

**Constitution and Bylaws  
North Carolina Central University  
Parents and Family Association**

**Article 1—Name and Offices**

Section 1.1 Official Name

The official name of the organization shall be the North Carolina Central University Parents and Family Association [hereafter referred to as Association].

Section 1.2 Campus Relationship

The Association will be housed under the Office of Orientation and First-Year Experience in the Division of Student Affairs and Enrollment Management. The Associate Director of Orientation and First-Year Experience will serve as the campus coordinator for the Association and official advisor to the Association.

**Article 2—Statement of Purpose, Actions, and Mission**

Section 2.1 Purpose

The Association will operate and organize for the purpose of:

- 1) Acting as a liaison between the University and parents and family members to communicate institutional policies, practices, procedures, and systems.
- 2) Developing and coordinating programs and events that promote parent and family involvement.
- 3) Advocating for students and their families during their transition into the University and throughout the student's tenure at NCCU.
- 4) Serving as a referral resource.

Section 2.2 Actions

In order to accomplish the purpose of the Association, the following actions will be taken:

- 1) To invite families to become better acquainted with NCCU through campus programs, meetings and activities.
- 2) To help publicize and stimulate enthusiasm for NCCU.
- 3) To encourage qualified students to attend NCCU.
- 4) To support career development opportunities for NCCU graduates.
- 5) To support legislation for the growth and improvement of higher education in North Carolina and NCCU specifically.
- 6) To support services for students as they make the transition from home to NCCU.
- 7) To foster a positive relationship between students and families and NCCU alumni in their local community

Section 2.3 Mission

The mission of the NCCU Parents and Family Association is to foster a positive relationship between families of NCCU students and the university community through

active engagement, involvement, and communication with the institution resulting in greater student academic success.

### **Article 3—Membership**

#### Section 3.1 Members

The membership of the Association are those who are current parents or family members of NCCU students and have paid official Association membership dues established by the University.

#### Section 3.2 Responsibilities

Each member of the Association is responsible for the following:

- 1) Communicating opinions and ideas to the Association to promote the success of NCCU students in accordance with the mission.
- 2) Keeping up-to-date contact information with the Association.
- 3) Upholding the overall mission of the Association by providing support and guidance to NCCU students to ensure student success.

### **Article 4—Committees**

#### Section 4.1 Permanent Committees and Appointments

Members of the Association may contact the Association President regarding service on any of the Association committees. The Association President will appoint members of the following committees:

Membership Committee: Works to build the membership and involvement of the Association. The Vice-President will serve as the chair of the Membership Committee.

Special Projects Committee: Develops and plans parent events, programs, and services. The Treasurer will serve as the chair of the Special Projects Committee.

Parents' Liaisons Committee: Stays abreast of the resources to serve parents and families of NCCU students and ensures information is shared with NCCU community. Members of this committee may also be asked to serve on various university committees to serve as the voice of parents and family members. The Secretary will serve as the chair for the Parents' Liaisons Committee.

#### Section 4.2 Temporary Committees

Temporary Committees may be established by the President of the Parents Association, who shall also have the authority to appoint such persons to such committees. These committees shall report to the Parents Council and Parents Association upon completion of their assigned responsibilities.

## **Article 5—Meetings**

### Section 5.1 Meetings

The first general body Association meeting of the academic year will take place during Family Weekends. Other general body meetings will be designated by the BOD throughout the year and communicated to the Association membership via website, newsletter, or via telephone.

*Recommended Action: The BOD will coordinate phone calls to Association membership prior to meetings.*

## **Article 6—Board of Directors**

### Section 6.1 Governing Body

The Board of Directors (BOD) shall serve as the governing body of the Association, and the business and affairs of the Association shall be managed under the direction of the BOD.

### Section 6.2 Number, Tenure, and Qualifications

The Association BOD will be comprised of four positions to be held by couples or individuals who are parents or family members of currently enrolled NCCU students. The term of office shall be two years. Upon completion, new BOD members shall be officially elected. BOD members with terms expiring with students who are still currently enrolled students at NCCU may transition into ex-officio members of the BOD entering into an advisory role.

### Section 6.3 Officers

Officers of the Association BOD shall be President, Vice-President, Treasurer, and Secretary.

### Section 6.4 Officer Meetings

The BOD shall meet at least once per quarter prior to each Association meeting. BOD meetings may take place in person or via conference call. Other meetings as necessary may be called by the President for planning purposes or to conduct necessary business of the Association.

### Section 6.5 Officer Nominations and Elections

BOD members will be elected during the final general body Association meeting during the spring of the academic year as BOD terms expire. The new officers shall be presented in official capacity during the first Association meeting of the academic year the following fall semester.

### Section 6.6 Election Procedures

A one-month nomination period will be conducted early in the spring semester. All nominees for BOD positions will be contacted by the Membership Committee to confirm

acceptance of the nomination. Elections will be held during the final general body Association meeting of the spring semester. Nominees will be asked to give a short presentation about their desire for serving on the Association BOD followed by a question-and-answer period facilitated by the Association President.

#### **Article 7—Governance**

##### Section 7.1 Governing Body

The Board of Directors (BOD) shall serve as the governing body of the Association, and the business and affairs of the Association shall be managed under the direction of the BOD.

#### **Article 8—Voting and Amendments**

##### Section 8.1 Voting Quorum

Official quorum must be present during any general body meeting for voting to occur. Two conditions constitute a quorum during Association meetings: 1) The Association members present shall constitute an official quorum at any general body meeting of the Association. 2) A majority of the BOD shall constitute an official quorum at any general body meeting of the Association.

##### Section 8.2 Amendments

The Constitution and Bylaws may be amended by a quorum during a general body Association meeting.