

CALIFORNIA POLYTECHNIC STATE UNIVERSITY San Luis Obispo

PARENT PROGRAM ADVISORY COUNCIL BYLAWS

ARTICLE I HISTORY

The Cal Poly Parent Program Advisory Council (hereinafter called "Council") was initiated in the 1996-97 academic year. The Council held two preliminary meetings. These planning meetings were held during Open House Weekend, April 19, 1997 and the Week of Welcome Parents Weekend September 12 and 13, 1997. Bylaws were approved on September 13, 1997. The first formal meeting of the Parent Program Advisory Council was held during Parents' Weekend October 25, 1997.

The Council was formed to assist the Parent Program in fulfilling its mission and goals and consists of Cal Poly parents who share an interest in furthering the mission of the University.

ARTICLE II ORGANIZATION

The formal name of the Council shall be the California Polytechnic State University at San Luis Obispo Parent Program Advisory Council (hereinafter called "Council"). The structure of the Council, its activities and its meetings, will follow the Council bylaws. The bylaws will be reviewed once every two years. Changes in the bylaws require approval by a simple majority of the Council. Council members are appointed by the Vice President for Student Affairs. The Vice President is appointed to serve as the official campus representative and spokesperson to all Cal Poly parents and be responsible for appointing Council members and integrating Council actions within the Parent Program.

ARTICLE III MISSION

The mission of the Council is to provide advice on matters of importance to Cal Poly parents. The Council shall assist in the development of a strong and active Parent Program, and provide assistance in seeking support for the University.

ARTICLE IV PURPOSES

The Council will:

1. Provide advice and counsel in long-range planning and the development of Parent Program activities, programs and services.
2. Aid in the formulation and promotion of goals and objectives for the Parent Program and communicate this to Cal Poly parents.
3. Encourage and support maximum parent involvement in the Parent Program.
4. Enhance communication between the University and Cal Poly parents.
5. Assist the Vice President for Student Affairs in identifying and cultivating Cal Poly parents and others to support the mission of the University.

ARTICLE V MEMBERSHIP

The Council shall consist of up to 24 “*parent*” members and two “*student*” members for up to 26 voting members. “*Parent*” members may be from the same family or may join as individuals. Council members shall be interested in strengthening Cal Poly and are selected to give counsel and advice to the Vice President for Student Affairs.

In the case of both parents who are appointed to serve on the Council, each will be counted as individual members.

The Vice President for Student Affairs, who appoints members to the Council, will strive for a balance of representation from a cross section of the Cal Poly student body, the geographic areas of the State, and the six academic colleges on campus. Individuals who have expressed an interest in the Council may be invited to join, following a nomination and selection process.

“*Parent*” membership shall be for a three-year term with appointment at the option of the Vice President for Student Affairs. A term extension of up to one year may be granted at the discretion of the Vice President of Student Affairs. An individual shall have a student at the University at the time of appointment in order to be considered a “*parent*” member of the Council. The student members shall be nominated by the ASI President and approved by the Vice President for Student Affairs. The student member shall serve a one-year term and will be appointed annually in the spring quarter to serve during the upcoming academic year.

The Vice President for Student Affairs and University staff will serve as ex-officio members of the Council as needed. There should also be one Alumni Board Liaison who is appointed by the President of the Alumni Association and shall serve a two-year term. The liaison shall be a Cal Poly alumnus or alumna and is also an ex-officio member of the Council.

Each member shall have one vote.

ARTICLE VI OFFICERS

The Council shall have two officers: Chair and Vice Chair. The Chair and Vice Chair shall be appointed by the Vice President of Student Affairs and announced at the Spring meeting. The Chair will facilitate all meetings. The Vice Chair shall act as Chair in the event of absence or inability of the Chair to serve. In considering the Chair and Vice Chair nominees, the Council will strive for a balance of representation from geographic areas of the State.

The Parent Program staff shall keep minutes of each meeting, distribute them to all Council members, and prepare and disseminate all Council communications.

ARTICLE VII QUORUM

A quorum shall consist of not less than 50% plus one of the voting membership of the Council for the purposes of meeting attendance and to ratify Council decisions, excepting ratification or changes to these bylaws.

ARTICLE VIII MEETINGS

Council meetings shall be held at least twice annually with special meetings called on an as-needed basis. The Council will typically meet during Cal Poly's Homecoming and Parents' Weekend in the fall and Cal Poly's Open House in the spring. The Parent Program office shall manage all affairs and business between meetings with the concurrence of the President of the Council.

ARTICLE IX COMMITTEES

Committees shall be established if and as needed.

ARTICLE X MEMBER RESPONSIBILITIES

Members shall attend all regular meetings of the Council, actively participate in Council activities, assist in the identification and recruitment of parents for the Council and its leadership positions, assist in identifying potential parent supporters, host parent guests at events, and are available for consultation with the Vice President for Student Affairs.

Members who are not in attendance for two consecutive meetings are asked to advise the Parent Program as to their intent to continue as a member of the Council. Members who miss three meetings can be relieved from Council membership.