By-laws of the Bloomington Academic Advising Council  
(Revised 6.1.15)

Article I. Name and Acronym

The name of this association shall be the Bloomington Academic Advising Council. The official acronym of the Council shall be BAAC.

Article II. Mission Statement

The Bloomington Academic Advising Council (BAAC) mission is to promote professional undergraduate academic advising at Indiana University Bloomington. To this end, BAAC is dedicated to the support and professional growth of its constituency, which it serves in respect to those areas of academic and student affairs that are most concerned with the intellectual, developmental, personal, and vocational needs of undergraduate students. BAAC is the forum for discussion, debate, and exchange of ideas with regard to, and official representative and advocate of, professional undergraduate academic advisors and advising practice on the Indiana University Bloomington campus.

Article III. Alliance with the National Academic Advising Association

BAAC is allied with the National Academic Advising Association (NACADA) and supports the goals and programs of NACADA.

Article IV. Membership

Section 4.01 Equal Opportunity

The membership and opportunities for leadership shall be open to all individuals meeting membership eligibility requirements. There shall be no discrimination for reasons of religion, age, race or color, ethnicity, gender, sexual orientation, national origin, veteran status, or disability.

Section 4.02 Eligibility

Membership shall be open to any employee at Indiana University Bloomington who has undergraduate academic advising as an official duty or by approval of the Member Recognition Committee.

Section 4.03 Termination of membership by Steering Committee

A. Individual members of BAAC may be terminated by a two-thirds vote of the Steering Committee for conduct which in any way tends to be injurious to the Council or its members, or which tends to adversely affect its reputation or which is contrary to or destructive of its objectives. A simple majority of the current membership units must be present.

B. It is the right of the individual whose membership has been terminated to file a written appeal with the Steering Committee; however, its decision regarding the appeal will be final.
Section 4.04 Endorsement

No member of the Council shall use the name or logo of Bloomington Academic Advising Council (BAAC) as an endorsement for personal gain.

Article V. Meetings of the Membership

The Annual Meeting of BAAC shall be held between January 15 and March 15. Additional meetings may be called by the Steering Committee.

Article VI. Officers

Section 6.01 Positions and Tenure

A. The officers of the Council shall consist of President, Vice President, Secretary, and Treasurer.

B. Each officer shall serve for a term of two years. The President and Treasurer will serve their term concurrently, as will the Vice President and Secretary. Terms commence on May 15 of each year.

Section 6.02 Election of Officers

A. The President and Treasurer will be elected during the even numbered years and the Vice President and Secretary will be elected during odd numbered years at or prior to the annual meeting.

B. During the fall semester, the BAAC President will inform membership of the officer positions due for election and will poll the membership for nominations.

C. Members may self-nominate other BAAC members. An individual nominated by others must agree in writing or by e-mail to be a candidate for the position.

D. The President will present all nominations to the Steering Committee for approval. The Steering Committee will base approval on each candidate’s experience, support of BAAC and its mission and ability to contribute to the organization. Candidacy approval will be granted by a simple majority vote of Steering Committee members present at the meeting of discussion.

E. Should vacant officer positions be without candidate, the Steering Committee will solicit and appoint a candidate from the membership. The appointed individual must agree to the candidacy.

F. Voting may be conducted and completed by electronic or paper ballot up to two weeks prior to the annual meeting.

G. Candidates receiving a simple majority of all votes will be the new officers.

H. Results of the election process will be announced at the business meeting during the annual meeting. In the event of ties, a run-off election will be held during the
business meeting of the annual meeting. Ties not resolved by run-off election will be broken by a simple majority vote of the Steering Committee members present at the meeting of discussion.

Section 6.03 Duties and Responsibilities of Officers

A. President

i. The President shall preside at all meetings of the Council and Steering Committee.

ii. The President is charged with oversight of all Council activities and functions.

iii. The President serves as a spokesperson and representative of the Council for campus committees, campus events, and at state/national conferences.

iv. The President shall monitor the IUBAAC email account and serve as an administrator of the list serve.

v. The President may call special meetings of the Steering Committee.

vi. The President may appoint ad hoc committees as needed.

vii. The President serves as an ex officio member of all standing and ad hoc committees.

viii. The President may delegate some of the above responsibilities to other BAAC officers without approval of the Steering Committee.

ix. The President will write the annual report of the organization and submit it to the Steering Committee prior to the annual meeting.

x. In the event of a vacancy in the office of President, the Vice President shall assume the duties of the President, without prejudice to the ensuing term of office.

B. Vice President

i. In the absence or temporary inability of the President to perform the duties of the office, the Vice President shall assume said duties and while so acting shall have all of the powers of the President and be subject to all the restrictions placed upon the President.

ii. The Vice President shall perform other duties as may be assigned by the President and/or the Steering Committee.

iii. In the event of a vacancy in the office of Vice President, the President, with the approval of the Steering Committee, shall appoint a replacement who shall complete the term of office.

C. Secretary

i. The Secretary shall send notices of meetings as directed by the President.

ii. The Secretary shall record, distribute to the membership, and maintain an electronic file of the minutes of the meetings of the Council and its Steering Committee.

iii. The Secretary shall serve as an ex-officio spokesperson on the Member Recognition Committee for the Terri Nation Award. The Secretary will manage the nominations and supporting documents for the nominees.
iv. In the event of a vacancy in the office of the Secretary, the President, with the approval of the Steering Committee, shall appoint a replacement who shall complete the term of office.

D. Treasurer

i. The Treasurer shall have custody of all BAAC funds and must be knowledgeable of University guidelines governing institutional funds.

ii. Assets maintained outside the University shall be placed in a federally insured depository institution approved by the Steering Committee.

iii. The Treasurer shall maintain a register accounting for all receipts and disbursements.

iv. The Treasurer will write the annual report of Council funds.

v. The Treasurer will submit the annual report and present the account register to the Steering Committee for audit each year prior to the annual meeting.

vi. The fiscal year shall be from July 1 to June 30.

vii. The Treasurer shall serve on the Member Recognition Committee.

viii. In the event of a vacancy in the office of Treasurer, the President, with the approval of the Steering Committee, shall appoint a replacement who shall complete the term of office.

Section 6.04 Removal

Officers may be removed from their position by a two-thirds vote of the Steering Committee members present at the meeting of discussion. A quorum (defined as half plus one) of the current membership units must be present. Officers removed by the Steering Committee may, upon written request, have their removal confirmed or reversed by a simple majority vote of the BAAC membership.

Article VII. Steering Committee

Section 7.01 Composition

A. The Steering Committee shall be comprised of the President, Vice President, Secretary, Treasurer, the Chairs of the Standing Committees, and one representative from each of the following academic advising units:

- College of Arts and Sciences
- Jacob School of Music
- Kelley School of Business
- School of Education
- School of Public Health-Bloomington
- School of Informatics and Computing
- School of Journalism
- School of Nursing
- School of Public and Environmental Affairs
- School of Social Work
- Academic Services-Athletics
- Groups Program
- Health Professions and Prelaw Center
B. The Steering Committee shall review unit representation on the Steering Committee each year. Additions and/or delegations of unit representation shall occur by a two-thirds vote of the Steering Committee members present at the meeting of discussion.

C. The Coordinator for each academic advising unit is responsible for designating a representative to the Committee each year by September 1.

Section 7.02 Tenure

A. The Steering Committee shall reorganize each year by September 15.

B. The Steering Committee shall have full authority over the affairs of the Council.

Section 7.03 Powers and Responsibilities

A. The Steering Committee shall be responsible for meetings of the Council.

B. The Steering Committee shall supervise the activities of the Standing Committees.

C. The Steering Committee shall prepare and submit an annual budget for approval by the Council prior to the annual meeting.

i. The Steering Committee shall review and approve all annual reports submitted prior to the annual meeting.

ii. The Steering Committee determines the necessity and amount of annual dues, subject to ratification by the membership at the annual meeting.

iii. The Steering Committee must approve all contracts and/or other agreements obligating the organization.

iv. The Steering Committee may authorize expenditures not included in the annual budget up to $1000 per fiscal year, without prior approval of the membership, and may authorize variations in budgeted expenditures as necessary to fulfill Council goals.

Article VIII. Standing Committees

Section 8.01 Composition

A. The Standing Committees shall consist of volunteers from the membership of the Council at large.

B. The Standing Committees will be convened by October 15 of each year and a Chair elected from the committee members attending the first meeting. Initial meetings of each Standing Committee shall be called by the previous year’s Chair or the BAAC President.
C. Each Standing Committee Chairperson will serve 1 year. If the Chair steps down, a new Chair will be elected by Committee membership.

D. Each Standing Committee Chairperson will serve as a member of the Steering Committee for the duration of their term as Chair.

Section 8.02 Nature of Standing Committees

There shall be three Standing Committees for the Council: Professional Development, Communications and Public Relations, and Member Recognition.

A. Professional Development

The responsibilities for this committee include but are not limited to planning, conducting and supervising the professional development activities of the BAAC in a manner that contributes to the ongoing development and professional status of the membership.

i. Conferences
ii. Workshops
iii. Brown bag lunches
iv. Seminars/webinars

B. Communications and Public Relations Committee

The responsibilities for this committee include but are not limited to the coordination of activities that communicate issues, ideas, and information to the membership.

i. Website maintenance
ii. Listserv maintenance
iii. External communications to the campus and public regarding BAAC activities, awards, etc. (i.e., IU Homepages, Press Releases to IDS, etc.)

C. Member Recognition Committee

The responsibilities for this committee include but are not limited to

i. The recruitment and retention of members.
ii. If applicable, sending annual membership renewals and collection of the corresponding membership fees.
iii. Maintaining membership records.
iv. Conducting a fair and equitable nominations process for the Terri Nation Award and other awards for recognition of outstanding service to BAAC, the profession of academic advising and Indiana University.
v. The Secretary shall be an ex-officio member of the committee for purposes of the Terri Nation Award process.
vi. The Treasurer shall be a member of this committee.

Section 8.03 Responsibilities
A. Each Standing Committee shall perform such functions as prescribed above.

B. Each Standing Committee shall prepare an annual budget to be submitted to the Treasurer prior to the last regularly scheduled Steering Committee meeting before the annual membership meeting.

C. Each Standing Committee shall prepare an annual report to be submitted to the President prior to the regularly scheduled Steering Committee meeting before the last annual membership meeting.

D. Each Standing Committee Chair shall be responsible for reporting its ongoing activities to the President.

**Article IX. Ad-Hoc Committees**

Committees may be established by the Council or by the Steering Committee to serve as needed. Service on these committees shall be open to all BAAC members.

A. Each ad-hoc committee must have a written charge stating procedures and duration of the committee assignment.

B. Ad-hoc committees may be created to promote the purpose(s) of the Council or carry out necessary functions of the Council on the state, regional or national levels.

C. Creation of ad-hoc committees, their jurisdiction, and the number, selection and tenure of members shall be the responsibility of the President and subject to the approval of the Steering Committee.

D. The existence of ad-hoc committees will terminate upon the expiration of the term of office of the President who created said committee or upon completion of its purpose(s).

**Article X. Amendments to By-laws**

**Section 10.01 Proposals**

A. Any member may propose amendment(s) to these by-laws to their representative on the Steering Committee.

B. The proposed amendment(s) must be submitted in writing and with signatures of five members. The proposed amendment(s) should be submitted to the Steering Committee for approval prior to review and vote by the membership.

**Section 10.02 Submission**

Upon an affirmative vote of a majority of the Steering Committee members present at the meeting of discussion, the proposed amendment(s) shall be submitted to the membership at any meeting or by electronic email within thirty days of approval by the Steering Committee.
Section 10.03 Adoption

The by-laws shall be amended by an affirmative vote of two-thirds of all votes received from the membership following two weeks written notice of the proposed amendment(s).

Section 10.04 Dissolution

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