

ADOPTED AND UPDATED, SEPTEMBER 13, 2024

AUBURN UNIVERSITY PARENT & FAMILY ASSOCIATION BYLAWS

ARTICLE I

NAME AND OBJECTIVES

Section 1.01. Name. This organization shall be known as the Auburn University Parent & Family Association. Hereinafter also known as “AUPFA”.

Section 1.02. Legal Entity. The Auburn University Parent & Family Association operates as a volunteer-based organization under the auspices of Parent & Family Programs (“PFP”) within Auburn University (“Auburn”) Student Affairs.

Section 1.03. Mission—The AUPFA’s mission is to partner with Auburn University parents and families to engage, inform, and support them in assisting their students’ overall success.

The AUPFA objectives and goals are:

- a. To facilitate and involve parents and family in campus activities, both on and off, to develop community (Engage);
- b. To have an ongoing dialogue with parents and family about Auburn’s programs, services, and facilities (Inform);
- c. To provide a network where parents and family can seek help and advice (Support).

ARTICLE II

MEMBERSHIP

Section 2.01. Eligibility. AUPFA membership (“parents”) is open to parents, grandparents, guardians, and other interested individuals of future, present, or past Auburn students. AUPFA provides equal opportunities for membership to all parents regardless of race, color, sex, religion, veteran status, age, creed, disability, national origin, sexual orientation, marital status, or any other basis protected by federal law or identified by Auburn University.

ARTICLE III

BOARD OF DIRECTORS

Section 3.01. Board Role, Size, Compensation, Eligibility. The Board of Directors (“Board”) is the group of persons vested with providing Parent & Family Programs with input regarding policy formation and direction of the affairs of AUPFA subject to the law of the land, these Bylaws, and the rules of Auburn. The Board shall have up to sixteen (16) members and no fewer than twelve (12) members in addition to the ex-officio members. At the discretion of the Staff Liaison, the standing members of the Board may be temporarily increased. The Executive Committee must approve this temporary increase. Any temporary increase in the Board cannot be permanent. The board receives no compensation except reimbursement for reasonable expenses preapproved by PFP. To be eligible to serve on the Board, an individual must be a member of AUPFA and have a student enrolled at Auburn during their term of office. If the Board member’s student withdraws from the University during their term of office, completion of the term shall be at the Board’s discretion.

Section 3.02. Term. Board members shall serve three (3) year terms commencing on June 1 and terminating on May 31. Provided, however, if the Executive Committee certifies that a member, whose term would otherwise expire, has faithfully executed all of their previously assigned duties and obligations, then that member shall be eligible for re-election for an additional one (1) year term and at the termination of the additional one term may be subsequently re-elected for an additional one (1) year term up to a limitation of a total two (2) consecutive additional one (1) year terms (subject to the requirement that they have a student enrolled in Auburn)

If, during a Board Member's three-year term, their student will not be enrolled at the beginning of an annual cycle with no plans to return for additional studies (e.g., graduation or transfer), that Board Member may only complete their term at the discretion of the Board.

### Section 3.03. Selection.

- a. AUPFA members will be advised of available Board positions during the fall semester. AUPFA members interested in serving on the Board will be provided with and asked to complete a Board Application Form.
- b. AUPFA Staff Liaison shall submit all timely submitted applications to the Nominating Committee.
- c. After the fall board meeting, the Nominating Committee shall interview and select new board members from the applications. At its sole discretion, the Nominating Committee may require that applicants submit to an interview as part of the application process. Interviews may be conducted via telephone or video conference to allow for consistency with committee members and candidates who may not be located in the same geographical area.
- d. Board membership selection will aim to maintain representatives from every undergraduate class and from geographic areas that best represent the student population.

Section 3.04. Meetings. There will be a minimum of three (3) meetings held each year. The Executive Committee can make decisions to reduce the annual meeting minimum. The Board will decide the date, time, and location of the meetings with Staff Liaison advisement.

- a. Notice. The Secretary or PFP shall provide at least two (2) weeks' notice via email to each Board member before any meeting.
- b. Special Meetings. Special meetings may be called at the request of the President or by one-third (1/3) of the Board.

Section 3.05. Resignation, Termination, and Absences. Resignation from the Board must be in writing and received by the Secretary or PFP. By a majority vote of the Executive Committee, a Board member can be terminated for excessive absences. A Board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining Board of Directors.

Section 3.06. Vacancies. When a vacancy on the Board exists, if the Board deems it appropriate to fill that position, nominations for new members may be received from the present Board members and AUPFA members. Each will be notified by email regarding the Board vacancy. A Board member so elected or appointed as the case may be to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office.

Section 3.07. Quorum. A quorum for the business transaction shall consist of one-half (1/2) of the number of Board members. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. If the motion to be voted on requires a greater percentage of Board approval than a majority for passage, and the motion

receives that measure of approval and a quorum is present, then that act shall be the act of the Board.

Section 3.08. Participation in Meetings by Alternative Means. It is expected that attendance is in person and on-site. With notice as defined within and Executive Committee approval, members of the Board or any committee designated thereby may participate in a meeting of the Board or committee using a conference telephone or video conference equipment so long as members participating in such meeting can hear one another at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 3.09. Action by Directors Without Meeting. Any action which may be taken at a meeting of the Board or of a committee as defined in ARTICLE VI may be taken without a meeting if consent in writing, setting forth the action so taken is signed by all of the Board members or committee members entitled to vote concerning the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote.

## ARTICLE IV

### AUTHORITY AND DUTIES OF OFFICERS

Section 4.01 Officers. The officers of the Board shall be a President, Vice-President(s) and Secretary, and such other officers as are deemed necessary from time to time by the Board.

- a. President: The President shall convene and preside at all Board of Directors and Executive Committee meetings. The President shall serve as an ex-officio member of all standing committees. Subject to the control of the Board of Directors, the President shall perform all duties attendant to that office, and all other duties as on occasion shall be assigned by the Board.
- b. 1<sup>st</sup> Vice-President: The First Vice-President shall preside at meetings of the Board of Directors and the Executive Committee in the absence of or at the request of the President with the same powers and duties as the AUPFA President. The Vice-President shall perform other duties as required and assigned by the President subject to the control of the Board.
- c. 2<sup>nd</sup> Vice President: The Second Vice-President shall coordinate all AUPFA communications, including but not limited to the AUPFA website, electronic communications and the e-newsletter in conjunction with the Auburn University Staff Liaison. The Second Vice President shall perform other duties as required and assigned by the President subject to the control of the Board.
- d. Secretary: The Secretary shall keep the minutes of all meetings of the Executive Committee and the Board in the books proper for that purpose, handle all correspondence, and perform such other duties as occasionally may be assigned by the Board.

Section 4.02 Term of Office. All elected officers shall hold office for one (1) year, with the option for re-appointment, or until their successor has been elected. The term shall run from June 1 through May 31.

Section 4.03 Election of Officers.

- a. Requirements: all candidates for elected office must have served at least one (1) year on the Board at the time of their installation.

- b. Procedure: applications for those Board members interested in holding an officer position will be made available before the fall board meeting or upon request from the President. Completed applications shall be submitted to the AUPFA Staff Liaison and/or the current AUPFA President. A slate of officers will be determined from the applications and will be formally presented to the entire Board for their approval at the Fall Board meeting.

## ARTICLE V STAFF LIAISON

Section 5.01. That AUPFA shall be assigned a Staff Liaison (“Staff Liaison”) who shall be the primary contact between AUPFA and Auburn.

Day-to-day operations of the AUPFA shall be conducted by PFP.

## ARTICLE VI AMBASSADOR

Section 5.01. Size, Selection, Compensation, Eligibility. The Board of Directors may select Ambassadors from the applicants not selected to serve on the Board at the discretion of the vetting committee. The Board shall select up to 8 Ambassadors. The standing number of Ambassadors can be temporarily increased or decreased at the discretion of the Staff Liaison. The Executive Committee must approve any change. Ambassadors receive no compensation. To be eligible to serve as an Ambassador, an individual must be a member of the AUPFA and have a student enrolled at Auburn while serving.

Section 5.02. Term. Ambassadors shall serve one (1) year commencing on January 1 and terminating on December 31. Ambassadors can serve an additional term based on their student’s enrollment status and the discretion of the Board.

Section 5.03. Responsibilities. Ambassador responsibilities include attending quarterly virtual meetings, volunteering to work alongside PFP in delivering the Fall Family Weekend “tailgate,” and other duties as requested.

Section 5.04. Resignation, Termination, and Absences. Resignation from the position of Ambassador must be submitted to the Staff Liaison. An Ambassador can be terminated for excessive absences or inability to fulfill responsibilities at the discretion of the Board President or Staff Liaison.

## ARTICLE VII COMMITTEES

Section 6.01. Committee Formation. The Board may create committees as needed. The President shall appoint all committee chairs from the Board members.

Section 6.02. Executive Committee. The elected officers along with the Staff Liaison to the Board shall serve as the members of the Executive Committee.

Section 6.03. Nominating Committee. The President will appoint a nominating committee consisting of a minimum of three (3) Board members.

ARTICLE VIII  
EX-OFFICIO BOARD MEMBERS

Section 7.01. Ex-officio members shall include:

- a. The Staff Liaison
- b. Outgoing President of the AUPFA

Section 7.02. An Ex-officio member shall serve the Board only in an advisory capacity.

ARTICLE IX  
POLICY ON SELLING ITEMS AND ASKING FOR DONATIONS

As defined in section 1.02, The Auburn University Parent & Family Association operates as a volunteer-based organization under the auspices of Parent & Family Programs (“PFP”) within Auburn University (“Auburn”) Student Affairs. It is not anticipated that the AUPFA will need to generate revenue beyond reasonable costs for members to participate in hosted events.

Section 8.01. The AUPFA shall:

- a. Sell items to members of the AUPFA in connection with an event hosted by the AUPFA, such as tickets and commemorative items for Fall Family Weekend or other events endorsed by the PFP and the Executive Committee
- b. Not ask for cash donations or gifts from AUPFA members

ARTICLE X  
AMENDMENTS

Section 9.01. Amendments to these Bylaws may be made at any meeting of the Board. A simple majority of the Board members present and voting are needed for adoption.

**VERSION**  
**2024-09-13 Adopted and Final**