

- Section 3** There is no election process to be a member of the council. Employment as a professional/faculty advisor is sufficient.
- Section 4** Officers of AAC will be elected by active members of AAC. See Article VI.
- Section 5** AAC meets the 3rd Thursday of each month.
- Section 6** The Academic Advising website is www.unomaha.edu/advising
- Section 7** AAC does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or membership.

Article V – Officers

- Section 1** The executive officers of AAC are President, Vice President, Secretary, Treasurer, Communication Specialist, President-Elect, Past President, and Committee Chairs.
- Section 2** The duties of the officers are as follows:
- A. President**
1. Chairs Executive Committee and meets with them monthly to plan meetings.
 2. Presides at meetings of AAC.
 3. Responsible for assigning ad hoc committees.
 4. Submits recommendation for University committee representation.
 5. Trains the president-elect and serves as a resource once term is complete.
 6. Acts as an informal liaison between advising and the campus.
 7. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.
- B. Vice President**
1. Serves on the Executive Committee.
 2. Presides at AAC meetings if the President is absent.
 3. Oversees elections.
 4. Reserves rooms for all monthly and executive meetings and other events as needed.
 5. Oversees Chairs of the standing committees.
 6. Oversees ad hoc committees.
 7. Trains the incoming Vice President immediately following the July meeting.
 8. Assumes the responsibilities of the President if they are unable to complete their term.
 9. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
 10. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.
- C. Secretary**
1. Serves on the Executive Committee.
 2. Provides timely, accurate minutes of each AAC meeting.
 3. Maintains record of AAC monthly meeting attendance.
 4. Trains the incoming secretary immediately following the July meeting.
 5. Backs up Communication Specialist
 6. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.

7. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

D. Treasurer

1. **Serves on the Executive Committee**
2. Chairs the fundraising committee.
3. Maintains the Academic Advising Council (AAC) budget.
4. Interfaces with the IESS Business Manager for all budget requests.
5. Interfaces with the Foundation on Wear Black, Give Back and other fundraising campaigns.
6. Trains the incoming treasurer immediately following the July meeting.
7. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
8. Represents AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

E. Communications Specialist

1. Serves on the Executive Committee.
2. Maintains the Academic Advising Council (AAC) email and manages internal communications.
3. Coordinates the updating of the AAC website.
4. Trains the incoming communications specialists immediately following the July meeting.
5. If this position is vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position.
6. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

F.

- a. As a non-voting ex-officio member, the Past-President will be permitted to attend closed session Executive Committee meetings
- b. Ex-officio members are not counted to establish a quorum.
- 3. Represent AAC on collaborative projects or committees with other entities such as the Staff Advisory Council.

H. Committee Chairs

- 1. Committee Chairs will be nominated and elected by AAC voting members.
- 2. Each standing committee will have an elected Chair.
- 3. Chairs will serve a two-year term.
- 4. Chairs will report to the Vice President monthly and provide updates at the AAC monthly meeting.
- 5. Chairs will schedule committee meetings and take meeting minutes.
- 6. Chairs will manage AAC committee shared folders.
- 7. Chairs will attend Executive Committee meetings monthly.
- 8. If these positions are vacated the Executive Committee will either divide the tasks of the position amongst themselves or hold a new election to fill the position for the remaining term.

Section 3 The election and terms of the officers are as follows:

- A. Vice President, Secretary, Treasurer, Communication Specialist, and Committee Chair Elections in Even Years, Two-year Terms.
 - 1. Terms of the office will run from August of year one to August of year two (25 months), which includes a one-year overlap between the first and second year.

