Constitution

Adopted: October 3, 2009
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Mission:

The Owl Parent Association provides an open communication between Florida Atlantic University parents, students, faculty and staff in all facets of academic and university life. The Association will collaborate with the University and students in enhancing students’ life on campus through recruitment of new students, planning and participating in events, and development. To serve as mentors and a resource for parents and families through their students’ FAU experience.

Purpose:

- Provide opportunities for parents of Florida Atlantic University (FAU) students to develop a closer relationship with FAU.
- Help parents gain a better knowledge of FAU so they may become informed advocates in their own communities.
- 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.
- Assist in special events of the University, including but not limited to:
  - Supports the University with selected fundraising initiatives.
  - Assist the University with enrollment initiatives.

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
- Parent and Family Weekends
- 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 dues-paying parents/guardian/grandparents of 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- Membership in association is active and continuing as long as the student is a registered degree-seeking student at FAU.

Section 3- The fiscal year for the Owl Parent Association begins April 1 and ends March 31 of the following year.

Article IV: Organizational Structure

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. There will be ten members of the Board (five Officers and five members at large). The five officers of the Board will consist of a President, Vice President of Programs & Special Events, Vice President of Membership & Operations, Vice President for Strategic Planning, and Secretary/Treasurer. The officers of the Board shall be selected among the board members elected by the general membership of the association.

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 student who is a current registered degree-seeking student at the University.

Section 5- Board members must attend:

- Regularly scheduled conference calls and meetings held on campus during Fall and Spring Semesters and special events (such as but not limited to General Meetings, Strategic Planning Retreat, Parent/Family Weekends,
(and Parents Academy). More than two absences could impact your status on the Board.

**Section 6-** Board Officer’s Duties:

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 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. The President shall coordinate the award selection process of the association. The President shall work with the Office of New Student & Owl Family Programs in coordinating the annual parent’s calendar. This position is a non-voting position, with the President voting only in the case of a tie.

B. Vice President of Programs and Special Events: act as a parliamentarian at all meetings, and oversees event committees (such as but not limited to Parent and Family Weekends, Parents Academy and Homecoming). This position shall serve in the absence of the President on all matters relating to the association.

C. Vice President of Membership & Operations: Oversees programs that promote membership relations through campus open houses, new student orientation, mentor program, and summer send offs. In addition, this position will coordinate the distribution of membership cards and other related membership benefits.

D. 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 assists the FAU OPA Advisor with the budget.

E. Vice President for Strategic Planning: Facilitates in the creation and execution of goals and objectives of the FAU Owl Parent Association. Works with the other Board members and the FAU OPA Advisors to monitor progress of goals and objectives and modifies programs or plans as required. Helps to make sure that the OPA budget, programs and Board are focused on the mission of the OPA. Board.

**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 during OPA special events on campus. Notice of the annual meeting will be sent to all members at least two weeks prior to the annual meeting. If a Board member cannot attend a meeting, they should notify the President and send an update in advance of the meeting with pertinent information that should be presented at the meeting.

**Section 2-** The Board will physically meet periodically per academic year. No less than four times per year, conference calls will occur; additional calls may occur as deemed necessary. Physical meetings will be held during each of the OPA special events; namely, Fall & Spring Parent and Family Weekends, Homecoming, and Parents’ Academy. The Board will hold a 2-day Strategic Planning Retreat immediately following general elections.

**Section 3-** The Board may authorize special meetings of the Board to be conducted via telephone or other electronic means.

**Article VI: Board of Directors Elections**

**Section 1-** The Board of Directors will be elected electronically by the Association prior to the Fall General Meeting “Parent Family Weekend”. The slate of candidates will be comprised of eligible members. Eligible members are dues-paying members who submit their intention to run for the board through the declaration process.

**Section 2-** Officers of the Board of Directors shall be selected by the elected board members at their first board meeting during the strategic planning retreat after general elections.

**Section 3-** The ten candidates for Board of Directors with the most votes will be elected. In the event of a tie among the top ten candidates then a special election will be held between those candidates to break the tie.

**Article VII: Quorum**

**Section 1-** A simple majority of the Association members shall qualify as quorum at general meetings.
Section 2- A quorum of the Board of Directors shall be fifty-percent plus one of voting members at Board meetings.

Section 3- The Board may authorize Board members to vote by proxy on any matter, provided that a seventy-two (72) hours notice of the subject matter(s) 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.

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 ten (10) days written notice of the date and time of the meeting in which the removal vote will take place.

Section 2- Removal of a Board member requires approval from two-thirds of the elected Board members.

Section 3- Vacancies of Board Members shall be filled through a special election of the general membership.

Section 4- Vacancies of the Officers of the Board shall be filled by the Board of Directors. In the event of the vacancy of the President, the Vice President for Programs & Special Event shall become President.

Article IX: Committees

Section 1- Committees shall be appointed by the President, with Board approval, as deemed necessary to fulfill its mission and purpose.

Article X: Financial Affairs

Section 1- Operating Funds

The operating funds of the Association will be maintained in separate accounts maintained by the FAU OPA Advisors or designee. The President and Secretary/Treasurer of the Association or their designees must jointly sign all expenditures forms.

Section 2- Fundraising/Development

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: Revisions to the Constitution

Section 1- This constitution is effective upon adoption by a majority of the members voting.

Section 2- Revisions to the Constitution may be adopted by a majority of members voting.

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.

Amended: February 29, 2012
July 27, 2012
July 17, 2013
April 7, 2014