

Grambling State University

Parent Advisory Committee Bylaws

ARTICLE I – NAME

An organization sanctioned by the Grambling State University Office of Student Affairs, the name of this committee shall be the Grambling State University Parent Advisory Committee (PAC).

ARTICLE II – MISSION

The PAC mission shall be to provide solution-driven advice and assistance to university administrators and parents relating to academic achievement, student life, and student engagement to promote a positive, safe, and stimulating environment resulting in scholastic excellence for all GSU students.

ARTICLE III - OBJECTIVE

The objective of the PAC is to aid the Office of Student Affairs in being proactive and addressing situations that they may not be aware of. The goal is to provide feedback based on personal encounters of students of GSU parent stakeholder groups. This initiative will assist in the university's efforts to provide the most productive and safe collegiate experience for all students. Understanding the goals and objectives of the PAC is necessary to ensure the overall success of the program.

ARTICLE IV - STRUCTURE

The PAC shall be made up of two (2) components:

1. The selected advisory board to conduct the business of the PAC
2. The general participating GSU parent community

ARTICLE V – ADVISORY BOARD MEMBERSHIP

The advisory board shall serve as the business arm of the PAC. These members will be recruited and selected through an application process as outlined in Article 5-a.

1. Advisory Board Responsibilities
 - a. **Collaboration:** The advisory board will work in partnership with a wide array of individuals and organizations to broaden and enhance the PAC's ability to serve and advocate for our children and for Grambling State University as a whole.

- i. With the exception of the PAC President, each advisory board member shall actively participate on a minimum of two (2) subcommittees
 - ii. Advisory board members not contributing to the PAC may be removed from the board
- b. **Commitment:** The PAC is dedicated to our student's educational success, health, and well-being through strong family and community engagement while remaining accountable to the principles upon which the committee was founded.
 - i. On average, advisory board members shall expect to dedicate a minimum of six (6) hours per month between PAC general meetings, advisory board meetings, subcommittee meetings, and university outreach initiatives
- c. **Respect:** The PAC will value the individual contributions of every general and advisory board member, the Grambling administration, faculty, staff, and partners as the committee works collaboratively to achieve goals.
- d. **Accountability:** All advisory board members shall have a shared responsibility to align their efforts of maximum contribution and dedication toward the achievement of the PAC's strategic initiatives.
 - i. Various methods to measure advisory board member participation will be utilized including but not limited to chat participation, completion of assigned action items, attendance, and subcommittee participation

2. Advisory Board Member Criteria

- a. Advisory board members must be a parent/guardian of a registered Grambling State University student. If at any time a member's student no longer attends the University the member will automatically be removed.
- b. Advisory board members may serve on the PAC for the duration of the tenure/registration of their student(s).
- c. There may be university administration/staff that attend PAC meetings to support the committee.
- d. If an advisory board member is removed from the roster and wishes to re-join the board, he/she must be invited through the existing parent application process.

3. Advisory Board Applications

- a. New advisory board member applications may be available for first-year parents—including parents of transfer students—in August and January of every school year.
 - i. Qualifying applicants will be reviewed by current advisory board members of the PAC and will be voted on.

- b. New advisory board member applications for parents of existing students will be available only on an invitation basis from existing advisory board members or GSU administration/staff.
 - i. Qualifying advisory board applicants will be reviewed by current advisory board members of the PAC and will be voted on.
- 4. New Advisory Board Member Orientation
 - a. Each new member shall complete new member orientation within the first 30 days of membership acceptance.
 - b. Each new member will thoroughly read the terms and conditions set forth in the bylaws and acknowledge full and complete comprehension before membership is confirmed by the PAC executive officers and before officially being announced as a qualifying new advisory board member.
 - c. Advisory board members who do not complete new member orientation may be removed from the PAC advisory board.
- 5. New Advisory Board Member Probation
 - a. Each new member shall have a probationary of six (6) weeks. During this period new members will be monitored closely for adherence to the guidelines set forth in Article 5.
 - b. Advisory board members who do not meet the standards set for in Article 5 may be removed from the PAC advisory board.

A qualifying advisory board applicant is one who demonstrates the PAC Advisory Board Member Responsibilities and meets the PAC Advisory Board Member Criteria stated above. If at any time an advisory board member does not meet the PAC Advisory Board Member Responsibilities, he/she will automatically be removed.

ARTICLE VI – EXECUTIVE OFFICERS

- 1. The officers of this committee shall consist of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
 - f. Social Media Coordinator

2. All executive officers shall be voted into office for one (1), two (2) year term.
3. Should a position become vacant for any reason, the position may be filled by appointment or election.

ARTICLE VII – MEETINGS

1. General PAC meetings will convene on the 1st Thursday of every month via Zoom webinar and open to the GSU parent community at large.
2. Advisory board meetings will convene the 3rd Thursday of every month via Zoom meeting and open to current advisory board members only.
3. Advisory board members must attend all general meetings, advisory board meetings, subcommittee meetings, and planning sessions.
4. Any advisory board member absent from any three (3) meetings will automatically be removed from the PAC advisory board.
5. During the school year, PAC general and advisory board meetings will occur on the first (1st) and third (3rd) Thursday of every month from 6:30 pm – 7:30 pm CT.
 - a. General and advisory board meetings will begin promptly at 6:30 pm CT. A grace period of five (5) minutes will be given to parents and advisory board members to join the meeting. After five (5) minutes, no member shall be admitted to the meeting.
 - b. Advisory board members who are more than five (5) minutes late to any meeting shall be counted as absent.
6. Up to two (2) summer planning sessions may occur in June and/or July each year. Failure to attend planning sessions may result in removal from the PAC advisory board.
7. Outside of summer planning sessions, meetings will not take place during scheduled university breaks and holidays, or when university operations are canceled.
8. If a GSU administrator or staff member cannot attend any meeting, that meeting may be canceled or postponed.
9. Additional meetings may be scheduled as necessary.
10. Advisory board members are expected to attend the general PAC meetings with their camera on and in a place with reasonable privacy, free and clear of outside distraction.

ARTICLE VIII – AMENDMENTS

The bylaws may be amended at any regular meeting with the approval of two-thirds ($\frac{2}{3}$) of advisory board roster membership.

ARTICLE IX – ROLES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

1. President: It shall be the duty of the President to:

- a. Preside at all the meetings
- b. Create meeting agendas
- c. Appoint committees and committee chairs
- d. Serve as primary contact for the PAC
- e. Schedule PAC meetings
- f. Hold members accountable for attendance, participation, etc.
- g. Serve as informed ambassador for the PAC promoting its mission and values

In the event of the absence of the President, the Vice President shall assume the duties of the President.

2. Vice-President: It shall be the duty of the Vice-President to:
 - a. Fulfill President duties when presiding officer is absent
 - b. Assist President in executing duties
 - c. Send out meeting notices, reminders and links via email and group me
 - d. Serve on committees
 - e. Holds members accountable for action items
 - f. Serve as informed ambassador for the PAC promoting its mission and values
3. Secretary: It shall be the duty of the Secretary to:
 - a. Distribute an agenda and relevant documents before meetings
 - b. Take accurate attendance during meetings
 - c. Prepare official meeting minutes
 - d. Assure that documents are filed and accessible
 - e. Upkeep and maintain PAC roster
 - f. Serve as informed ambassador for the PAC promoting its mission and values
4. Treasurer: It shall be the duty of the Treasurer to:
 - a. Reconcile bank accounts and produce financial statements as necessary
 - b. Ensure legal and/or university forms are filed on time
 - c. Assist in preparing budget
 - d. Audit and review fiscal matters
 - e. Serve as informed ambassador for the PAC promoting its mission and values
5. Parliamentarian: It shall be the duty of the Parliamentarian to:
 - a. Maintain and uphold order in general and advisory board meetings
 - b. Enforce, review, update bylaws

6. Social Media Coordinator: It shall be the duty of the Social Media Coordinator to:
 - a. Act as primary manager for PAC social media channels
 - b. Promote key initiatives of the PAC
 - c. Facilitate engagement among social media audience
 - d. Serve as informed ambassador for the PAC promoting its mission and values

ARTICLE X – SUBCOMMITTEES

With the exception of the PAC President, advisory board members shall volunteer to participate on a minimum of two (2) subcommittees. Further, subcommittees may be appointed by the President as needed to promote the objectives and mission of the PAC.

ARTICLE XI – QUORUM

1. A quorum is based on the attendance of the advisory board roster members present at any given meeting.
2. A quorum will be established with a two-thirds ($\frac{2}{3}$) majority advisory board roster attendance.
3. If a quorum is not present at any meeting, the meeting shall proceed, but no voting may take place.

ARTICLE XII – ELECTORAL VOTING

1. Each advisory board member on the roster shall have one vote.
2. According to Robert's Rules of Order, during elections, in the event of a tie, and in the absence of the President, the Vice-President abstains from the vote and only votes as a tiebreaker.
3. The advisory board members may break a tie, as a second option to the above, by casting a vote by hand. Either option will be stipulated in the election results. Advisory board members must have membership rights prior to an election.