

FLACADA Constitution and Bylaws

I. Name

- a. The name of this association is the Florida Academic Advising Association, Inc., and the official acronym shall be FLACADA.

II. Mission and Purpose

- a. FLACADA is an organization of professionals from higher education institutions concerned with the personal and academic advising needs of students within the State of Florida. The primary goals of FLACADA are:
 - i. To adhere to the NACADA core values of advising which state that advisors are responsible:
 1. For themselves and their professional practices
 2. To the individuals they advise
 3. For involving others
 4. To their institutions
 5. To higher education
 6. To their educational community
 - ii. To increase advisor effectiveness by providing opportunities for its members to discuss academic advising issues within the State of Florida.
 - iii. To provide a network of professional advisors across the State of Florida that fosters collaboration amongst institutions.
 - iv. To promote communication among all advisors/members of higher education institutions around the State of Florida.
 - v. To create a forum for discussion for advisors to share ideas and initiatives that are working at their institutions.
 - vi. To provide annual conferences where advisors can meet and discuss opportunities for student advancement.

III. Membership

- a. Membership is open to academic advisors and any higher education professional or other stakeholder from all higher education institution in the State of Florida.
- b. There shall be no discrimination based on age, race, abilities, gender, sexual orientation, gender identity and expression, veteran status, national origin, religion, or other status.
- c. Membership dues will be collected and maintained by the FLACADA Steering committee.

IV. Leadership and Steering Committee

- a. Leadership
 - i. As the organization grows, there will be other leadership opportunities that will be created. These will be open to any member of the Academic Advising Community within the State of Florida that is a member of FLACADA. Candidates will go through a vetting process conducted by the Steering committee and the FLACADA Chair. If the process leads to multiple candidates for one position, then the steering committee will hold a special election, where members can submit an electronic ballot after reading platform submissions.

b. Steering Committee

- i. The initial composition of the steering Committee for this organization was made up of volunteers from around the State of Florida. The composition of this team includes the current and previous FLACADA Chair, the current and past FLACADA conference Chairs, the Executive Editor of the FLACADA Sunshine Times, the Communications Coordinator(s), the Administrative Coordinator, the Financial Coordinator, the Membership Coordinator, the Awards and Scholarship Coordinator, the Technology Coordinator, the Sponsorship Coordinator and at least one, but no more than three at-large members.
- ii. Opportunities for certain positions of the steering Committee will be filled by appointment from the FLACADA Chair with approval by the steering committee.
 1. Nominees must be active and in good standing FLACADA members.
 2. Positions filled by Chair are: Conference Chair, Administrative Coordinator, Executive Editor of Newsletter, Financial Coordinator, and Technology Coordinator.
- iii. Opportunities for certain positions for the steering Committee will be filled by election where all Active members may be eligible.
 1. Positions filled by election are: Chair, Communications Coordinator, Awards Coordinator, Sponsorship Coordinator, and At Large Member(s)

c. Length of Term and Elections

- i. All positions will have a term of up to two years.
- ii. All positions can serve up to two terms.
- iii. Members can serve an unlimited number of roles on the board but cannot serve more than two terms in each position.
- iv. The start of the term will be at the end of the annual Drive-In Conference.
- v. The end of the term will be at the end of the annual Drive-In Conference.
- vi. Elections for Chair will be held four months prior to the Annual Conference. The Chair Elect will be allowed to serve on the board for those four months to help with the transition.
- vii. Chair elections will take place in odd years and the Administrative Coordinator and Financial Coordinator will be chosen in even years to help sustain the continuity of the committee.

d. Duties of Committee

- i. As the organization grows, there will be opportunities for other leadership positions. These positions are currently filled on a volunteer basis, and will include but are not limited to:
 1. Current FLACADA Chair
 - a. Appointed by FLACADA Member Election and reports to Steering Committee
 - b. Presides at all meetings of FLACADA steering Committee
 - c. Oversees all of the association's activities
 - d. Schedules facilities and calls the meetings of the Steering Committee

- e. Has joint custody of all FLACADA funds
 - f. Attends annual FLACADA conference and participates in steering committee meetings
2. Previous FLACADA Chair
 - a. Reports to Steering Committee
 - b. Acts as a consultant to the current Chair and Steering Committee
 - c. Attends Annual FLACADA Conference and participate in Steering Committee meetings
 3. Conference Chair
 - a. Appointed by Chair and reports to Steering Committee
 - b. Serves as a liaison between the conference planning committee and the steering committee
 - c. Responsible for keeping records of all conference information
 - d. Updates conference information on website
 - e. Collaborates with Membership, Sponsorship, Awards and Communications Coordinators in planning the Annual FLACADA Conference
 - f. Attends Annual FLACADA Conference and participate in steering committee meetings
 4. Previous Conference Chair
 - a. Reports to Steering Committee
 - b. Acts as a consultant to the current Chair and steering committee
 - c. Attends Annual FLACADA Conference and participates in steering committee meetings
 5. Executive Editor of Newsletter
 - a. Appointed by Steering Committee election and reports to Steering Committee
 - b. Responsible for the entire publication, and has the final say as to which stories get included
 - c. Responsible for "Editor's Corner"
 - d. Responsible for delegating assignments to assistant editors
 - e. Sets deadlines for articles, submissions and distribution for release four times per year
 - f. Attends Annual FLACADA Conference and participates in steering committee meetings
 6. Communications Coordinator
 - a. Appointed by FLACADA Member Election and reports to Steering Committee
 - b. Contributes to the goals, programs, and all external communication for FLACADA
 - c. Responsible for daily communication via all social media outlets

- d. Collaborates with conference chair to disseminate information regarding conference leading up to, day of and post conference
 - e. Collaborates with executive editor to distribute newsletter
 - f. Collaborates with technology coordinator for FLACADA website
 - g. Assists Chair at meetings and conferences
 - h. Attends Annual FLACADA Conference and participates in steering committee meetings
7. Administrative Coordinator
- a. Appointed by Steering Committee election and reports to Steering Committee
 - b. Prepares, distributes and posts all steering committee meeting minutes
 - c. Assists with the collection and documentation of FLACADA's history and events
 - d. Keeps records of all meetings of FLACADA and the steering committee
 - e. Maintains a copy of the current bylaws
 - f. Reviews the bylaws and proposes any changes to the general membership at the business meeting at the annual FLACADA conference
 - g. Has joint custody of all FLACADA funds
 - h. Attends annual FLACADA conference and participates in steering committee meetings
8. Financial Coordinator
- a. Appointed by Steering Committee election and reports to Steering Committee
 - b. Has joint custody of all FLACADA funds and shall maintain such deposits in a federally insured depository institution approved by the Steering committee
 - c. Maintains accounting records for all receipts and disbursements and provide year to date and annual reports at Steering committee meetings
 - d. Recommends policies and procedures regarding income and expenditures of organization funds
 - e. Maintains the Employer ID Number and 501(C)(3) documents
 - f. Responsible for submitting and reviewing yearly tax documents
 - g. Attends Annual FLACADA Conference and participates in Steering committee meetings
9. Membership Coordinator
- a. Appointed by FLACADA Member Election and reports to Steering Committee
 - b. Maintains accurate database of all FLACADA members
 - c. Encourages and solicits membership
 - d. Responsible for coordinating workshops, and educational events for members

- e. May collaborate with like-minded state organizations
- f. Assists with the election process
- g. Attends Annual FLACADA Conference and participates in Steering committee meetings

10. Awards Coordinator

- a. Appointed by FLACADA Member Election and reports to Steering Committee
- b. Coordinates applicants, selection, and process for FLACADA awards and scholarship program
- c. Updates nomination information on the FLACADA website page in collaboration with Chair
- d. Develops promotion for FLACADA's awards and scholarship programs in consultation with Chair
- e. Facilitates notification between Chair and FLACADA's award and scholarship winners
- f. Collects biographies and pictures of recipients for the FLACADA's social media outlets
- g. Attends Annual FLACADA Conference and participates in Steering committee meetings

11. Technology Coordinator

- a. Appointed by Steering Committee election and reports to Steering Committee
- b. Provides support, information, and education to members in their use of technology in advising
- c. Coordinates an annual Technology Workshop/Webinar for members
- d. Provides consulting and support to Steering committee in technology-related projects
- e. Seeks Input from NACADA Technology in Advising Commission
- f. Responsible for the maintenance of the FLACADA website in collaboration with the Steering Committee.
- g. Attends Annual FLACADA Conference and participates in Steering committee meetings

12. Sponsorship Coordinator

- a. Appointed by FLACADA Member Election and reports to Steering Committee
- b. Seeks out sponsorship opportunities for all FLACADA events
- c. Collaborates with Conference Chair for sponsorship for Annual FLACADA Conference
- d. Works with 3rd party companies to provide benefits for FLACADA members
- e. Attends Annual FLACADA Conference and participates in Steering committee meetings

13. NACADA State of Florida Liaison

- a. Position is appointed by election of NACADA members in Florida
- b. Serves as a liaison between Steering Committee and NACADA Region IV Committee
- c. Represents NACADA at state meetings and other occasions deemed necessary to carrying out NACADA's and Region IV mission
- d. Attends Annual FLACADA Conference and participates in Steering committee meetings

14. At Large Member

- a. Appointed by FLACADA Member Election and reports to Steering Committee
- b. This representative will reside as a member on the board rather than filling a specific duty, such as Financial Coordinator or Administrative Coordinator and will assist the other coordinators with their duties as needed
- c. There may be up to three At Large Members holding two year terms, alternating election years

e. Removal

- i. Steering committee members will be required to resign from their position if they become employed outside the State of Florida, miss more than three meetings in a calendar year, or abandon duties as an officer. Officers may also be removed from office by a two-thirds majority vote from the steering committee
 - a. Interim Committee Members
 - i. If a position becomes vacant by resignation or removal, there will be a call via email/social media for active members to fill the position. This will result in direct appointment from the FLACADA Chair.

f. Nomination and Election of Positions

- i. The Chair, with advice and consent from the Steering Committee, shall charge the Membership Coordinator with the following responsibilities:
 - 1. To secure a slate of candidates from the current list of active and in good standing FLACADA members
 - 2. To prepare and arrange dissemination of secret ballots to all members that are active and entitled to vote
 - 3. To oversee the election procedures so that the results of the election may be made known at the Annual Drive-In Conference
 - 4. To ensure a broad range of candidates
- ii. Secret Ballots:
 - 1. The secret ballots shall be distributed to all members entitled to vote who are on the membership list who are active and in good standing and who are members on the record date for the election as determined by the steering committee

2. The secret ballot shall be distributed in the first month of the calendar year. The secret ballot shall be deemed to be delivered when sent to the server for announcement of procedures for voting on-line
 3. Ballots submitted electronically will be cast as secret ballots through the on-line voting process
- iii. Election:
1. Each candidate for member of the Steering Committee shall be deemed to be elected if he/she receives a plurality of the votes cast; provided, however that at least ten percent (10%) of the membership entitled to vote have participated in the voting. In case of a tie, a run-off election shall take place between the candidates receiving the highest number of votes. Run-off elections shall follow the same procedures as the regular election, with ballots distributed within 60 days of the initial tabulated results

V. Meetings

- i. Meetings will be conducted once per calendar month via online video conferencing. There may also be meetings planned after certain events where a quorum can be in attendance (at least 50% plus one member). Meetings will be conducted by the FLACADA Chair, and minutes will be audio and video recorded. The meeting minutes will be disseminated to the steering committee.

VI. Amending These Bylaws

- a. Amendments to the bylaws shall occur only at regularly called steering committee meeting. Proposed changes shall be approved by the Steering committee prior to circulation to the membership. Copy of proposed changes to the bylaws shall be provided to all members of the board at least one week prior to the meeting at which they will be considered. Approval of any changes to the bylaws will be by two-thirds majority of members present and voting.