Constitution

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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.

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 or OPA

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 and Parent Success Conference
- Parent and Family Weekends
- Admissions Open Houses and Campus Day
- Parents Academy
- Summer Send Off
- Homecoming

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 July 1 and ends June 30 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. The Board will be limited to 12 members; consisting of five Officers and seven Members at Large (Member at Large may be from Jupiter Campus). The Officers will consist of the President, Internal Vice President, External Vice President, Secretary and Treasurer.

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, support the mission of Florida Atlantic University.

Section 4 - To be eligible for election to the Board, a person must be in good standing as a 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 by OPA and special events (such as, but not limited to General Meetings, Strategic Planning Retreat, Parent/Family Weekends, and Parents Academy). Excessive absences will impact your status on the Board. (See Article VIII: Vacancy or Removal of Board Members) Extenuating circumstances must be communicated to the Board prior to the event. Board members shall be entitled to reimbursement of travel expenses in the amount not to exceed $75.00 in Tri County FL, $150.00 in FL and $300.00 Out of State, per (on campus) meeting/s (2) and Strategic Planning. A total of three.

Section 6 - Parent Advisory Board Officer’s Duties:
A. President: Shall 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 all the affairs of the Association, subject to such regulations and restrictions that the Parent Advisory Board shall from time to time determine. The President shall annually prepare a full and true statement of the affairs of the Association which shall be submitted to the members and the Assistant Director for Parent and Family Programs. The President shall coordinate the award selection process of the association. The President shall work with the Office of The Parent and Family Programs in coordinating the annual parent’s calendar and The Parents Academy.

B. Vice President for External Affairs: Shall preside over meetings in absence of the President. Keep records of meetings in absence of the Secretary. Plan Strategic Planning events, goals, Serve as Interim to any office vacant until a new officer is elected. Assist in special projects assigned by the President.

C. Vice President for Internal Affairs: Shall oversee events and chairs committees (such as but not limited to Parent and Family Weekends, Parents Academy and Homecoming). Assist in special projects assigned by the President.
D. **Secretary**: serve as historian, record all meeting minutes, forward minutes to the Board for approval for distribution then provide to OPA Advisor to post to the Association’s website.

E. **Treasurer**: Keep record of all discretionary funds and manages the Board approved budget.

**Section 7** - Each Board Member, after election, will serve a term of one year (from fall general meeting to fall general meeting). 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. 
http://www.fau.edu/regulations/

**Article V: Meetings**

**Section 1** - Notice of the annual meeting will be sent to all members at least two weeks prior. If a Board Member cannot attend the meeting, they shall notify the President and send an update in advance of the meeting what should be presented at the meeting.

**Section 2** - The Board will physically meet periodically per academic year. No less than two times per year. Physical meetings will be held during Fall & Spring Parent and Family Weekends. Conference calls will occur monthly and additional calls may occur as deemed necessary. The Board will hold a Strategic Planning Retreat annually. Attendees (other than FAU Asst Director and staff) must be current OPA members.

**Section 3** - The Board may authorize special meetings of the Board to be conducted, physically, 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 The Parent Advisory Board shall be selected by the elected board members.

**Section 3** - The **twelve** candidates for The Parents Advisory Board with the most votes will be elected. In the event of a tie, among the twelve candidates, 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 50% + 1 board 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 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- Vacancies of Board Members shall be filled by the remaining elected Board members. In the event of the vacancy of the President, the External Vice President shall become President.

Article IX: Committees
Section 1- Committees shall be appointed by the Internal Vice 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 shall be maintained in an FDIC insured account in the name of the Owl Parent Association. Any and all expenditures and checks drawn on said accounts in excess of $500.00 shall require the signature of the President and Treasurer.

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- Revisions to the Constitution, by the Parent Advisory Board, may be adopted by a majority vote of the OPA members.

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
July, 2014
October, 2014
July 8, 2017