



## **UNT PARENT ASSOCIATION**

### ***Constitution and By-Laws***

#### **ARTICLE I**

##### **NAME**

The name of the organization shall be the University of North Texas (UNT) Parent Association. The Parent Association shall be co-sponsored by the Division of Student Affairs and shall work cooperatively with the University of North Texas Alumni Association on matters where the purposes and interests of these two organizations shall be compatible.

#### **ARTICLE II**

##### **GOALS**

The goals of the UNT Parent Association shall be to promote continued involvement between students, their parents, their families, and the university; to encourage parents and families of our students to form positive relationships and experiences with the university; and to inform prospective students, their parents, and their families about the opportunities and challenges at UNT.

#### **ARTICLE III**

##### **ACTIVE MEMBERSHIP**

Section 1. Membership shall be unlimited and shall consist of parents and families of students currently enrolled at UNT as well as parents and families of alumni as provided by lifetime membership. The three types of memberships are annual, two year and lifetime. The dues for each membership, as well as the dues for upgrading from one type to another are set annually by a majority vote of the Executive Committee.

Section 2. Ten percent of each annual membership will be deposited in the Association Endowed Scholarship Fund and the balance to the general treasury for operating expenses. Annual dues shall be for the period beginning September 1 thru August 31<sup>st</sup>.

Section 3: Ten percent of each two-year membership will be deposited into the Association Endowed Scholarship Fund and the balance to the general treasury for the operating expenses. Two-year dues shall be for the period beginning September 1 through August 31 of the second year of membership.

Section 4. Lifetime Membership dues were created to sustain the UNT Parent Association Endowed Scholarship Fund as well as for general operating expenses. Of the dues, \$200 of each membership

shall go to the UNT Parent Association Endowed Scholarship Fund and the remainder shall go to the general treasury for operating expenses.

Section 5: Memberships purchased at the annual and two-year levels are eligible for renewal and upgrade on or before the expiration date of the membership. Twenty percent of each upgraded membership will be deposited into the UNT Parent Association Endowed Scholarship Fund. The remainder shall go to the general treasury for operating expense.

#### **ARTICLE IV SCHOLARSHIP FUNDS**

Section 1. The UNT Parent Association Endowed Scholarship Fund shall be made up of a portion of life memberships, special gifts, memorials, and any other monies voted by the Executive Committee. Money accruing for scholarships shall be transferred to the UNT Endowed Scholarship Fund at the fiscal year end by the Executive Committee.

Section 2. Scholarships shall be presented to students of UNT Parent Association members. These students will be required to apply each year for the scholarships and shall be guided by the qualifications set forth by the scholarship committee. These qualifications shall be clearly listed and made available to all students and association members via printed or posted announcements on any web based platform approved by the Parents Association Executive Board.

Section 3. Scholarships from the UNT Parent Association Endowed Scholarship Fund are selected by the UNT Scholarship Committee based upon university standards and requirements.

Section 4. No fewer than five (5) \$500 draw scholarships shall be awarded through a “drawing” to students of UNT Parent Association members at the spring meeting each year. All students of current Parent Association members will be eligible. These students will be required to apply each year for the scholarships. Seniors graduating in December are eligible to receive the full scholarship in the fall.

Section 5. Monies for the “Draw” Scholarships shall come from the general operating budget.

#### **ARTICLE V OFFICERS, ELECTIONS, AND EXECUTIVE COMMITTEE**

Section 1. The officers shall be President, President-Elect, Vice President, Secretary, Treasurer, Historian, and Parliamentarian. These officers comprise the Executive Committee. The Immediate Past President and a representative of the UNT Division of Student Development shall serve as ex-officio members of this committee. The Immediate past President will serve as advisor to the Executive Committee on matters as requested by the President and Executive Committee. The UNT representative will advise the membership on scholarship and development matters.

Section 2. All officers shall be parents of students currently enrolled at UNT or UNT Parent Association Life Members. Officers are required to be current annual members or life members. To ensure continuity, but provide for diversity of leadership, officers may serve a total of two

consecutive years, after which they must rotate off the Executive Committee for at least one year. The exception to this is the President-Elect, who may serve three terms in an officer role, including: one as President-Elect, and one as President. The Immediate Past President may also serve one term in an ex-officio role.

Section 3. Names of proposed officers may be presented at a planning session prior to the annual Family Weekend meeting or by open nominations from the floor at the annual meetings. Officers will be elected by majority vote of current Association members present at this meeting. Officers shall assume office at the end of this meeting.

Section 4. Vacancies in office shall be filled by the Executive Committee.

Section 5. The business of the UNT Parent Association shall be conducted by the Executive Committee. Meetings will be in conjunction with Family Weekend and at least one other designated time during the year.

Section 6. Four members of the Executive Committee shall constitute as quorum.

Section 7. These officers shall perform the duties prescribed by these bylaws, the standard operating procedures of the UNT Parent Association, and *Robert's Rules of Order Newly Revised*.

## **ARTICLE VI BOARD OF DIRECTORS**

Section 1. The Board of Directors consists of the Executive Committee and the standing committee chairpersons and chairpersons-elect, as designated.

Section 2. Meetings of the Board of Directors will be determined by the Executive Committee as needed.

## **ARTICLE VII MEETINGS**

Section 1. The general meetings of the UNT Parent Association shall be held in conjunction with Family Weekend in the fall and one meeting in the spring, as determined by the Executive Committee. Additional meetings may be called by the President as needed. All meetings will be held on the UNT campus unless otherwise directed by the Executive Committee.

Section 2. The number of members attending a meeting of the UNT Parent Association shall constitute a quorum.

Section 3. Special meetings will be allowed to take place electronically using the process outlined in the Standard Operating Procedures for electronic meetings.

## **ARTICLE VIII STANDING COMMITTEES**

Section 1. Standing committees shall be designated annually by the incoming Executive Committee. All committee members must be current annual members or life members of the UNT Parent Association.

Section 2. All other committees or chairpersons of committees shall be appointed by the President.

#### **ARTICLE IX ARTICLE OF DISSOLUTION**

An amount of money, to be determined by the Executive Committee, shall be left in the general treasury at the end of the UNT Parent Association fiscal year to cover outstanding expenses. Any other monies remaining in the general treasury shall be transferred to the UNT Endowed Scholarship Fund.

#### **ARTICLE X AMENDMENT OF BY-LAWS**

The Constitution/By-laws may be amended at any regular meeting of the UNT Parent Association by a majority vote, provided notice of amendment has been submitted two weeks prior to the meeting via written communication. Robert's Rules of Order, Newly Revised shall be the Parliamentary authority on all matters not specified in the Constitution/By-laws.