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## Article I. Name and Acronym

The name of this Association shall be the Arizona State University Council of Academic Advisors: The Community for Advising and Student Support Professionals. The official acronym of this council shall be CAA.

### Section 1. Tagline

The official tagline of CAA for media and communications shall be “CAA: The Community for Advising and Student Support Professionals”

## Article II. Purpose/Vision

The vision of CAA is to build pathways of connection, recognition, support, and development for advising and student support professionals at Arizona State University.

## Article III. Mission

As the professional home for Arizona State University’s advising and student support staff, CAA is committed to providing members with:

- A. Professional development experiences to enhance knowledge and skills related to student support and advising services.
- B. Recognition of excellence in the student support and academic advising professional industries.
- C. Collaboration and networking experiences to broaden connections with colleagues across campuses and colleges throughout the university.

### Section 1. Equity and Inclusion Statement

CAA supports ASU’s Charter and the goals and initiatives to support social justice, diversity, equity, inclusion, and fostering belonging. This includes but is not limited to the efforts of [Inclusive Excellence](#) and the [Office of Diversity, Equity and Inclusion](#).

## Article IV. Strategic Goals

### Section 1. Goals to serve the professional development mission:

- Regular (several times each semester) opportunities for members of the academic advising and student services community to learn from campus partners or engage in other experiences aimed to enhance their knowledge and/or skills in supporting students
- An annual Best Practices conference
- Professional Development Scholarships for external experiences

Section 2. Goals to serve the recognition of excellence in the student support and academic advising industries:

- Engagement with the university's AAB group (ASU's Advising Leadership group)
- Annual KMC (Kent M Christiansen) Lecture Series awarding student support staff for excellence in their work
- Nominating exemplary student support staff for awards through NACADA (the national organization for the academic advising profession)

Section 3. Goals to serve the collaboration and networking mission:

- Cross-campus and/or cross-college (approximately monthly) experiences
- Relationship and community building (approximately monthly) experiences

## Article V. Membership

### Section 1. Equal Opportunity

The membership and opportunities for leadership shall be open to all individuals and there shall be no discrimination for reasons of race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, and veteran of any era or status.

### Section 2. General Membership

- A. Membership is defined as ASU employees who meet one of the following criteria:
  - consider themselves to be academic advisor or student support professional by virtue of their job title, job description, and/or primary employment responsibilities.
  - have as a primary employment responsibility the direct supervision and/or coordination of academic advisors or student support professionals.
- B. Members are welcome to attend monthly CAA Steering Committee meetings to provide support to acting CAA Steering Committee leadership (this includes events, volunteering for sub committees, etc.).
- C. Questions of membership that involve voting privileges, running for office or holding an appointed position within the CAA organization will be reviewed and decided by a majority vote of the Steering Committee.

### Section 3. Membership Dues

Arizona State University Council of Academic Advisors does not charge membership dues.

## Article VI. Campus Chapters

While CAA is a university-wide organization, it is understood that each ASU campus has its own individual identity with unique circumstances, student bodies, and needs for academic advising and student support professionals.

## Article VII. Meetings of the Membership

Robert's Rules of Order, from time to time revised, shall govern the proceedings of all bodies of the Council. A meeting of the entire membership of CAA shall take place at a minimum once per academic year. Individual campus chapters shall meet with a frequency best determined by individual campus needs.

## Article VIII. CAA Leadership

CAA shall be led by a group of elected leaders/officers, as well as appointed or volunteer members. This group is also known as the CAA Steering Committee.

### Section 1. Purpose & Duties

The CAA Steering Committee conducts all business of the organization, including but not limited to: approving CAA budget and expenditures, elections of leaders, planning all meetings, events, planning professional development, networking opportunities, soliciting and coordinating ASU nominations for all annual NACADA awards according to NACADA rules, appointing committees as needed and carrying out the mission of the CAA.

### Section 2. Term Dates

The term for an elected leader shall begin on July 1 and end on June 30.

### Section 3. Leadership Elections

Nominations for any elected leadership roles shall be solicited from the general membership. Campus specific leaders must have primary employment affiliation at the campus they wish to represent.

#### A. Timeline:

- a. CAA Leadership elections shall be held each May. Exact timeline is determined on a year-to-year basis.
- b. The nomination period must be at least two weeks in length and would generally begin in late April or early May.
- c. Candidate information should be available to the primary membership at least 1 week prior to election.
- d. Elections must conclude no later than May 31; Election results must be published no later than one week after the election has concluded.
- e. Leadership transition shall occur during the month of June after election results are published for the newly elected leaders to begin on July 1.

#### B. Voting Method:

Elections for CAA leaders may take place electronically by being sent to the CAA

general membership.

- a. Electronic Elections shall be done by secret ballot.
- b. A leader shall be elected by a simple majority of votes cast.
- c. No proxy ballots allowed for CAA elections.
- d. In the event of a tie vote, a runoff ballot will be conducted. If the result is another tie vote, a third ballot will be conducted. If a winner is not declared after three ballots, results will be determined by the drawing of straws.

## Section 4. Positions, Role/ duties, and Term Lengths

<b>Position</b>	<b>Role</b>	<b>Term Length</b>
President	Main roles include facilitating meetings of the CAA Steering Committee (soliciting agenda items, creating a meeting notes document, sending reminders to committee members) and overseeing the annual leadership election process. The President also provides direction and guidance to Steering Committee members and Signature Events in their responsibilities, attends the monthly AAB meetings, and other duties as assigned.	The President serves a one-year term (typically after serving one year as President-Elect).
President-Elect	Recommended to have experience in CAA Steering Committee membership.  The President-Elect fulfills the duties of the CAA President in the President's absence (see above), reviews meeting notes for completion, and provides support for CAA Signature Event planning and other subcommittee work.	This position is a two-year obligation, with first year as President-Elect, moving into the President role in second year.
Treasurer	The Treasurer coordinates budget planning and submission of the budget to the Provost's office. This position also maintains the financial records of CAA and provides guidance to the CAA leadership on purchasing processes, funds distribution, and paperwork submission to the Provost Finance team.	The Treasurer serves a one-year term (typically after serving one year as Treasurer-Elect).
Treasurer-Elect	The Treasurer-Elect fulfills the duties of the CAA Treasurer in the Treasurer's absence (see above), assists with records, purchasing, and/or funds distribution under the guidance of the Treasurer.	This position is a two-year obligation, with first year as Treasurer-Elect, moving into the Treasurer role in second year.
VP of Communications	The VP of Communications coordinates all CAA communication to members and the community at-large, including the weekly CAA Digest and updates of the CAA website. Also responsible for maintaining the lists of primary and affiliate CAA members.	This position is a one-year term.
VP of Social Media	The VP of Social Media posts to various social media channels including Slack, Advising Community, etc. They also provide support for the VP of	This position is a one-year term.

<b>Position</b>	<b>Role</b>	<b>Term Length</b>
	Communications in promoting annual announcements for Professional Development application, signature events, elections, etc.	
VP of Professional Development	<p>The VP of Professional Development role is recommended to have prior experience in the CAA Steering Committee membership.</p> <p>Leads subcommittee / planning efforts for organizing and hosting remote opportunities 2-3 times per semester for all CAA (all campuses); recommended 30-60 min sessions.</p> <p>Leads subcommittee / planning efforts for Signature Events including KMC Lecture Series, Best Practices Conference, and Advising Awards.</p>	This position is a one-year term.
Campus Vice President	<p>Focused on providing community, networking, and mentoring opportunities for advising professionals on their respective campuses.</p> <p>Responsible for organizing and hosting in-person or blended with remote opportunities for their campus community 2-3 times per semester; recommended 30-60 min sessions.</p> <p>Campuses: ASU Online, Downtown Phoenix, Graduate, Polytechnic, Tempe, and West</p>	The Campus Vice President serves a one-year term (typically after serving one year as Campus Vice President-Elect).
Campus Vice President-Elect	<p>Supports the Campus VP in planning events and filling in as needed.</p> <p>Campuses: ASU Online, Downtown Phoenix, Graduate, Polytechnic, Tempe, and West</p>	This position is a two-year obligation, with first year as Campus Vice President-Elect, moving into the Campus VP role in second year.
General Studies Representative (2 positions)	<p>These representatives network with the Maricopa Community College representative and ASU Faculty members serving on the ASU General Studies Council. The representatives enjoy full voting membership on the General Studies Council and serve as members of a subcommittee. They serve CAA by acting as a liaison and informing CAA of the actions of the General Studies Council, as well as representing the greater advising and student services community to this body.</p>	In accordance with the <a href="#">Bylaws of the ASU General Studies Council</a> , these shall be 3 year terms, the representatives' elections shall be staggered, and an individual shall serve a maximum of two consecutive terms.
Steering	Participates in 1 or more subcommittees supporting CAA leadership. Acts	This is a volunteer/appointed position. This

# CAA Bylaws



<i>Position</i>	<i>Role</i>	<i>Term Length</i>
Committee Members	as liaison from their ASU College/Dept to the CAA leadership group.	is a non-voting member of the Steering Committee.



## Section 5. Quorum & Voting

A quorum of the Steering Committee shall be half the voting membership of the Steering Committee. When a quorum is present, all votes taken will be passed by a simple majority of Steering Committee members present at the moment. The CAA President only votes in case of a tie.

## Section 6. Meetings

Robert's Rules of Order, from time to time revised, shall govern the proceedings of CAA Steering Committee meetings. The CAA Steering Committee is encouraged to meet monthly, but shall meet no less than two times each academic year. Meetings shall be open for anyone to attend, although only elected positions may vote on business items.

## Section 7. Leadership Vacancies

- A. Should the position of CAA President become vacant, the CAA President-Elect shall assume the position of CAA President and will complete the remainder of that term, in addition to their own term as CAA President, completing their 2 year obligation.
- B. Should the position of CAA Treasurer become vacant, the CAA Treasurer-Elect shall assume the position of CAA Treasurer and will complete the remainder of that term, in addition to their own term as CAA Treasurer, completing their 2 year obligation.
- C. Should the position of a Campus Vice President become vacant, the Campus Vice President-Elect shall assume the position of Campus Vice President and will complete the remainder of that term, in addition to their own term as CAA Vice President, completing their 2 year obligation.
- D. Should any of the above scenarios come to fruition, the voting members of the CAA Steering Committee shall appoint "acting CAA President-Elect" or "acting CAA Treasurer-Elect" or "acting Campus Vice President-Elect" from among the primary membership to serve for the remainder of the term. At the end of the term, the "Elect" position shall be filled by election to begin a 2 year obligation at the next term.
- E. Should the position of CAA President-Elect, CAA Treasurer-Elect, or Campus Vice President-Elect become vacant, but not due to part A, B, or C described above, the voting members of the CAA Steering Committee shall appoint by a majority an "acting CAA President-Elect" or "acting CAA Treasurer-Elect" or "acting Campus Vice President-Elect" from among the primary membership to serve for the remainder of the term. At the end of the term, the "Elect" position shall be filled by election to begin a 2 year obligation at the next term. Also, the positions of CAA President or CAA Treasurer or Campus Vice President shall be filled by an election to serve a one year term.
- F. Should any other leadership position not listed above become vacant, the position may be filled by appointment through a majority vote of the CAA Steering Committee to serve the remainder of the term; alternatively the Steering Committee may appoint a subcommittee to support the work due to the vacancy.

## Section 8. Addition of New Leadership Positions

- A. Any additional CAA leadership positions must be approved by a majority of votes cast in a question put before the primary membership of CAA.
- B. Should a new CAA leadership position be created via the process outlined in A above, these bylaws will be immediately updated to reflect the new position without need of an additional vote.

Newly created CAA leadership positions will first be filled using the Leadership Vacancy procedure outlined in Article VIII, Section 7.

## Section 9. Removal from Office

Provisions for removal from office include:

- A. No longer employed by ASU.
- B. Leaving the ASU campus where said leader was elected (campus specific leader positions).
- C. Changing roles to a position that no longer meets the description of general membership as outlined in Article V Section 2.
- D. Failure to perform the duties of the office to which elected.

Any elected leader can request a meeting for review of another elected or appointed position; a minimum of 3 week notice is required to be provided to the CAA leadership group in advance of any meeting to discuss such a topic. Any questions that involve the possible removal of any leader will be reviewed and decided by a two-thirds vote of the elected CAA leadership members present at the meeting.

## Section 10. Code of Conduct

- A. ASU Rules and Regulations  
If a CAA member violates the student or employee rules and regulations of Arizona State University, this behavior is subject to disciplinary action.
- B. Criminal Law
  - a. Please see ASU Code of Conduct SPP 801: Employee Conduct and Work Rules <https://www.asu.edu/aad/manuals/spp/spp801.html>
- C. Professionalism and Performance
  - a. All members of the CAA Community are required to act professionally and respectfully. Failure to meet the expectations of professionalism and performance are subject to disciplinary action. Examples of inappropriate behaviors can include (but are not limited to):
    - i. Negative and/or disrespectful actions and language (both verbal/non-verbal or written).
    - ii. Failure to collaborate with CAA leadership and/or directives.
    - iii. Absence or lack of participation in mandatory/mandated activities for CAA Leadership.

- iv. Vulgar or inappropriate behavior.
- v. Mismanagement of time and/or resources.
- vi. Lying or dishonest behavior.
- vii. Failing to be a positive team player and/or contributor.
- viii. Aggressive and/or combative behavior (not being collegial).
- ix. Failing to communicate in a timely manner.

#### D. Disciplinary Action

- a. Informal Warning - Verbal communication about concerns in behavior or performance. The CAA President and/or CAA President-Elect will meet with the violating member to address behavior.
- b. Formal Warning - Verbal and written communication about concerns in performance. The CAA President and /or CAA President-Elect will meet with the violating member to address behavior. At the discretion of the CAA President and/or CAA President-Elect an improvement plan will be created for the violating member to comply with.
- c. Removal - If a violating member continues to have performance concerns, they are subject to removal based on a Steering Committee vote. Severe offenses can result in immediate removal.

## Article IX Signature Events

### Section 1. Kent M Christiansen Memorial Lecture

The Kent M Christiansen Memorial Lecture shall occur annually. The story of Dr. Christiansen should be told at the start of the event. Wherever possible, the family of Dr. Christiansen shall be invited to attend and offer remarks.

- A. Dr. Kent M Christiansen was professor emeritus in the former College of Education. He was married to his wife, Margaret, for forty years and they had eight children. He graduated from Brigham Young University with a BS degree in Secondary Education and as a Distinguished Air Force ROTC graduate. After one year of teaching and coaching at Snake River High School in Idaho, he took his commission as a Second Lieutenant and joined the Air Force. He writes in his life story, "It was at Geiger Air Force Base in Spokane, Washington where I was assigned as Adjutant and Personnel Officer for a Fighter Interceptor Squadron. Near the end of the first year I was sent to Scott Air Force Base in Bellevue, Illinois. It was at that school that I was introduced to Principles of Guidance and Counseling, a new dimension to education and one which held a certain fascination for me." Dr. Christiansen received a Master's degree from Brigham Young University and a Ph.D. from Michigan State University. Upon graduation from Michigan State University his first employment was at the University of Wyoming in Laramie. After one year there he was invited to join the Education faculty at Arizona State University. His assignment was three quarters time as an administrator and a quarter time in the counseling center. Dr. Christiansen, who called himself "Counselor Educator," became engrossed in the methods and practice of academic advising. Dr. Christiansen, or "Dr. C" as he was affectionately known to his students, soon became known as the faculty member who had a penchant for advising students from the front counter of the College

of Education Advisement Office in Payne Hall at Arizona State University.

- B. In honor of Kent M Christiansen's service and dedication to both the professions of teaching and academic advising, CAA established the Kent M Christiansen Memorial Lecture to recognize his nearly thirty years of dedication to academic advising at Arizona State University.

## Section 2. Best Practices Conference

The Best Practices Conference shall be held annually. This event is intended to provide academic advisors and student support professionals with multiple opportunities for professional development.

## Section 3. Advising Awards

Nominations for exemplary student support staff for awards shall be solicited from the general membership and AAB (Advising Administrators Board). The intention is to recognize the strong efforts put forward by ASU professionals to support students. Nominees will also be submitted to NACADA (the national organization for the academic advising profession). Nomination packets for CAA Advising Awards shall be submitted according to NACADA rules for ease of submission to NACADA.

## Article X Amending Bylaws

Proposed changes and amendments to the Bylaws shall be approved by the Steering Committee prior to circulation to the general membership. Copies of proposed changes to the Bylaws shall be provided to all members at least two weeks prior to voting to adopt changes. Approval of any changes to the bylaws will be by a simple majority of all votes cast.

Last Revision: March 2023