COUNCIL OF ACADEMIC ADVISORS
BY-LAWS

May 2014

ARTICLE I
NAME

The name of this organization shall be the Council of Academic Advisors, herein referred to as “CAA.”

ARTICLE II
AUTHORITY

CAA was established in October 2002 under the aegis of the Office of the Vice Chancellor for Academic Affairs (VCAA) and is composed of representatives from academic advising units at UHM, one representative from Student Services, and non-voting representatives from key offices. CAA’s authority to address academic policy and procedure is granted by the VCAA. The VCAA’s representative, the Assistant Vice-Chancellor for Undergraduate Education (AVCUE), oversees CAA.

ARTICLE III
MISSION, PURPOSE, AND GOALS

Section 1. Mission. CAA strives to create the ideal forum for discussion, decision-making, and consistent implementation of academic policies and procedures across the various academic units at the University of Hawai‘i Manoa.

Section 2. Purpose. Increasing diversity in our student population creates a need to employ more diverse avenues for advising and solutions for scholastic success, as well as a need to ensure equitable treatment of all students, especially in an increasingly complex campus environment. CAA focuses on academic policies and practices that shape the limits and potentialities of students’ academic progress, and on improving or changing those policies when necessary. CAA promotes and provides a forum for collaboration between advising units, for improving advising services for all students, and for ensuring consistency in advising and in interpreting University policy. First and foremost, CAA clarifies and simplifies academic policies to make it easier for students to understand and actively engage in their academic careers.

Section 3. Goals. CAA goals include the following:
   a. Improve our students’ experience and educational success, thereby improving UHM’s retention and graduation rates;
   b. Clarify University and campus policies in order to promote greater consistency in advising with respect to interpreting policy for students;
   c. Simplify and streamline processes and procedures for greater efficiency;
d. Propose changes to policies, procedures, and processes as necessary to improve campus function and the experience of our students;

e. Serve as an adjudicating body to resolve discrepancies and conflicts between units regarding advising practices and the interpretation of policy;

f. Improve the quality of academic advising at UHM by promoting developmental advising that provides context and meaning for students’ academic journeys;

g. Serve as a forum to share information about advising and as a network for communication and support, and foster collaboration between units; and

h. Promote professional development about academic advising.

ARTICLE IV
MEMBERSHIP AND VOTING RIGHTS

Section 1. Membership.

a. The membership shall consist of representatives from the following UHM units:
   • One each from the schools, colleges, and academic units: Architecture; Arts and Sciences; Business; Education; Engineering; Hawaiian Knowledge; Law; Mānoa Advising Center; Medicine; Nursing and Dental Hygiene; Ocean and Earth Science and Technology; Outreach; Pacific and Asian Studies; Social Work; Travel Industry Management; and Tropical Agriculture and Human Resources.
   • One each from the following campus-wide advising offices: Honors and RAPS; Pre-Health/Pre-Law Advising Center; Student-Athlete Academic Services; Student Support Services; and Mānoa Transfer Coordination Center.
   • One from Student Affairs.
   • One each from the following administrative offices: Admissions, Catalog, General Education Office (GEO), Records, STAR, and the Office of the Vice Chancellor for Academic Affairs (VCAA).
   • Invited guest offices as approved by CAA members.

b. CAA members from the schools, colleges, and campus-wide advising offices should be academic advisors from those units. CAA members from Student Affairs and the administrative offices should be administrators with the direct or delegated authority to make decisions about advising issues.

Section 2. Appointment of Members. CAA members are appointed by the Dean, Director, or Head Administrator of his or her unit and are approved by the VCAA.

Section 3. Voting and Non-Voting Members. CAA membership is divided into voting and non-voting members. Voting members consist of representatives from the schools, colleges, campus-wide advising offices, and Student Affairs. Non-voting members consist of representatives from Admissions, Catalog, GEO, Records, STAR, and VCAA, as well as invited guest offices.

Section 4. Voting.

a. If a CAA member is unable to attend a meeting s/he may either submit a vote prior to the meeting or designate a temporary substitute from his/her own unit to attend the meeting. Votes submitted prior to the meeting must be sent to the Chair in writing by the close of business the day before the meeting. Designating a substitute constitutes giving proxy authority to vote on behalf of that unit.

b. If no representative from a voting unit attends a meeting, that unit is considered to be absent and thus forfeits its voting rights for that meeting except for those votes that were submitted prior to the meeting as described in Section 4a above.
ARTICLE V
OFFICERS AND ELECTIONS

Section 1. Officers and Duties. The affairs of CAA shall be managed by a Chair. The Chair shall be assisted by a Vice-Chair, an Assistant Vice-Chair, the Past Chair, and the Webmaster.

a. The Chair has the following duties:
   - Carry out primary responsibilities for CAA and delegate as necessary.
   - Convene and conduct CAA meetings, setting agendas for each.
   - Manage the list of requests and agenda items.
   - Vet the minutes and distribute for feedback.
   - Establish, oversee, and represent CAA on sub-committees as needed.
   - Track pending proposals and recommendations.
   - Represent CAA and UHM advising to the community, within the UH System, and on the UHM campus, or assign a designee to act in lieu of the Chair.
   - Provide reports to the UH System Academic Advising and Transfer Network and the UHM Academic Procedures Committee or assign a designee to provide reports.
   - Liaison with the AVCUE and UHM administration.
   - Oversee the CAA election process.

b. The Vice-Chair has the following duties:
   - Assist the Chair as needed.
   - Fill in for the Chair whenever the Chair is absent or unavailable.
   - Lead projects and represent CAA on sub-committees as needed.
   - Oversee the planning and conducting of CAA workshops.
   - Represent CAA in the Chair’s stead, as assigned by the Chair and as necessary.
   - Create reports as assigned by the Chair.
   - Carry out additional duties as assigned by the Chair.

c. The Assistant Vice-Chair has the following duties:
   - Assist the Chair and Vice-Chair as needed.
   - Fill in for the Vice-Chair whenever the Vice-Chair is absent or unavailable.
   - Lead projects and represent CAA on sub-committees as needed.
   - Manage the CAA membership.
   - Manage the CAA meeting minutes, including assigning the taking of minutes and having approved minutes posted online.
   - Carry out additional duties as assigned by the Chair.

d. The Past Chair has the following duties:
   - Provide advice and historical context to the Chair, CAA, and UHM administration as requested.
   - Serve as the Chair’s consultant as needed.
   - Represent CAA on sub-committees as needed.
   - Fill in for the Chair should the Chair, Vice-Chair, and Assistant Vice-Chair all be absent or unavailable.

e. The Webmaster has the following duties:
   - Maintain the CAA websites.
   - Evaluate, update, and improve the websites as needed.
   - Advise the members on technology and managing the websites and other topics as needed.
Section 2. Eligibility.
   a. Only CAA members with voting rights are eligible to serve as Chair, Vice-Chair, Assistant Vice-Chair, and Past-Chair.
   b. All CAA members are eligible to serve as Webmaster.
   c. Only CAA members with voting rights are able to vote in an election.

Section 3. Terms of Office.
   a. Each of the four “Chair” officers serves for a total of four years: the first year as Assistant Vice-Chair, the second year as Vice-Chair, the third year as Chair, and the fourth year as Past Chair, as follows:

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   Officers A through J, each serving 4 years: 1st as Assistant Vice-, 2nd as Vice-, 3rd as Chair, 4th as Past Chair. Year 1 is the first full year; each full year has an Assistant Vice-, a Vice-, a Chair, and a Past Chair serving at the same time.

   b. The term of office for the Webmaster coincides with that of the Chair, and the same CAA member may remain in the position as long as s/he and the Chair choose.
   c. Terms of office begin immediately following the final meeting of each year, so that the new Board will have summer to prepare for the upcoming year.

Section 4. Elections, Vacancies, Alternates, and Appointments.
   a. Only the Assistant Vice Chair is elected; the other “Chair” positions succeed automatically. Should the Vice Chair be unable to complete a term of office, the AVCUE in consultation with the Chair and Past-Chair shall appoint a substitute for the remainder of that term. Should the Vice-Chair be unable to complete a term of office, the Assistant Vice-Chair shall become the Vice-Chair and the AVCUE in consultation with the Chair and Past-Chair shall appoint a substitute Vice Chair for the remainder of that term. Should the Chair be unable to complete a term of office, the Vice-Chair shall become Chair, the Assistant Vice-Chair shall become Vice-Chair, and the AVCUE in consultation with the Past-Chair and new Chair shall appoint a substitute for the remainder of that term. Should the Past-Chair be unable to complete a term of office, there shall be no substitution or replacement for the remainder of that term.
b. Should one of the officers be unable to continue through the succession of offices, a substitute for the remainder of the succession shall be elected using the procedure outlined below in Section 5 “Election Process.”

c. In the course of electing an Assistant Vice Chair, exceptionally close elections may be resolved by electing an Assistant Vice Chair and appointing an Alternate. Should a vacancy on the Board arise during the year, the Alternate shall be appointed as the substitute. The Board may also call on the Alternate for assistance as needed. The Alternate is automatically nominated and becomes a candidate in the next election unless s/he expressly declines.

d. Changes in CAA officers shall be reported via the AVCUE to the VCAA.

e. The Webmaster is appointed by the Chair from those members willing to serve.

Section 5. Election Process. In consultation with the Chair, the Vice-Chair runs the election process, which entails the following ordered steps:

a. At a general meeting, usually in January or latest February, the Vice-Chair announces the open position(s), reviews the election process, and calls for volunteers and nominations. The Vice-Chair may also choose to form a Nominating Committee to solicit volunteers and nominations under the premise that multiple candidates provide a stronger slate.

b. In between general meetings, the Chair meets with the volunteers and nominees to discuss the duties and commitment required.

c. The Vice-Chair prepares a final slate of candidates and at the next general meeting, usually in March, presents the slate of candidates to CAA and announces the election date. The agenda shall allow for members’ questions to the candidates.

d. At a general meeting, usually in April, the Vice-Chair conducts a secret ballot vote. As soon as possible, the Chair presents the complete election results to the AVCUE for confirmation.

e. The Chair announces the confirmed officer(s) via email CAA distribution list.

f. At the final general meeting of the year, usually in May, the Chair welcomes the new officer(s) to the Board, announces all new positions as determined by the succession, and calls for a meeting of the new Board.

Section 6. Executive Board. The Chair may choose to form an Executive Board to assist with management and decision-making. The Executive Board normally includes the four officers designated above and the Webmaster, plus any additional advisors/consultants the Chair may choose to include. However, it is the discretion of the Chair whether to form an Executive Board, and if so, who its members will be.

ARTICLE VI
OPERATIONS

Section 1. Calendar. CAA follows UHM’s academic year (AY), which begins July 1st and ends June 30th. Officers’ terms, however, begin and end with the final general meeting of the year, usually held in May, to allow the new Board to prepare for the upcoming year.

Section 2. Meetings. CAA shall meet as often as necessary to carry out its responsibilities. In general, CAA holds monthly general meetings, but always holds a minimum of seven (7), one each in September, October, November, February, March, April, and May. CAA does not usually meet during Summer Terms.
Section 3. Quorum. A simple majority of voting members (i.e. eleven) constitutes a quorum. Any act undertaken with a quorum constitutes an act of the committee. Meetings lacking a quorum may choose to proceed, but only for the purposes of informing members or discussing issues.

Section 4. Records. Formal proceedings of CAA shall be recorded as Minutes, which shall be recorded by a member, submitted to the Chair for vetting, and reviewed by the Board members. The Assistant Vice-Chair shall email the draft minutes to the CAA members before the following meeting. The Chair shall ask for feedback at the meeting before calling for approval from the membership. The Webmaster shall post approved minutes online.

Section 5. Agenda. The Chair shall maintain a list of agenda items. The Chair shall distribute via email CAA distribution list an agenda for the upcoming meeting, so that members have time to request changes, if necessary. Agenda order and time allotted remain at the discretion of the Chair.

Section 6. Proposals and Recommendations.
   a. Proposals and recommendations shall be presented via the AVCUE to the VCAA before further action and shall include the following:
      • Statement of the issue
      • Summary of background information
      • Summary of relevant facts
      • Possible options and outcomes
      • Proposal or recommendation
      • Date and contact information
   b. The Board will create a plan of action for each proposal/recommendation. The Chair will follow up, or will assign an officer or member to follow-up on the proposal/recommendation, to ensure it is carried out as planned. The carrying-out of proposals/recommendations may involve myriad people, committees, and units, and may require years to implement. The CAA Board will provide for the tracking of proposals/recommendations and subsequent assigning as needed. A proposal/recommendation is complete and able to be removed from active status only when it has either been implemented or returned to CAA and voted closed.

Section 7. Workshops. As part of its mission, purpose, and goals, CAA may offer workshops for professional development, the sharing of information, or to discuss current issues. In as much as CAA lacks its own source of funding, the Board will work with the VCAA and AVCUE to obtain funding and ancillary support for workshops.

ARTICLE VII
SUB-COMMITTEES

Section 1. Forming a Sub-Committee.
   a. The Chair may designate or appoint standing or temporary (ad hoc) sub-committees as needed. Standing sub-committees shall consist of CAA members. Ad hoc sub-committees shall include a majority of CAA members. Sub-committee members and chairs can be appointed by the Chair or can be volunteers approved by the Chair.
   b. A member of the Board will represent CAA on each sub-committee.
   c. CAA members who feel strongly about the issue being addressed by the sub-committee should volunteer to serve on the sub-committee, and the Chair should appoint members who feel strongly about the issue.
   d. A majority of sub-committee members shall constitute a quorum, and any act of that majority shall constitute an act of the sub-committee.
Section 2. Authority. Sub-committees serve at the discretion of the Chair and serve as an advisory body to CAA. An act by a sub-committee does not constitute an act of CAA. Sub-committees must present their findings, recommendations, and decisions to CAA for a vote before any action can be taken. Sub-committees shall conduct their business such that in voting, CAA should consider the sub-committee’s findings, recommendations, and decisions to be expert advice.

ARTICLE VIII
AMENDMENTS

These By-laws may be altered, amended, or repealed by a three-quarters vote of the full voting membership (i.e., seventeen of the twenty-two voting members). All units holding voting membership in CAA must vote on any proposal to alter, amend, or repeal these By-laws. A vote to abstain counts as a vote, and absent units must be allowed to vote absentee, including via email.