

THE UNIVERSITY OF KANSAS ADVISING NETWORK BY-LAWS

Article I. Name

The name of this Association shall be the KU Advising Network.

Article II. Purpose

The purpose of the Advising Network is to provide a forum for exchanging ideas and developing new procedures for the delivery of information related to academic advising services at the University of Kansas.

Article III. Membership

Sec. 1. There shall be no discrimination for reason of religion, age, race, color, sex, marital status, national origin, disability, sexual orientation or educational level.

Sec. 2. Type of Membership

1. Eligibility – membership shall be open to University faculty, classified staff, unclassified staff, graduate student advisors, peer advisors, (typically undergraduate students), graduate teaching assistants, any person who provides academic advising to undergraduate and graduate students at the University of Kansas.
 - a. Active – active members are individuals that meet membership eligibility, have an interest in academic advising at KU, and wish to take an involved role in the Network. Individuals shall become active members upon completion of the *active membership form*.
 - b. Associate – associate members are individuals that meet membership eligibility. They are eligible to attend meetings and programs of the Network.
2. Rights of Membership

All active and associate members of the Network are entitled to all the services and benefits provided by the Network. Active members shall be eligible to vote, hold office and attend meetings of the Steering Committee.

Article IV. Affiliation

The KU Advising Network will be affiliated with the Office of the Provost at the University of Kansas (pending approval).

Article V. Meetings of Membership

Sec. 1. The membership shall meet semesterly at scheduled times as determined by the calendar devised by the Steering Committee. It shall be the responsibility of the Steering Committee to draft and prepare minutes and record official actions of the KU Advising Network.

Sec. 2. The Chair is responsible for the preparation of the agenda with the advice and approval of the Steering Committee. Individual members shall submit agenda items to the Steering Committee in advance of the meeting.

Article VI. Committees

1) Standing Committees

Steering Committee

The Steering Committee of the KU Advising Network shall be the organizing committee comprised of officers including a Chair, Co-Chair, and sub-committee leaders (other positions remain to be defined). Steering Committee officers shall be elected by the voting membership.

Network Communications

The Network Communications Committee of the KU Advising Network shall be organized by a sub-committee leader. This committee shall be responsible for maintaining the communications of the Network, including but not limited to, the Network website and newsletter.

Brown Bag Advisor Series

The Brown Bag Advisor Series Committee of the Network shall be organized by a sub-committee leader. This committee shall organize brown bags to assist faculty and staff members, particularly those who advise students, in providing accurate information to students.

Advisor Awards

The Advisor Awards Committee of the Network shall be organized by a sub-committee leader. This committee shall be responsible for coordinating the annual advisor awards, which includes nominations, selection and presentation of the awards.

Graduate Advising

The Graduate Advising Committee of the Network shall be organized by a sub-committee leader. This committee shall focus on issues particular to masters and doctoral students.

2) Ad-Hoc Committees

Ad-hoc committees will be formed as deemed appropriate by the active members of the Network with final approval of the Steering Committee.

Article VII. Amendments

Any amendments to the by-laws of the KU Advising Network must be ratified by a two-third (2/3) vote of the active membership in attendance at a regular scheduled meeting or by proxy vote.

Article VIII. General

1. Bylaws – The Steering Committee shall be the responsible committee for reviewing and updating the Network's bylaws annually.
2. Election – Each candidate for Officer of the Steering Committee shall be deemed to be elected if he/she receives a plurality of the votes cast; provided that at least ten percent (10%) of the membership entitled to vote have returned their ballots. In case of a tie, a run off election shall take place between the candidates receiving the highest number of votes. Run off election shall follow the same procedures as the regular election, with the ballots mailed within fifteen (15) days of the initial tabulation results.
3. Removal of Steering Committee Officer – The Steering Committee has the power at any meeting of the committee to remove any officer for cause by two-third vote of the Steering Committee or majority of votes by active members.
4. Vacancies – If any officer position becomes vacant for any reason, the members of the Steering Committee shall elect a successor at any meeting of the Committee.
5. Mailing of Ballots – A ballot shall be sent to all active members as determined by the Steering Committee.
6. Fiscal Records – Past fiscal year and present fiscal year records shall be kept by the Steering Committee Officers. The Steering Committee will present an annual report to the membership or as requested by any member of the Network. The Steering Committee is responsible for the budget of the Advising Network.