Clemson University
Parents’ Council Bylaws
Preamble

The Clemson University Parents’ Council, an organization of parents and/or guardians of currently enrolled students, supports the general educational mission of Clemson University. The Parents’ Council operates under the direction of the Vice President for Student Affairs and staff advisors through two Boards, the Advisory Board and the Development Board.

ARTICLE I – NAME

The name of this organization is the Clemson University Parents’ Council (referred to below as the Parents’ Council).

ARTICLE II – GOALS

The goals of the Parents’ Council and its membership are to:

• offer parents’ perspective to the University and provide University parents a voice;

• be well-informed ambassadors for the University;

• assist in academic recruiting;

• and promote and support fund-raising efforts of the Parents’ Development Board for student related activities, facilities, and organizations.

ARTICLE III – MEMBERSHIP

Membership in the Parents’ Council is open to all parents or guardians of a currently enrolled Clemson University student.

ARTICLE IV – FUNDING

Funding of the Parents’ Council will be provided through the Clemson University Parents’ Fund. The budget for the Parents’ Council will be approved by the Vice President for Student Affairs in July.

ARTICLE V – ADVISORY BOARD

A. The name of this board is the Clemson University Parents’ Council Advisory Board (referred to below as the Advisory Board).
B. The purpose of the Advisory Board is to plan, direct and support the programs of the Clemson University Parents’ Council and, through the Council, to support the educational mission of Clemson University.

C. Membership

1. Eligibility: Any interested Parents’ Council member of a currently enrolled Clemson student is eligible to serve on the Advisory Board.

2. Selection: Interest in the service on the Parents’ Council Advisory Board will be solicited during the summer and fall of each academic year. All Advisory Board Members will be expected to participate in recommending candidates. All applications need to be made by December 1 in order to be eligible for selection to the Parents’ Council Advisory Board.

3. Considerations for Membership: In recruiting and selecting members of the Advisory Board, consideration shall be given to geographic location of parents, any expertise that will contribute to the effective functioning of the Parents’ Council and its Advisory Board, the diversity of Clemson’s student body and their parents expressed interest in Clemson University.

4. Coordination with the Parents’ Development Board: The Chairs of the Development Board will serve as non-voting members of the Parents’ Council Advisory Board. The members of the Advisory Board will be expected to financially support Clemson fundraising efforts.

5. Length of Service: Members of the Advisory Board, with the exception of the immediate Past-Chair, will serve a one-year term subject to renewal in accordance with the members desires and at the discretion of the Executive Committee, not to exceed the remainder of their student’s enrollment at Clemson University. A one-year term is defined as May to May with the exception of new members, whose first term is defined as January to May.

6. Voting: One third of the membership of the Advisory Board must be present at any meeting in order to establish quorum. Once quorum is established, a simple majority vote of the members present is required to pass any motion. Amendments to the bylaws require a simple majority vote of the entire membership.

7. Limitations: Membership on the Advisory Board will be between 50 to 75 people per year. This number will not include the non-voting Chair(s) of the Parents' Council Development Board.
8. Attendance and Orientation: A member of the Advisory Board must attend at least two of the three scheduled meetings per year and work at one orientation session during June, July, August, or January on behalf of Parents’ Council.

D. Officers and Duties: The officers of the Advisory Board are Chair-Elect, Chair, and Past-Chair

   1. Chair-Elect: The Chair-Elect will be elected by the members of the Advisory Board at the spring meeting of the Board and assume the duties of the office at the close of that meeting. Duties include: appointing committee chairs (in consultation with the Vice President of Student Affairs) and Treasurer for his/her year serving as Chair, identifying and presenting Chair-Elect candidates to the Executive Committee for the following year, and assuming duties of Chair in his/her absence.

   2. Chair: After serving as the Chair-Elect for one year, the member will assume the duties of Chair at the close of the spring meeting. Duties include: presiding at all meetings of the Board and Executive Committee and serving as an ex officio member of any committee and the Parents’ Development Board.

   3. Past-Chair: After serving as Chair for one year, the member will assume the duties of the Past-Chair at the close of the spring meeting. Duties include: serving as an advisor to the Executive Committee and Board and as the chair of meetings in the absence of Chair and Chair-Elect.

E. Meetings: The full Advisory Board will meet three times each academic year. The first meeting will be during the fall semester and will be scheduled during the official Parents’ Weekend Celebration. The second meeting will be scheduled in the early portion of the spring semester (usually January/February), and the third meeting will be scheduled in the later portion of the spring semester, usually April. Additional meetings may be scheduled as necessary.

F. Committees: The Advisory Board shall conduct its business and the business of the Parents’ Council through standing committees. The Advisory Board shall have the following standing committees:

   1. Executive Committee: The committee shall consist of the current Chair, Chair-Elect, and Past-Chair. The Chair of the Advisory Board shall chair the Executive Committee. The Executive Committee, in consultation with the Vice President of Student Affairs, shall plan and facilitate the implementation of activities consistent with the established
goals of the University and the Parents’ Council. The Executive Committee may act for the Board between regular meetings and shall report its actions to the full Board.

2. The Family Weekend Committee: The Family Weekend Committee shall be responsible for planning and conducting a program for Parents’ Weekend.

3. The Membership Committee: The Membership Committee is responsible for coordinating the events that occur during Summer Orientation program and other membership drives.

4. The Letter-Writing Committee: The Letter-Writing Committee is responsible for the coordination of the new student letter-writing efforts of the Parents’ Council.

5. The High School Contact Committee: The High School Contact Committee is responsible for coordinating the contact program within high schools.

6. The Communications Committee: The Communications Committee is responsible for various forms of communication.

7. The Advisory Board, upon recommendation of the Executive Committee in consultation with the Vice President of Student Affairs, may establish such additional standing or ad hoc committees.

8. All voting members of the Advisory Board shall be expected to serve on at least one standing committee.

G. Limitation of Liability: Members of the Advisory Board and the Development Board shall not be liable or responsible for the debts or obligations of the Parents’ Council.

ARTICLE VI – DEVELOPMENT BOARD

A. The Parents Development Board is a body of Parents’ Council members who work to enhance the student experience at Clemson by soliciting support from other parents.

B. The Parents Development Board operates under a set of by-laws maintained by that Board.

ARTICLE VII – AMENDMENTS OF BYLAWS
In consultation with the Vice President of Student Affairs, Bylaws may be amended by majority vote of the Advisory Board at regularly scheduled meetings of the full Board. Amendments may be proposed by any members of the Advisory Board and shall be mailed to the Board with notice of the next meeting.