

CONSTITUTION

Western Kentucky University Parents Association

Established March 17, 2001

Ratified March 28th, 2014

Article I – Name

The name of this organization shall be Western Kentucky University Parents Association.

Article II – Need and Purpose

Western Kentucky University Parents Association serves as the official parent and family member organization. The Association links our institution and the parents and family members of current students. Its primary purpose is to support the mission of WKU's Parent and Family Programs—to engage parents and family members of current WKU students as partners in ensuring student success.

Article III – Membership and Fees

Section 1: All parents and family members of current WKU students shall be considered General Members. To receive full benefits, General Members must activate their memberships by providing the Association with their contact information.

Benefits of **General Membership** include:

- Access to the Parent and Family Programs website and social media sites,
- Hard copy of Parent Guide mailed to student's permanent address,
- Subscription to Hilltopper Parent Press e-newsletter, and
- Invitation to attend Parent and Family Programs events and activities including Parent and Family Weekend.

Families looking to further support the Association may join at the **Bronze Membership** level.

Benefits of **Bronze Membership** include:

- All benefits of General Membership,
- One Parent Pride Pack,
- Two Membership Discount Cards (one for your family and one for your student) featuring discounts at local restaurants, hotels, and retail stores, and
- Eligibility to serve on the Parents Advisory Council.

Bronze Membership shall be \$55 per family mailing address—even if the family has more than one student enrolled at WKU—for the first year, renewable each year the family's student is enrolled at WKU for an additional \$35 (Parent Pride Pack not included in Bronze Membership after the first year).

Families may also join at the Silver and Gold Membership levels. **Silver Membership** shall be \$120 per family mailing address—even if the family has more than one student enrolled at WKU—which covers the family's Bronze Membership for its student's tenure at WKU (includes

one Parent Pride Pack). Families who do not choose to join at the Silver Membership level the first year, may choose to join at the Silver Membership level the second year.

Gold Membership allows families to maintain long-term connections to the Parents Association and WKU. This membership shall be \$480 and includes a family's Silver Membership and a charitable gift to the Parents Fund to cover the family's lifetime membership dues.

Article IV – Structure and Function

Section 1: Staff support is provided from Parent and Family Programs and the department of Housing and Residence Life.

Section 2: To achieve its purpose, the Parents Association shall:

- Directly connect parents and family members of current WKU students to University administrators,
- Support Parent and Family Programs events and activities,
- Provide feedback, and identify and advocate needs and concerns of other WKU parents and family members to University administrators,
- Assist the University in fundraising for the Parents Fund, which supports non-university funded programs and student directed initiatives, and
- Engage in outreach activities designed to acquaint prospective students, parents, and family members with WKU, promote Parents Association membership, and connect parents and family members to each other.

Article V – Parents Advisory Council

Section 1: The Parents Advisory Council will serve as the governing body of the Parents Association and will be charged with ensuring the effectiveness of the Association in achieving its goals, establishing and enforcing policies for the Association, and allocating funds from the Parents Fund to support student directed initiatives.

Section 2: The Parents Advisory Council shall be comprised of 16-32 Parents Association Bronze, Silver, or Gold Members representing each undergraduate class (freshmen, sophomores, juniors, seniors). Council members shall serve for at least one year with a maximum service equal to the number of years their students are enrolled at WKU.

Section 3: Each member of the Parents Advisory Council shall be entitled to one vote, with the exception of the Parents Advisory Council Chair (Co-Chairs) who serves as Parliamentarian during voting.

Section 4: A quorum shall consist of two-thirds of the Council membership not including the Chair/Co-Chairs.

Section 5: Ex-officio members of the Parents Advisory Council shall include a representative from each of the following areas: Admissions, Academic Affairs, Academic Transitions Program

(ATP), Center for Career and Professional Development, Development and Alumni Relations, Housing and Residence Life, and Student Affairs.

Section 6: Officers of the Parents Advisory Council will be Chair (Co-Chairs), Treasurer, and Secretary. These officers will serve as the Executive Committee of the Parents Advisory Council. The Executive Committee has the authority to meet at times other than scheduled Council meetings, and make decisions on behalf of the Council if a decision affecting the Association must be made prior to the scheduled Council meeting date.

Duties of the Chair (Co-Chairs) shall be as follows:

- Preside over all Parents Advisory Council meetings,
- Call special meetings of the Parents Advisory Council,
- Appoint special/ad hoc committee Chair(s) and members,
- Serve as Parliamentarian during voting,
- Serve as Parents Association spokesperson(s) at meetings with University administrators,
- Represent the Parents Association and Parents Advisory Council at University functions,
- Facilitate New Council Member Training session during Parent and Family Weekend in conjunction with the Parent and Family Programs Coordinator, and
- Maintain open line of communication with Parent and Family Programs Coordinator.

Duties of the Treasurer shall be as follows:

- Assumes the duties of the Chair (co-Chair) if s/he is absent,
- Review financial reports,
- Present financial reports for approval during Parents Advisory Council meetings,
- Review Funding Requests and presents them during Parents Advisory Council meetings,
- Advise Council members on financial decisions,
- Prepare annual budget in conjunction with the Parent and Family Programs Coordinator,
- Assist in the planning and implementation of fundraising efforts,
- Represent the Parents Association and Parents Advisory Council at University functions,
- Facilitate New Council Member Training session during Parent and Family Weekend in conjunction with the Parent and Family Programs Coordinator, and
- Maintain open line of communication with Parent and Family Programs Coordinator.

Duties of the Secretary shall be as follows:

- Review Parents Advisory Council meeting agendas,
- Present previous meeting minutes for approval during Parents Advisory Council meetings,
- Maintain accurate Parents Advisory Council meeting attendance records,
- Prepare Parents Advisory Council meeting minutes and distribute to Parents Association members,
- Review all Parents Association publications and website content,
- Serve as Administrator on Parents Association social media accounts and alert Parent and Family Programs Coordinator to concerning posts,
- Revise New Member Manual,
- Represent the Parents Association and Parents Advisory Council at University functions,

- Facilitate New Council Member Training session during Parent and Family Weekend in conjunction with the Parent and Family Programs Coordinator, and
- Maintain open line of communication with Parent and Family Programs Coordinator.

Section 7: A vacancy in the office of the Chair (Co-Chairs) shall be filled by the Treasurer unless he or she is unable to serve, at which time the vacancy shall be filled by election of the members present and voting by a majority vote. A vacancy in the office of Treasurer shall be left vacant with the Chair (Co-Chairs) delegating duties of that position.

Any officer, including the Chair (Co-Chairs) may be removed or suspended from office by a vote of two-thirds of the Council members present and voting at a regular meeting. Removal or suspension may be with or without cause. The person (or persons) under consideration shall be given an opportunity to be heard at the meeting with sufficient notice of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum nor whether the two-thirds vote has been obtained. Upon a vote of removal or suspension of the Chair (co-Chairs), the Treasurer shall preside at the meeting. This same process shall be utilized in the removal of Council members not serving in officer positions.

Section 8: Individual parents and family members, or couples, interested in serving on the Parents Advisory Council may apply, as parents and family members of graduating students rotate off the Council.

New Council members will be appointed to open positions by the Parent and Family Programs Coordinator and Vice President for Student Affairs, with the approval of current Council members. It is the intent of the Parent and Family Programs Coordinator and Vice President for Student Affairs to appoint parents and family members who represent WKU's diverse student population to serve on the Parents Advisory Council.

Section 9: The Parents Advisory Council shall meet three times per academic year.

Section 10: Council meetings are open to all Parents Association members, current students, and WKU faculty, staff members, and administrators.

Section 11: Council members are required to attend at least two of three Parents Advisory Council meetings per academic year and one activity to maintain their positions on the Council. Council members may access meetings remotely; special circumstance preventing attendance at meetings or activities will be considered.

Section 12: Council members are expected to:

- Assist with the planning and staffing of Parent and Family Programs events including Parent and Family Weekend,
- Identify and advocate needs and concerns of other WKU parents and family members to University staff and administrators,
- Support the Parents Fund by making an annual gift in addition to membership dues,
- Further the goals of the Parents Association by assisting with fundraising efforts,

- Represent the Parents Association at new student recruitment and orientation events in the fall and spring,
- Promote the Parents Association and Parents Advisory Council to other parents and family members of WKU students, and
- Interact with prospective students and their parents and family members in their local communities, and acquaint them with and highlight the benefits of attending WKU.

Article VI – Elections

Section 1: Officers shall be elected each year at the April meeting of the Parents Advisory Council. Officers shall serve one-year terms, or serve as successors for an unexpired term if qualified and elected by the Council body. However, no officer shall serve more than two (2) consecutive terms in the same position.

Section 2: Officers shall remain in office until their successors have been elected.

Section 3: All officers shall be elected by a majority vote of the Parents Advisory Council members present and voting.

Article VII – Parliamentary Authority

Section 1: Where this constitution does not provide otherwise, Roberts Rules of Order, most current edition, will be the official parliamentary authority.

Section 2: Any member of the Parents Advisory Council who wishes to submit a vote for any election or action item via written proxy may do so and will be accepted as long as it is submitted in writing prior to the actual vote.

Article VIII – Amendments

This constitution may be amended by a majority vote of Council members present and voting at any Parents Advisory Council regular meeting or at a special meeting called for that purpose. The Council members shall be notified of adopted amendments.