

CONSTITUTION OF THE
NEW MEXICO ACADEMIC ADVISORS ASSOCIATION
Revised March 13, 2014

Article I - Name and Acronym

The name of this Association shall be the New Mexico Academic Advisors Association. The official acronym of this association shall be NMAAA.

Article 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 so as to consider the particular needs of each student.

Article III - Purpose

The purpose of the New Mexico Academic Advisors Association is to gain recognition for academic advising and to support the development and professional growth of academic advisors in higher education in New Mexico. NMAAA serves a constituency that includes academic advisors, counselors, faculty members, administrators, and others in academic and students affairs concerned with the intellectual, personal, and vocational needs of the students. NMAAA is the representative and advocate of academic advisors in both public and private institutions and is a forum for discussion, debate, and the exchange of ideas.

Article IV - Goals

- a. Establish a communication network among institutions of higher education in the State of New Mexico.
- b. Establish a liaison to the New Mexico Higher Education Department (HED).
- c. Support a common interpretation of the policies of the HED.
- d. Support and provide professional development.
- e. Support the values, missions, goals, and programs of the National Academic Advising Association (NACADA).
- f. Establish relationships with other professional organizations.
- g. Offer networking opportunities.
- h. Organize an annual professional development and business meeting.

Article V - Membership

Section 5.01 Equal Opportunity – membership in NMAAA 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.

Section 5.02 Eligibility – Professional memberships shall be open to academic advisors, counselors, faculty advisors, administrators, and others in the state of New Mexico whose interests are in the area of academic advising.

Section 5.03 Rights – All professional members in good standing shall be eligible to attend meetings, vote, hold office, and are entitled to all the services and benefits provided by NMAAA.

Section 5.04 The NMAAA Steering Committee may establish eligibility criteria, application procedures, rights of membership, and dues for other categories of membership that might be identified, except that no such category shall be entitled to vote or hold office without the approval of the voting membership.

Section 5.05 Annual dues may be established by the NMAAA Executive Committee, after hearing recommendations from the Membership Committee, and with the approval of the voting membership.

Article VI - Voting

Section 6.01 On matters of business calling for official action by NMAAA, each member of the organization shall have one vote.

Section 6.02 Meetings of the membership - The annual meeting of NMAAA shall be held once a year at a time established by the NMAAA Executive Committee.

Section 6.03 Special meetings and/or conference may also be held.

Section 6.04 The proceedings of the Association shall be governed by the most current version of the Robert's Rules of Order.

Section 6.05 Calendar

- a. NMAAA membership year shall run from January 1 to December 31.
- b. NMAAA fiscal year shall run from July 1 to June 30.
- c. New officers will take office at the end of the annual business meeting.

Article VII - Executive Committee

Section 7.01 Composition and Tenure - The Executive Committee shall be comprised of seven members:

- a. President
- b. President-Elect
- c. Vice President for Programs
- d. Vice President for Membership/Treasurer
- e. Vice President for Communication
- f. Secretary
- g. Past President

Section 7.02 Tenure

- a. All officers must be members in good standing.
- b. No more than two members from the same institution/campus may serve as officers at the same time.
- c. No officer may be succeeded in the same office by a member from the same institution/campus.
- d. Every effort shall be made to have at least one officer each from a public four- year institution, a community or junior college and a private institution.
- e. Members shall serve for a term of two years and may serve not more than three consecutive terms in any capacity on the Executive Committee.
- f. No member may hold more than one seat on the Executive Committee at one time.

Section 7.03 Powers and Responsibilities – The Executive Committee shall manage the affairs of the Association between its meetings, shall represent the Association, shall make recommendations to the Association, shall perform any duties stated in the Bylaws or Standing Rules, and shall act as directed by the Association.

Section 7.04 Specific Powers and Responsibilities

- 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 prepare and submit an annual report at the Annual Meeting.
- d. The Executive Committee determines the amount of annual dues, subject to ratification by the membership.
- e. The Executive Committee must approve all contracts and/or other agreements obligating the organization.
- f. No member may hold more than one seat on the Steering Committee at one time.
- g. The Executive Committee is to maintain Board Liability Insurance.
- h. The Executive Committee should review and approve the monthly Fiscal Reconciliation report from the treasurer.

Article VIII - Officers

Section 8.01 Composition

There shall be five regular officers of the Association and one honorary Ex-officio member:

- a. President (election held every other year)
- b. President-Elect (election held every two years)
- c. Vice President for Programs (election held every even year)
- d. Vice President for Membership/Treasurer (election held every even year) Vice President for Communication (election held every odd year) Secretary (election held every odd year)
- e. Honorary Ex-Officio – Deanna Sanchez-Mulcahy (life time appointment to include conference registration fee and association dues)

Section 8.02 Selection of Officers

- a. The President-Elect will automatically become president for the succeeding year.
- b. The Secretary will solicit nominations and help the President conduct elections.
- c. Election shall be by a majority of the membership voting at the annual business meeting.
- d. Newly elected officers shall take office at the conclusion of the annual business meeting.
- e. Nomination for officers for the next year will be solicited at the annual business meeting and in at least one of any mailings sent to members.

Section 8.03 Duties and Responsibilities

- a. President
 - a. Preside at all meetings of NMAAA and the NMAAA Executive Committee.
 - b. Generally responsible for overseeing the association's activities.
 - c. Call special meetings of the Executive Committee and serve as an ex-officio member of all standing and ad hoc committees.
 - d. Oversee and coordinate the election process with the help of the Secretary.
 - e. Appoint interim officers in the event an officer cannot complete the term of election, except in the case of President, in which case the President-Elect shall complete the term and serve as President, as expected, the following year.
 - f. Serve as the liaison to the HED
 - g. Oversee the Board's fiscal account and solely has the responsibility for any financial pay out or payment transactions.
- b. President-Elect
 - a. Serve as chief assistant to the President.
 - b. Make all arrangements for the subsequent year's meeting in conjunction with the Vice President for Programs and the Program Committee.
 - c. Assume the duties of the President in the absence of the President and when so acting shall exercise the powers of the President.

- c. Vice President for Programs
 - a. Assist the President-Elect in making arrangements for next year's meetings.
 - b. Serve as the Chair of the Program Committee.
 - c. Oversee planning of the annual conference.
- d. Vice President for Membership
 - a. Develop outreach programs to recruit new members.
 - b. Maintain membership rosters.
 - c. Solicit financial support, especially for training/development opportunities for NMAAA members, from New Mexico institutions of higher learning, as well as from private and public organizations offering grants.
 - d. Prepare and submit monthly Financial Reconciliation reports to the Board.
- e. Vice President for Treasurer
 - a. Produce an annual financial report for distribution at the business meeting and work with annual audit committee.
 - b. Collect and deposit annual membership dues.
 - c. Prepare and submit monthly Financial Reconciliation reports to the Board.
- f. Vice President for Communications
 - a. Solicit contributions for association publications.
 - b. Prepare and distribute publications at least once per annual term of office.
 - c. Maintain the NMAAA listserv.
 - d. Develop and maintain the nmaaa.org website.
- g. Secretary
 - a. Keep records of all meetings of the association and its Executive Committee.
 - b. Maintain a current copy of the NMAAA constitution.
 - c. Give notice to all members of regular and special meetings.
 - d. Assist the President in facilitating the election process.
 - e. Maintain records and documents for the organization.

Section 8.04 Interim Officers

- a. In case of vacancy or resignation of the President, the President-Elect shall become President for the remainder of that term of office in addition to the next term. A new President-Elect shall be elected at the next Annual Meeting.
- b. In case of vacancy or resignation of any other officer, the Executive Committee shall solicit applications of candidacy from the eligible members. After considering the applications, the Executive Committee shall appoint a new officer to fill the remainder of the term.

Section 8.05 Transfer of Office - Upon completion of the term of office, each officer shall surrender to the successor all official records, property, and monies which shall have been entrusted to the officer during the term of office.

Section 8.06 Removal of Officers – The Executive Committee shall be empowered to remove any officer for just and reasonable cause.

Article IX - Amendment of Constitution, Bylaws and Standing Rules

Section 9.01 Any member who is in good standing may propose amendments in writing.

Section 9.02 Amendments to the constitution and bylaws must be ratified by a majority of vote of the members present at the Annual or announced special meeting.

Section 9.03 Standing Rules may be enacted, amended, or deleted by a majority vote of Association members present at an Annual or announced special meeting.

Section 9.04 The Secretary shall maintain a current copy of the Bylaws and Standing Rules.

Article X - Dissolution

Upon dissolution of this Association, the Executive Committee shall provide for the payment of all debts and claims against the Association. All remaining funds and property of the Association shall be then transferred to the National Academic Advising Association.