secretary shall keep records of all informational sessions and meetings of the Association and the Executive Committee and shall give notice of regular informational sessions and special meetings to all members. The Secretary shall maintain the TACADA listserve and will make sure

that minutes and announcements are posted on the TACADA website in a timely manner. The Secretary also maintains a copy of the current bylaws and works with the Chair to coordinate the election process.

Treasurer

The Treasurer shall have responsibility of all Association funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Committee. The Treasurer shall also maintain a register accounting for all receipts and disbursements. The Treasurer shall present the books to the Executive Committee for audit on an annual basis. The fiscal year shall run from September 1 through August 30.

NACADA Allied Member Liaison

This position must maintain a current NACADA membership. The Allied Member Liaison will be responsible for reporting to the Steering Committee of NACADA Region 5. This Allied Member Liaison shall also oversee the September renewal of NACADA affiliation at the end of his/her term. The Allied Member Liaison will work closely to provide timely, consistent, and accurate communications to the TACADA membership of NACADA engagements.

Article VIII. Standing Committees

Section 1. Names and Responsibilities of Standing Committees

Audit

On an annual basis, review the Audit Report prepared by the Treasurer. Notify the Executive Committee of any discrepancies or irregularities.

By-laws

On an annual basis, work with the Chair and Secretary to facilitate an efficient nomination and election process for new officers. Annually review the By-laws for necessary updates. As needed, review and present proposed amendments to the Association members for consideration and vote.

Communication

In conjunction with the Secretary, provide information to TACADA members on a timely basis via newsletter, email, website, Onedrive, or publication. As needed, promote TACADA and

TACADA events to the UToledo campus community. Work in tandem with other TACADA Committees to support their initiatives and grow TACADA memberships and committees.

Membership

In conjunction with the Vice-Chair, maintain an electronic up-to-date accurate record of members and status of members. The Membership Committee will work directly with the Office of Human Resources to attempt to improve accurate data about members and as a strategy to assure growth of membership.

Professional Development

Work with the Executive Committee to choose appropriate speakers for the regular TACADA informational sessions. Coordinate the planning for the annual advising meeting to be held on the UToledo campus. Work with the Treasurer to strategize, plan, and increase funding to maintain professional development, research, and ongoing financial health of the organization.

Article IX. Standing Committees Membership/Chairs

Section 1. Standing Committees Membership

Membership in standing or ad hoc committees shall be open to all members of TACADA.

Members may join a standing committee by voicing their interest to the chair of that committee, or to any members of the Executive Committee.

A standing committee member may remain as long as they are a member in good standing in TACADA, or until they resign from the committee. It is expected that committee members will attend all meetings of the committee and be active and engaged committee members.

Each standing committee will be responsible for fulfilling the purposes of the committee.

Section 2. Standing Committees Chairs

The chairpersons of the standing committees shall be elected from among the membership of the committee.

X. Amendments to By-Laws

Section 1. Amendment Process

Any member(s) in good standing may submit a proposed amendment to these by-laws to a member of the Executive Committee. It must in writing and be signed by five (5) members of TACADA.

Upon affirmative vote of a majority of the Executive Committee, the proposed amendment shall be submitted to the membership for a vote.

All votes are ratified by a simple majority of votes cast in person, by proxy, or electronically.

XI. Parliamentary Authority

Section 1. Voting

All votes are ratified by a simple majority of votes cast in person, by proxy, or electronically.

XII. Dissolution

Section 1. Dissolution Process

Any member(s) in good standing may propose to dissolve TACADA by submitting a petition, in writing and signed by ten (10) members in good standing, to a member of the Executive Committee.

Upon affirmative vote of a majority of the Executive Committee, the proposal shall be submitted to the membership for a vote.

All votes are ratified by a simple majority of votes cast in person, by proxy, or electronically.

Upon dissolution of this Association, the Executive Committee shall provide the payment of all debts and claims against the Association, and for the transfer of all remaining funds and property to a The University of Toledo scholarship in University College.

Drafted: 1/15/14 djs Updated: Article VII, Section I, “Chair”, per

membership vote 8/9/16 mmg

Membership vote update 10/15/2019 sj