

# AUBURN UNIVERSITY PARENTS' ASSOCIATION BYLAWS

## ARTICLE I

### NAME AND OBJECTIVES

Section 1.01. Name. This organization shall be known as the Auburn University Parents' Association. Hereinafter also known as "AUPA".

Section 1.02. Legal Entity. The Auburn University Parents' Association operates as a volunteer-based organization under the auspices of the Office of Parent and Family Programs ("OPFP") within Auburn University's ("Auburn") Division of Student Affairs.

Section 1.03. Mission - The AUPA's mission is to partner with Auburn University parents to inform, support, and engage them to assist in their students' overall success.

Section 1.04 Motto - The AUPA's motto shall be "Inform, Support, Engage."

Section 1.05. Objectives. The AUPA objectives and goals are:

- (a.) To have ongoing dialogue with parents about Auburn's programs, services, and facilities (Inform);
- (b.) To provide a network in which parents can seek help and advice (Support);
- (c.) To facilitate and involve parents in campus activities, both on and off, to develop community (Engage).

## ARTICLE II

### MEMBERSHIP

Section 2.01. Eligibility. AUPA membership ("parents") is open to parents, grandparents, guardians, and other interested individuals of future, present or past Auburn students. AUPA provides equal opportunities for membership to all parents regardless of race, color, sex, religion, veteran status, age, creed, disability, national origin, sexual orientation, marital status, or any other basis protected by federal law or identified by Auburn University.

## ARTICLE III

### BOARD OF DIRECTORS

Section 3.01. Board Role, Size, Compensation, Eligibility. The Board of Directors ("Board") is the group of persons vested with providing the Office of Student and Family Programs with input regarding policy formation and direction of the affairs of AUPA subject to the law of the land, these Bylaws and the rules of Auburn. The Board shall have up to sixteen (16) members and no fewer than twelve (12) members, in addition to the ex-officio members. The Board receives no compensation other than reimbursement for reasonable expenses that has been preapproved by the OPFP. To be eligible to serve on the Board an individual must be a member of AUPA and shall have a student enrolled at Auburn during their term of office. In the event the Board member's student withdraws from the University during their term of office, completion of the term shall be at the Board's discretion.

Section 3.02. Term. Board members shall serve three (3) year terms commencing on January 1 and terminating on December 31. Provided, however, if the Executive Committee certifies that a member, whose term would otherwise expire, has faithfully executed all of their previously assigned duties and obligations then that member shall be eligible for re-election for an additional one (1) year term and at the termination of the additional one term may be subsequently re-elected for an additional one (1) year term up to a limitation of a total two (2) consecutive additional one (1) year terms (subject to the requirement that they have a student enrolled in Auburn)

Section 3.03. Selection.

- (a) AUPA membership will be advised of available Board positions during the fall semester. AUPA members interested in serving on the Board will be provided with and asked to complete a Board Application Form.
- (b) AUPA Staff Liaison shall submit all timely submitted applications to the Nominating Committee.
- (c) Prior to the fall board meeting the Nominating Committee shall interview and select new board members from the applications. At its sole discretion, the Nominating Committee may elect to require that applicants submit to an interview as part of the application process. Interviews may be conducted via telephone or in person at the Nominating Committee's option.
- (d) Board membership selection will have as its objective to maintain representatives from every undergraduate class as well as from geographic areas that best represent the student population.

Section 3.04. Meetings. There will be a minimum of three (3) meetings held each year. Specific dates, times and locations of the meetings will be decided by the Board with the advice of the Staff Liaison.

- (a) Notice. The Secretary or OPFP shall provide a minimum of two (2) weeks' notice via email to each Board member in advance of any meeting.
- (b) Special Meetings. Special meetings may be called at the request of the President or by one-third (1/3) of the Board.

Section 3.05. Resignation, Termination, and Absences. Resignation from the Board must be in writing and received by the Secretary or OPFP. By a majority vote of the Executive Committee a Board member can be terminated for excessive absences. A Board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining Board of Directors.

Section 3.06. Vacancies. When a vacancy on the Board exists, if the Board deems it appropriate to fill that position, nominations for new members may be received from the present Board members and/or AUPA members. Each will be notified by email regarding the Board vacancy. A Board member so elected or appointed as the case may be to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office.

Section 3.07. Quorum. A quorum for the transaction of business shall consist of one-half (1/2) of the number of Board members. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. If the motion to be voted on requires a greater percentage of Board approval than majority for passage and the motion receives that measure of approval and a quorum is present, then that act shall be the act of the Board.

Section 3.08. Participation in Meetings by Alternative Means. With notice as defined within and Executive Committee approval, members of the Board or any committee designated thereby may participate in a meeting of the Board or committee by means of a conference telephone or similar communications equipment so long as members participating in such meeting can hear one another at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 3.09. Action by Directors Without Meeting. Any action which may be taken at a meeting of the Board or of a committee as defined in ARTICLE VI may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by all of the Board members or committee members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as an unanimous vote.

## ARTICLE IV

### AUTHORITY AND DUTIES OF OFFICERS

Section 4.01 Officers. The officers of the Board shall be a President, Vice-President(s) and Secretary, and such other officers as are deemed necessary from time to time by the Board.

- (a) President: The President shall convene and preside at all meetings of the Board of Directors and the Executive Committee. The President shall serve as an ex-officio member of all standing committees. Subject to the control of the Board of Directors the President shall perform all duties attendant to that office and all other duties as on occasion shall be assigned by the Board.
- (b) 1<sup>st</sup> Vice-President: The First Vice-President shall preside at meetings of the Board of Directors and/or Executive Committee in the absence of or at the request of the President with the same powers and duties as the AUPA President. The Vice-President shall perform other duties as required and assigned by the President subject to the control of the Board.
- (c) 2<sup>nd</sup> Vice President: The Second Vice-President shall coordinate all AUPA communications including but not limited to the AUPA website, electronic communications and the e-newsletter in conjunction with the Auburn University Staff Member. The Second Vice President shall perform other duties as required and assigned by the President subject to the control of the Board.
- (d) Secretary: The Secretary shall keep the minutes of all meetings of the Executive Committee and the Board in the books proper for that purpose, handle all correspondence, and perform such other duties as occasionally may be assigned by the Board.

Section 4.02 Term of Office. All elected officers shall hold office for one (1) year, with the option for re-appointment, or until their successor has been elected. The term shall run from January 1 through December 31.

Section 4.03 Election of Officers.

- (a) Requirements: all candidates for elected office must have served at least one (1) year on the Board.
- (b) Procedure: applications for those Board members interested in holding an officer position will be made available at the summer board meeting or upon request from the President. Completed applications shall be submitted by September 1 to the AUPA Staff Liaison and/or the current AUPA President. A slate of officers will be determined from the applications and will be formally presented to the entire Board for their approval at the Fall Board meeting.

ARTICLE V  
STAFF LIAISON

Section 5.01 That AUPA shall be assigned a Staff Liaison ("Staff Liaison") that shall be the primary contact between AUPA and Auburn.

Day-to-day operations of the AUPA shall be conducted by the OPFP.

ARTICLE VI  
COMMITTEES

Section 6.01. Committee Formation. The Board may create committees as needed. The President shall appoint all committee chairs from the Board members.

Section 6.02. Executive Committee. The elected officers along with the Staff Liaison to the Board shall serve as the members of the Executive Committee.

Section 6.03, Nominating Committee. The President will appoint a nominating committee consisting of a minimum of three (3) Board members.

ARTICLE VII  
EX-OFFICIO BOARD MEMBERS

Section 7.01. Ex-officio members shall include:

- (a) The Staff Liaison
- (b) Outgoing President of the AUPA

Section 7.02. An Ex-officio member shall have all the rights and privileges as any other member.

ARTICLE VIII  
AMENDMENTS

Section 8.01. Amendments to these Bylaws may be made at any meeting of the Board. A simple majority of the Board members present and voting are needed for adoption.

**VERSION**

**04-19-2013 Adopted and Final**