**University of Cincinnati Undergraduate Academic Advising Association (UCUAADA) Bylaws**

**Article I. Names and Acronym**

The name of this association shall be the University of Cincinnati Undergraduate Academic Advising Association. The official acronym shall be UCUAADA.

**Article II. Definition of Academic Advising (taken from NACADA Concept of Academic Advising)**

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution. Regardless of the diversity of our institutions, our students, our advisors, and our organizational structures, academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

SUMMARY

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students’ educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes.

**Article III. Purpose**

The University of Cincinnati Undergraduate Academic Advising Association (UCUAADA) was formed in 1988 to provide communication links and information sharing among those involved in academic advising. The group represents all colleges and offices concerned with advising and is committed to implementing ideas and programs to strengthen advising.

**Article IV. Goals**

1. Provide communication links among those involved in academic advising at the undergraduate level at the University of Cincinnati.
2. Provide information sharing among those involved in academic advising at the undergraduate level at the University of Cincinnati.
3. Support and provide local professional development opportunities for those involved in  
   academic advisement at the University of Cincinnati.
4. Provide liaison and advice to university administration regarding issues related to academic advising.
5. Affiliate with the National Academic Advising Association (NACADA) and the Ohio  
   Academic Advising Association (OHAAA).
6. Establish relationships with other professional organizations.
7. Establish and promote a local award and recognition system for academic advising.
8. Provide a means of social support and professional networking across campus.

**Article V. Membership**

1. Equal Opportunity - Membership in UCUAADA and opportunities for leadership shall be open to all individuals, and there shall be no discrimination for reasons of religion, age, race or color, gender, sexual orientation, national origin, veteran status, or disability.
2. Eligibility
   1. Full time and part time employees of the University of Cincinnati. Membership shall be open to academic advisors, counselors, faculty, administrators, and others interested in academic advising.
   2. All members shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by UCUAADA.
   3. Registration. Eligible full time and part time employees must register with the secretary of the organization by providing contact information in order to become members.
3. Dues - There are no fees associated with UCUAADA membership.

**Article VI. Meetings of the Membership**

1. UCUAADA meetings are held monthly.
2. The executive committee calls special meetings, events and conferences based on member interests and professional development needs.

**Article VII. Executive Committee**

1. Composition - The Executive Committee shall be comprised of five (5) elected members:  
   **Convener** - Convene group for monthly meetings and special events; reserve meeting locations; assist in contacting guest speakers; maintain organizational focus of group; maintain contacts with College Liaison Committee (CLC) and other university officers in academic and student affairs; propose and submit budget; act as UCUAADA representative to outside organizations (NACADA, Cincinnati Consortium of Colleges and Universities, etc.)  
   **Secretary** - Maintain UCUAADA Listserv; take meeting minutes; distribute meeting minutes; send meeting notices.  
   **Program Development Chair** - Identify issues to address at monthly meetings and special events; assist in contacting guest speakers for monthly meetings; recruit and organize committees for special events (Majors Fair, Holiday Luncheon, Mini Conference, etc), and send thank you notes to guest speakers.  
   **Award and Recognition Chair** - Plan and organize processes and committees to recognize those involved in academic advising (i.e. Outstanding Academic Advisor of the Year, Faculty Advisor, Advising Administrator etc.)

**Communications Chair** – Manage social media, coordinate the acknowledgement of advisors who present and publish throughout the year and other communication related items addressed by the board.

**The UCUAADA Board also includes a seat for the Webmaster and 2 at-large seats for previous Board members who wish to stay engaged. These are voluntary and not elected.**

1. Elections. Active members who express an interest and ability to act as an executive committee member may make themselves eligible by notifying the UCUAADA secretary or election committee before elections occur, during the last regular meeting of the year.
2. Tenure. Terms are for two years, with ½ of the executive committee elected on odd number years and ½ elected on even number years, with the Convener and Secretary elected on even number years and the Program Development, Award and Recognition, and Communications Chair elected on odd number years. Members may serve up to two consecutive terms in any one capacity on the Executive Committee. No member may hold more than one seat on the Executive Committee at one time.
3. NACADA membership. At least one Executive Committee member shall be a current member of the National Academic Advising Association (NACADA) at all times.

**Article VIII. Amendments**

Amendments to the bylaws must be ratified by a majority vote of members.