Bylaws of the Arizona State University Council of Academic Advisors

Article I. Name and Acronym

The name of this Association shall be the Arizona State University Council of Academic Advisors. The official acronym of this council shall be CAA.

Article II. Purpose/Mission

The Arizona State University Council of Academic Advisors (herein described as CAA) has as its primary purpose the improvement of academic advising at ASU. It pursues this purpose through:

- professional development for its members,
- representing the interests of advisors and students to university-wide committees, offices, and organizations that impact academic policy and processes,
- activities that contribute to the recognition by the university community of the importance of academic advising at the university and the professional nature of that activity, and
- providing cross-campus and cross-college opportunities for collaboration and relationship building.

Article III. 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 special disabled veteran, other protected veteran, recently separated veteran, or Vietnam era veteran status.

Section 2. Types of Membership

A. Primary Membership is defined as ASU employees who meet one of the following criteria:

- consider themselves to be “academic advisors” by virtue of their job title, job description, and/or primary employment responsibilities.
- have as a primary employment responsibility the direct supervision of academic advisors and/or coordination of academic advising programs.

Privileges of primary membership include voting privileges on official CAA matters and the privilege of running for elected office and holding appointed positions within the CAA organization.
B. Affiliate Membership is available to ASU employees who are not described in the primary membership criteria but who are supportive of CAA’s mission and wish to keep informed of the organization’s activities. Affiliate members are encouraged to attend CAA meetings, participate in discussion of issues at those meetings, and receive CAA memos, notices, any other publications by virtue of inclusion on organization mailing lists.

Affiliate members do not have voting privileges on official CAA matters, and are not eligible to run for elected office or hold appointed positions within the CAA organization.

C. Questions of Membership

Any questions of membership type 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 IV ASU CAA Officers

Section 1. Positions, Terms, and Duties

A. CAA Chair: 1 year term after serving one year as chair elect; Facilitates meetings of CAA Steering Committee by soliciting agenda items, reserving rooms, and oversees the ASU CAA officer election process;
B. CAA Chair-Elect: 2 year term, with first year as Chair-Elect, moves directly to CAA Chair role in second year; fulfills duties of CAA chair in their absence; compiles minutes of CAA Steering Committee meetings; provides overall direction for CAA Signature Event planning;
C. CAA Vice President - Downtown Phoenix: 1 year term; serves on CAA steering committee; represents Downtown Phoenix campus advisors at AAB meeting; provides direction for campus leadership committee; appoints campus specific at-large members to CAA Steering Committee;
D. CAA Vice President - Polytechnic: 1 year term; serves on CAA steering committee; represents Polytechnic campus advisors at AAB meeting; provides direction for campus leadership committee; appoints campus specific at-large members to CAA Steering Committee;
E. CAA Vice President - Tempe: 1 year term; serves on CAA steering committee; represents Tempe campus advisors at AAB meeting; provides direction for campus leadership committee; appoints campus specific at-large members to CAA Steering Committee;
F. CAA Vice President - West: 1 year term; serves on CAA steering committee; represents West campus advisors at AAB meeting; provides direction for campus leadership committee; appoints campus specific at-large members to CAA Steering Committee;
G. CAA Vice President - Communications: 1 year term; maintains lists of primary and affiliate CAA membership; coordinates all CAA communication to members and community at-large including weekly CAA digest and CAA website;
H. CAA Vice President - Finance: 1 year term after serving 1 year as Treasurer-Elect; coordinates budget planning and submission to Provost’s office; maintains financial records of CAA; provides guidance to CAA leadership on purchasing processes and paperwork submission;
I. CAA Vice President - Finance-Elect: 1 year term before serving 1 year as Treasurer; assists Treasurer in the performance of their duties; coordinates CAA professional development award application and distribution;
J. CAA Orientation Representative: 2 year term; Represents the interests of academic advising as a whole on the Orientation Planning Committee and any other groups related to orientation of freshmen and transfer students as appointed;
K. CAA General Studies Representatives: 2 positions; 3 year term; Full voting membership on GSC; serve as member of subcommittee. Serve as liaison by informing CAA of GSC actions and informing GSC of CAA membership opinions and suggestions.

Section 2. Qualifications for Office

A. Officers must be a Primary Member of CAA as defined by Article III, Section 2a.
B. Campus specific officers must have primary employment affiliation at the campus they wish to represent.
C. The CAA Chair-Elect may not have the same primary campus employment affiliation as the CAA Chair.

Section 3. Removal from Office

A. Provisions for removal from office include:
   a. Failure to perform the duties of the office to which elected
   b. Leaving the primary membership category
   c. Leaving the ASU campus where said officer was elected (campus specific officer positions)
   d. No longer employed by ASU
B. Any questions that involve the possible removal of any officer will be reviewed and decided by a two-thirds vote of the Steering Committee members present.

Section 4. Officer Vacancies

A. Should the position of CAA Chair or CAA Vice President - Finance become vacant, the CAA Chair-Elect or CAA Vice President - Finance-Elect shall assume the position of CAA Chair or CAA Vice President-Finance and will complete the remainder of that term, in addition to his/her own term as CAA Chair or CAA Vice President - Finance.
B. Should the position of CAA Chair-Elect or CAA Vice President - Finance-Elect become vacant, the Steering Committee shall appoint an "acting CAA Chair-Elect" or "acting CAA Vice President - Finance-Elect" from among the primary membership to serve until the next annual CAA election. At the next annual CAA election, both the positions of CAA Chair or CAA Vice President - Finance and CAA Chair-Elect or CAA Vice President - Finance-Elect shall be filled by an election.
C. Should the position of General Studies Representative become vacant, the Steering Committee shall fill the position by majority appointment from the primary membership. Per the procedure of the General Studies Council, this appointed officer begins a new three year term.
D. Should any other position not listed in A, B, or C above become vacant, the position will be filled by appointment of a majority of the Steering Committee from among the primary membership to serve the remainder of the term.

Section 5. Additional Officer Positions

A. Any additional ASU CAA officer positions must be approved by a majority of votes cast in a question put before the primary membership of CAA.
B. Should a new ASU CAA officer 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.
C. Newly created ASU CAA officer positions will first be filled using the Officer Vacancy procedure outlined in Article IV, Section 4.
Section 6: Dates

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

Article V 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 officers, planning all meetings, events, trainings, and 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 Council of Academic Advisors. Specific tasks required for carrying out these responsibilities shall be identified and assigned to Steering Committee members by majority vote of the steering committee. All Steering Committee members, wherever possible, should serve on their respective Campus Leadership Committee.

Section 2. Steering Committee Members

A. Elected CAA Officers
   a. All elected CAA officers shall be members of the Steering Committee and have a vote in Steering Committee matters.
   i. The CAA Chair only votes in case of a tie.

B. Steering Committee Members-At-Large
   . All appointed Members-At-Large shall have a vote in Steering Committee matters.
   . The CAA Vice-President - Tempe shall appoint 4 Members-At-Large from the Tempe campus.
   . The CAA Vice-Presidents for Downtown Phoenix, Polytechnic, and West shall each appoint 2 Members-At-Large from their respective campuses.
   a. Each CAA Vice-President shall make appointments to Members-At-Large striving to have Steering Committee representation from each ASU College wherever possible.

Section 3. Quorum & Voting

A. Quorum: A quorum of the Steering Committee shall be half the voting membership of the Steering Committee.
B. Voting: When a quorum is present, all votes taken will be passed by a simple majority of Steering Committee members, except as defined in other portions of these bylaws.

Section 4. Meetings

A. The CAA Steering Committee is encouraged to meet monthly, but shall meet no less than two times each academic year.
B. Meetings shall be open for anyone to attend, although only Elected officers and Members-At-Large may vote on business items.
C. Robert’s Rules of Order, from time to time revised, shall govern the proceedings of all bodies of the Council.
Article VI Campus Chapters

Section 1. The Council of Academic Advisors is a university-wide organization, for all Arizona State University advisors, that promotes a strong sense of community and information sharing among all academic advisors at ASU. It is understood that each ASU campus has its own individual identity and issues.

Section 2. Chapter names shall be:

A. ASU Council of Academic Advisors at the Downtown Phoenix campus
B. ASU Council of Academic Advisors at the Polytechnic campus
C. ASU Council of Academic Advisors at the Tempe campus
D. ASU Council of Academic Advisors at the West campus

Section 3. Campus Chapter Leadership Committees

A. Each Campus Chapter is encouraged to organize a Campus Leadership Committee that best serves the needs of the primary and affiliate membership of that campus.
B. The elected CAA Vice-President for each campus is responsible for leading and organizing the Campus Leadership Committee.

Article VII. Elections

Section 1. Nominations for the positions of CAA Chair-Elect, CAA Vice-Presidents (4), CAA Vice President - Communications, CAA Vice President - Finance-Elect, CAA Orientation Representative, and CAA General Studies Representatives (2) shall be solicited from the primary membership.

Section 2. Timeline

A. CAA Officer 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.
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.

Section 3. Voting Method

A. Elections for ASU CAA officers may take place at an in-person meeting of the entire CAA Membership.
   a. In-Person Elections shall be done by secret ballot.
   b. An officer shall be elected by simple majority of votes cast.
B. Elections for ASU CAA officers may take place electronically by being sent to all of the CAA primary membership.
   . Electronic Elections shall be done by secret ballot.
   a. An office shall be elected by simple majority of votes cast.
Section 4. No proxy ballots allowed for CAA elections.

Section 5. 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.

Article VIII Meetings of the Membership

Section 1. Robert's Rules of Order, from time to time revised, shall govern the proceedings of all bodies of the Council.

Section 2. A meeting of the entire membership of CAA shall take place at a minimum once per academic year.

Section 3. Individual campus chapters shall meet with a frequency best determined by individual campus needs but are encouraged to meet a minimum of once per semester (Fall and Spring).

Article IX Signature Events

Section 1. Kent M Christiansen Memorial Lecture

A. About Dr. Christiansen: 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, the Council of Academic Advisors established the the Kent M Christiansen Memorial Lecture to recognize his nearly thirty years of dedication to academic advising at Arizona State University.

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

**Article X Amending These Bylaws**

Amendments to these bylaws shall occur only at a regularly called general meeting of the entire primary membership of the Council of Academic Advisors or via electronic voting by the entire primary membership. Proposed changes shall be approved by the Steering Committee prior to circulation to the membership. Copies of proposed changes to the bylaws shall be provided to all members at least two weeks prior to the meeting at which they will be considered. Approval of any changes to the bylaws will be by two-thirds majority of all votes cast.