



UNDERGRADUATE ADVISEMENT COUNCIL

By-laws of the University at Buffalo
Undergraduate Advisement Council (UAC)

ARTICLE I. NAME AND ACRONYM

SECTION I: This organization is called the ***Undergraduate Advisement Council***, hereafter referred to as UAC.

SECTION II: For the purpose of the regional advising conference, the event name shall be titled *Uniting Across Campuses*.

SECTION III: The organization logo will be used for all official business of UAC in relation to the annual Uniting Across Campuses advisement conference. The logo will be the U and C from the organization acronym and an A holding the two letters together. Please view the above to see the official logo. The UB Undergraduate Advisement Council owns the logo copyright.

ARTICLE II. OBJECTIVE & MISSION

SECTION I: MISSION

The purpose of UAC is to establish an organization that will enable undergraduate advisors as a group to promote a quality undergraduate experience at the University at Buffalo and to represent their professional interest to the University Community.

In addition to the mission, UAC was created to provide a forum for networking, sharing resources, techniques and strategies among advisors across campus, and enhancing professional development of undergraduate advisors.

UAC may take the form of monthly meetings during the academic year, end-of-semester luncheons, a daylong conference- (region wide) in February, training sessions, formal and informal activities and a listserv. These meetings will be the forum for learning about, and discussing, topics, issues, policies, programs and services that are related to, integral to, or complimentary to the role of undergraduate advisement on campus.

It should be clarified for undergraduate advisement staff, across divisions, that UAC (meetings) are designed to address issues that are different from or may compliment issues addressed at meetings sponsored by the Office of the Provost (or designate) dealing with undergraduate education, undergraduate enrollment, and undergraduate support services.

SECTION II: GOAL

To provide a common forum to:

- A. To unify advisors throughout the campus to support and maintain quality advisement to undergraduates.
- B. To support the professional growth of undergraduate advisement and advisors.
- C. To ensure that undergraduate advisement remains an integral component of undergraduate experience at the University at Buffalo.
- D. To share information and resources.
- E. To relate to various constituencies.

SECTION III: EXPECTATIONS

Since UAC is a forum of campus-wide undergraduate advisors, it may act as a collective voice for opinions, suggestions, etc. related to organizational issues in which undergraduate advisors have a role. If there are issues related to a restructuring plan and/or a strategic task force that UAC has discussed, UAC may share their opinions and recommendations with the Office of the Provost or designate. Likewise, the Office of the Provost or designate is invited to solicit the input of UAC (or UAC Executive Committee) whenever deemed appropriate.

ARTICLE III. MEMBERSHIP

SECTION I: EQUAL OPPORTUNITY

The membership and opportunities for leadership shall not be limited on the grounds of religion, age, race, color, gender, marital status, national origin, disability, or sexual orientation.

SECTION II: GENERAL MEMBERSHIP

- A. Unit membership: Membership shall be open to units with professional and/or para-professional staff members whose responsibilities are in the area of undergraduate advisement (*see appendix I*).
- B. Other professional staff whose primary responsibility is undergraduate advisement:
 - a. General Membership is automatic if your role at the university follows as described above.
 - b. Membership in UAC can also be requested by University staff members who feel they may benefit from being involved in UAC.
 - c. The Chair should be contacted to request membership and share the request with the executive committee.
 - d. There are no required responsibilities of general members since membership is voluntary.

SECTION III: EXECUTIVE COMMITTEE

The purpose of the Executive Committee is to function as the administrative arm of the UAC General Membership.

A. Membership

- 1. The Executive Committee membership shall be open to a proportional number of representative(s) from each of the primary advising units and a Chair, Chair-elect, a treasurer, a communications secretary, as well as other ad-hoc positions as needed.
- 2. Each Advisement unit will decide among its own members how to select its' representative(s).
- 3. If any unit does not appoint a representative, the Chair may actively recruit a volunteer from that unit, or that unit will not be represented on the Executive Committee.

B. Duties and Responsibilities

1. The Executive Committee shall provide guidance and direction for the standing committees.
2. The Executive Committee shall approve any special committee necessary.
3. The Executive Committee shall ask for advice and consent of the Standing Committees and organization membership when appropriate for all final decisions, and shall be authorized to release statements that represent the entire UAC membership.
4. The Executive Committee shall meet at least once each month to plan the necessary workshops for general membership meetings.

SECTION IV: OFFICERS

The officers shall be: Chair, Chair-Elect, Treasurer, and Communications Secretary. Fiscal year begins the 1st of July of each year.

SECTION V: DUTIES OF OFFICERS

The duties of officers are as follows:

PART I: CHAIR

The Chair shall preside over all meetings; s/he shall have the privilege to appoint positions including Treasurer and Communications Secretary with the advice and consent of the Executive Committee; s/he shall also oversee the Chair Elect, whom is in charge of committees not otherwise provided for, enforce due observation of the Constitution - By-Laws – and Regulations, call special meetings, counter sign admissions of membership; have general supervision of UAC, and sign all orders for payment of money for the treasurer. S/he shall make no motion nor have no vote except in the event of a tie, in which s/he may cast the deciding vote. S/he shall be the official representative of the UAC at all functions; when s/he is unable to attend, s/he shall appoint someone from the Steering Committee in the absence of the Chair Elect.

PART II: CHAIR- ELECT / CHAIR

The Chair elect shall assume all duties and responsibilities of the Chair in his/her absence. The Chair Elect will also be the executive of all standing committees. All standing committee chairs will report directly to the Chair- Elect. After one year the Chair-Elect will resume the responsibility of the Chair. This position will be elected each year.

PART III: COMMUNICATIONS SECRETARY

The Communications Secretary may be the recorder of the proceedings of the Executive Committee on an as-needed basis. S/He may perform such duties as role call, recording minutes, reporting on and the sending of correspondence on an as needed basis. S/he may send copies of the minutes of the monthly meeting no later than 60 days following the close of the meeting on an as needed basis. The Communications Secretary shall keep all communication records up to date. At the end of each academic year the Communications Secretary will be responsible for notifying all members of membership status in the annual

report. The Communications Secretary will maintain the UAC listserv and UAC Web site as needed. The Communications Secretary may assume the position of Chair Pro Tem or Chair-Elect Pro Tem along with the Treasurer in the absences of the Chair and Chair-Elect.

PART IV: TREASURER

The Treasurer shall be the custodian of all monies including the UAC account. S/he shall disburse monies only on approved forms with vouchers countersigned by the Chair. S/He shall be responsible for the preparation and submission of financial reports at each monthly meeting. The Treasurer will be responsible for providing an annual report of all monetary funds in the annual report. The Treasurer may also assume the position of Chair Pro Tem or Chair-Elect Pro Tem along with the Communication Secretary in the absences of the Chair and Chair-Elect.

ARTICLE IV. ELECTIONS

SECTION I: METHOD

Election of officers shall be by secret ballot, and absentee ballots ONLY.

SELECTION II: VOTE

A quorum of all active members at the time of elections shall constitute a vote.

SECTION III: ABSENTEE BALLOTS

Voting may be done by mail-in ballot. Only ballots that are received by the Ad-hoc committee for elections will be considered valid. Any ballots that arrive after said deadline, of committee, shall be considered void.

SECTION IV: TERM OF OFFICE

The term of office for Executive Committee members shall be two (2) academic years and not to exceed two (2) consecutive terms of committee member. Chair and Chair-Elect may serve for a period of two years, but only holding one position for one year (i.e. Chair-Elect one year, Chair for the second year).

- A. Individuals may not serve as a member of the Executive Committee for more than two consecutive terms with the following exception:
 - a. The advisement unit represented has no other eligible nor interested staff members.
- B. UAC Chair and Chair-Elect may serve for a period of only one year.
 - a. The Chair must first start as a member of the Executive Committee, and then be nominated by the Executive Committee and elected by General Membership as the Chair-Elect for one academic year.
 - b. The following academic year the Chair-Elect will assume the position as the current UAC Chair and the past Chair may at that time may elect to run as a Regular Executive Committee member.

SECTION V: NOMINATIONS & ELECTIONS

The nomination of officers shall take place with the Communications Secretary utilizing the UAC listserv during the month of May. The election of officers shall occur BEFORE the June annual meeting and announced at that meeting.

SECTION VI: NOMINATION AND VOTING QUALIFICATIONS

- A. Nominations of Chair-elect ONLY must come directly from Executive Committee.
 - Other nominated officers (Treasurer and Communications Secretary) will come from general membership or Executive Committee.
- B. All nominated officers must be active and remain Executive Committee member for the tenure of office.
- C. No member shall be nominated or elected to the office of Chair-Elect unless s/he has been an active member of the Executive Committee preceding his/her nomination and election.
- D. The Chair elect should be knowledgeable about the internal structure and workings of UAC at all committee levels.
- E. In the event that officers can not be nominated from Executive Committee, General Membership may choose to nominate from the general body.

SECTION VII: IMPEACHMENT OF OFFICE

Any member who fails to satisfactorily execute the responsibilities of his/her nominated or appointed office is subject to grounds for impeachment. A special Ad Hoc committee will be assembled by General Membership to review each case where impeachment is necessary. The outcome of said committee will be the official and final decision.

SECTION V. STANDING COMMITTEES

A. CONFERENCE COMMITTEE

Purpose: To help with the organization and planning of a region wide campaign to inform advisors of new trends, network with advisors from surrounding institutions, and learn from surrounding advisement programs.

Objective: 1. The Uniting Across Campuses advisement conference is for postsecondary education professionals across the Western New York area who work within undergraduate advisement.

2. The conference planning committee will consist of a chair from the University at Buffalo and undergraduate advisors from Buffalo State College, Daemen College, Medaille College, Niagara County Community College, Niagara University, or any other participating Western New York colleges or university.

3. The Conference shall consist of a keynote presentation, panel presentations, and roundtable discussions delivered by faculty and staff members from local colleges and universities

B. ANNUAL ACADEMIC UPDATES COMMITTEE

Purpose: To host brief presentations from academic departments and/or majors

that have new programs, or programs with significant changes. Additionally, this session will also include updates on any other policies or procedures as seen fit by the Office of the Provost or designate.

ARTICLE VI. GENERAL MEMBERSHIP MEETINGS

SECTION I: MONTHLY MEETINGS

UAC shall meet monthly during the Fall (September -December) and Spring (January- May) semesters. The Chair-Elect shall submit notices of regular meetings to the Communications Secretary for announcement and posting and agenda shall be sent at least ten (10) calendar days prior to each meeting.

SECTION II: ANNUAL MEETINGS

The annual meeting of UAC will be held the month of June on a day selected by the Executive Committee. The meeting shall include an annual report from the Chair of the Executive Committee and be devoted to, among other items, reports of elections, new membership, professional development and financial status.

SECTION III: SPECIAL MEETINGS

The Executive Committee or a minimum of twenty (20) percent of the General Membership may call special meetings of UAC. A notice of such meetings shall be delivered to each member from the Communications Secretary via the UAC listserv. No other business but that specified in the notice shall be transacted at the special meeting.

SECTION IV: QUORUM

A quorum for regular or special meetings must be present to take action. A quorum consists of twenty-five (25) percent of the Executive Committee and one-third of the eligible voting membership.

SECTION V.: RULES OF ORDER

Roberts Rules of Order, revised for UAC (UAC Rules of Order), will govern the proceedings. Any member of the Executive Committee may request UAC rules of order be utilized as needed, and a simple majority vote is required for UAC Rules of Order to take effect.

ARTICLE VII. AMENDMENTS

SECTION I: AMENDMENT COMMITTEE

Amendments to the by-laws must be done by a two-thirds (2/3) majority of the eligible voting membership. An Ad HOC committee for amendment(s)/revision(s)/addition(s) of the Constitution shall be appointed whenever deemed appropriate by the Executive Committee, with a chair as committee chair.

SECTION II: AMENDMENT PROCEDURE

- A. Proposed changes shall be submitted in writing on an Amendment Form.
- B. Proposed changes must be presented to the Executive Committee at two (2) monthly meetings prior to voting.
- C. Upon acceptance of the proposed changes, the proposed changes will be brought to the general membership to be discussed then voted on at same meeting.
- D. Changes shall be adopted by a two-thirds (2/3) vote of all members assembled

PRIMARY UNDERGRADUATE ADVISEMENT UNIT

Student Advising Services

Office of Undergraduate Admissions

Office of Career Services

University Honors Program

Office of Athlete Academic Services

Center for Academic Development Services

- Academic Challenge and Enrichment Programs**
- Educational Opportunity Program**
- Student Support Services**
- Cora P. Maloney College**

School of Architecture and Planning – Office of Undergraduate Advisement

School of Engineering and Applied Sciences – Office of Undergraduate Education

School of Management – Office of Undergraduate Programs

School of Nursing – Office of Student Services

School of Pharmacy and Pharmaceutical Sciences – Office of Admissions and Advisement

School of Medicine and Biomedical Sciences – Office of Biomedical Undergraduate Education

School of Public Health and Health Professions - Office of Student Recruitment and Advisement

College of Arts and Sciences - Office of Student Advisement and Services