

UNIVERSITY OF ARIZONA  
PARENTS & FAMILY ASSOCIATION  
BYLAWS

**AMENDED OCTOBER 8, 2012**  
**AMENDED FEBRUARY 13, 2009**  
**AMENDED OCTOBER 19, 2007**  
**AMENDED OCTOBER 20, 2006**  
**AMENDED FEBRUARY 17, 2006**  
**AMENDED OCTOBER 14, 2005**

I. MISSION

The mission of the UA Parents & Family Association has three components: to facilitate communication among UA students, the parents and family members of those students, and University administration; to provide a means of involvement by UA parents and family members in campus life; and to encourage and expedite philanthropic support of the University by UA parents and family members by conducting a Parents & Family Campaign which will fund projects producing the greatest benefit to the largest number of students who are currently attending the University.

II. MEMBERSHIP

- A. Family members of students enrolled in the University of Arizona are automatically members of the Association. The term “family members” refers to birth parents, legal guardians, and others financially responsible for under-graduate students at the University. It also includes any other family member who is interested in supporting the success of a University of Arizona student. The Association has no dues for basic membership.
- B. At the discretion of the Association’s Advisory Board, any person may become an honorary member of the Association, with full rights and privileges.

III. MEETINGS—The Parents & Family Association Advisory Board shall hold on the University campus at least two regularly scheduled meetings each academic year, one in each semester. Thirty (30) days notice shall be provided to the membership before each meeting. The Association’s Chair or Co-Chairs may call additional meetings as are necessary and appropriate. The Association shall hold its Annual Business meeting during the annual Family Weekend program. The Annual Business meeting shall be open to all Parents and Family Association members.

IV. ADVISORY BOARD

- A. Purpose: The Parents & Family Association Advisory Board shall provide leadership and manage the affairs of the Association in a manner aimed at advancing the best interests of UA students and the University.
- B. Membership: The Parents & Family Association Advisory Board shall be comprised of the following individuals, each of whom shall have voting power:
1. The Chair or Co-Chairs of the Association, who shall act as Chair;
  2. The Chair or Co-Chairs of the Association's Parents Campaign Committee;
  3. The Chair or Co-Chairs of the Association's Student Recruitment and Retention Committee;
  4. The Chair or Co-Chairs of the Association's Legislative Affairs Liaison;
  5. The Chair or Co-Chairs of any additional committees established by the Advisory Board;
  6. The Immediate Past Chair or Co-Chairs of the Association;
  7. Up to six At-Large members appointed by the Chair of the Association in consultation with the Director of the Parents & Family Association, selected from the membership of the Parents & Family Association;
  8. The Director of the Parents & Family Association, who shall serve as Secretary and in an ex-officio capacity;
  9. A member of the Student Life accounting staff, who shall also serve as Treasurer and in an ex-officio capacity, who is appointed by the Dean of Students;
  10. Four at large members appointed by the Dean of Students.
  11. One at large member appointed by the President of The University of Arizona.
  12. The Parents & Family Association Advisory Board may add Liaison positions to the Board as necessary. The purpose of the Liaison positions should be to represent other UA Boards and/or parent groups such as SALT, the Oracle Board etc. Liaisons have full Board privileges.

Two spouses or partners may act as Co-Chairs of the Parents & Family Association or any of its committees, and each shall have a vote.

The Secretary of the Advisory Board shall be responsible for keeping minutes of Advisory Board meetings and distributing such minutes to members of the Parents & Family Association. The Secretary shall be responsible for providing agendas for all meetings ten (10) business days prior to all Advisory Board meetings. The Secretary shall be responsible for providing minutes within fifteen (15) business days after each meeting. Agendas for such meetings shall be posted publically ten (10) business days prior to all Advisory Board meetings. Minutes for such meetings shall be posted publically once approved by the Advisory Board.

The Treasurer shall be responsible for keeping the financial records of the Parents & Family Association and reporting at each Advisory Board meeting which report shall be conveyed to the members of the Parents & Family Association by the Secretary in the minutes.

C. Terms of Office

1. Chair or Co-Chairs of the Advisory Board--serve terms of two years, beginning with the on-campus, spring-semester meeting of the Association. The Chair or Co-Chairs may serve more than one term but not more than two terms.
2. Committee Chairs and At-Large Members—serve two years. Committee Chairs and At-Large Members may serve more than one term but not more than two terms.

D. Election and Appointment Processes

1. Chair or Co-Chairs—may be nominated by any member of the Association or the Advisory Board and be elected by a majority vote of the Advisory Board.
2. Committee Chairs and At-Large Members—shall be appointed by the Chair (or Co-Chairs) of the Association in consultation with the Director of the Parents & Family Association, which appointments are subject to ratification by a majority vote of the Advisory Board.

- E. Quorum—Sixty percent (60%) of the Advisory Board's members must be present for a quorum to exist and votes to be valid. Members may attend by teleconference or Internet connection and shall be considered present. In the event that spouses or partners act as co-chairs of the Parents & Family Association or any of its Committees, or Members-at-Large as hereinbefore provided, the presence of one of the spouses/partners shall be deemed, for purposes of establishing a quorum, as the presence of both and the spouse/partner present shall be deemed to have the voting proxy of the other spouse/partner unless such proxy is expressly withheld. Otherwise, absent members may vote by proxy but shall not be considered present for purposes of establishing a quorum.

F. Removal of a Board Member – Any member of this Advisory Board may be removed by 75% vote of the full Advisory Board. Removal of a spouse or partner shall not constitute removal of a second spouse or partner.

V. STANDING COMMITTEES: DUTIES & MEETINGS—The Association’s Chair or Co-Chairs shall be ex-officio members of all Standing Committees. All decisions by the Standing Committees must be ratified by majority vote of the Advisory Board.

A. Parents Campaign Committee

1. Duties—Under the direction of its Chair or Co-Chairs, the Parents Campaign Committee shall assist the Dean of Students Office in identifying, cultivating, and, where appropriate and necessary, soliciting UA parents who are capable of and interested in support of the University and/or involvement with the Parents & Family Association and the Parents Campaign Committee. The Chair or Co-Chairs will work with the Director of Development for Student Affairs and the Director of the Parent & Family Association on the annual Telephone Outreach Program to parents. In addition, the Parents Campaign Committee will evaluate proposals for expenditure of Parents Campaign funds as described more fully in Section VI. B.
2. Membership—Members of the Committee shall be appointed by the Chair or Co-Chairs. The Committee shall be comprised of not more than twenty (20) members. The Director Development for Student Affairs and the Director of the Parents Association are permanent members of this Committee.
3. Meetings—the Committee shall meet at least once each year. Participation, including voting, may be in person, by teleconference, or by Internet. Absent members may vote by proxy.

B. Student Recruitment & Retention Committee

1. Duties—Directed by its Chair or Co-Chairs, the Student Recruitment & Retention Committee shall act as liaison between the Parents & Family Association and the University’s enrollment functions, concerning itself with related issues.
2. Membership—Members shall be appointed by the Committee Chair or Co-Chairs. The Committee shall be comprised of not more than twenty (20) members.
3. Meetings—The Committee shall meet at least once per year, with the University’s Chief enrollment officer and his or her designee. Participation, including voting, may be in person, by teleconference, or by Internet. Absent members may vote by proxy.

C. Legislative Affairs Liaison

1. Duties—Directed by its Chair or Co-Chair, the Legislative Affairs Liaison(s) shall:
  - a. Consult with the University’s State Relations Office to identify the University’s legislative priorities and potential volunteer advocates and apprise the Association’s Advisory Board of them.
  - b. Be advocates for and support those legislative priorities.
  - c. Represent the Parents & Family Association at State Legislative hearings and other relevant Legislative gatherings, reporting its findings to the Advisory Board.
  - d. Consult annually with University representatives to identify the University’s priorities with the Arizona Board of Regents (ABOR) and apprise the Association’s Advisory Board of them.
  - e. Represent the Association at ABOR meetings and report its findings to the Advisory Board.

D. Ad Hoc Committees—As is deemed necessary and appropriate to conduct the affairs of the Association effectively, the Chair or Co-Chairs of the Advisory Board and the Director of the Parent and Family Association may jointly establish other committees and appoint their members, along with criteria pertaining to duties, membership eligibility, membership number, etc. However, any Ad-Hoc Committee which the Chair or Co-Chair proposes to establish for a third consecutive year must be approved by a majority vote of the Advisory Board. At the conclusion of an Ad-Hoc Committee’s third year of operations it shall be dissolved or approved as a full Advisory Board Committee by a majority vote of the Advisory Board.

VI. Parents and Family Campaign —A primary function of the Parents & Family Association is philanthropic support of the University of Arizona.

- A. An annual campaign shall be conducted by the Parents Campaign Committee, as set forth in item V.A.1. above.
  1. The funds thus raised shall be held by the University of Arizona Foundation in a separately identified fund and invested by the Foundation in a manner recognizing the short-term commitments of the Parents & Family Association.

2. Funds raised by the Parents Campaign shall generally be expended within twelve (12) months; carryover of funds from one year to the next may be permitted.
  3. Multi-year commitments by the Parents & Family Association may be considered by a majority vote of the Advisory Board.
  4. Deficit-spending by the Parents & Family Association—committing funds it has not yet raised—is expressly forbidden.
  5. For the foregoing purposes, “year” is defined as the University’s fiscal year: July 1<sup>st</sup> to June 30<sup>th</sup>. Should the University adjust its fiscal year calendar; the Association will modify its fiscal year calendar accordingly.
- B. Proposals for expenditure of Parents Campaign funds shall be presented to the Parents Campaign Committee at the spring- meeting.
1. Proposals must originate from members of the University administration, at the level of Director or higher, who will be responsible for all disbursements and expenditures of the funds, and who will provide a written report to the Parents Committee as to the manner in which the funds were spent and the outcomes that resulted within thirty (30) days of the end of the fiscal year in which the funds were spent.
  2. The Parents Campaign Committee shall review all proposals received and forward them, with its recommendations, to the Advisory Board prior to the Association’s annual business meeting. The Committee’s recommendations shall be non-binding on the Advisory Board which retains ultimate approval authority.
  3. Proposals providing specific standards for measuring success resulting from employment of Parents & Family Association funds will be viewed more favorably than those that do not.
- VII. AMENDMENTS TO THE BYLAWS—These Bylaws may be amended by a two-thirds vote of the Advisory Board. Proposed amendments must be distributed to all members of the Advisory Board at least thirty (30) days before the vote is taken.
- VIII. PRIMACY—The foregoing Bylaws were activated on October 22, 2004, following the realignment of the Parents Association from the UA Alumni Association to the University of Arizona Foundation, and after the expiration of the terms of office of the previous principal chair and committee chairs of the Parents Association. These Bylaws supersede all previous constitutions, bylaws, articles of association, and other written or oral understandings that might have applied to the UA Parents & Family Association or any other, similar organization.