

Florida Atlantic University  
OWL Parent Association  
Constitution and By-Laws

**Article I  
Name**

- Section 1- The name of the organization shall be called the OWL Parent Association.
- Section 2- The organization may be referred to herein as the “Association”.

**Article II  
Purpose of the Organization**

- Section 1- Provide opportunities for parents of Florida Atlantic University (FAU) students to develop a closer relationship with FAU.
- Section 2- Help parents gain a better knowledge of FAU so they may become informed advocates in their own communities.
- Section 3- Act as a liaison to help parents learn more about the University and how they can contribute to the success of the University mission, goals and objectives.
- Section 4- Assist in special events of the University, including but not limited to:
- Orientation
  - Move-In
  - Parent and Family Weekend
  - Admissions Open Houses
- Section 5- Assist Student Affairs/University with fundraising/development initiatives.
- Section 6- Assist Student Affairs/University with enrollment/retention initiatives.

**Article III  
Membership in the Organization**

- Section 1- Membership in the Association is open to all annual dues-paying parents/guardian/grandparents of past and current FAU students. The Association’s dues are determined by the board. Dues are paid per family mailing address, even if the family has more than one FAU student. Members shall receive all the rights and benefits of membership as determined by the Board. Dues will be used, and accrue, for the benefit of the Association.
- Section 2- Parents of former students are eligible for continued membership on a non-voting basis, but are ineligible to hold office or serve on the Board (although they may finish an existing term).

Section 3- The membership year for the Owl Parent Association begins July 1 and ends June 30 of the following year.

#### **Article IV Executive**

Section 1- The governance of the Owl Parent Association will be through the Parent Advisory Board (the Board).

Section 2- Board members must be members of the Owl Parent Association. The Board will consist of a President, Vice President, Secretary/Treasurer, and three Committee Chairpersons. Each position may be filled by one parent or a couple who counts as one.

Section 3- The purpose of the Parent Advisory Board is to plan, direct, and support the programs of the OWL Parent Association and through the Association, to support the education mission of Florida Atlantic University.

Section 4- To be eligible for election to the Board, a person must be in good standing as a regular member of the Association and have a child or grandchild who is a current student at the University.

Section 5- Board members must be available to attend:

- Regularly scheduled monthly teleconference meetings and meetings held on campus during Fall and Spring Semesters. More than two absences could impact your status on the Board.
- Attendance to at least two of the following:
  - Fall Semester Move-In Day
  - Parent and Family Weekend
  - At least one of the two-day summer/fall orientation sessions held during the summer. These Orientations are the primary recruiting opportunity for Parent Association members.
  - At least one of the Admissions Open House events scheduled on Saturdays in both the fall and spring semesters.

Failure to attend at least two of the special events could impact a member's status on the Board.

Section 6- Duties of each officer include:

A. President: preside over all Association and Board meetings, represent the organization at public events, and perform other duties as needed to the office. The President shall have general charge of and control over the affairs of the Association, subject to such regulations and restrictions as the Parent Advisory Board shall from time to time determine. The President shall annually (no later than June 1)

prepare a full and true statement of the affairs of the Association which shall be submitted to the members and the Director of New Student and Owl Family Programs. This position is a non-voting position, with the President voting only in the case of a tie. The immediate past-president shall serve as President Emeritus, a consulting non voting position

- B. Vice President: act as a parliamentarian at all meetings, shall focus on parent involvement, prepare annual report for the Vice President of Student Affairs, assist Director of New Student and Owl Family Programs with all correspondence of the Association or Board.
- C. Secretary/Treasurer: serve as historian, record all meeting minutes, forward minutes to the Board for approval for distribution then post to the Association's website. Keep record of all discretionary funds and inform the Director of New Student and Owl Family Programs and the Board.
- D. Committee chairs: serve as leaders of respective committees, having regular meetings as deemed necessary. Committee chairs serves as members of the board. Chairs are appointed by the President of the Association.

Section 7- Each board member will serve a term of one year (from fall general meeting to fall general meeting). A member cannot hold the same office for two consecutive years. At the end of two years, the member must hold a different office or sit out for one year. A member cannot hold two offices as the same time.

Section 8- All officers and members of the Board are, during their term of office, governed by the same code of conduct concerning conflicts of interest, as are employees of the university.

### **Article V Meetings**

Section 1- The Association will meet annually at FAU Boca Raton Campus during Parent and Family Weekend and again in the Spring Semester at FAU Boca Raton Campus. Notice of the annual meeting will be sent to all members at least two weeks prior to the annual meeting. Board members are highly encouraged to attend meetings and should notify the President if unable to do so to relay pertinent information that the President can report at the meeting.

Section 2- The Board will physically meet two times per academic year and hold teleconference meetings once a month. Of the physical meetings: one meeting must be held during Parent and Family Weekend while the other meeting must be held during the Spring Semester.

### **Article VI**

### **Voting**

- Section 1- The officers (President, Vice President, Secretary/Treasurer) will be elected during the fall general meeting of the Association during Parent/Family Weekend. The slate of candidates will be comprised by nominations (including self-nomination).
- Section 2- Only those attending the Association meeting will be allowed to vote.
- Section 3- Voting of officers will be by secret ballot.
- Section 4- Selection of officers will be by majority of all members voting at the meeting. If no candidate receives a majority, then a runoff will continue at the fall general meeting until a candidate receives the majority.
- Section 5- The Board may authorize Board members to vote by proxy on any matter, provided that two weeks notices of the subject matter to be considered is provided to all members of the Board. The Secretary/Treasurer is responsible for providing the form of the proxy in advance of the meeting. The Board may authorize special meetings of the Board to be conducted via telephone or other electronic means.

### **Article VII Quorum**

- Section 1- A simple majority of the Association members shall qualify as quorum.

### **Article VIII Vacancy or Removal of Board Members**

- Section 1- Board members may be removed from office before their term is expired. Board members can be removed upon a vote of two-thirds of the Board members at a meeting where quorum of Board members exists, provided that the Board member in question has received thirty (15) days written notice of the impending proceedings. Upon request by the Board member subject to removal action, a hearing shall be held at said meeting prior to the voting of the Board members. Reasons for removal may include: unsatisfactory performance of duties of their office, repeated absences from meetings or improper conduct.
- Section 2- Removal of a Board member requires approval from two-thirds of the elected Board members.
- Section 3- Vacancies of the Board member's positions shall be filled by Board appointment. The Board shall maintain a list of potential nominees. Appointee will serve until the next regularly scheduled election.

### **Article IX Committees**

- Section 1- There shall be the following standing committees: Membership, Fundraising/Development, and Special Events.
- Section 2- The Membership Committee shall:
- Develop and coordinate programs and activities that are designed to enhance Parents Association membership, focusing on recruitment and retention.
  - Recruit members to the Parents Association
  - Coordinate efforts of recruitment at Orientation
  - Coordinate Parents Association gifts/perks of membership.
- Section 3- The Fundraising/Development Committee shall:
- Coordinate fund raising activities of the Association
  - Assist in scholarship application process
  - Secure scholarship awards for students
  - Assist in small office grants program
- Section 4- The Programs/Special Events Committee shall: Coordinate the involvement of the Association activities, including but not limited to
- Parent and Family Weekend
  - Move-In Reception
  - Homecoming
- Section 5- Each committee will make a regular report of its activities to the Board. Except as specifically authorized by the Board, committee actions require the approval of the Board before being implemented.
- Section 6- Other committees may be established by the board and the association as deem necessary to fulfill its purpose.

### **Article X Financial Affairs**

- Section 1- The operating funds of the Association will be maintained in separate accounts maintained by the Director of New Student and Owl Family Programs. The President and Secretary/Treasurer of the Association or their designees must jointly sign all expenditures forms.
- Section 2- All fundraising/development activities of the Association will support the operations of the Association. The Association may also direct monies to fund scholarships and other projects.

### **Article XI Amendments to the Constitution and Bylaws**

- 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 members present and voting at any regularly scheduled meeting of the Association. These By-laws may be amended or abolished by supermajority (2/3) vote of a quorum at any meeting of the Parent Advisory Board, provided written notice of the proposed amendment has been given to all members of the Parent Advisory Board prior thereto.

**Article XII**  
**Rights of Members**

Section 1- 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 .