

Mason Academic Advisor Network BYLAWS

Article I: Mason Academic Advisor Network

Section 1: The Mason Academic Advisor Network (hereafter referred to as MAAN) was formed to help promote advisor collaboration, advisor development, and to disseminate information to all undergraduate academic advisors in a timely fashion.

Article II: Purpose

Section 1: MAAN aspires to create a culture of advising excellence at George Mason University (hereafter referred to as Mason) that encourages development and collaboration amongst all of its advisors.

Section 2: The overall mission of MAAN is to improve students' academic advising experience by providing Mason undergraduate advisors with: campus-wide advising resources, opportunities for cross-communication and collaboration, and opportunities for professional development.

Article III: Membership

Section 1: MAAN is open to all individuals who are involved in the academic advising process or who are directly impacted by the advising process. Membership is established through a registration process.

- i. The registration process consists of an online form requesting personal information (name, position, and department) and basic demographic information (length of employment at Mason, length of time serving as an academic advisor, and level of education - completed and in progress).

Section 2: Categories of Membership

- i. There are two levels of membership: Core and Affiliates.
 - a. Core members are full-time or part-time non-student wage, classified staff and tenured, tenure-track, term, and administrative faculty at Mason assigned with the responsibility of academic advising exploratory students or students who are declared within a college/school.
 - b. Affiliate members are any individuals who are interested in the academic advising process.

Section 3: Voting Rights of Membership

- i. The right to vote on the business of MAAN shall be held by Steering Committee members only.

Article IV: Committees

Section 1: MAAN Steering Committee

- i. The MAAN Steering Committee will inform the advising community of recommendations and initiatives, which will alter the direction of, or will significantly improve the quality of, the academic advising process. This may be done by email or by meeting.
- ii. The MAAN Steering Committee shall consist of:
 - a. The following units will select at least one representative to serve on the Steering Committee that will govern MAAN: Provost's Office (for Exploratory students), College of Education and Human Development, College of Health and Human Services, College of Humanities and Social Sciences, College of Science, College of Visual and Performing Arts, Honors College, School of Integrative Studies, School for Conflict Analysis and Resolution, Schar School of Policy and Government, School of Business, Volgenau School of Engineering.
 1. Selected representatives must meet the requirements of a core member listed in Article III.2.a.
 2. Colleges or schools shall be allowed up to three representatives on the MAAN Steering committee.
 3. Each college or school shall elect steering committee members in a manner determined by that college or school. The representative must inform the Co-Chairs of their intent to leave their post.
 4. In the event that a member of the MAAN Steering Committee should vacate their position prematurely, the college or school will appoint a member of MAAN to serve in that position.
- iii. Meetings
 - a. The Co-Chairs of MAAN, in collaboration with the standing committees, shall prepare the agenda and arrange for its distribution prior to the steering committee meeting to all of the committee members.
 1. The steering committee must meet at least once per month and will be scheduled by the Co-Chairs. Meetings can be deemed closed or open at the discretion of the steering committee and/or Co-Chairs
 2. Explanatory or background information on all agenda items shall be prepared by the sponsor of the item and shall be attached to the agenda.
 3. Items of new business not appearing on the agenda may be introduced by any member after consideration of all agenda items has been completed, but disposition of any item introduced without prior notice and related information may be carried over to the next meeting.
 4. Affiliate and core members are able to attend open steering committee meetings as approved by the steering committee.
- iv. Responsibilities of MAAN Steering Committee members
 - a. Represent their respective unit and the advising community with honor and integrity at all times

- b. Uphold and promote the vision and mission of MAAN
 - c. Attend monthly MAAN steering committee meetings consistently and vote on matters brought before the MAAN Steering Committee
 - 1. Members attendance will be reviewed by the Co-chairs or Membership Manager
 - d. Perform regular outreach to constituents to solicit ideas and concerns
 - e. Present agenda items to the Co-Chairs for discussion by the membership.
 - f. Attend standing committee meetings, as assigned
 - g. Perform tasks assigned through his/her standing committee
 - h. Attend at least two MAAN-sponsored events during the academic year and assist with constituent appreciation and outreach events
 - i. Serve on at least one standing committee
 - j. Reach out to and connect with new advisors/current advisors in their unit not yet involved in MAAN and invite/encourage participation
 - k. Keep and prepare meeting minutes for steering committee meetings as assigned
 - l. The committee will publish a recap of discussions and events every 6 months, along with an outline of plans for the next six months.
- v. Officers
 - a. Co-Chairs (two individuals required)
 - 1. Ensure that all endeavors associated with MAAN align with the vision, mission, goals and objectives
 - 2. Foster a sense of teamwork, partnership, collaboration, communication, and community among advisors at Mason both within and outside MAAN
 - 3. Advocate for MAAN, which was established at Mason to be recognized as its own unit as an entity outside of academic units
 - 4. Represent MAAN when meeting and/or collaborating with other campus units or individuals
 - 5. Ensure that every academic unit is represented in MAAN
 - 6. Encourage advisor participation in MAAN, beyond affiliation with the group
 - 7. Organize a minimum of 1 meeting of the steering committee to review group progress, discuss group business, and to provide feedback on various standing committees
 - 8. Facilitate the organization of new initiatives through ad-hoc committees where appropriate and the tabling of committees when initiatives have been achieved
 - 9. Recognize the voluntary nature of the work being done through this group and ensure that this is not taken advantage of by the group itself or by outside units
 - 10. Provide energy and direction for MAAN as a whole
 - 11. Work in collaboration with corresponding co-chair to achieve all above items

12. Identify and work with other groups/individuals outside of MAAN who share similar vision, mission, goals, and objectives and facilitate a partnership/collaboration
 13. Compile award responses for annual peer-nominated awards and recognition and submit to the selection committee for review.
- b. Treasurer
 1. Prepare a budget, in consultation with the Co-Chairs, prior to the start of the fiscal year
 2. Present the budget to the Steering Committee for approval each fiscal year
 3. Maintain an accurate record of expenditures and commitments
 4. Present budget updates to the MAAN Steering Committee at meetings
 - c. Membership Manager
 1. Process all requests for MAAN membership, which includes updating the master spreadsheet, adding new members to the MAAN listserv and following up with new members interested in getting involved with MAAN
 - d. No member of the steering committee will hold more than one position simultaneously unless necessary for sustainability, in which case that must be approved by the steering committee

Section 2: Standing Committees

- i. Standing Committees shall be those permanent committees whose respective charges are established by the MAAN Steering Committee and whose members are either elected or who have volunteered. Designated ex-officio members appointed by the Steering Committee may not vote on committee proceedings.
- ii. Each Standing Committee shall elect its Chair from among its own membership and shall provide the name of that person to the Steering Committee. A quorum for conducting committee business shall normally be one-third of the committee's membership.
 - a. Standing Committee Chair responsibilities are as follows:
 1. Convene and preside over meetings of the Standing Committee at least two times per year and as needed to accomplish goals
 2. Delegate tasks to committee members that are necessary to achieve outcomes
 3. Regularly report progress, plans, and/or issues to the MAAN Steering Committee
 4. Maintain an accurate and current list of standing committee members with their charges
 5. Prepare an exit report upon completion of term to maintain continuity
- iii. Each Standing Committee shall establish and follow a set of written operating procedures, which shall be reviewed and updated at the start of each academic year by the committee membership.
- iv. The Standing Committees for MAAN are as follows:

- a. Mason Advisor Certificate Committee
- b. Registration Awareness Week Committee
 - 1. Registration Awareness Week (RAW) is a MAAN initiative aimed at encouraging students to prepare for course registration early. RAW's goal is to increase students' preparation for academic planning sessions and to encourage them to not wait until the last minute to seek out their advisor. In addition to running an advertising campaign, advisors are stationed at a JC kiosk throughout the week to help students with questions about advising or information about finding their advisor. Members of this committee are required to set up the event (including kiosk reservation), create and distribute marketing materials, and collect information from other advising units for distribution at the kiosk locations.
- c. Learn Over Lunch Committee
 - 1. Learn over Lunch (LOL) is a series for academic advisors to meet during their lunch hour to learn about important advising information, resources, and referrals. Members of this committee are responsible for securing the space for each LOL, promoting the sessions, and lining up guest speakers.
- d. Social Committee
 - 1. The Social Committee is responsible for the creation and logistics for MAAN-sponsored social events for academic advisors. This may include happy hour events, lunch outings, etc.
- e. Website Committee
 - 1. The Website Committee is responsible for maintaining the MAAN website, making sure that all information is up to date for academic policies and procedures, upcoming events, advisor liaison list, and new MAAN initiatives.
- f. Professional Development Committee
 - 1. The Professional Development Committee provides and creates opportunities for continuing professional development for members of MAAN (through webinars, conferences, and awards).
- g. Advisor Mentorship Program (AMP)
- h. *Ad hoc* Committees
 - 1. *Ad hoc* Committees shall be established by the Steering Committee on their own initiative or at the request of the Co-Chairs for consideration of special or transient issues. Establishment of an *ad hoc* committee requires an affirmative vote of a majority of Steering Committee members. If no term is specified, the committee is deemed to serve until it issues a final report.

Section 3: Terms of Committee Membership

- i. All members of the Steering Committee and other standing committees will serve a one-year term.
- ii. Terms of committee membership will run from September 1st through August 30

with the exception of the Co-Chair positions.

- a. The Co-Chair positions terms will have varied termination dates to ensure there is one seasoned Co-Chair to train the incoming Co-Chair. One Co-Chair position will run from June 1 through May 31. The second Co-Chair position will run from January 1st through December 31.
- b. Standing committee chair positions will be up for change every June.
- iii. Consecutive terms are allowable.

Section 4: Vacancies

- i. Vacancies or incapacity to serve occurring in Standing Committees shall be filled by appointment by the Co-Chairs with the approval of a majority of the Steering Committee at any regular meeting
- ii. Removal from any Standing Committee appointed member may occur with the consent of the majority of the Steering Committee at any regular meeting.
- iii. Standing and ad hoc committee vacancies will be promoted via MAAN newsletter and listserv.

Section 5: Quorum

- i. The quorum for committee meetings shall consist of no less than one third of the voting membership as defined in Article III, Section 2 and Section 3.

Article V: Nominations and Elections

- i. The Co-Chairs of the MAAN Steering Committee, in preparation for a General Election, will request nominations for new committee and officer nominees by the last business day of November and May of each year.
- ii. Beginning mid-June and mid-October, ballots will be made available to all voting members of MAAN as described in Article III.
- iii. The ballot will be closed at 5:00 p.m. on the third Thursday of May and November.
- iv. All elections, records, and results shall be confidential and shall be entrusted to the MAAN Steering Committee.

Article VI: Effective Date and Amendment

Section 1:

- i. These bylaws shall become effective October 25, 2013.

Section 2:

- i. All motions to amend these bylaws shall be read and debated at two successive steering committee meetings in the same academic year and no fewer than 30 days apart. Following a second debate, a ballot will be prepared and distributed. A two-thirds majority vote of the steering committee shall be required for passage of such an amendment.

Article VII: Amendments

Section 1:

- i. MAAN Steering Committee voted to formalize a new committee on April 25, 2014.
 - a. The Graduate Advisor Support (GRAS) group seeks to establish a community of graduate student advisors by fostering increased information sharing and collaboration on ways to engage and support Mason's graduate student population, from recruitment through degree completion.

Section 2:

- i. MAAN Steering Committee voted to adjust Article V on July 28, 2016.
 - a. The first Co-Chair term has been modified to run from June 1 and will terminate on May 31. The second Co-Chair position term dates will remain the same. The ballot closing date will be modified to reflect this change.

Section 3:

- i. MAAN Steering Committee voted to share ownership of the duty to record and share minutes on June 30, 2017.

Section 4:

- i. MAAN Steering Committee voted to create a Professional Development Standing Committee on September 28, 2018.

Section 5:

- i. MAAN Steering Committee voted to create a MAAN Bylaws Ad-hoc Committee on August 30, 2019.
 - a. The Ad-hoc Committee presented proposed adjustments on November 22, 2019 and December 13, 2019.
 - b. The MAAN Steering Committee voted to approve changes to Articles III, IV, and V on December 13, 2019.