

Constitution and By-Laws

Article I - Name and Acronym

- A. The name of this Association shall be the Kentucky Academic Advising Association. The official acronym of this Association shall be KACADA.

Article II - Definition of Academic Advising

- A. 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 and external resources. Advisors create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions. Advising should be personalized to consider the particular needs of each individual.

Article III - Purpose

- A. The purpose of the Kentucky Academic Advising Association is to increase recognition for academic advising as a profession and to support the development and professional growth of academic advisors in higher education in the Commonwealth of Kentucky. KACADA serves a constituency, which includes academic advisors, counselors, faculty members, administrators, and others in academic and student affairs who are concerned with the intellectual, personal, and vocational needs of students. KACADA is the representative and advocate of academic advisors in universities, colleges, community colleges, technical colleges and secondary schools, both public and private, and is a forum for discussion, debate, and the exchange of ideas.
- B. Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IV – Mission

- A. The mission of the Association is to support and provide for professional development for academic advisors throughout the Commonwealth of Kentucky, establish a communication network among institutions of higher education regarding the development of the academic advising profession, establish a liaison to and relationships with other professional organizations and groups, and support the goals and programs of the National Academic Advising Association (NACADA). In addition, the Association supports and promotes the CAS Standards and Core Values as outlined by NACADA.

Article V - Membership

A. Section 1. Equal Opportunity

Membership and opportunities for leadership in KACADA shall be open to individuals, and there shall be no discrimination for reasons of religion, age, race or color, gender, sexual orientation, national origin, veteran status, or disability.

B. Section 2. Types of Membership

1. Individual

- a. Eligibility. Professional memberships shall be open to academic advisors, counselors, faculty members, administrators, students, and others whose interests are in or related to the area of academic advising.
- b. Procedure. An eligible individual shall become a professional member in good standing upon payment of KACADA dues.
- c. Rights. All regular members in good standing shall be eligible to attend meetings, vote, and utilize all the services and benefits provided by KACADA.

C. Section 3. Dues

1. Annual dues shall be established by the KACADA Executive Committee with the approval of the voting membership. The membership year is from September 1st to August 31st.

Article VI. Meetings of the Membership

A. Section 1. The Annual Meeting of KACADA shall be held in the spring at a time established by the Executive Committee.

B. Section 2. Special meetings and/or conferences may also be held.

C. Section 3. The proceedings at meetings of KACADA shall be governed by Robert's Rules of Order.

Article VII – Officers

A. Section 1. Composition and Tenure

1. There shall be six officers of the Association: President, Vice-President, Past-President, Secretary, Treasurer and NACADA/Region Three Liaison.

B. Section 2. Selection

1. Elections for Treasurer will be held in even-numbered years. Elections for Liaison Coordinator and Secretary will be held in odd-numbered years. Election for the Vice-President will be held annually.
2. Officers shall be elected at the Annual Meeting by a majority vote of members present. An announcement of upcoming elections shall be sent to all KACADA members. Eligible members interested in serving as an officer of the Association may submit a nomination form, in a window of time established by the Elections Committee, before the Annual Meeting. The committee shall consider all applications and nominate up to three candidates for each office, provided there is

more than one applicant. The Annual Meeting notice shall specify the names and qualifications of the nominees.

C. Section 3. Duties and Responsibilities

1. President. The President shall preside at all meetings of the Association and Executive Committee and serves on the Conference Planning Committee. The President is generally responsible for overseeing all of the Association's activities. The President may call special meetings of the Executive Committee and will serve as an ex officio member of all standing and ad hoc committees.
2. Vice-President. The Vice-President shall perform the duties and responsibilities of the President in the President's absence and, when so acting, shall exercise the powers of the President. The Vice-President shall serve as chair of the Professional Development Committee. The Vice-President shall also serve as the President-elect for the first year of the term, President for the second year, and Past-President in the third and final year, making the office of vice-president a three year commitment.
3. Past-President. The Past-President will serve as Chair of the Conference Planning Committee.
4. Secretary. The Secretary shall keep records of all meetings of the Association and the Executive Committee and shall give notice of special and regular meetings to all members.
5. Treasurer. The Treasurer will have custody of all KACADA funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Committee. The Treasurer shall serve on the Professional Development Committee. The Treasurer shall also maintain a register accounting for all receipts and disbursements, provide year to date and annual reports at Executive Committee and Annual Meetings, and have the books available for audit prior to the Annual Meeting. The fiscal year will be from September 1st through August 31st.
6. NACADA/Region Three Liaison. The Liaison shall represent the interests of the Association to NACADA, Region Three, and other professional educational organizations.

D. Section 4. Removal

1. Officers may be removed for cause by a two-thirds vote of the Executive Committee.

E. Section 5. Interim Officers

1. In case of vacancy, resignation, or removal of the President, the Vice-President shall become President for the remainder of the term, and the Executive Committee shall appoint a Vice-President from applications solicited from eligible members.
2. In case of vacancy, resignation, or removal of any other officer, the Executive Committee shall solicit applications of candidacy from the eligible members. After considering the applications, the Executive Committee shall appoint a new officer to fill the remainder of the term.

Article VIII. Executive Committee

A. Section 1. Composition and Tenure

1. The Executive Committee shall be comprised of nine members: The President

(also serving as Executive Committee Chairperson), Vice-President (also serving as Professional Development Chairperson), Past-President (also serving as Conference Committee Chairperson), Secretary, Treasurer, NACADA/Region Three Liaison, Membership Chairperson, Communications Chairperson, and Elections Chairperson.

B. Section 2. Selection

1. Officers shall be elected as described under Article VII.
2. The Membership Chairperson, Communications Chairperson, and Elections Chairperson, shall be elected to serve 2 year terms. Elections will be held in even numbered years for Membership and Communications and odd years for Elections.
3. Executive Committee members must be members in good standing of KACADA and NACADA.
4. The newly elected Executive Committee shall meet each year after the Annual Meeting. Each Executive Committee member may serve no more than two consecutive terms in any capacity. No member may hold more than one seat on the Executive Committee at one time unless so stated in Article VII, C., Section 3, of this Constitution and By-Laws, under Duties and Responsibilities of Officers. The person elected as Vice-President shall serve a three-year term: one year as Vice-President (President-Elect), one year as President, and one year as Past-President. The Past-President may not serve consecutive terms but is allowed to serve as chair or member of an executive committee.

C. Section 3. Removal

1. Officers may be removed for cause by a two-thirds vote of the Executive Committee.
2. Section 4. Interim Officers. In case of vacancy, resignation, or removal of any Executive Committee member, the Executive Committee shall solicit applications of candidacy from the eligible members. After considering the applications, the Executive Committee shall appoint a new officer to fill the remainder of the term.

D. Section 1. Duties and Responsibilities

1. The Executive 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 Constitution & By-Laws, and shall act as directed by the Association.
2. Specific Powers and Responsibilities :
 - a. The Executive Committee shall be responsible for meetings of the Association.
 - b. The Executive Committee shall prepare an annual budget.
 - c. The Executive Committee shall prepare and submit an annual report at the Annual Meeting.
 - d. The Executive Committee determines the amount of annual dues, subject to ratification by the membership.
 - e. The Executive Committee must approve all contracts and/or other agreements obligating the organization.
 - f. The Executive Committee may authorize expenditures not included in the annual budget and may authorize variations in budgeted expenditures as necessary to fulfill Association goals.
 - g. The Executive Committee must meet formally at least twice per year and

electronically at its discretion.

3. Professional Development Chairperson. The Professional Development Chair (Vice-President) shall seek out and create professional development opportunities for the membership, including both electronic and written formats, and shall oversee the awarding of funds for professional development of the membership.
 4. Conference Planning Chairperson. The Conference Planning Chair (Past-President) shall oversee the acquisition of a suitable location for the annual conference and the planning of the event.
 5. Membership Chairperson. The Membership Chair shall maintain accurate membership records, manage conference registrations (in conjunction with the Treasurer) and aid in the recruitment of new members.
 6. Communications Chairperson. The Communications Chair shall maintain the Association's website and coordinate the publication of the Association's biannual newsletter.
 7. Elections Chairperson. The Elections Chair shall establish policies and procedures for the election of officers according to the directives contained within the KACADA Constitution and By-Laws.
- E. No part of the net earnings of the corporation shall inure to the benefit of; or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article IX. Standing Committees

A. Section 1. Standing Committees Established

1. There shall be five Standing Committees of the Association: Professional Development, Conference Planning, Membership, Communications, and Elections. Each committee will be limited to a chair with no less than five members, unless otherwise specified.

B. Section 2. Nature of Standing Committees

1. Executive Committee

- a. The President of KACADA shall serve as the committee chair.
- b. The Executive Committee shall be comprised of ten members: The President (Chairperson), Vice President (also serving as Professional Development Chairperson), Past-President (also serving as Conference Planning Chairperson), Secretary, Treasurer, NACADA/Region Three Liaison, Membership Chairperson, Communications Chairperson and Elections Chairperson.

- c. The purpose of the Executive Committee shall be to manage the affairs of the association.
 - 2. Professional Development Committee
 - a. The Vice-President of the Association shall be the committee chair.
 - b. The committee shall be comprised of the chair, the NACADA/Region Three Liaison and the Treasurer, and other members as selected.
 - c. The purpose of the committee shall be to establish guidelines, review and award professional development funds to applicants, and promote professional development to the general membership.
 - 3. Conference Planning Committee
 - a. The Past-President of the Association shall be the committee chair and the current President shall serve as a member. The committee shall be comprised of the chair and members.
 - b. The purpose of the committee shall be to assist in planning the Annual Conference and to develop other opportunities for professional growth and development of the membership, in concert with the Professional Development Committee.
 - 4. Membership Committee
 - a. The committee shall be comprised of the Chair, the Treasurer, and members.
 - b. The purpose of the committee shall be to promote, establish, and maintain active membership in the Association. In addition, the committee promotes membership and involvement of all advisors from Kentucky institutions and promotes membership in NACADA.
 - 5. Communications Committee
 - a. The committee shall be comprised of the Chair, the Secretary and members.
 - b. The purpose of the committee shall be to establish a communication network among advisors within KACADA. The committee is responsible for producing a biannual newsletter for the membership and maintaining the KACADA website.
 - 6. Elections Committee
 - a. The committee shall be comprised of the chair and members.
 - b. The purpose of the committee shall be to solicit applications of candidacy from interested members and then to proceed as specified in Article VIII, Section 2 B.
- C. Section 3. Membership in Committees
 - 1. KACADA members may communicate their desire to serve on a standing committee by contacting the chairperson of the standing committee.

Article X. Amendments to the By-Laws

- A. Amendments to the Bylaws must be ratified by a majority vote of members present at the Annual or a special meeting.

Article XI. Dissolution

- A. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

