

# Current By-Laws

2018-Present

## I. Name

The name of this organization is the Academic Advising Coordinating Council (AACC).

## II. Purpose or Mission

Representing undergraduate academic advisors from all University of Georgia schools and colleges, the Academic Advising Coordinating Council will provide expertise, leadership, and support for the academic advising needs of the university community. Through best practices in training, mentoring, research, and evaluation, the Council will maintain excellence in academic advising and facilitate student success, retention, and degree completion.

## III. Membership

UGA's Undergraduate Academic Advising Coordinating Council is comprised of representatives from every undergraduate school/college and the Honors program, and receives supporting information from academic and other units as needed.

## IV. Meetings

- a. **Attendance** - Each school/college/unit has a maximum of two seats at each meeting except Franklin College, which has three seats. AACC Chair is first point of contact if any units desire to attend.
- b. **Frequency** - Regular meetings of the AACC will be held monthly unless otherwise designated by the Chair. Dates and times will be established at the beginning of the semester and announced to members using all available communication options.
- c. **Special Meetings** - Special meetings may be called by the Chair of AACC or someone the Chair designates if they are unable to be present.
- d. **Agenda** - The Chair will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the AACC, will be distributed in advance of regularly scheduled meetings. Items not on the announced agenda may be added by the Chair prior to the meeting.
- e. **Order of Business** - The order of business at regular meetings of the AACC will be as follows:
  - i. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption
  - ii. Reports of special committees and discussion thereof
  - iii. Reports of the Chair
  - iv. Unfinished business
  - v. New business
  - vi. Adjournment
- f. **Quorum** - A simple majority of the voting members of the AACC will constitute a quorum. Motions may be passed by a majority of those present and voting. The AACC may not vote if a quorum is called and found lacking, or is not sustained.
- g. **Voting**

- i. Voting members are the representatives from each unit that provide mandatory academic advising and clear students for registration. Each school/college/unit has one voting member, except for Franklin College, which has two voting members.
- ii. Voting will be conducted during meetings whenever possible; however, in some cases as stipulated by the council, votes may be cast via the AACC listserv or Qualtrics survey. Anonymous voting will be performed during meetings if applicable. In either case, a simple majority of representatives constitutes a quorum. The Chair does not vote except in the case of a tie.
- h. **Absences/Alternates** - A council member who is unable to attend a meeting should appoint an alternate. An alternate may enter into discussion and vote after notifying the Chair.
- i. **Visitors** - Units who wish to present to the council at a regular meeting will request permission to do so from the Chair prior to the meeting. Visitors who wish to observe an AACC meeting should contact the Chair prior to coming to ensure there is space available.
- j. **Minutes** - Draft minutes will be made available to AACC Representatives no later than ten days after each meeting. Approved copies of the minutes of each meeting will be emailed to the AACC membership listserv posted to the AACC website.

## V. Executive Committee

- a. **Definitions**
  - i. The purpose of the Executive Committee is to facilitate communication between the AACC and campus partners.
  - ii. The Executive Committee may speak on behalf of the AACC as it sees fit.
  - iii. The Executive Committee is comprised of three officers: one Chairperson and two Representatives.
- b. **Qualifications** - Officers must be voting or alternate members of AACC advising units who over the course of at least one year demonstrate regular attendance at monthly meetings and contribute to committees.
- c. **Terms** - Officers serve for one calendar year beginning June 1. Officers may serve no more than two consecutive terms. Past officers who have served two terms may serve again after a break of service of at least one year.
- d. **Officers**
  - i. **Chairperson**
    - 1. **Duties**
      - a. The Chairperson leads regular and special meetings of the AACC
        - i. The Chairperson sets dates, times, and location for regular monthly meetings of AACC.
        - ii. The Chairperson determines the agenda for meetings of the AACC.
        - iii. The Chairperson arranges for the minutes to be taken for meetings of the AACC.
        - iv. The Chairperson may, as she or he finds necessary, call for special meetings of AACC.
      - b. The Chairperson forms and disbands standing, special, or ad hoc committees as necessary, appointing Committee Chairpersons as needed.
      - c. The Chairperson disseminates information to the AACC as needed.
      - d. The Chairperson calls votes of the AACC as needed.
      - e. The Chairperson breaks tie votes of the AACC.
      - f. The Chairperson prepares statements of the AACC.
    - 2. **Election**

- a. Prior to the last regular meeting of the spring semester, the current Chairperson solicits nominations for the future Chairperson. Any member of the AACC may nominate a voting or alternate member. Voting or alternate members may self-nominate. The current Chairperson confirms with each nominee his or her acceptance of the nomination.
  - b. The Chairperson is elected by voting members of the AACC at the last regular meeting of the spring semester.
  - c. Once elected, the Chairperson no longer represents the home unit but the entire AACC; therefore, the home unit must select a representative to replace the Chairperson.
3. **Removal** - The Chairperson may be removed by three-fourths vote of a quorum of voting members.

i. **Representatives**

1. **Definitions**

- a. There are two Representatives: one representing small colleges and one representing large colleges.
- b. The classification of small and large colleges is determined each spring prior to elections using the “Student Enrollment Matrix by College” report available on the OIR FACTS website for academic colleges. “Enrollment” for the Exploratory Center and the Honors Program is the number of advisees reported by each unit. All units are ranked, then divided in half. If the number in each group is not equal, the voting member(s) of the unit in the middle may choose which group they would like to join for that academic year.

2. **Duties**

- a. Representatives represent their constituents effectively in Executive Committee meetings and any special meetings called by the Chairperson.
- b. Representatives communicate regularly with their constituents, eliciting input to ensure effective representation as well as disseminating information so constituents are well-informed.
- c. In the event the Chairperson cannot fulfill his or her duties, the Chairperson may appoint a Representative to serve as an alternate.

3. **Election**

- a. Prior to the last regular meeting of the spring semester, the current Chairperson solicits nominations for the future Representatives. Any members from small colleges may nominate voting or alternate members in small colleges, and any members from large colleges may nominate voting or alternate members in large colleges. Voting or alternate members may self-nominate. The current Chairperson confirms with each nominee his or her acceptance of the nomination.
- b. Voting members from small colleges elect one Representative, and voting members from large colleges elect one Representative, at the last regular meeting of the spring semester.
- c. Representatives may also represent the home unit.

4. **Removal** - Representatives may be removed by three-fourths vote of a quorum of voting members from their constituency.

i. **Committees**

- a. The Chairperson, subject to the approval of members, may appoint such standing, special,

or ad hoc committees as required by the bylaws, as she or he finds necessary.

- b. Committee Chairpersons shall be appointed by and responsible to the Chairperson of AACC.
- c. Committee Chairpersons should be members of the AACC whenever possible. However, when appropriate, non-members may chair AACC Committees. In these instances, an AACC member should be appointed to report to AACC regarding committee activities. Subcommittee Chairs are open to all subcommittee members.
- d. A vacancy in a Committee Chairperson position shall be filled by appointment by the Chairperson of AACC with input from the outgoing Committee Chairperson.
- e. Members of AACC may recommend advisors from their units to serve on open committees. Open committees are open to all advising faculty and staff at the University of Georgia. Closed committees may only include AACC members.
- f. The Chairperson, subject to the approval of members, may dissolve standing, special, or ad hoc committees as necessary.

## II. **Amendments to Bylaws**

The AACC may amend its bylaws by three-fourths vote of a quorum of voting members. Proposed amendments to the bylaws will be presented in writing and provided to voting members of AACC ten days before a regular or special meeting.