

April 2023

**Wilson College Parents Council Bylaws**

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**Article I: Name of the Council**

This organization will be known as the Wilson College Parents Council (WCPC) (the Council).

**Article II: Mission**

The Wilson College Parents Council serves as an advisory group for the college. The Council strives to foster student success and enhance the campus community by actively engaging the parents and families of students in support of the college through events, programs, and fundraising. The Council is administered by the Office of the Vice President for Institutional Advancement and the Office of the Vice President for Student Development.

**Section A: Purpose and Objectives**

- Represent the parent and family-connected communities to the Wilson College president and senior leadership for issues impacting student success, well-being and safety.
- Cultivate a culture of giving amongst the parent and family-connected communities beyond the student costs of attending Wilson College.
- Serve as ambassadors of the institution to prospective students and community partners.
- Actively participate in Wilson College events and programs to promote the Council, provide mentorship to students, and create opportunities and provide support for all campus constituents.

**Article III: Membership**

The Council shall consist of at least five members that include parents, grandparents, and guardians representing a diverse spectrum of students' academic and degree programs, clubs and groups, athletic programs, and class year. A quorum of active Council members in good standing (per Section D) must be present at the meeting to vote eligible members into the Council following the review and screening of applicants. All approved members must serve at least a one-year term. The one-year term is renewable at the invitation of the Membership Committee and members may serve one year after their student has graduated.

- This Council is strictly made of volunteer members and no compensation will be provided for attending any activities.
- Terms may be extended by special exemption as approved by the Council.
- The founding Co-Chairs shall remain until one year after their students have graduated at which time officer elections will be followed in accordance with Section A below.

**Section A: Officer Elections**

The Council shall be governed by the following elected officers: a Council Chair, Council Vice-Chair, and Council Secretary. Officers serve a minimum of a 2-year term. All Treasurer functions will be handled by the Parents Council Liaison who is a Wilson College employee who works in the Office of Institutional Advancement.

- Election of the officers (Council Chair, Council Vice-Chair, and Council Secretary) shall be by majority vote of all current Council members.



- Officer nominations shall be submitted to the nomination committee no later than 30 days prior to the election.
- The election of the officers shall be conducted every two years during the Fall in-person meeting.
- Officers may resign their positions by giving a 30-day notice to the Council.
- Officer vacancies shall be filled as soon as possible by following the nomination and election process.
- Officers may be removed from their elected position by a majority vote of all Council members.

### **Section B: Officer Duties**

- Council Chair:
  - Preside over all meetings and call meetings.
  - Serve as an ex-officio member of all committees.
  - Distribute meeting agendas.
  - Develop action items and designate responsibility of implementation.
  - Correspond and coordinate with the College administration staff.
- Council Vice-Chair:
  - Perform the duties of the Chair in case of an absence or inability of the Chair to serve.
  - Liaise and coordinate with the college administration on behalf of the Council as designated by the Chair.
  - Coordinate internal affairs of the Council to include maintaining the bylaws, addressing issues of non-compliance of members with the bylaws, and formulating strategies and goals to achieve initiatives approved by the Council.
  - Govern activities and special projects of the Auxiliary Committee.
- Council Secretary:
  - Take meeting minutes and distribute the minutes within two weeks following a meeting for review by the members.
  - Maintain roster and term limits of all members.
  - Perform administrative duties in support of the Chair and Vice-Chair as it relates to events, programs, and initiatives conducted by the Council.
  - Coordinate with the Parents Council Liaison in the Office of Institutional Advancement for treasurer related matters, as needed.

### **Section C: Member Elections**

- Eligible members described as parents, grandparents, or guardians of active Wilson College students may apply to become a member of the Parents Council by submitting an application to the Members Committee for review. Applications will be accepted in the fall.
- The Membership Committee will provide recommendations regarding each applicant to the Council for a vote during the third monthly virtual meeting (typically in November) following the start of the fall semester.

- Voting will be based on expectations below in Section D.

#### **Section D: Member Expectations**

- Attend the Spring and Fall meetings of the Council;
- Attend monthly virtual meetings with the Council;
- Participate in a minimum of three volunteer opportunities throughout the member's annual term;
- Support recruiting and retention initiatives;
- Serve on one Council committee;
- Provide input and ideas at meetings and contribute knowledge of your student's experience to help inform practices;
- Represent the interests of all Wilson families and serve as an ambassador, working to engage other parents and families in supporting college efforts;
- Exercise sound judgment and prudent communication skills in any and all activities which could reflect on the Council;
- Members that fail to meet these expectations will be considered not in good standing with the Council;
- Any member can be removed by a majority vote of all members.

#### **Article IV: Committees**

The Council shall have the following committees as needed that consist of a minimum of three members.

- Officer Nomination Committee
- Membership Committee
- Auxiliary Committee
- Other Committees may be adopted by a quorum of members at the time of adoption.
- Committee Chairs must be appointed at the time of the motion for adoption of the Committee.

#### **Section A: Committee Responsibilities**

- Officer Nomination Committee:
  - Administer nominations for officers
  - Solicit nominations
  - Facilitate the election
- Membership Committee:
  - Administer member applications
  - Recruit new members
  - Recommend viable applicants to be voted on
- Auxiliary Committee:
  - Comprised of volunteers who have an active interest in the Council but do not wish to join the Council as a member
  - Extends the reach of the Council to broader constituents on campus and in the local community
  - The Council Vice-Chair will govern activities and special projects of this



committee

- This Committee will act under the purview of the Council and will not handle funds or make isolated decisions without approval of the Council
- Other Committees:
  - As determined by the Council during adoption

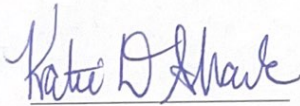
#### **Article V: Meetings**

- Robert's Rules of Order shall be the final authority on all questions on procedures beyond what is covered within these bylaws.
- Meetings shall be held on a monthly basis and can be in person or virtual.
- The Council Secretary shall be responsible for keeping minutes and distributing them to the members following two weeks of the meeting.
- Each Council member shall have voting rights. For voting purposes, a quorum at any given meeting will be considered to be present when more than a majority of all active Council members in good standing are present.
- All Council members in good standing have the authority to call a meeting for any purpose related to Council business and can do so through the Parents Council Liaison in the Office of Institutional Advancement.

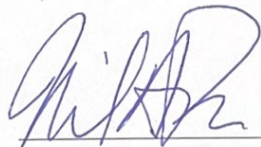
#### **Article VI: Amendments**

- These bylaws may be amended by a majority vote of all current members of the Council.
- These bylaws have been reviewed and approved by the college.


Contact for the Wilson College Parents Council: [parents@wilson.edu](mailto:parents@wilson.edu).



Parents Council Liaison



Co-Chair



Co-Chair