

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 the OHAAA bylaws)

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 resources. Advisors create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions. Advising is personalized to consider the particular needs of each student. Effective academic advising has been shown to have a positive effect on student success, retention and timely degree completion.

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
 - A. 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.

B. All members shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by UCUAADA.

C. 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 four (4) 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.)

Recording/Corresponding Secretary - Maintain UCUAADA Listserv; take meeting minutes; distribute meeting minutes; send meeting notices; send thank you notes to guest speakers

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).

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, Support Staff, etc.)

2. 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.

3. Tenure. Terms are for two years, with ½ of the executive committee elected on odd number years and ½ elected on even 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.

4. 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.