BY-LAWS OF THE UNIVERSITY OF MINNESOTA TWIN CITIES
ACADEMIC ADVISING NETWORK

ARTICLE I. NAME

Sec. 1: The name of this association shall be the University of Minnesota (Twin Cities) Academic Advising Network (AAN).

ARTICLE II. PURPOSE

Sec. 1: The purpose of this organization shall be to promote high quality academic advising and service to students at the University of Minnesota; to heighten the awareness of the university community to the important role of academic advising in implementing the institutional goal of excellence in undergraduate education; to advance the professional development of advisers; and to advance the practice of advising. It shall provide a form for discussion and the exchange of ideas and information regarding academic advising. It shall serve as a representative of and advocate for academic advising with the university community.

Sec. 2: More specifically, AAN shall aim to share information and encourage collaboration among the various colleges, departments, and student services; encourage professional and ethical standards in the delivery of student services; foster productive relationships among advisers, faculty, administrators, and students; formulate the objectives and interpret the advising function to the university community; take an active role in all matters affecting the practice of advising; and provide a forum for professional development activities.

ARTICLE III. PARTICIPATION

Sec. 1: Participation shall be open to all University of Minnesota professional advisers, student peer advisers, graduate advisers, faculty, administrators, and others in academic and student affairs concerned with the intellectual, personal, and educational needs of students. Participants shall be those who choose to attend one or more AAN meetings each year. Participants shall be encouraged to disseminate information to their units and to recruit new colleagues interested in academic advising.

See 2: Participants shall be eligible to vote, hold office, attend meetings of the AAN and the AAN Board, and shall be entitled to all services and benefits provided by AAN.

See 3: Participation and opportunities for leadership shall be open to all eligible individuals without regard to race, religion, color, sex, national origin, handicap, age, veteran’s status, or sexual orientation. The University of Minnesota is an equal opportunity educator.

ARTICLE IV. PLANNING BOARD

Sec. 1: Composition

A. The Planning Board of the Academic Advising Network (AAN Board) shall be composed of nine elected representatives from at least five different colleges of administrative units within the
university. These individuals shall be responsible for planning the group's overall direction.

B. AAN Board representatives shall serve two year terms with no more than five of the Board replaced each year. Each representative may be reelected for one consecutive term.

Sec. 2: Nomination and Selection

A. The AAN Board shall appoint a nominating committee each February which will represent a slate of at least one nominee for each opening, keeping in mind the goal of university-wide representation. The committee shall be comprised of AAN participants including at least one outgoing representative from the AAN Board. Solicitations of interest for serving on the AAN Board shall be made at the February and March membership meetings. Participants may suggest themselves or others.

B. Each candidate shall prepare a brief statement indicating why s/he wishes to be an AAN Board representative and what interests and goals s/he has for AAN. These statements shall be presented to the nominating committee to aid in the selection process. The final slate shall be brought for approval to those attending the last meeting before the end of spring semester.

C. Vacancies occurring during the academic year shall be filled by selection to the current AAN Board.

Sec. 3: Academic Advising Network Board Responsibilities.

A. The AAN Board shall set and announce the agenda for AAN meetings, assist in the formation of committees, and plan for an annual special event.

B. The AAN Board shall provide leadership for monthly program planning and implementation. One board participant each month shall facilitate and conduct that month's program or delegate that responsibility to another AAN participant.

C. The AAN Board shall distribute notices, make introductions, and write thank you notes.

D. The AAN Board shall consult with and maintain communication with faculty, students, and university administrative personnel—persons whose primary involvement at the University is not academic advising, but who may be affected by it—on issues of importance relating to advising on the University of Minnesota Twin Cities campus.

E. The AAN Board shall be responsible for the financial planning and support for the organization, including, but not limited to, monthly program notices and an annual special event.

1. Whether or not to establish annual dues and the amount of such dues shall be the responsibility of the AAN Board to recommend to the participants.

2. Approval of dues and the amount of such dues shall be submitted to the participants before being voted upon and shall be approved by a majority vote at a regularly scheduled meeting.

F. The AAN Board shall select three officers: a president, a secretary, and a treasurer, who serve one year each.
Sec. 4: Officers

A. The President shall be responsible for:

1. setting and conducting AAN Board meetings;
2. disseminating information as appropriate to participants and action group facilitators;
3. representing the AAN Board at AAN meetings, or delegating another to do so;
4. coordinating the planning and implementation of the end-of-year special event.

B. The Secretary shall be responsible for:

1. coordinating mailings announcing AAN meetings and special events;
2. maintaining written records of the actions taken and activities of the AAN Board and monthly general meetings;
3. maintaining historical records of the AAN.

C. The Treasurer shall be responsible for:

1. assisting the President with the effort to secure funding annually for the Academic Advising Network;
2. establishing a history of the systematic collegiate financial contributions to the AAN;
3. distributing funds needed for costs such as mailing announcements;
4. the fiscal year for the University of Minnesota Academic Advising Network shall be July 1 to June 30.

ARTICLE V. COMMITTEES

Sec. 1: FOCUS GROUPS shall be formed periodically for discussion and problem-solving about ongoing advising issues. They shall share information about their topics, discussions, and outcomes with other AAN participants.

Sec. 2: ACTION GROUPS shall be ad-hoc working groups that respond to specific issues arising from events taking place within the university community. They shall share information about their actions with AAN participants.
Sec. 3: Other committees may be formed as necessary.

ARTICLE VI. MEETINGS

Sec. 1: The AAN Board shall meet prior to the monthly AAN meeting to set the agenda and plan the program and shall meet at other times as needed. A joint meeting of the outgoing AAN Board and the incoming Board shall take place each June.

Sec. 2: General Meetings

A. AAN shall hold monthly meetings September through May for information sharing and programs of general interest. Participants shall be informed about meetings dates, times, locations, and program topics in advance through mailings.

B. Interest groups, committees, and task forces shall meet as necessary.

ARTICLE VII. AMENDMENTS TO THE BY-LAWS

Sec. 1: Any participant may propose an amendment to the Academic Advising Network By Laws. A proposed amendment to the By-Laws shall be presented to at least one general meeting before being voted upon.

Sec. 2: All proposed amendments shall be communicated to AAN participants.

Sec. 3: A proposed amendment shall be approved at a general meeting by a simple majority of those present.