

**BYLAWS
OF THE INDIANA ACADEMIC ADVISING NETWORK**

ARTICLE I

Name

The name of this association shall be the Indiana Academic Advising Network. It will also be known as IAAN.

ARTICLE II

Object

Section I: Mission

The Indiana Academic Advising Network (IAAN) is an organization of professionals from colleges and universities concerned with the intellectual, personal, and career or vocational advising needs of students within the State of Indiana. IAAN was founded to foster the personal and professional development of its members by promoting quality academic advising in the state. It is a forum for discussion, debate, and the exchange of ideas regarding academic advising and related areas of higher education.

Section II: Definition of Academic Advising

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.

Section III: Goals

- A. Support and provide for the professional development of the membership.
- B. Establish a communication network among the members working in institutions of higher education in Indiana.
- C. Raise awareness and promote academic advising in the state of Indiana.
- D. Establish connections with other professional organizations and groups especially those in the state of Indiana involved in higher education.
- E. Support the goals and programs of the National Academic Advising Association (NACADA)

ARTICLE III

Membership

Section I: Eligibility

Membership in IAAN is open to academic advisors, counselors, faculty members, administrators, students serving as peer advisors, and others whose interests are in the area of academic advising.

Section II: Admission

An eligible individual shall become a regular member in good standing upon payment of annual IAAN dues.

Section III: Rights

All regular members in good standing shall be eligible to attend meetings, vote, hold office, and utilize all the services and benefits provided by IAAN.

Section IV: Dues

The Board of Directors shall set dues annually. The membership year is from July 1 through June 30. The Treasurer will notify members one month in arrears and those whose dues are not paid by September 1 shall automatically be dropped from membership in IAAN.

ARTICLE IV

Officers

Section I: Composition

The officers of IAAN shall be: President, Vice-President, Secretary, Treasurer, and three State Regional Representatives. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by IAAN. The NACADA State Representative is expected to also serve as an officer of IAAN with the term of office, duties and responsibilities as outlined in the NACADA governance documents.

Section II: Nomination Procedure

An announcement of upcoming elections shall be sent to all IAAN members at least one month prior to the annual meeting of IAAN. The Membership and Nominating Committee shall accept letters of candidacy from eligible members. Members may submit letters of candidacy on their own behalf or on behalf of other members of IAAN providing the candidate agrees to serve as an officer if nominated and elected. The Membership and Nominating Committee shall consider all the letters of candidacy and nominate at most two candidates for each office. If an insufficient number of applications are received, the Membership and Nominating Committee may contact members to request permission to nominate them. Candidates for the offices of President, and Vice-President must be NACADA members. Before the election at the annual meeting, additional nominations from the floor shall be permitted.

Section III: Elections

Officers shall be elected at the Annual Meeting by a majority vote of members present.

Section IV: Terms of office

Officers, with the exception of the Treasurer, shall serve for a term of two years. Terms begin at the conclusion of the annual meeting at which the election took place. The President, Vice-President, and one State Regional Representative will be elected in even years; and the Secretary and two State Regional Representatives will be elected in odd years. The Treasurer shall be appointed by the Board of Directors and is not subject to the term limitation specified in Article IV, section V.

Section V: Office Holding Limitations

Officers may not be elected to serve more than two consecutive terms in any office.

Section VI: Removal from Office

Officers may be removed for cause by a two-thirds vote of the Board of Directors or by a majority vote of IAAN members present at the annual meeting. Officers removed by the Board of Directors may, upon protest, have their removal confirmed or disaffirmed by a majority vote of the members present at the annual meeting.

Section VII: Interim Officers

In case of vacancy, resignation, or removal of the President, the Vice-President shall serve for the remainder of the term. In case of vacancy, resignation, or removal of any other office, the Board of Directors shall solicit nominations and appoint a new officer to fill the remainder of the term.

ARTICLE V

Duties and Responsibilities of Officers

Section 1: President

The President shall preside at all meetings of IAAN and the Board of Directors. The President is generally responsible for overseeing all the IAAN activities. The President may call special meetings of the Board of Directors and will serve as an ex-officio member of all standing and ad hoc committees, except when the Membership and Nominating Committee is meeting to select nominees for the election of officers.

Section 2: Vice-President

The Vice-President shall assist the President as requested and shall serve as President in case of the vacancy, resignation, or removal of the President.

Section 3: Secretary

The Secretary shall keep records of all meetings of IAAN and the Board of Directors and shall give notice of special and regular meetings to all members. The Secretary shall prepare all correspondence requested by the Board of Directors.

Section 4: Treasurer

The Treasurer will have custody of all IAAN funds and shall maintain such deposits in a federally insured institution approved by the Board of Directors. The Treasurer shall prepare the annual budget, maintain a register accounting for all receipts and disbursements, provide year-to-date and annual reports at Board of Directors and annual meetings, and have the books available for audit prior to the annual meeting. The fiscal year will be from July 1 through June 30. The Treasurer shall keep the official membership roster of IAAN.

Section 5: State Regional Representatives

The State Regional Representative will represent on the Board of Directors the region of the state from which they are elected. They will be responsible for maintaining communication with IAAN members and local advising organizations within their district. The representative will also work with the Membership and Nomination Committee to encourage advisors to participate in the activities and programs of IAAN.

ARTICLE VI

BOARD OF DIRECTORS

Section 1: Executive Committee

Paragraph A: Composition

The Executive Committee of the Board of Directors consists of the officers of IAAN including President, Vice-President, Secretary, Treasurer, NACADA State Representative (if the incumbent chooses to exercise their right to be an IAAN officer), and State Regional Representatives.

Paragraph B: Duties of the Executive Committee

The Executive Committee will have responsibility for appointing chairs for each of the standing and ad hoc committees of IAAN from among the interested members of IAAN.

Section 2: Composition of Board of Directors

Individuals serving on the Board of Directors must be IAAN members in good standing. No member of the Board of Directors may hold more than one seat on the Board of Directors at one time with the exception of the Chair and Immediate Past Chair of the Annual Meeting & Conference. The Board of Directors shall be comprised of the following individuals:

- The Executive Committee of the Board of Directors
- Chair, Membership and Nominating Committee
- Chair, Communication Committee
- Chair, Professional Development Committee
- Chair, State Affairs Committee
- Chair, Annual Meeting & Conference
- Immediate Past Chair, Annual Meeting & Conference
- Immediate Past President
- Immediate Past NACADA State Representative (if this individual accepts this role)
- IAAN Webmaster
- Chair(s) of any ad hoc IAAN committees

Section 3: Board Meetings and Agenda

The Board of Directors shall meet each year following the annual meeting to establish their schedule of meetings for the year. Special meetings of the Board of Directors may be called by the President, or by the written request of three members of the Board of Directors.

Section 4: Duties of the Board of Directors

Paragraph A: General Duties

The Board of Directors shall manage the affairs of IAAN between meetings, shall represent IAAN, shall make recommendations to IAAN, perform any duties stated in the Bylaws, and shall act as directed by the members of IAAN.

Paragraph B: Specific Duties

The Board of Directors:

1. shall be responsible for meetings of IAAN
2. shall appoint the Treasurer of IAAN
3. shall approve the annual budget
4. shall prepare and submit an annual report at the annual meeting
5. shall approve the districting of the state into three regions of approximately equal number of IAAN members
6. must approve all contracts and/or other agreements obligating the organization
7. may authorize expenditures not included in the annual budget and may authorize variations in budgeted expenditures as necessary to fulfill IAAN goals
8. shall provide for regular audits of the financial records of IAAN

ARTICLE VII
COMMITTEES

Section 1: Composition of Committees

The Executive Committee of the Board of Directors will appoint the chair of each committee annually. IAAN members may communicate their desire to serve on a committee by contacting the chairperson or any member of the Board of Directors. Committee members shall be selected by the committee chairperson from among those members indicating interest, subject to approval by the Board of Directors.

Section 2: Standing Committees

There shall be four standing committees of IAAN: Membership & Nominating Committee, Communication Committee, Professional Development Committee, and State Affairs Committee.

Paragraph 1: Membership and Nominating Committee

The purpose of this committee is to promote, establish, and maintain active membership in IAAN. In addition, the committee shall encourage and promote involvement of all advisors in NACADA. This committee will maintain an accurate database of members in conjunction with the Treasurer. This committee will also maintain a list of contacts for each institution of higher education in the state of Indiana. This committee shall solicit letters of candidacy from the IAAN membership and carry out the duties established in Article IV, Section 2 of these bylaws for preparing the list of nominees for elections.

Paragraph 2: Communication Committee

The purpose of this committee is to establish and maintain communications in IAAN. The committee shall establish and oversee a regular newsletter, a computer listserv (IAAN-L) that will address issues of concern and interest to academic advisors in Indiana, and a web site for dissemination of information regarding IAAN and items of interest to academic advisors in the state of Indiana. The chair of the Communication Committee will serve as the newsletter editor. Other members of this committee shall include the webmaster and the owner/manager of the Listserv.

Paragraph 3: Professional Development Committee

The purpose of this committee is to: 1) establish and maintain a program of professional development opportunities for the members of IAAN; 2) establish criteria, solicit nominations, and select members to receive awards, scholarships, and other honors as directed by the Board of Directors, and to forward nominations for appropriate NACADA awards to the NACADA Executive Office.

Subsection a: Annual Meeting and Conference standing subcommittee

The Board of Directors shall accept written offers submitted by IAAN members to host the annual meeting and conference of IAAN. Once the Board of Directors has accepted an offer from an institution, the IAAN members at the host institution will establish an Annual Meeting Conference Committee and select a chairperson. The chairperson shall serve on the Board of Directors and the Professional Development Committee the year prior to hosting the annual meeting and conference, as well as the year immediately after its completion. The conference and annual meeting will be planned in conjunction with the Professional Development Committee and the Board of Directors.

Paragraph 4: State Affairs Committee

The purpose of this committee is to establish connections with other professional organizations and groups especially those in the state of Indiana involved in higher education. This committee shall work with the Communication Committee to inform the members of issues affecting academic advising and higher education institutions in the state.

ARTICLE VIII

Dissolution

Upon dissolution of the Indiana Academic Advisors Network all assets shall be distributed to NACADA.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern IAAN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order IAAN may adopt.

ARTICLE X

Amendment of Bylaws

Proposed amendments to the bylaws must be submitted in writing to the members a minimum of 30 days prior to being ratified by a majority vote of members present at the annual meeting or at a special meeting that has been announced to all members at least 30 days in advance of the special meeting.