BYLAWS OF THE
PARENT ASSOCIATION AT THE UNIVERSITY OF UTAH

Article I – Name

The name of this organization shall be “The Parent Association at the University of Utah.”

Article II – Mission

The Parent Association at the University of Utah will:

- Promote student success, health and safety by engaging parents in the education process;
- Engage parents in the university’s mission and goals;
- Provide a communication forum for parents; and
- Through the Executive Committee, act as parent advisors for parents to help them with questions, advice or be somebody with whom to talk.

Article III – Membership

Membership in the Parent Association at the University of Utah is automatic to all parents and family members of University undergraduate students on the student’s enrollment at the University.

Executive Committee – An Executive Committee, consisting of twelve parents and family members, with members who will serve for three years, with terms staggered such that four members are selected to serve beginning in the fall of each academic year. Each full term of three years shall begin with the fall meeting.

The Nominating subcommittee (consisting of either the Parent Association President or Vice-President, two members from the Executive Committee, one parent-at-large from the Parent Association, and one representative from the Office of Orientation and Leadership Development at the University of Utah) shall organize the selection process of new Executive Committee members from a pool of interested parents and family members. This process will occur annually at the conclusion of Parent and Family Orientation in July/August. For initial consideration to serve on the Executive Committee, the candidate’s undergraduate student must be enrolled at the University of Utah. Continuous enrollment is required; however, the Executive Committee will review exceptions on a case-by-case basis. Selection of new members shall be determined by a vote of a simple majority within the Nominating subcommittee. The filling of Executive Committee vacancies shall also be determined by the Nominating subcommittee. Should a vacancy occur, the selection process will be the same as described above for expired terms. If interested, outgoing Executive Committee members are eligible to fill vacancies. If a person is selected to fill a vacancy, the term length will be the remainder of the vacated term.

Expectations of Executive Committee – Executive Committee members will be required to attend at least three of the four stated meetings in the academic year, in person or by other means. Members who do not meet this requirement will be dismissed from the Executive Committee. Meeting times will be set by the President, in collaboration with the Office of Orientation & Leadership Development, and communicated to Executive Committee members at least six weeks prior to the meeting. Lack of attendance is grounds for dismissal based on the discretion of a vote of a simple majority of the Executive Committee. Members will serve on at least one subcommittee per year and participate actively in all on-line discussions.
Charter Members – The Charter Members of the Parent Association shall be the five initial Executive Committee members who began their term in 2006. Terms of service of the Charter Members will continue as defined in the Bylaws of the Parent Association.

General Members – The Executive Committee shall collaborate with the Office of Orientation & Leadership Development to provide opportunities for general members to become involved with the various Executive Committee subcommittees. This includes, but is not limited to, forming subcommittees that (1) engage in University concerns or topics; (2) assist with planning and implementation of parent and family events; and/or (3) partner with University administrators on special projects.

Article IV – Officers

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

President and Vice-President – These positions shall be elected by and from among the Executive Committee members of the Parent Association. Elections shall occur annually at the spring meeting for a term of one year that falls within the scope of Executive Committee term length. Both officers shall be elected by a vote of a simple majority from those present at the spring meeting, with minimum attendance being six Executive Committee members to constitute a quorum. The President shall not have a vote unless his or her vote is needed as a tiebreaker or to satisfy quorum. This term begins immediately following the spring meeting and continues until the next annual election. Officers may be reelected.

Secretary – This position shall be filled by a staff member of the Office of Orientation & Leadership Development.

Article V – Meetings

There shall be four stated meetings of the Executive Committee of the Parent Association during each academic year, one in the fall, one in the winter, one in the spring and one in the summer. When possible, these meetings will coincide with parent and family events coordinated by the Office of Orientation & Leadership Development. The Secretary of the Association shall send notices for such meetings at least six weeks in advance of each meeting. These meetings are open to General Members of the Parent Association.

At least six members of the Executive Committee must be present at any meeting (either in person or by other means) to constitute a quorum for the transaction of any and all business by a vote of a simple majority. Decisions can be made between stated meetings by e-mail or phone: all Executive Committee members must be included in the communication with the decision being made by a vote of a simple majority. The President shall not have a vote unless his or her vote is needed as a tiebreaker, or to satisfy a quorum.

Article VI – Amendments

These Bylaws may be amended, annulled, or repealed by a vote of a simple majority of a quorum of six members of the Executive Committee present at any stated meeting, provided that the proposed
amendments, annulments, or intentions to repeal are circulated to members of the Association at least two weeks prior to the meeting.

Amendment I: Parent Association Chapters

Branch or distinct campuses of the University of Utah shall be able to charter, form, and administrate a chapter of the Parent Association at the University of Utah. Chapters must gain Executive Committee approval of bylaws and charters. Chapters must align their mission with that of the Main Campus Parent Association. Chapters may send a representative or report to Executive Committee meetings, either in person, or by other means.

[Approved by the Executive Committee of the Parent Association on September 13, 2013]

Amendment II: Parent Council

A Parent Council is made up of non-voting parent volunteers who assist the University’s Parent and Family Programs team and the Parent Association’s governing body, the Executive Committee, in putting on and fulfilling Parent Association events in support of our parents and their students and the University’s mission. Parents who make up the Parent Council will be asked to commit every year they have a student enrolled in the University and will be asked to volunteer for events participated in by the Parent Association.

[Approved by the Executive Committee of the Parent Association on December 6, 2013]