



By-Laws

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General Membership Meeting

By-Laws

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Article I. Name

The name of the organization is the Georgia Southern University Parents Association (hereafter referred to as the "Parents Association" or "the Association").

Article II. Mission

It is the mission of the Parents Association to:

- Encourage mutual understanding and to facilitate communication between parents and the University.
- Sponsor programs and services that meet the needs of parents and involve parents in the life of the University community.
- Promote the development of the University and its students by supporting the Parents Fund and Georgia Southern Foundation.
- Contribute to student persistence and academic success by promoting institutional loyalty in the entire family.

Article III. Membership

Section 1: Membership is connected to the address where the member resides. Separated or multiple family members may obtain membership for each residing address.

Section 2: Regular Membership – Regular Membership of the Association shall be open to annual dues-paying parents, grandparents, guardians or family members of past and present Georgia Southern University student(s) or alumni. Regular Members shall receive all the rights and benefits of membership as may be determined from time to time by the Council.

Section 3: Honorary Membership - Organizations or individual who have rendered distinguished service to Georgia Southern University or to this Association may be elected to Honorary Membership in the Association by the Council and shall have all rights established from time to time by the Council. Honorary members may participate in Association-sponsored events and may serve as advisory members of committees but are not obligated to pay dues or entitled to vote.

Section 4: Term: The membership year for the Parents Association begins August 1 and ends July 31 of the following year.

Section 5: Rights: Only members shall have the right to vote and hold office in the Association. In a vote of the general assembly of Association members, one vote is allowed per each paid membership.

Article IV. Meetings

Section 1: Annual Meetings: The annual meeting of the Association will be held at the University in the Fall of each year during Family Weekend or at such time and place as the Council may designate. Notice of the annual meeting will be sent to all members at least two weeks prior to the annual meeting. For the annual meeting, a quorum will consist of all members present.

Section 2: Open Records Act: All meetings of the Association will be conducted in accordance with the Georgia Open Meetings Law and all records of the Association are subject to the Georgia Open Records Act.

Section 3: Advisor: The annual meeting of the Association cannot take place without the Georgia Southern staff person advisor or designee in attendance.

Article V. Parents Council

Section 1: Purpose: The purpose of the Parents Council is to plan, direct and support the programs of the Georgia Southern University Parents Association and, through the Association, support the educational mission of Georgia Southern University and the mission of the Association.

Section 2: Governance:

- A. The Association shall be governed by the Parents Council (hereafter referred to as the "Parents Council" or the "Council"), and shall act within the regulations and policies of the Georgia Southern University Foundation and Georgia Southern University.
- B. Officers and members are prohibited from entering into agreement, contract, or other documents obligating Georgia Southern Parents Association, Georgia Southern University Foundation, Georgia Southern University, or any entity thereof.

Section 3: Council Seats:

- A. Memberships for the Parents Council shall be recruited to reflect the student profile of Georgia Southern University and to strive for regional diversity in Georgia. Consideration for Parent Council membership should also be given to parental expertise that will contribute to the effective functioning of the Parents Association and also to parents with an expressed interest in Georgia Southern University.
- B. The number of elected seats on the Parents Council shall be no less than nine (9) and not more than fifteen (15). An elected seat on the Parents Council is limited to a Regular Membership as defined by Article III, Section 2.
- C. Up to two seats can be filled by appointment, with council members' knowledge, by the Association president.
- D. Representatives from the freshman class entering in the fall of each year will be elected no later than November 1. At least two vacancies in council seats may be reserved for membership from the freshmen class.
- E. Council members so elected shall serve up to 24 months beginning August 1 of their elected membership term and ending July 31.

- F. Any Council member may be removed from office for good cause upon the vote of the Council member, provided that the Council member in question has received thirty (30) days written notice of the impending proceedings. Upon request by the Council member subject to the removal action, a hearing shall be held at said meeting prior to the voting of the Council members.
- G. Two additional seats of the council are reserved for non-voting council advisors. One advisor must be a Georgia Southern University staff person as appointed by the Assistant Director of Admissions, Orientation, and Parent Programs and another is reserved for a past Parents Association president selected to the advisory role by the current seated president.

Section 4: Council Elections:

- A. Memberships for a seat of the Parents Council will be elected by the entire membership of the Association except as provided by Article IV, Section 3C.
- B. Whenever possible, elections for available council seats shall take place prior to July 31 for the upcoming council term.
- C. A reasonable attempt shall be made to provide every current member the opportunity to vote in the Parents Council election process.
- D. Vacancies in a council seat prior to the expiration of the membership term can be filled by an ad hoc election process administered by the Bylaws and Elections committee or as allowed by Article IV, Section 3C.

Section 5: Meetings:

- A. Regularly scheduled monthly teleconference meetings shall take place on the second Thursday of each month except where conflicts occur due U.S. recognized holidays, University sponsored programs where Parent Council members are required to attend, or during months where scheduled face to face council meetings take place.
- B. A bi-annual face to face meeting shall take place in conjunction with Fall Family Weekend on Georgia Southern's campus and Spring Family Day event preferably in the Atlanta area.
- C. Additional special meetings of the council cannot take place without thirty day prior notice to all council members and each member given the opportunity to participate.
- D. A simple majority of the Council members shall constitute a quorum for the purpose of conducting business.

- E. A meeting of the Council cannot take place without the Georgia Southern staff person advisor or designee in attendance.

Section 6: Council Member Responsibilities:

- A. Each member of the council shall serve on at least one committee.
- B. Parent Council members must participate in the regularly scheduled monthly teleconference meetings. More than two absences can impact your status on the Council.
- C. Parent Council members must be in attendance at the Fall and Spring face to face council meetings. More than one absence can impact your status on the Council.
- D. Volunteer at a minimum of two Georgia Southern below listed events where parents are in attendance. Failure to attend at least two of the special events could impact your status on the Parents Council.
 - a. New Student Send-Off event
 - b. Fall Semester Move-in Day activities
 - c. Fall Family Weekend
 - d. Admissions Recruitment Receptions
 - e. Open House
 - f. Scholars Event
 - g. Spring Family Days
- E. Volunteer at a minimum of one two-day summer SOAR (orientation) sessions held in June or July. Summer SOAR sessions are the primary recruiting opportunity for Parents Association members. On campus accommodations will be arranged when available and meals during the SOAR session will be provided.

Section 7: Voting: A total of five votes of the council present at a regularly scheduled meeting shall be cast. One vote will be counted for each elected officer and a fifth vote counted from the majority vote of the remaining council seats. In the absence of an elected officer, the fifth vote is counted twice.

Article VI. Executive Board

Section 1: Structure: Four officers shall constitute the Executive Board. The officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer.

Section 2: Position Descriptions:

- A. President - The President shall preside over all meetings of the Parents Association and the Parents Council. The President shall have general charge of and control over the affairs of the Association, subject to such regulations and restrictions as the Parents Council shall from time to time determine, and shall annually prepare a full

and true statement of the affairs of the Association which shall be presented to the entire membership at the annual Fall meeting.

- B. Vice President - The Vice President shall perform all duties and be vested with all the authority of the President in case of vacancy in the office of President, or in the absence or disqualification of the President and shall have such other powers and shall perform such other duties as may be assigned by the Parents Council or the President. The Vice President shall annually prepare a snapshot of the membership of the Association which shall be presented to the entire membership at the annual Fall meeting.
- C. Secretary - The Secretary will keep minutes of all meetings of the Council and the Association and is the custodian of the records of the Association. The secretary shall also notify the council members of date, time, and location of monthly meetings at least two weeks prior to the scheduled meeting. The Secretary will publish the agenda and minutes of all Association and Council meetings. In the event the Vice President is unable to fulfill the duties of that office, the Secretary will assume the duties of the Vice President until such time as the Vice President is able to resume duties of the office of the Vice President's term of office has expired.
- D. Treasurer - The Treasurer shall review and report on the nature and extent of all finances and investments of the Association to the Council on a regular basis. The Treasurer shall also prepare a brief Income and Expense report which shall be presented to the entire membership at the annual Fall meeting.

Section 3: Elections:

- A. The Executive Board of the Association and Council shall be elected from the council membership.
- B. Whenever possible, elections for vacant executive positions shall take place prior to July 31 for the Association term.
- C. A reasonable attempt shall be made to provide every current council member the opportunity to vote in the Executive Board election process.

Section 4: Term: The Executive Board council members shall serve up to 12 months beginning August 1 of their elected membership term and ending July 31.

Section 5: Meetings:

- A. Meetings of the Executive Board members outside the regularly scheduled Council meeting, must be made aware to the council at the regularly scheduled Council meeting prior to the Executive Board meeting.

- B. Official business of the Association or Council cannot be voted on and approved at an Executive Board meeting as restricted by Article IV, Section 6.
- C. Minutes of the Executive Board meeting must be reported to the Council.
- D. A meeting of the Executive Board cannot take place without the Georgia Southern staff person advisor or designee in attendance.

Article VII. Committees

Section 1: Structure: There shall be the following standing committees: Membership, Finance, By-Laws and Elections, and Programs and Events. Other committees may be formed from time to time by the Parents Council.

Section 2: Descriptions:

- A. Membership Committee shall:
 - a. Develop and coordinate programs and activities that are designed to enhance Parents Association membership, focusing on recruitment and retention.
 - b. Recruit members to the Parents Association
 - c. Recruit volunteers to assist with membership drives at SOAR
 - d. Identify Parents Association Gifts/perks of membership.
- B. Finance Committee shall:
 - a. Coordinate fund raising activities of the Association
 - b. Assist in scholarship application process
 - c. Secure scholarship awards for students
 - d. Coordinate Scholarship ceremony
- C. By-Laws and Elections Committee shall:
 - a. Recruit Members to the Parents Council
 - b. Educate Parents Council Members of Expectations/Policies
 - c. Coordinate election process for Council members and Executive Board.
 - d. Act as parliamentarian for the Association and Council
- D. Programs and Events
 - a. Coordinate the involvement of the Association activities, including but not limited to
 - i. Fall and Spring Family Weekend
 - ii. Operation Move-In
 - b. Recruit New Student Send-off Hosts
 - c. Recruit volunteers for Admissions recruitment events

Section 3: Chair: The Executive Board shall appoint committee chairs with approval from the Parents Council. Members of the Parents Council shall chair the standing committees. Chairs shall serve one-year terms. Each committee chair will select committee members from the Association membership.

Section 4: Meetings:

- A. Committees may conduct business via telephone or other electronic means provided all members are given notice of the meeting and have the opportunity to participate.
- B. Minutes of the committee meeting shall be filed with the Association Secretary and shall be reported by the chair to the Council at the following scheduled Council meeting.
- C. Action of the committee should receive prior approval by the council.

Section 5: Removal or Resignation - any Committee Chair, by notice in writing to the Parents Council, may resign. Any Committee Chair may be removed from office for good cause upon the vote of two-thirds of the Council members present at a meeting where a quorum of Council members exists, provided that the Committee Chair in question has received thirty (30) days written notice of the impending proceedings. Upon request by the Committee Chair subject to the removal action, a hearing shall be held at said meeting prior to the voting of the Council members.

Article VIII. Financial Affairs

Section 1: The financial affairs of the Association will be conducted in accordance with the policies of the University System of Georgia, Georgia Southern University, and the Georgia Southern University Foundation and will be subject to audit.

Section 2: Funds: The operating funds of the Association will be maintained in separate accounts managed by the Assistant Director of Admissions, Orientation and Parent Programs or University staff designee. The funds of the Association must be held with the Georgia Southern University Foundation.

Section 3: Access: The current Association President and Treasurer can receive access to financial transactions and records of the Association. The Treasurer of the Association must be informed of all expenditures in the amount of \$250.00 or more.

Section 4: Dues: Dues will be reviewed and approved by the council annually. Each family mailing address equals one membership.

Section 5: Loans - No loans shall be contracted on behalf of the Association.

Section 6: Dissolution – Should the association be dissolved or no longer receives the membership revenue to carry out the mission, the remaining funds of the association will be transferred to a general scholarship account for the Division of Student Affairs and Enrollment Management at Georgia Southern University.

Article IX: University Relationship

Section 1: There shall be a Georgia Southern Staff person who shall serve the Association. The person will be the Assistant Director of Admissions, Orientation and Parent Programs or designee.

Section 2: The person shall serve in an advisory capacity and will ensure the action of the Parents Association, Parents Council, and Executive Board is in the best interest of the Association and Georgia Southern University.

Section 3: Should the Association, Council or Executive Board not act in accordance with the regulations and policies of the Georgia Southern University Foundation and Georgia Southern University the Assistant Director of Admissions, Orientation and Parent Programs or designee has authority to freeze all business and transactions of the Association until a further time decided by the University.

Article X. Adoption and Amendments

Section 1: These By-Laws are effective upon adoption by a majority of the parents present and voting at a general meeting of the Association called by the President of the Association.

Section 2: Amendments to the By-Laws may be adopted by a two-thirds vote of the parents present and voting at any regularly scheduled meeting of the Association. These by-laws may be amended, enlarged, or repealed by majority vote of a quorum at any meeting of the Parents Council, provided written notice of the proposed amendment has been given to all members of the Parents Council prior thereto.

Section 3: Article VII (Financial Affairs) and Article VII (University Relationship) cannot be amended by the Association, Council, or Executive Board without written approval of Georgia Southern University, Georgia Southern University Foundation, and it's entities.

Article XI. Liabilities

Nothing herein shall constitute members of the Association as partners for any purpose. No member, officer, agent or employee shall be liable for the acts or failure to act of any other member, officer, agent, or employee of the Association.

Adopted and entered into force April 13, 2003.

Amended March 6, 2005

Amended November 16, 2008

Amended April 4, 2009