

**CONSTITUTION AND BY-LAWS  
OF THE  
MARIETTA COLLEGE PARENT and FAMILY ASSOCIATION**

**CONSTITUTION**

**Preamble**

The parents and family members of Marietta College students, in order to provide support for the student experience at Marietta College, as well as provide each other with the benefits of our shared experiences, and serve in an advisory capacity to the College, do hereby propose and adopt the following rules and regulations as the Constitution of the Marietta College Parent and Family Association.

**ARTICLE I**

**Name**

**SECTION 1** The name of this organization shall be the “Marietta College Parent and Family Association” (here-in-after referred to as the Association).

**ARTICLE II**

**Purpose**

**SECTION 1** To advocate for the enhancement of the student experience at Marietta College (here-in-after referred to as the College).

**SECTION 2** To facilitate communication between and among parents, families students, and the College.

**SECTION 3** To serve as a resource for parents and family members of new students at the College.

**SECTION 4** To provide assistance to various College offices which may include, but are not limited to:

- Office of Student Life
- Office of Admission
- Office of Advancement
- Career Center

**SECTION 5** To assist in special events of the College, including, but not limited to:

- Family Weekend
- Homecoming
- Admission events
- New Student Orientation

**SECTION 6** To assist the College through selected fundraising activities.

**SECTION 7** To assist the College with selected enrollment and retention initiatives and issues.

### **ARTICLE III**

#### **Membership**

**SECTION 1** Membership in the Association is automatic consisting of all parent(s), acting parent(s), or legal guardians (here-in-after referred to as Parents) of students currently enrolled in the College, Vice-President for Student Life, Vice-President for Advancement and/or their designee(s).

### **ARTICLE IV**

#### **Organization and Procedure**

**SECTION 1** GENERAL ASSEMBLY The General Assembly shall consist of all members of the Association. The General Assembly's duties shall be as follows:

- Provide members to serve on the various committees.
- Participate in general business as determined by the Marietta College Parent Association Board

**SECTION 2** MARIETTA COLLEGE PARENT and FAMILY ASSOCIATION ADVISORY BOARD The Marietta College Parent and Family Association Board (here-in-after referred to as the Board) shall consist of twelve (12) Parent Units (as defined above in Section 1) representing 3 students from each currently enrolled class, and a College Administrator, who will serve as an ex-officio member (without vote). The Board's duties shall be as follows:

- Determine and carry out the need, direction and general operations of the Association
- Appoint new members to the Board from the membership
- Staff committee chairperson positions
- Communicate Association activities to the membership and College Administration
- Act on committee projects
- Maintain Association records
- Establish temporary committees as necessary for the proper functioning on the Association

**SECTION 3** OFFICERS The officers of the Association shall be: President, Vice President, Secretary and College Administrator. Each of the offices of may be held by either a single parent or couple of a current student.

**SECTION 4 ELECTIONS** The offices of President, Vice President, and Secretary may only be held by Board members and shall be elected by the Board. Elections shall occur at Family Weekend in September. In the event of an office vacancy, the Board may hold a special election to fill the remaining term.

**SECTION 5 TERM OF OFFICE** The term of office for President, Vice President and Secretary will be for 2 years. The terms run from September to September. Officers shall be permitted to be re-elected for a maximum of six years in succession. The Vice President for Student Life and Vice President for Advancement shall appoint the College Administrator. No one may hold more than one office at any time.

**SECTION 6 DUTIES OF OFFICERS** Officers shall have duties generally assigned their offices and other such duties as may be given them by the Association.

## **ARTICLE V**

### **Meetings**

**SECTION 1 GENERAL ASSEMBLY** There shall be at least one meeting of the General Assembly each year. This will be scheduled during Family Weekend. Each member of the Assembly shall have one vote.

**SECTION 2 MARIETTA COLLEGE PARENT and FAMILY ASSOCIATION ADVISORY BOARD.** The regular business of the Association shall be conducted by the Board. There shall be at least two annual meetings of the Board. One shall be held during Family Weekend and a second as scheduled by the Board. Other meetings may be called as needed by the President. Meetings may be conducted by phone or other electronic means. Each Parent Unit of the Board (as defined in Article IV, Section 2) shall have one vote. Five Parent Units of the Board shall constitute a quorum to transact business.

## **ARTICLE VI**

### **Amendments**

**SECTION 1** The constitution may be amended at any regular or special meeting of the Board by a two-thirds majority vote of all the Parent Units of the Board. If a two-thirds majority is not present, those members not present will be given 15 days to respond to either a mail or electronic ballot request. No response to a mail ballot request, within the time allotted, will be counted as a vote in the affirmative.

## **BY-LAWS**

### **ARTICLE I Board Membership**

- SECTION 1** Members of the Board shall be selected and appointed by the officers of the Board with the aid of the College from applications submitted by Association members. In the selection process, consideration shall be given to diversity of background, geography, and class representation, as described in the Constitution, Article IV, Section 2.
- SECTION 2** Members of the Board shall serve from the date appointed until such times as he or she resigns or no longer has a student enrolled at the College.
- SECTION 3** Participation is necessary to stay on the Board. Participation is attending meetings, serving as a committee chair, making phone calls, or attending various Association sponsored/co-sponsored events.

### **ARTICLE II Duties of Officers**

- SECTION 1** The President will preside at all meetings, decide all questions of order, declare the results of all votes, and perform other duties incumbent upon the office of President. The President is an ex-officio member of all committees.
- SECTION 2** The Vice President will chair the Membership Committee. The office of Vice President should be considered as, though not required to be, preparation for the office of President.
- SECTION 3** The Secretary shall keep a record of the votes and minutes of all meetings and assist the College Administrator with preparing necessary Association or Board correspondence.
- SECTION 4** The College Administrator shall serve as an ex-officio member of the Board (without vote) and shall be appointed by the Vice President for Student Life and Vice President for Advancement as their designee. The College Administrator shall consult with and advise the Board officers and other members with regard to all Association matters. The College Administrator shall maintain a repository of all board records and correspondence.
- SECTION 5** Each officer and chairperson of a standing committee shall, within thirty days after the expiration of his/her term of office, turn over to his/her successor all books, papers, and other materials pertaining to the respective office/committee.

**SECTION 6** Each officer and chairperson of a standing committee shall render a written report of his/her past year's activities and given an oral report to the Association membership at the annual meeting of the General Assembly.

**SECTION 7** The President shall conduct elections for the offices of President, Vice President, Secretary at the Board meeting immediately prior to the fall meeting of the General Assembly. A slate of officers may be presented, but nominations from the floor are permitted.

### **ARTICLE III Standing Committees**

**SECTION 1** The Standing Committees of the Association are:

- Membership Committee
- Special Events Planning Committee
- Advancement and Fundraising Committee
- Enrollment and Retention Committee
- Career Services

**SECTION 2** A member of the Board must chair a standing committee, but any Association member can serve as a committee member.

### **ARTICLE IV Standing Committee Descriptions**

**SECTION 1** **MEMBERSHIP COMMITTEE** The Membership Committee, with the assistance of the College, is responsible for recruiting parents of Marietta College to become active members in the Association. The Committee is also responsible for developing and maintaining a database of information on Association members and in providing avenues for communication between the Membership, the College, and the Board. The committee is chaired by the Vice President.

**SECTION 2** **SPECIAL EVENTS PLANNING COMMITTEE** The Special Events Planning Committee shall be responsible for assisting the College as needed for the success of Family Weekend, Homecoming, Admission events, and New Student Orientation, and for considering and recommending other events that may be in the best interest of the welfare of students and the College.

**SECTION 3** **ADVANCEMENT AND FUNDRAISING COMMITTEE** The Advancement and Fundraising Committee shall provide the College with assistance related to selected fundraising initiatives.

**SECTION 4** **ENROLLMENT AND RETENTION COMMITTEE** The Enrollment and Retention Committee shall provide the College with assistance related to enrollment initiatives and issues.

**SECTION 5 CAREER SERVICES COMMITTEE** The Career Services Committee will assist in identifying internship opportunities for students as well as a resource for student seeking information about career fields.

**ARTICLE IV  
Amendments**

**SECTION 1** The By-Laws may be amended at any regular or special meeting of the Board by a simple majority vote of all the Parent Units of the Board. If a simple majority is not present, those members not present will be given 15 days to respond to a mail ballot request. No response to a mail ballot request, within the time allotted, will be counted as a vote in the affirmative.