

KASADA

KENT ACADEMIC SUPPORT AND ADVISING ASSOCIATION

Article I

NAME AND ACRONYM

The association will be known as the Kent Academic Support and Advising Association. Its official acronym shall be KASADA.

Article II

MISSION

The Kent Academic Support and Advising Association (KASADA) is an allied member of the National Academic Advising Association (NACADA). The purpose is to provide professional development for academic advisors and student affairs professionals at Kent State University and regional colleges and universities. KASADA seeks to enhance academic advising by providing opportunities for networking, peer support and the exchange of ideas to promote student learning.

GOALS

SEC. 1. COLLABORATION (INTERNAL/EXTERNAL):

Form connections at the University, regional and national level including but not limited to:

- Affiliation with NACADA
- Conference presentations at local, regional and national venues
- Cross-departmental partnerships, events and programs

SEC 2. NETWORKING:

- Establish strong professional and personal contacts and relationships through regularly scheduled KASADA programs, activities and interactions.
- Create formal and informal venues for individual and team collaborations
- Create opportunities for fostering communication across academic units

SEC 3. PEER/COLLEAGUE SUPPORT:

- Create an environment for individuals to interact with colleagues and form a professional identity
- Provide opportunities to share concerns and support one another through avenues including trending topics, brown bags, web site and social networking

SEC 5. PROFESSIONAL DEVELOPMENT:

- Strive toward continuous improvement of advising practices for the membership through sharing of best practices, current research and trends
- Foster professional development through in-services and conferences
- Provide a scholarship to individuals who apply for professional development funds to attend state, regional or national avenues that allow personal, professional development within advising

SEC 4. RESEARCH:

- Promote and encourage research on advising-related subjects

Article III

ASSOCIATION WITH THE NATIONAL ACADEMIC ADVISING ASSOCIATION

It is the intent of the organization to maintain allied membership in the National Academic Advising Association (NACADA) and support the goals and programs of NACADA.

Article IV

MEMBERSHIP

SEC. 1. EQUAL OPPORTUNITY

Membership in KASADA and opportunities for leadership shall be open to all individuals. There shall be no discrimination for reasons of race, religion, age, gender, sexual orientation, national origin, veteran status or handicap.

SEC. 2. TYPES OF MEMBERSHIP

A. REGULAR

1. ELIGIBILITY

Regular memberships shall be open to academic advisors, student support personnel, faculty advisors, administrators, counselors and other members of the Northeast Ohio higher education community whose interests are in the area of advising and student services.

2. PROCEDURE

An individual may become a member in good standing by applying for membership and paying dues as stipulated in Section 3 of this Article.

3. RIGHTS

All regular members in good standing shall be eligible to vote, hold office and attend KASADA sponsored activities.

B. OTHER MEMBERSHIP TYPES

1. GRADUATE STUDENTS

Graduate students who are in good standing can apply for student membership. They will enjoy all the rights and privileges of membership, except they may not hold office.

2. LIFETIME MEMBERSHIP

The Executive Committee may confer lifetime membership upon retired members of KASADA. Lifetime members will enjoy all of the rights and privileges of membership, except they may not vote, hold office or pay dues.

SEC. 3. DUES

- A.** Annual dues shall be established by the Executive Committee with recommendations from the Treasurer and approval by the voting membership.
- B.** Annual membership dues are payable upon joining KASADA. The membership year is June 1st to May 31st.

Article V.

MEETINGS OF THE MEMBERSHIP

- SEC. 1.** A business meeting will be held at the annual conference to conduct elections and voting on bylaw revisions.
- SEC. 2.** A quorum of the membership shall consist of twenty percent of the membership.
- SEC. 3.** The proceedings at meetings shall be governed by Robert's Rules of Order.

Article VI.

EXECUTIVE COMMITTEE

SEC. 1. COMPOSITION

- A.** The officers of KASADA shall consist of the following positions: president, vice president, secretary, treasurer, professional development chair, annual conference co-chairs, marketing chair, commissions chair and University Advising representative.

SEC. 2. TENURE

- A.** Each officer shall serve for a term of one year, with the option to continue for a second year. Terms begin annually in June.
- B.** No individual shall serve for more than two consecutive years in any one capacity. No member may hold more than one seat on the Executive Committee at one time.

SEC. 3. SELECTION

- A.** Officers shall be elected annually in May.
- B.** The vice president shall assume the role of president at the end of one year as vice president.
- C.** Eligible members interested in holding a position on the Executive Committee may indicate their interest to the Executive Committee prior to May 1st.
- D.** Nominees receiving the majority of the votes shall be elected.

SEC. 4. POSITION DUTIES

A. PRESIDENT

The president shall preside at all Association and Executive Committee meetings. The president is responsible for overseeing all of the Association's activities. The outgoing president will serve as an ex officio member of the Executive Committee and be available for consultation upon request.

B. VICE PRESIDENT

The vice president shall perform the duties and responsibilities of the president in his or her absence and when so acting shall exercise the powers of the president. The vice president shall assume the role of president at the end of one year as vice president. The vice president will sit on the Professional Development and Conference Committee meetings and inform the President on their activities.

C. SECRETARY

The secretary shall keep records of the conference business meeting, annual retreat and the Executive Committee meetings. The secretary shall give notice of special meetings to all members.

D. TREASURER

The treasurer shall have custody of all Association funds and shall maintain such deposits in a federally insured depository institution approved by the Executive Committee. The Treasurer shall also maintain a register accounting for all receipts and disbursements. The treasurer shall present the books to the President and Vice President for audit on an annual basis. The fiscal year will be from June 1st through May 31st. The treasurer will also serve as membership chair and shall maintain the KASADA listserv.

E. CO-CHAIRS, ANNUAL CONFERENCE

The Annual Conference Co-Chairs are responsible for calling regular meetings of the Annual Conference Standing Committee. The purpose of the Annual Conference Standing Committee shall be to promote the individual and corporate professional growth of the membership for the benefit of the advisors, students and University as a whole. It is expected that this committee will be responsible for all operations related to the annual conference. The Annual Conference Co-Chairs will facilitate fundraising efforts and sponsorship in support of KASADA events and strategic initiatives. In addition, the Annual Conference Standing Committee will work with the Marketing Chair to ensure the annual conference is properly archived.

F. CHAIR, PROFESSIONAL DEVELOPMENT

The Professional Development Chair is responsible for calling regular meetings of the Professional Development Standing Committee, which plans all networking, trending topic and brown bag events. A minimum of one event is intended to be planned per semester. The purpose of the Committee shall be to promote the individual and corporate professional growth of the membership for the benefit of the advisors, students and University as a whole.

G. CHAIR, MARKETING

The Marketing Chair is responsible for calling regular meetings of the Marketing Standing Committee. The purpose of the Marketing Standing Committee is to facilitate communication of relevant information among advisors, KASADA membership, University relations, local communities and social media as appropriate. The Marketing Standing Committee shall also be in charge of the KASADA newsletter, website and social media presence. The Marketing Chair shall serve as historian through the collection of annual reports for documentation on the KASADA website.

H. CHAIR, COMMISSIONS

The Commissions Chair shall be responsible for establishing commissions, parallel to those existing within NACADA, that enable members to communicate and collaborate on trending topics and best practices in relation to the field of academic advising. The Commissions Chair shall oversee the Commissions Standing Committee and seek member participation in maintaining updated information for each established commission. The Commissions Chair shall manage an electronic platform as a vehicle for ongoing commission communications.

I. UNIVERSITY ADVISING REPRESENTATIVE

A representative from University Advising shall serve as an ex-officio member of the Executive Committee to maintain open communication and collaboration between Kent State University and KASADA.

SEC. 5. SPECIFIC POWERS AND RESPONSIBILITIES

The Executive Committee shall have full authority over the affairs of KASADA between its meetings, shall represent KASADA to the University, shall make recommendations to the Association, shall perform duties as stated in the bylaws and shall act as directed by the Association.

- A.** The Executive Committee shall be responsible for meetings of the Association.
- B.** The Executive Committee shall supervise the activities of the Standing Committees.
- C.** The Executive Committee shall reconvene annually at the June retreat to transition officers and plan for the next academic year.
- D.** The Executive Committee shall prepare and submit an annual budget for their standing committees by the June retreat.
- E.** The Executive Committee shall prepare and submit an annual report at the June retreat.
- F.** The Executive Committee determines the amount of annual dues, subject to approval by the membership.
- G.** The Executive Committee must approve all contracts and/or other agreements obligating the Association.

SEC. 6. REMOVAL

Officers may be removed for cause by a two-thirds vote of the Executive Committee or a majority vote of the Association. Officers removed by the Executive Committee may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the Association.

SEC. 7. INTERIM OFFICERS

In the event of a vacancy, the Executive Committee shall appoint a replacement to serve until the Officer Election.

Article VII

STANDING COMMITTEES

SEC. 1. MEMBERSHIP

- A. Membership in the standing committees shall be open to all members of KASADA.
- B. Members may join a standing committee by voicing their interest to the chair of the committee, or to any member of the Executive Committee, or by noting on the membership application.
- C. A standing committee member may remain as long as they are a member in good standing of KASADA, or until they resign from the committee.

SEC. 2. CHAIRPERSONS

- A. The chairpersons of the standing committees shall be elected from among the membership every May.
- B. If a standing committee does not have a chair by the second meeting of the Executive Committee after May elections, the Executive Committee shall appoint a chair.

SEC. 3. DUTIES

- A. Each standing committee shall prepare an annual budget to be submitted to the Executive Committee at the June retreat.
- B. Each standing committee shall prepare an annual report to be submitted to the Executive Committee prior to the June retreat.

Article VIII

AMENDMENTS TO BYLAWS

SEC. 1. Any member(s) in good standing may submit a proposed amendment to these Bylaws in writing to a member of the Executive Committee.

SEC. 2. Upon affirmative vote of a majority of the Executive Committee, the proposed amendment shall be submitted to the membership for a vote.

SEC. 3. The Bylaws shall be amended by an affirmative vote of two-thirds of a quorum of the membership either by mail, email or at a meeting of the Association.

Article IX
DISSOLUTION

Upon dissolution of this Association, the Executive Committee shall provide the payment of all debts and claims against the Association, and for the transfer of all remaining funds and property to Kent State University.

Revisions History

JUNE 12, 2003

Article VI, Sec. 3, E: amended Regional Campus Committee description

FEBRUARY 6, 2005

Article IV, Sec. 2, B, 1: amended

Article IV, Sec. 3, A: amended

Article IV, Sec. 3, B: amended

Article VI, Sec. 1., B: amended term starting month

Article VI, Sec. 3, A: amended President description

Article VI, Sec. 3, B: amended Vice President description

Article VI, Sec. 3, D: amended Treasurer description

Article VI, Sec. 3, F: amended Co-Chairs, Professional Development Standing Committee description

Article VII, Sec. 2: amended

OCTOBER 15, 2005

Article III: amended

Article VI, Sec. 2, A: amended

Article VI, Sec. 2, C: amended

Article VII, Sec. 2, 4: amended

Article VIII, Sec. 2, A: amended

Article VIII, Sec. 2, B: amended

Article VIII, Sec. 3, A: amended

Article VIII, Sec. 3, B: amended

JANUARY 3, 2007

Article VI, Sec. 1., A: amended

Article VI, Sec. 3, D: amended Treasurer description

Article VII, Sec. 1: amended

APRIL 19, 2007

Article VI, Sec. 1., A: amended
Article VI, Sec. 1., B: amended term continuation and starting month
Article VI, Sec. 2., B: amended
Article VI, Sec. 3, A: amended President title and description
Article VI, Sec. 3, B: amended Vice President title and description
Article VI, Sec. 3, F: amended Co-Chairs, Professional Development Standing Committee title
Article VII, Sec. 1: amended

APRIL 9, 2010

Article VI, Sec. 1., A: amended
Article VI, Sec. 3, E: amended Regional Campus Committee description
Article VII, Sec. 1: amended
Article VII, Sec. 3: amended

FEBRUARY 8, 2013

Article II, Goals, Peer/colleague support: amended second bullet
Article II, Goals, Research: amended
Article VI, Sec. 1., A: amended
Article VI, Sec. 2, A: amended
Article VI, Sec. 2, C: amended
Article VI, Sec. 3, E: amended Regional Campus Committee description
Article VI, Sec. 3, F: amended Co-Chairs, Professional Development Standing Committee description
Article VII, Sec. 1: amended
Article VIII, Sec. 2, A: amended

MARCH 2014

Article II, MISSION: deleted “KASADA supports the field of academic advising through research, publication and the recognition of excellence in academic advising.”
Article II, GOALS, Peer/colleague support: deleted hot topics and meet-ups
Article IV, Sec. 2, A, 1: extended membership to Northeast Ohio
Article IV, Sec. 3, B: amended membership year to May 1 – April 30
Article V, Sec. 1: amended regular meetings to one membership meeting at the annual conference
Article VI, Officers: combined with Article VII, Executive Committee
Article VI, Sec. 1: removed Tenure
Article VI, Sec. 1, A: amended officers to include president, vice president, secretary, treasurer, professional development chair, annual conference co-chairs, marketing chair, commissions chair and University Advising representative
Article VI, Sec. 2: renamed Tenure
Article VI, Sec. 2, B: added, moved from prior Article VII, Executive Committee, Sec. 2 Tenure
Article VI, Sec. 3: renamed Selection
Article VI, Sec. 4: renamed Position Duties

Article VI, Sec. 4, B: deleted historian responsibilities; added attendance at Conference Committee meetings

Article VI, Sec. 4, D: added annual treasury review by president and vice president

Article VI, Sec. 4, E: deleted Chair, Regional Campus Committee; renamed Co-Chairs, Annual Conference; revised to include only conference related responsibilities

Article VI, Sec. 4, F: revised to Chair, Professional Development; responsibilities related to networking events, trending topics and brown bags

Article VI, Sec. 4, G: renamed Chair, Marketing

Article VI, Sec. 4, H: added Chair, Commissions; responsible for managing topical commissions

Article VI, Sec. 4, I: added University Advising Representative; ex-officio member of the Executive Committee

Article VI, Sec. 5: renamed Specific Powers and Responsibilities; moved from prior Article VII: Executive Committee, Sec. 2, B; added C: transition of officers; deleted 7: authorization of fund expenditures below \$500

Article VI, Sec. 6: added Removal; moved from prior Article VII: Executive Committee, Sec. 4

Article VI, Sec. 7: added Interim Officers; moved from prior Article VII: Executive Committee, Sec. 5

Article VII: renamed Standing Committees

Article VIII: renamed Amendments to Bylaws

Article VII, Sec. 1: deleted requirement of signature by five KASADA members

Article XIX: renamed Dissolution