



## **BYLAWS**

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## **Article I: Name of Organization**

The name of the organization is Northern Kentucky University Parents Association, also known as NKU Parents Association or Parents Association

## **Article II: Mission**

It is the mission of NKU's Parents Association to:

- Empower parents/parental figures to play a supportive role in the student's education and development.
- Provide a link between NKU students, parents and the university community.
- Encourage active participation in partnering with the university's mission and values.

## **Article III: Goals**

The Parents Association and Parent Advisory Board will have specific goals included in the minutes from their meetings.

## **Article IV: Membership and Dues**

### Section 1: Eligibility

Parents of current NKU students are eligible to join the Parents Association. For the purpose of membership, the term “parent” is defined as a birth parent, legal guardian, and any individual who supports the success of an NKU student.

### Section 2: Join and Withdraw

All eligible parents must self-elect to become a member of the Parents Association. Parents are not automatically enrolled in the Parents Association once their student is admitted to the university. Parents can join online at [parents.nku.edu](http://parents.nku.edu) through an online application, e-mailing information to [parents@nku.edu](mailto:parents@nku.edu), calling the Office of New Student Orientation and Parent Programs, or during orientation and recruitment events through a paper registration form.

Once a member, parents may remain in the Parents Association until they elect to withdraw membership.

### Section 3: Dues

Parents Association members are not charged a fee for dues. Membership is free for parents.

## **Article V: Benefits**

### Section 1: Parents Association

Members will receive a monthly newsletter from September through May. The December and January editions will be combined into one edition, and the May edition will be the summer edition.

### Section 2: Parent Advisory Board

Parent Advisory Board members will receive all benefits of the Parents Association as well as additional benefits. Board members will receive one Parent Advisory Board polo, one brass name badge, and free admission to Family Weekend for their families for the term they serve. Board Members will also receive free meals and parking for all required meetings of the Parent Advisory Board.

## **Article VI: Advisors**

The Associate Director of New Student Orientation and Parent Programs will serve as the advisor for the Parents Association and the Parent Advisory Board.

## **Article VII: Parent Advisory Board**

### Section 1: Authority

The Parent Advisory Board, hereafter known as Board, is the governing body of NKU's Parents Association. The Board represents the Parents Association general body members in interactions with University Officials.

Board members provide input for parent programming, assist with the direction of the parent programs office, learn about programs and services for students and parents, and provide feedback regarding new ideas for student programs and initiatives. The Board is the voice of parents at NKU and serves as a parent advocacy group.

## **Article VIII: Officers**

The officers of this Board shall be one president or couple, one vice-president or couple, one secretary or couple, and one multicultural representative or couple.

## **Article IX: Nominations and Elections**

### Section 1: Eligibility

Nominees must be a parent or guardian of a currently enrolled NKU student at the time of nomination to be eligible to serve on the Board. A single Board position can be held by one or both parents.

### Section 2: Elections/Appointments

The Board will consist of at least seven members but not to exceed 45 members. All positions will be appointed by the advisor based on self-nomination forms.

### Section 3: Terms of Office

Board members will be elected/appointed to either one or two year terms.

### Section 4: Vacancies

In the event of a Board member resignation, death, removal, or otherwise, that member's position may be filled by a current Parents Association member through a nomination and two-thirds majority vote from the remaining Board members. The position can only be filled for the remainder of the term. The filling of a vacant position will count toward one term in the term limits section even if the member does not serve the entire term.

In the event that no person is nominated for a vacant position, the advisor may appoint a parent or couple for the remaining term.

## **Article X: Duties of Officers**

President (1 person or couple):

- Leads meetings and creation of agendas with input from advisor

- Assists with Facebook posts and other parent communications
- Assists with Parents Association e-newsletter by contributing articles and ideas
- Assists with parent inquiries submitted via the parent website
- One year commitment

Vice-President (1 person or couple):

- Shadows the President for first year of term and assumes the role of the President if the President is not in attendance or unable to fulfill responsibilities
- Chairs Fundraising Committee
- Takes over as President in second year of term
- One year commitment

Secretary (1 person or couple):

- Note taker for meetings and types minutes for meetings
- Types correspondence for the group
- Assists with Parents Association e-newsletter by contributing ideas and articles, specifically by providing a brief summary of each meeting for the newsletter
- One year commitment

Multicultural Representative (1 person or couple per under-represented group):

- Represents the unique perspective of under-represented cultural groups on campus
- One year commitment

At-large members

- Share ideas and assist with programs
- Serve on at least one committee per year
- One year commitment

## **Article XI: Executive Committee**

### Section 1: Governing Body

There shall be an Executive Committee of this Board, the members of which shall be the President(s), Vice-President(s) and Secretary(ies), and Multicultural Representative(s)

### Section 2: Special Meetings

Special meetings of the Executive Committee may be called by the president(s) or upon written request of two members with 7 days' notice to each member of the Executive Committee. No other business than that which is stated in the call shall be transacted at this meeting.

### Section 3: Quorum

A majority of the Executive Committee shall constitute a quorum for the transaction of business.

### Section 4: Duties

Duties of the Executive Committee shall be to:

- a. Transact business referred to it by the Board;
- b. Assist the Associate Director and the office of New Student Orientation and Parent Programs as requested;
- c. Give a report at each Board meeting.

#### Section 5: Interest of the Board

The Executive Committee shall take no action in conflict with any action taken by the Board.

### **Article XII: Board**

#### Section 1: Board Member Responsibilities:

All Board members will provide input into programs and initiatives.

#### Section 2: Voting Privileges

Board members have voting privileges only on matters pertaining to the Parents Association and Board. Each individual Board member will have individual voting rights. Email voting is allowed.

#### Section 3: Special Committees

Create special committees as it may deem necessary to promote the purposes of Board and carry on the work of this Board;

#### Section 4: Meetings

The Board will meet bi-annually with one meeting in the fall semester and another in the spring semester. Additional meetings may be called at the discretion of the advisors in consultation with the President(s) of the Board. Members of the Parents Association can attend all regular meetings and provide input. However, only Parent Advisory Board members will have voting privileges and only Board members may attend special meetings.

#### Section 6: Board Turnover

Upon the expiration of the term of office or when an individual ceases to hold a Board position, that individual shall be relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position shall be turned over to the president(s).

#### Section 7: Removal from Board

If any member of the Board shall at any time ceases to meet the qualifications or fulfill the duties of the position, that person may be removed by a two thirds majority vote during a regular or special meeting when a quorum is met. Any Board member or the advisors may move to have a Board member removed from a position provided that the Board member in question receives 30 days written notice of the pending vote. Reasons for removal may include unsatisfactory performance of duties of their office, repeated absences from meetings, or improper conduct.

### **Article XIII: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, Tenth Edition shall govern this Parent Advisory Board in all cases in which they are applicable and in which they are not in conflict with these bylaws.

### **Article XIV: Amendment of Bylaws**

#### Section 1: Amendment

These bylaws may be amended at any regular general meeting of this Parent Advisory Board by a two-thirds vote of those present and voting. Notice of proposed amendments must have been provided to the membership 14 days prior to the meeting.

#### Section 2: Amendment Committee

This Parent Advisory Board may appoint a committee to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association or by a two-thirds (2/3) vote of the Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.