



TEXAS ACADEMIC ADVISING NETWORK CONSTITUTION

Article I: Association Name

The official name of the association shall be the Texas Academic Advising Network, hereafter referred to as TEXAAN.

Article II: Vision & Mission

Vision: TEXAAN views sound academic advising as a critical component in higher education and instrumental to student success. TEXAAN encourages academic advisors to create a supportive environment in which they may challenge students to take responsibility for making appropriate academic and career decisions.

Mission: To serve as a professional representation of academic advising in Texas by providing professional development, networking, recognition and information.

Article III: Purpose

The purpose of TEXAAN is to promote the academic advising profession in Texas by...

- encouraging the professional development of academic advisors
- offering networking opportunities and professional development activities
- supporting and promoting the Council for the Advancement of Standards (CAS) for Academic Advising Programs
- recognizing outstanding academic advisors and advising administrators for their contributions to the profession
- responding to legislation or action by regulatory boards which affect Academic Advising Programs, and communicating such changes to the TEXAAN general membership
- supporting the goals of NACADA: The Global Community for Academic Advising

Article IV: Goals

- Maintain a communication network for advising professionals in higher education
- Assist with the implementation of professional standards as defined by NACADA core values of academic advising
- Serve as a liaison to Texas professional, governing, and education agencies
- Maintain active affiliation with regional and national NACADA
- Organize and offer an annual conference for academic advisors, counselors, and other higher education professionals across the state of Texas

Article V: Membership

Section 1: Equal Opportunity

TEXAAN membership and opportunities for leadership shall be open to all individuals and there shall be no discrimination for reasons of religion, age, race or color, gender, sexual orientation, national origin, veteran status, or disability.

Section 2: Membership

A. Eligibility



Membership is open to academic advisors, counselors, faculty members, administrators and others in higher education in the state of Texas whose interests are in the area of academic advising.

B. Procedure

Eligible individuals shall become TEXAAN members upon submission of membership application and full payment of annual dues.

C. Active Status

Members maintain active status upon receipt of membership renewal and by paying dues for the current membership cycle. Members in active status have no outstanding balances to TEXAAN.

D. Benefit

Members in active status are eligible to vote, run for leadership positions, and take advantage of all services.

E. Membership Cycle

Membership cycle is a year membership starting at the date of active status or renewal. This equates to 364 fiscal days.

Section 3: Annual Membership Dues

A. Changes

Changes to the membership dues shall be recommended by the TEXAAN Executive Board and approved by a majority of voting members in active status.

B. Collection

Membership dues are required at the time of application for membership or renewal of membership, and only upon receipt of dues will a member be in active status.

1. If Membership dues are not received by TEXAAN within 60 days of renewal application, the application will be cancelled.

Article VI: Rules

Section 1: Annual Conference

- A. The annual business meeting shall coincide with the annual conference sponsored by TEXAAN and/or the NACADA Region VII Annual Conference (when held in Texas).
- B. The Conference Committee will determine the time and location of the Annual Conference.
- C. The Conference Committee shall make every effort to change the geographical location from one year to the next.

Section 2: Non-Annual Conference Meetings

- A. The President may call meetings as necessary to conduct TEXAAN business.
- B. These meetings may take place in-person or online.

Article VIII: Officers

Section 1: Composition

The TEXAAN Executive Board shall consist of (9) elected officers: President, President-Elect, Immediate Past President, Vice President of Programs, Vice President of Membership, Treasurer, Vice President of Marketing and Communication, Vice President of Technology, and Secretary. The NACADA State Liaison, selected through a state-wide TEXAAN region election, serves on the Executive Board



Section 2: Selection of Officers

- A. The Secretary will solicit nominations and help the President and the Vice President for Technology conduct elections.
- B. Election shall be by a majority of eligible voting members.
- C. Newly elected officers shall take office at the end of the annual business meeting.
- D. The TEXAAN Executive Board will solicit nominations for officers for the next election cycle.
- E. All candidates must follow the published guidelines as set forth by the Nominations Committee.

Section 3: Officer Duties, Responsibilities, and Terms

A. President

1. Preside at all TEXAAN meetings.
2. Responsible for overseeing all the association's activities.
3. Call special meetings of the TEXAAN Executive Board and serve as an ex-officio member of all standing and ad hoc committees.
4. Appoint interim officers in the event an officer cannot complete his or her term (except in the case of president).
5. If the President cannot complete his or her term, the President-Elect shall assume the duties for the remainder of the term. The President – Elect will also serve their elected term.
6. Serves a term of one election cycle. Becomes Immediate Past President after serving one election cycle.
7. Submit and disseminate to the general membership an annual report of TEXAAN's accomplishments for the preceding year within one-month following the annual conference or the NACADA Region VII Annual Conference (when held in Texas).

B. President – Elect

1. Chief assistant to the President.
2. Assume the duties of the President in the absence of the President and when so acting shall exercise the powers of the President.
3. Serves a term of one election cycle. Becomes President after serving as President Elect for one election cycle.
4. Coordinate efforts of TEXAAN Region Chairs with support of the Vice President of Membership.
5. Coordinates Award Nominations and selection for that year in conjunction with the Immediate Past President.

C. Immediate Past President

1. He or she shall hold this position for one year after the completion of his or her term as President.
2. Shall serve as advisor to the President and TEXAAN Executive Board.
3. Coordinates Award Nominations and selection for that year in conjunction with the President-Elect.
4. Serves a term of one election cycle.
5. May coordinate the Lifetime Service Award Committee.
6. A vacancy of Immediate Past President shall not be filled.

D. Vice President of Programs



1. Serve a term of two election cycles and is elected in odd numbered years.
2. Coordinate current professional development (e.g., Fellowship, Mentoring, Virtual Drive-Ins, Webinars)
3. Develop future programs for membership development

E. Vice President of Membership

1. Serve a term of two election cycles and is elected in even numbered years.
2. Encourage members to renew membership and develop methods to recruit new members
 - Work with Vice President of Programs on developing Mentoring Programs or other Fellowship opportunities.
3. Coordinate membership programming (e.g. Membership recognition, Membership surveys, Welcome Email, etc.).
4. Work with Region Chairs and President-Elect to increase membership.

F. Treasurer

1. Serve a term of two election cycles and is elected in even numbered years.
2. Produce an annual financial report for distribution to the general membership an annual report of TEXAAN's accomplishments for the preceding year within one-month following the annual conference or the NACADA Region VII Annual Conference (when held in Texas).
3. Collect and deposit annual membership dues and conference fees.
4. Coordinate with various positions on financial matters concerning the TEXAAN budget
5. Responsible for submitting appropriate documentation to maintain status as a 501c3 association
6. Maintain a proper financial reporting system
7. Work with accountant for tax purposes
8. Ensure TEXAAN is compliant with its fiduciary responsibilities

G. Vice President of Marketing and Communications

1. Serve a term of two election cycles and is elected in even numbered years.
2. This position will hold the "owner" position through all of the social media accounts.
3. Create a quarterly newsletter for membership, "TEXAAN", to be sent via email to membership and posted on social media.
4. Create other marketing tools/flyers as needed.
5. Solicit contributions for newsletters/journal, from the Executive Board and membership.
6. Develops and maintains Social Media marketing efforts and coordinate with members of the board and Conference Chairs.
7. Works with the Social Media Committee that is selected through the Conference Committee Co-Chairs.
8. Will distribute information for TEXAAN activities via social media platforms (including, but not limited to, Canva, Facebook, HootSuite, Instagram, LinkedIn, Twitter/X, YouTube, etc.).

H. Vice President for Technology

1. Serve a term of two election cycles and is elected in odd numbered years.

2. Maintain, coordinate, update, and disperse Gmail accounts to new Executive Board members and Region Chairs and Elects.
 - Shares appropriate Google Drive files with Board Members and Region Chairs/Elects.
 - Coordinates with the Past President, President, and President Elect as to who will monitor and respond to the TEXAAN general email account (texasaan@texasaan.org)
3. Maintain current TEXAAN web address.
4. Collaborate with officers to publish information to the web in a timely manner.
5. Collaborate with the conference chair and board members to publish conference information, newsletters, awards and scholarships winners, and historical documents to the web in a timely manner.
6. Coordinates with Secretary and President regarding voting for officer selection.
7. Conduct an annual audit of the website for errors, updates (including updating pictures and quotes), improvements, and general cleanup of the website.

I. Secretary

1. Serve a term of two election cycles and is elected in odd numbered years.
2. Keep records of all meetings of the association and the TEXAAN Executive Board
3. Collect information/documents/pictures form the inception of the association to current date.
4. Track all awards and scholarships presented to members.
5. Maintain a current copy of the TEXAAN constitution.
6. Assist the President and the Vice President for Technology in facilitating the election process.
7. Give notice to all members of regular and special meetings.

J. NACADA State Liaison

1. Will serve a two-year term and is elected through NACADA Region 7.
2. Serves of the Executive Board as an Ex-officio member.

Section 4: Resignation or Removal of an Officer

A. Resignation

Written resignations shall be submitted to the President.

B. Removal

Officers may be removed for cause by a two-thirds vote of the TEXAAN Board or a majority vote by voting members in good standing at the annual business meeting.

Article IX: Committees

Section 1: Standing Committees

A. Conference Committee

1. Co-Chairs shall be appointed by the board and will collaborate with the President.
2. Members shall include active members of TEXAAN.
3. Members of the conference committee will be selected through application process held by conference committee chairs.
4. The selection of the committee will take place no later than the end of the



Spring semester following the previous conference.

5. This committee shall be responsible for making all arrangements for the annual TEXAAN conference, with the aid of the board.

B. Nominations Committee

1. Committee shall be co-chaired by the President Elect and the Immediate Past President.
2. At-large members may not include more than one representative from each institution.
3. Committee shall be responsible for soliciting nominations and recommending a slate of candidates for open TEXAAN positions.

Section 2: Possible committees to be appointed by the President can include but are not limited to:

All ad-hoc committees shall include at least one member from a two-year institution and one member from a four-year institution.

- A. Constitutional Review Committee
- B. Membership Committee
- C. Awards and Scholarship Committee
- D. Lifetime Service Award Committee

Article X: Regions

Section 1: Description

TEXAAN shall be comprised of six regions that represent institutions in different geographic locations. TEXAAN will publish a list of schools in each region on TEXAAN website. Regions are:

- A. Region 1: Central Texas
 - B. Region 2: East Texas
 - C. Region 3: North Texas
 - D. Region 4: South Texas
 - E. Region 5: Southeast Texas
 - F. Region 6: West Texas
- i. Region Chairs and Region Chair Elects cannot hold dual appointments with Executive Board positions.
 - ii. Being a Region Chair or Chair Elect does require that one live within the Region they are participating with, due to expectations and ideas that TEXAAN Leadership has for Region Chairs and Elects.

Section 2: Purpose

The regions are designed to foster professional relationships between institutions.

Section 3: TEXAAN Regional Chair

A. Region Chair

1. Serve as the regional liaison with the TEXAAN Executive Board.
2. Develop partnerships with local advising organizations within the region.
3. Conduct needs-survey for members of the Region.
4. Coordinate efforts that suit the Region needs.
5. Assist Vice President of Membership with recruitment of new members within the region.
6. If a Region Chair is unable to remain in their position, the Region Chair-Elect



will be moved into the Chair seat. The new Region Chair will complete their term of Region Chair-Elect and then the year as Region Chair.

7. Serve a one-year term

B. Region Chair-Elect

1. Serves a term of one election cycle. Becomes Region Chair after serving as Region Chair-Elect for one election cycle.
2. Chief assistant to the Region Chair
3. Coordinate with Region Chair to develop partnerships with local advising organizations within the region
4. Coordinate efforts that suit the Region needs.
5. Assist Vice President of Membership with recruitment of new members within the region.
6. If a Region Chair-Elect is unable to remain in their position, the seat will go unfilled until the next conference. A Region Chair may be asked to sit for an additional year to assist newly elected Region Chair-Elect.

Article XI: Changes to the Constitution

Amendments to the TEXAAN Constitutions are adopted by ratification of a majority of members voting at the annual or special business meeting.

1. Changes to the constitution will be presented to the Executive Board prior to the General Meeting at the Annual Conference.
 - a. No less than two weeks prior to the Annual Conference.
2. If the proposed changes are approved by the Executive Board, the changes will be presented to the TEXAAN General Membership to vote on at the General Meeting at the Annual Conference.
 - a. Proposed changes need to be presented to the General Membership for voting the week of the Annual Conference.