

BYLAWS OF THE COUNCIL OF ACADEMIC ADVISORS

JUNE 2005

Article I – NAME

The name of the organization will be the Council of Academic Advisors, University of Southern California, hereafter referred to as CAA.

Article II – GOVERNANCE

The bylaws of CAA will govern the CAA in all its practices. Amendments to the bylaws will be effective and binding on the CAA.

Article III – MEMBERSHIP

All faculty and staff members of the University whose duties include undergraduate student services or advisement will be eligible for membership in CAA.

Article IV - STEERING COMMITTEE

A. Composition

1. There will be established a steering committee of eight voting members of CAA.
2. The steering committee will represent the various academic and administrative units of USC.

B. Officers

1. The steering committee at its first meeting of the year will elect three officers: a chair- elect, treasurer, and secretary. The previous year's chair-elect will assume the office of chair.
2. The steering committee may appoint additional officers if there is a need

C. Duties

1. The chair will call meetings of the committee to plan events and conduct CAA business. The chair will preside at all meetings of the CAA and steering committee.

2. The steering committee as a whole will act on behalf of CAA in planning meetings and taking action on issues requiring CAA action between general meetings.

D. Election of steering committee

1. There will be an annual election at which there will be elected four new members to the steering committee. Members will serve a two-year term.
2. The steering committee will solicit nominations from the membership. From these nominations the steering committee will select the candidates with the intent of representing all areas of the University.
3. Elections will be conducted in June. At least one week will be given to return the ballots.
4. Any vacancy in office will be filled by appointment by the steering committee.

Article V – MEETINGS

- A. Regular general meetings of the CAA will be held twice a semester.
- B. Special meetings of CAA may be called by the steering committee or by request to the chair of fifteen CAA members. Notice of special meetings will be sent at least seven days in advance.
- C. Regular meetings of the steering committee will be held monthly.
- D. A quorum of the steering committee will be four members. Ten percent of all members will constitute a quorum for general meetings.
- E. All times and places for all meetings will be determined by the steering committee.

Article VI – AMENDMENTS

Amendments to these bylaws may be made by ballot with a three-fourths majority required for adoption. The amendments will be discussed at the general meeting prior to the ballot being distributed. At least one week will be given to return the ballot.