

University of North Georgia Parents and Family Association By-laws

Approved April 23, 2016

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Mission Statement

Recognizing UNG's distinction as a state leadership institution and the Military College of Georgia, the Parents and Family Association is committed to continued support of the university mission and vision of preparing students for professional, civic and military leadership. The organization will help build relationships among parents, promote communication between parents and the university, and support university programs and goals, enhancing the college experience for students and families.

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Article 1: Name

The name of the organization is the University of North Georgia Parents and Family Association (hereinafter referred to as the "PFA").

Article 2: Purpose

It is the purpose of the PFA to:

2.1 Support the University of North Georgia, the Military College of Georgia (hereinafter referred to as ("UNG")) and its students;

2.2 Promote a better understanding of UNG's educational programs, resources, policies, and goals;

2.3 Provide channels of communication between parents and the administration, faculty, and staff of UNG;

- . **2.4** Provide a forum for discussion of common issues among parents;
- . **2.5** Provide opportunities for fellowship and for mutual support among parents and with students;

- . **2.6** Encourage well-qualified young men and women to attend UNG;
- . **2.7** Encourage parents' attendance at UNG events;
- . **2.8** Provide support for student activities and programs; and,
- . **2.9** Build camaraderie among parents in support of the UNG Corps of Cadets.

Article 3: Membership

There are three classes of PFA membership: Active, Associate, and Honorary.

Section 1: Active members

3.1.1 A parent or guardian of a student enrolled at UNG may become an Active member of the Association by paying the annual dues, the amount of which is voted in by a simple majority of the members present and absentee ballots at the fall annual meeting.

3.1.2 An Active member may annually renew membership as long as his or her student is enrolled at UNG.

3.1.3 Grandparents, and other family members, of students may become Active members by applying for membership and paying dues.

3.1.4 Active members are entitled to all benefits of PFA membership, including the right to hold a Council office and vote at semi-annual meetings.

3.1.5 Any Council member whose son/daughter graduates in the spring or summer shall remain an active member until the expiration of their current term without having to pay the annual dues for the current year. If the Council member's son/daughter graduates in December, then the Council member may pay the half-year fee to remain an active member until December or the full year fee to remain an active member through the following October.

Section 2: Associate members

3.2.1 All parents or guardians of a student enrolled at UNG are Associate members of the PFA. Associate members are not required to pay dues.

3.2.2 Associate members may participate in and volunteer for any PFA-sponsored event or committee but may not hold a PFA Council office or vote at annual meetings.

Section 3: Honorary members

3.3.1 Honorary members of the Association are:

3.3.1.1 Former Council members whose student graduated from UNG during the previous year;

3.3.1.2 Such other individuals as are elected to honorary membership by the Council.

3.3.2 Honorary members are not obligated to pay dues and are not entitled to vote, but may participate in PFA sponsored events and may serve as advisory members of committees at the discretion of the current Council and the Director of the First Year Program (hereinafter referred to as the "University Liaison") or his/her designee.

Section 4: Membership Period. Each membership year begins June 1 and ends May 31 of the following year. Dues to maintain Active member status are paid annually. Memberships beginning December 1 through May 31 are pro-rated to one-half of the annual dues. All memberships expire May 31.

Section 5: Annual Membership Meetings. Two on-campus meetings of the PFA will be held annually, one at the Fall Family Day event and one during the Alumni Weekend event in the spring. Elections for Executive Board and Council seats will be held at the fall annual meeting. A year-to-date financial report will be presented at both the fall and spring annual meetings.

Section 6: Voting.

Absentee ballots must be submitted to the Parliamentarian/Recording Secretary and must indicate whom the active member wishes to vote for.

Section 7: Membership Conduct.

3.7.1 Members of the PFA are governed by the same code of conduct concerning conflicts of interest as are employees of UNG. ([http://ung.edu/human-resources/_uploads/files/Employee- Handbook.pdf](http://ung.edu/human-resources/_uploads/files/Employee-Handbook.pdf))

3.7.2 Members of the PFA are prohibited from entering into any agreement, contract, or other documents obligating UNG or any entity thereof.

Article 4: Governance

The PFA will be governed by the PFA Council (hereinafter referred to as the "Council") consisting of five Executive Board positions and six Council positions. The Executive Board provides leadership and oversight for the Council. The Council votes on issues that are germane to the effective operation of the PFA. All council positions are elected positions that are voted on at the fall annual meeting unless otherwise specified below. The use of the word "Facebook" as regards governance of the association by the Council using online technology is not intended to be exclusive to Facebook. Each new council may choose to use the online technology that is appropriate at the time. The committee assignments of the President and Vice President may be shifted between those offices by mutual agreement of the President and Vice President.

Section 1: Executive Board The officers of the Executive Board of the PFA are President, Vice President, Executive Secretary, Treasurer and Parliamentarian/Recording Secretary.

4.1.1 President. The President is the chief executive officer of the PFA. The President has all the rights of any other Council member but will vote last and only when his/her vote would alter the outcome. The President will preside at all meetings of the PFA, Executive Board and Council. The President serves as the key liaison between the PFA and the University and the community and ensures that PFA programs and

activities are in accordance with the organizational mission and purpose. In the event that the Treasurer is unable to fulfill the duties of that office, the President or a designee will be responsible for all aspects of the Treasurer's function until such time as the Treasurer is able to resume the duties of the office or is replaced. The President will chair the Fundraising Committee and have oversight of the Cadet Life, Communications and Awards Committees.

4.1.2 Vice President. The Vice President is the principal deputy to the President and chief operating officer of the PFA. The Vice President presides at the meetings of the PFA in the absence of the President. The VP will serve as Recording Secretary at Council meetings if the Recording Secretary is unable to attend. In the event that the Recording Secretary and/or President is (are) unable to fulfill the duties of that office, the Vice President or a designee will be responsible for all aspects of the Recording Secretary's and/or the President's function(s) until such time as the Recording Secretary and/or the President is/are able to resume the duties of the office(s) or is (are) replaced. The Vice President will chair the Hospitality Committee and have oversight of the Finance, and Nominations and Elections Committees.

4.1.3 Executive Secretary. The Executive Secretary is responsible for maintaining a current e-mail list of all active PFA members. The Executive Secretary will send email notification to all membership regarding annual meetings and items of action for the annual meeting. In the event the Vice President is unable to fulfill the duties of that office, the Executive Secretary will assume the duties of the Vice President until such time as the Vice President is able to resume the duties of the office or is replaced. The Executive Secretary will chair the Communications Committee.

4.1.4 Treasurer. The Treasurer is responsible for receipt and disbursement of all PFA funds and maintaining the financial records of the PFA. The Treasurer will chair the Finance and Awards Committees. The Treasurer will prepare and present a written year-to-date financial report detailing revenues and expenditures monthly to the Council and at both semi-annual meetings of the PFA. The report will include a listing of all deposits in transit and all expenditures approved by the Council but not recorded in the year-to-date amounts.

4.1.5 Parliamentarian/Recording Secretary. "Parliamentarian/Recording Secretary will ensure that all meetings are run in a structure format and that the by-laws are followed. Parliamentarian/Recording Secretary will keep minutes of all meetings of the PFA and is the custodian of the records of the PFA. Parliamentarian/Recording Secretary will post the minutes of quarterly meetings in the Council Facebook group for review by the Council and University liaison within one week of each meeting. These minutes will be approved by the Council within one week of their posting in the Council Facebook group. Within one week following that approval, the minutes will be posted to the PFA website. The Parliamentarian/Recording Secretary will post a monthly summary listing votes in the Council Facebook Group on the 25th of each month. The monthly summary will be posted to the PFA Website.

Parliamentarian/Recording Secretary is responsible for roll call and for tracking absentee excuses for Council and annual meetings. Parliamentarian/Recording Secretary will serve as the chair of the Nominations and Elections committee."

Section 2: Council Seats.

4.2.1 Cadet Parent Representative. The Cadet Parent Representative will advocate for the needs of cadet students and parents and will recommend ad hoc committees and projects geared toward the specific needs of this student population. The Cadet Parent Representative will chair the Cadet Life Committee and serve as a liaison between the designated Corps of Cadets contact and the PFA.

4.2.2 Non-Cadet Parent Representative. The Non-Cadet Parent Representative will advocate for the needs of non-cadet students and parents and will recommend ad hoc committees and projects geared toward the specific needs of this student population.

4.2.3 At-Large Representatives (4). Up to four Active PFA members will be elected to At- Large Council Representative positions at the fall annual meeting. Two of these at-large positions will be reserved for a Representative of the Corps of Cadets and a Representative of the non-cadet student population. In the event that these positions are not filled

by election at the fall annual meeting, the open seats can be filled by a simple majority vote of the entire membership of the Council.

Section 3: Student advisors. Two students will be appointed by the University Liaison to attend council meetings in a non-voting, advisory capacity. One student will represent the Corps of Cadets population of the university, and one student will represent the non-cadet student population of the university.

Section 4: University Liaison. One additional seat on the Council is reserved for a non-voting Council advisor that must be either the University Liaison or a designee appointed by the University Liaison.

Section 5: Elections. Consideration of election to a position on the Council should be given to individuals with expertise and talents that allow for the effective functioning of the Council and the PFA. Interested Active members of the PFA can submit the “Willingness to Serve” form found on the PFA website. Nominations can also be submitted by a motion at the fall annual PFA meeting. The Nominations and Elections committee and the University Liaison will oversee the election process.

4.5.1 Voting on the members of the Executive Board and additional Council seats will be of a simple majority of the active memberships and absentee ballots present at the fall annual PFA meeting. Each membership equals one vote. Absentee ballots must be submitted to Parliamentarian/Recording Secretary and must indicate whom the active member wishes to vote for.

4.5.2 Council members so elected will serve a one-year term. Council members can serve up to four (4) consecutive yearlong terms pending re-election at the fall annual PFA meeting.

4.5.3 In the event that a Council or Board position goes unfilled or a Council member is unable to fulfill the duties for the remainder of his or her term, the Council may vote on a successor, and the successor will be elected by a simple majority of the entire membership of the Council. The successor to the unfilled or vacated office will serve until the following fall annual PFA meeting. Once the position becomes open,

there will be a two week nominating period open to all active members of the PFA.

Section 6: Conduct

4.6.1 All Council officers are governed by the same code of conduct concerning conflicts of interest as are employees of UNG. ([http://ung.edu/human-resources/_uploads/files/Employee- Handbook.pdf](http://ung.edu/human-resources/_uploads/files/Employee-Handbook.pdf))

4.6.2 Members of the Council are prohibited from entering into agreement, contract, or other documents obligating UNG or any entity thereof.

Section 7: Removal From Office.

4.7.1 Any Council member may be removed from office for good cause upon the vote of the Council, 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 Council meeting prior to the voting of Council members.

4.7.2: A Council member can be voted out of office by a simple majority of the entire membership of the Council provided conditions outlined in Section 4.7.1 have been met.

4.7.3: The position of a Council member who ceases to be eligible for office due to the fact that his or her son(s) or daughter(s) is/are not regularly enrolled at UNG two out of three semesters in an academic year (other than the result of serious injury, illness, graduation, or military obligation) will be considered vacant at the end of the semester.

Section 8: Council Meetings 4.8.1

"Council business will take place in the Council Facebook group. Each committee chair is responsible for submitting a committee report in the Council Facebook group by the 20th of January and the 20th of July for activities since the prior reporting period. Each report will be read and accepted by the Council by the 25th of the month and included in the quarterly minutes by the Parliamentarian/Recording Secretary. Each committee chair is responsible for submitting a committee report in the Council Facebook group seven (7) days prior to the spring and fall annual meetings for activities since the prior reporting period. Each report will be read and accepted by the Council at the spring and fall annual meetings and included in the quarterly minutes by the Parliamentarian/Recording Secretary. Financial statements will be reported after they are reconciled from the report from the Foundation. The quarterly financials will be read and approved by the Council within five (5) days of being posted. There will be two teleconference meetings each year scheduled between the spring and fall annual meetings. If any additional teleconference meetings are necessary, the President will provide at least 72 hours notice to the Council via notice in the Council Facebook group and through e-mail."

4.8.2 The Council will meet face-to-face two times per year; once in conjunction with the Fall Family Day PFA meeting and once in conjunction with the Spring Alumni Weekend PFA meeting. With the prior approval of the President, a council member may be excused from these meetings. Any member so excused may attend via teleconference.

4.8.3 A simple majority of the Council members present will constitute a quorum for the purpose of conducting Council business during teleconference and/or face-to-face meetings.

4.8.4 Motions will carry with a simple majority of the entire membership of the Council for items brought to a vote during teleconference, face-to-face meetings and Council Facebook meetings.

4.8.5 University Liaison or designee must be in attendance at Council teleconference and PFA meetings.

Section 9: Council Member Responsibilities

- 4.9.1** Each member of the Council will serve on at least one committee.
- 4.9.2** Council members must participate in the discussions and activities in the PFA Council Facebook group. Non-participation may impact status on the Council.
- 4.9.3** Council members must be in attendance at the fall and spring Council face-to-face meetings that coincide with Family Day and Alumni Weekend unless previously excused by the President.
- 4.9.4** Council members are expected to volunteer for a minimum of two (2) UNG events where parents are in attendance. Failure to do so may impact status on the Council. The President may excuse Council members from this responsibility at his/her discretion. Special consideration will be given to out-of-state Council members.

Article 5. Financial Affairs

Section 1: The financial affairs of the PFA will be conducted in accordance with the policies of the University System of Georgia and will be subject to an annual audit. The fiscal year of the PFA will run from July 1 through June 30.

Section 2: The operating funds of the PFA will be maintained in a specified account by the Vice President for Institutional Advancement.

Section 3: Request for PFA funding should be put in writing on a “PFA Award Request Form” to be submitted to and approved by vote of the Council in accordance with funding guidelines as established by the Awards committee.

Section 4: The current Council President and Treasurer can receive access to financial transactions and records of the PFA by request through the University Liaison.

Section 5: No loans will be contracted on behalf of the PFA.

Article 6. Committees

Standing committees will conduct specific business necessary to the effective operation of the PFA and Council.

Section 1: The members of the standing committees will consist of PFA members (Active, Associate, and Honorary) with a Council member as chair of the committee.

Section 2: The standing committees are:

6.2.1 Cadet Life Committee. The Cadet Life Committee will be chaired by the Cadet Parent Representative. This committee will address the unique needs of the cadet students and their parents and will make recommendations to the Council for support accordingly.

6.2.2 Communications Committee. The Communications Committee is responsible for producing print media and overseeing the PFA website, e-mail updates and social media outlets for the purpose of keeping parents informed about events, activities and other matters of interest relating to UNG and to raise the awareness of the PFA. The Communications Committee will also provide information on the business of the PFA and Council to PFA members. The Executive Secretary will serve as chair of the Communications Committee. Information published in print domain or through the internet by the Communications Committee to be made accessible to the entire membership on behalf of UNG, the PFA or Council will be cleared through the Council and University liaison prior to dissemination.

6.2.3 Hospitality Committee. The Hospitality committee is responsible for membership support and for support of the welfare and morale of all parents and families. Areas of involvement include, but are not limited to, New Student Orientation, Frog Week Graduation and Move-in Day. Cadet related activities (FROG Week, etc) will be the co-responsibility of the Cadet Life Committee. This committee will make recommendations to the Council regarding benefits and services needed for PFA members. The Hospitality Committee will be chaired by the Vice President.

6.2.4 Awards Committee. The Awards Committee will establish and maintain a standardized procedure for requests of PFA funding, which will include eligibility guidelines and established deadlines for consideration. This committee will review funding requests made by UNG departments, student groups and student organizations. Recommendations of the Awards Committee will be submitted to the Council for vote. The Treasurer will chair this committee.

6.2.5 Finance Committee. The Finance Committee will prepare and present a written year-to-date financial report detailing revenues and expenditures monthly to the Council and at both semi-annual meetings of the PFA. The report will include a listing of all deposits in transit and all expenditures approved by the Council, but not recorded in the year-to-date amounts. The Treasurer will chair this committee.

6.2.6 Nominations and Elections Committee. The Nominations and Elections Committee will oversee the annual elections process and, in conjunction with the Communications Committee, be responsible for communicating with Active members regarding annual elections procedures, collecting “Willingness to Serve” forms and conducting the vote at both annual meetings. The Parliamentarian/Recording Secretary will chair this committee.

6.2.7 Fundraising Committee. The Fundraising Committee will be chaired by the President. This committee will make recommendations for raising funds and will coordinate the activities to raise these funds.

Section 3: Each committee will make a report of its activities to the Council monthly according to Section 4.8.1. Committee actions require the approval of the Council before being implemented.

Section 4: Committee chairs are responsible for the composition of their committees.

Section 5: Ad Hoc or special committees may be created as needed by the Council.

Article 7: Adoption and Amendment of By-laws

Section 1: These by-laws are effective upon adoption by a simple majority of the Active members in attendance and proxies at either of the semi-annual PFA membership meeting, and with approval of the UNG Vice President of Student Affairs.

Section 2: Amendments to the by-laws may be adopted by a two-thirds vote of the Council. Any proposal to amend the by-laws must be submitted to the Parliamentarian in writing. The proposal must contain the exact terms of the amendment to be considered. The Parliamentarian will send a copy of the proposed amendment to the Council.

Section 3: Robert's Rules of Order will guide the Association in the adoption and amendment of the by-laws.

Article 8: University Relationship

Section 1: The University Liaison, and will act in an advisory capacity to ensure the actions of the PFA and Council are in the best interest of the PFA and UNG.

Section 2: Should the PFA or Council not act in accordance with the regulations and policies of UNG, the University Liaison or designee has the authority to freeze all business and transactions of the PFA or Council until a further time decided by the UNG.

These by-laws have been reviewed and provisionally approved by the UNG. While every effort has been made by the PFA to ensure the accuracy of information contained in these pages, in the event of a discrepancy between these pages and official UNG publications or information received from UNG, the latter controls.