

Constitution of the Adelphi University Parents Association

ARTICLE I. NAME

Section 1. Name of the Organization. The name of this organization shall be the Adelphi University Parents Association, or informally, the Parents Association (or PA).

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1. Purpose. The Parents Association shall function to meet the needs of parents of students at Adelphi University and to give parents an opportunity to communicate and work with the University, through the Office of the Dean of Student Affairs.

Section 2. Objectives. The objectives of the Association shall be:

- a. To be an advocate and support for the parents of Adelphi students.
- b. To improve students' university experience through parents' input.
- c. To advance the aims and programs of the University.

ARTICLE III. MEMBERSHIP

Section 1. Membership. Any parent or legal guardian of an undergraduate student (excluding those enrolled in University College and students 25 years of age or older) regularly enrolled at Adelphi University shall be a member of the Parents Association. Any parent or legal guardian of a graduate student or otherwise excluded undergraduate student, as well as a parent of an alumnus or alumna shall be a member upon request.

Section 2: Ex Officio Membership. *Ex officio* members shall be the Dean of Student Affairs and any other individuals as may be designated by the Steering Committee of the Parents Association or the Dean of Student Affairs. *Ex Officio* members shall have the privilege of the floor for discussion, but shall not offer motions or vote.

Section 3. Dues. Dues may be agreed upon at any time by vote of the Parents Association at its Annual Meeting.

ARTICLE IV. ORGANIZATION

Section 1: Officers. The officers of the Parents Association shall be a President, Vice President, Vice President/Treasurer and Secretary (or two Co-Secretaries).

Section 2: Steering Committee. The Parents Association shall be directed by a Steering Committee composed of the following members:

- a. Officers
- b. Chairs of such Standing Committees as may be formed pursuant to Article IV, Section 3
- c. Regional Coordinators as may be appointed pursuant to Article IV, Section 4
- d. Other members of the Parents Association with the approval of the President

Section 3: Other Committees. The Steering Committee may create (and may dissolve) Standing Committees to meet the evolving needs of the Parents Association. The President may also, from time to time, create *ad hoc* committees to deal with particular time-limited issues of importance to the Parents Association.

Section 4: Regional Coordinators. The Steering Committee may choose to appoint regional coordinators to organize Parents Association efforts in various regions.

Section 5: Terms of Office.

- a. Officers shall be elected by a simple majority vote during the Annual Meeting of the Parents Association. The term of office shall commence upon the approval by the Dean of Student Affairs. Officers shall serve a one-year term. Any officer who has served his/her maximum number of terms may be elected to serve an additional one year term provided that no other qualified candidate is nominated and is willing to serve. In the event that an officer cannot finish a term of office, the remaining officers shall select an interim replacement until an election can be held at the next Annual Meeting.
- b. Upon completion of his/her term(s), the President may remain an *ex-officio*, non-voting member of the Steering Committee for the next year.

ARTICLE V. RESPONSIBILITIES

Section 1. Steering Committee. The overall responsibilities of the Steering Committee are as follows:

- a. Maintain general oversight and authority over actions of committees, subcommittees, groups, or individuals working on behalf of the Parents Association.
- b. Assume responsibility for promoting involvement of members and maintaining the organization according to its stated purposes and objectives.
- c. Act on behalf of, and in the best interest of, the Parents Association and Adelphi University.
- d. Vote on the appointment of individuals recommended to chair any committee, subcommittee or otherwise tasked group.

Section 2. President. In addition to the overall responsibilities as outlined in Section 1 of this article, the President shall have the following responsibilities:

- a. Act as spokesperson and representative for the Parents Association.
- b. Transact business on behalf of the Parents Association.
- c. Appoint individuals to serve on Parents Association ad hoc committees. (Notifications of such appointments will be made to the Steering Committee for their approval at the next regularly scheduled meeting.)
- d. Preside at all meetings of the Parents Association and the Steering Committee.
- e. Be a voting member of the Steering Committee and *ex-officio* member of any Standing Committee.

Section 3. Vice President. In addition to the overall responsibilities as outlined in Section 1 of this article, the Vice President shall have the following responsibilities:

- a. Act in place of the President, in the President's absence.
- b. Assume the duties of the President in the event that the President can no longer fulfill the responsibilities of that office.
- c. Be a voting member of the Steering Committee and *ex-officio* member of any Standing Committee.

Section 4. Vice President/Treasurer. In addition to the overall responsibilities as outlined in Section 1 of this article, the Vice President/Treasurer shall have the following responsibilities:

- a. Act in place of the President, in the President's and Vice President's absence.
- b. Working with the Office of the Dean of Student Affairs, maintain records, and receive and disburse funds as necessary, on behalf of the Parents Association, and prepare a financial statement that shall be reported at the Annual Meeting and regular Steering Committee meetings.
- c. Be a voting member of the Steering Committee and *ex-officio* member of any Standing Committee.

Section 5. Secretary(ies). In addition to the overall responsibilities as outlined in Section 1 of this article, the Secretary(ies) shall have the following responsibilities:

- a. Prepare minutes of meetings and forward same to the Office of the Dean of Student Affairs for appropriate filing and for posting on the PA webpage. Prepare other correspondence and materials as required.
- b. Be a voting member of the Steering Committee and *ex-officio* member of any Standing Committee.

ARTICLE VI. MEETINGS

Section 1. Annual Meeting. The Parents Association shall conduct an Annual Meeting during the fall Family Weekend. It is during this Annual Meeting that new PA Officers shall be elected. A quorum consists of those members in attendance. Each family represented shall have one vote for any voting that takes place.

Section 2. Steering Committee. The Steering Committee shall meet monthly, except for the times when the Steering Committee deems it not necessary to meet. The Steering Committee may also convene at the request of the President. A quorum of the Steering Committee consists of those members in attendance at an officially announced meeting.

Section 3. General Meetings of the Association. A general meeting of the Parents Association may be held at any time with the approval of the PA Officers. There shall be a minimum of 48 hours notice to parents/guardians, posted on the PA website, stating what the topic of the meeting will be, as well as when and where the meeting will be held.

Section 4. Committee Meetings. Standing or *ad hoc* committees shall meet at the call of the Committee Chair or the President of the Parents Association.

Section 5: Open Meetings. All meetings held that involve the Parents Association will be reported to the President of the PA and the Dean of Student Affairs, and shall be open to all members.

Section 6: Voting. Except as noted herein for special purposes, all actions of the Parents Association and its committees shall be authorized by a majority of members present and voting. Consensus approval is permitted.

ARTICLE VII. AMENDMENTS AND BYLAWS

Section 1: Amendments. Proposed constitutional amendments shall be presented only during the Annual Meeting and shall take effect upon ratification by three-fourths of the membership present and voting.

Section 2: Bylaws. The Steering Committee may enact such Bylaws as may be required to carry out the purposes of the Parents Association.

ARTICLE VIII. EFFECTIVE DATE

The Constitution of the Adelphi University Parents Association will be effective immediately upon ratification by the membership of the Association present and voting at the Annual Meeting at which it is proposed.

Ratified at the Parents Association Annual Meeting on October 14, 2000

Re-Ratified, as amended, at the Parents Association Annual Meeting on October 1, 2016