

Bylaws for Adelphi University Parents Association (PA)

ARTICLE I – MEETINGS

1. AGENDA and MINUTES and POSTINGS

- a. The agenda for each meeting and the previous meeting's minutes shall be emailed to each Steering Committee member at least one (1) day prior to the next meeting.
- b. The minutes of the previous meeting shall be approved at the beginning of each meeting. Once approved, the President shall request that the Office of the Dean of Student Affairs post the minutes on the PA website.
- c. Other PA postings to the webpage shall require prior approval of the PA Officers.

2. PROCEDURAL

The Secretary shall take attendance at all meetings. Upon three (3) absences from regular meetings during one academic year, unexcused by the President, a member shall be considered to have resigned, making his/her seat vacant.

ARTICLE II – ELECTIONS

1. NOMINATIONS and NOTIFICATIONS

- a. Notice shall be placed upon the PA website that nominations are being accepted up until and including at the time and place of the Annual Meeting. That is, nominations may be taken from the floor at the Annual Meeting.
- b. Nominations for all offices are encouraged, and may be taken, from the floor at the Annual Meeting immediately prior to the election. Nominees should be present at the Annual Meeting in order to run for office, but under extenuating circumstances, the current PA Officers may allow the absent nominee(s) to run for office.

2. THE ELECTION OF PA OFFICERS

The Election shall take place in accordance with the Adelphi University Parents Association Constitution and the following Voting Guidelines:

- a. The election shall be conducted by the current PA President and the Dean of Student Affairs or his/her designee.
- b. Nominees shall have an opportunity to state their qualifications and platform prior to any voting.

c. Voting shall take place as follows: For President first; followed in order by Vice President; Vice President/Treasurer; Secretary(ies).

d. The process of the election, using one of the following methods, shall be conducted, and the results of the election will be reported to the Dean of Student Affairs or his/her designee, as well as to all present at the Annual Meeting:

1. Raising of a voting card (distributed at check-in to the Annual Meeting). The voting cards shall be tallied by the current PA President and one other current Steering Committee member, in the presence of all attendees at the Annual Meeting.
2. Electronic vote as practiced by the University.
3. Other methods as approved by the PA Officers.

e. In the event of a tie for a particular office, all candidates shall be so notified and asked if they would like a revote. If so, a revote, out of the presence of the candidates, shall proceed immediately. If a tie results from the revote, the current PA President casts the deciding vote. If a revote is not requested by both candidates, and one candidate decides to step down, the remaining candidate shall be deemed the winner.

3. VACANCIES

Any vacancy which occurs on the Steering Committee shall be filled by nomination and vote of the PA Officers, giving due consideration to those who ran but were not elected in the most recent selection process. Such new member(s) will serve for the length of the un-expired term.

ARTICLE III – TRANSFER OF RECORDS

All PA records must be maintained for six (6) years. Outgoing PA Officers must ensure that records maintained by the Office of the Dean of Student Affairs are available for review by the newly elected Officers within one (1) month of the Annual Meeting. These records include all parent contact information obtained by the PA Officers during their term of office.

ARTICLE IV – GENERAL MEMBERSHIP MEETINGS

1. ANNUAL MEETING

The general membership meeting (the “Annual Meeting”) of the PA shall be held annually during the University’s Fall Family Weekend at which the members shall elect officers and conduct such other business as the Steering Committee may bring before them. Notice of the Annual Meeting shall be communicated via the PA webpage and, to the extent possible, shall be mentioned by the University in mailings, if any, sent to families regarding Family Weekend.

2. PARLIMENTARY PROCEDURE

Unless other rules of order are adopted for use as a guide and included in these bylaws, *Robert's Rules of Order – Newly Revised*, will be deemed to apply, provided that it is consistent with laws, policies, rules, and regulations of Adelphi University and the State of New York.

ARTICLE V – FINANCIAL AFFAIRS

1. FISCAL YEAR

The fiscal year of the PA shall be consistent with that of the University.

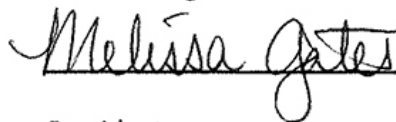
2. FUNDRAISING

The consent of the Dean of Student Affairs is required for all fundraising activities.

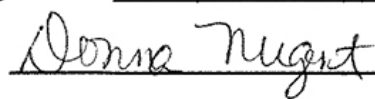
3. FINANCIAL ACCOUNTING

The Treasurer shall prepare a Financial Report for each meeting. The Dean of Student Affairs shall be responsible for the collection and disbursement of all funds of the AUPA.

The undersigned certify that these Bylaws as set forth above have been voted upon and approved by the Steering Committee at the Annual Meeting held on October 1, 2016.



President



Secretary

Filed with the Dean of Student Affairs on _____, 2016.