

By-Laws 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.

Primary Members are welcome to attend monthly CAA Steering meetings to provide support to acting CAA Steering Committee leadership (this includes events, volunteering for sub committees, etc.). CAA Primary Members also have voting privileges.

- 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, and 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

- A. 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. This position serves a one-year term (typically after serving one year as Chair-Elect). Main roles include facilitating meetings of the CAA Steering Committee by soliciting agenda items to committee members, reserving rooms, overseeing the annual officer election process. The Chair 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.
- B. CAA Chair-Elect: 2 year term, This position serves a two-year term, with first year as Chair-Elect, moving directly to CAA Chair role in second year. The chair-elect fulfills the duties of the CAA chair in the chair's absence (see above), compiles minutes of the CAA Steering Committee meetings, and assists Chair in providing overall direction for CAA including Signature Events, etc.
- C. CAA Vice President – (Downtown Phoenix, Polytechnic, Tempe, West): 1 year term; serves on CAA steering committee, provides direction for campus leadership committee on their respective campus, and appoints campus specific at-large members to CAA Steering Committee (the number of members at large they can appoint depend on the campus) to support their role as a campus Vice President. Campus Vice Presidents (and their members at large) plan monthly meetings for their respective campus and also collaborate with Steering committee members to plan the Signature Events CAA holds each year.

- D. CAA Vice President - Communications: 1 year term; This position is a one-year term responsible for maintaining the lists of primary and affiliate CAA members. This person coordinates all CAA communication to members and the community at-large, including the weekly CAA Digest and updates of the CAA website.
- E. CAA Vice President - Finance: 1 year term: The VP of Finance serves a one-year term (typically after serving one year as Vice President of Finance-Elect). The Vice President of Finance 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, paperwork submission, and other duties related to the finances of CAA.
- F. CAA Vice President - Finance-Elect: 2 year term: This role serves a two-year term with the second year as the Vice President of Finance (role above). The Vice President of Finance-Elect assists the Vice President of Finance in the performance of their duties and coordinates the CAA professional development awards process, from application to distribution.
- G. CAA Orientation Representative: 2 year term; This role represents the interests of academic advising as a whole on the Orientation Planning Committee, as well as any other groups related to orientation of first year and transfer students, as appointment.
- H. CAA General Studies Representatives: 3 year term, 2 positions; CAA has two people in this position and serving on the General Studies Committee. These roles are three-year terms. The representatives enjoy full voting membership on the General Studies Committee 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 Committee, as well as voicing to the General Studies Committee the opinions and suggestions of the CAA membership.
- I. CAA Members-At-Large (Downtown Phoenix, Polytechnic, Tempe, West): 1 year term: Provide support to CAA Campus Vice President on their respective campus. This position is chosen by the acting Campus Vice President on that campus (the number of members at large depends on the campus size). Roles and responsibilities will depend on the needs of the Campus Vice President but can include help with monthly meetings, assisting with tasks associated with a signature event, communications on their respective campus, etc. Each member-at-large has voting privileges. Members-at-large are strongly encouraged to attend their monthly campus meetings and/or the monthly steering committee meeting to remain up-to-date with news, tasks, and information pertaining to CAA.

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. At the time of election, 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. Any elected officer can request a meeting for review of another elected or appointed position.

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 their 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, a special election will be held to fill the vacancy. The new 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.

Section 7. Code of Conduct

A. ASU Rules and Regulations

- a. 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
 - i. Verbal communication about concerns in behavior or performance. The CAA Chair and/or CAA Chair-Elect will meet with the violating member to address behavior.
- b. Formal Warning
 - i. Verbal and written communication about concerns in performance. The CAA Chair and /or CAA Chair-Elect will meet with the violating member to address behavior. At the discretion of the CAA Chair and/or CAA Chair-Elect an improvement plan will be created for the violating member to comply with.
- c. Removal
 - i. If 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 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

a. All appointed Members-At-Large shall have a vote in Steering Committee matters.

b. The CAA Vice-President - Tempe shall appoint four Members-At-Large from the Tempe campus.

c. The CAA Vice-Presidents for Downtown Phoenix, Polytechnic, and West shall each appoint two Members-At-Large from their respective campuses.

i. 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.
 - a. Electronic Elections shall be done by secret ballot.
 - b. An officer 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 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.
 - b. The story of Dr. Christiansen should be told at the start of the event.
 - c. 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.