MOREHOUSE COLLEGE
PARENTS COUNCIL
BYLAWS

Article I. Name/Organization

The Morehouse College Parents Council shall consist of a maximum of 13 couples and/or individuals that have been chosen by the current parents of the College.

Article II. Purpose

The purpose of the Parents Council is to foster communication between the College and parents in order to improve the quality of the undergraduate experience for Morehouse College students and their parents. Council members will serve as liaisons, reflecting the views of the parents to the administration, and communicating with parents about the goals and plans of the College. The members of the Parents Council will also assist in furthering the goals of the College and its students through development and fundraising efforts.

The purposes will be accomplished through:

- High quality programs and services that support the current and emerging needs of parents.
- Networking opportunities that leverage the power of association with other parents.
- Leadership in defining the future direction of the Parents Council.

Parents Council members will strive to apply the following values to the work of the Morehouse College Parents Council:

Integrity
To honor commitments, make decisions in the best interest of parents, and act as responsible stewards.

Excellence
To hold to the highest standards in all that we do as we endeavor to exceed our parents’ expectations.

Partnerships
To recognize the benefits of partnership and explore all opportunities to collaborate with other associations and organizations to advance our objectives.

Responsiveness
To respond to member needs and consistently seek their feedback to improve our functions.

Diverse Perspectives
To value diverse points of view and actively seek such when making decisions.

Article III. Structure

Leadership Structure
The Parents Council will be led by an Executive Council that will consist of a maximum of 5 members who will serve in five roles, depending on whether couples or individuals fill the leadership positions. The members of the Executive Council are:

- The Chair(s)
- The Vice Chair(s)
- The Secretary/Communication Committee Chair(s)
- The Treasurer/Membership and Events Committee Chair(s)
- The Alumni Parent Chair(s)

Organization Structure
The Parents Council will consist of an Executive Council and a General Council. The Executive Council will be responsible for the leadership of the overall Parents Council. The members of the General Council, who are the regional representatives, will make up each of the committees. Each committee will consist of at least four (4) members including the committee chair.

Article IV. Executive Council Responsibilities & Selection

Chair(s)
The Chair(s) will serve as head of the Executive Council. The position can be filled by either an individual or couple. The position is fundamental to the success of the Council and works closely with the college administration and Executive Director of the Morehouse Alumni Association. The Chair(s) will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.

Responsibilities:
- Manage overall operation of the Parents Council
- Work closely with the Associate Vice President for Student Services in order to coordinate the business of the Council
- Serve as a liaison between the Council and the college administration
- Serve as a liaison between parents and Morehouse College
- Make recommendations to uphold and advance the goals of the Parents Council
- Identify potential new members of the Parents Council
- Identify potential donors for the College
• Notify the Associate Vice President for Student Services of the Council’s activities
• Facilitate at least two meetings per year
  o The General Council meetings during the academic year will coincide with New Student Orientation (Fall) and Parents Weekend (Spring). Additional meetings will be determined by the Executive Council.

Selection:
• Position(s) will be selected by the current parents of Morehouse College students via electronic ballot
• Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the Parents Council

Vice Chair(s)/Development and Outreach Committee Chair(s)
The Vice Chair(s) will assist the Chair of the Executive Council and Chair the Development and Outreach Committee. The position can be filled by either an individual or couple. The position is fundamental to the success of the Council and works closely with the college administration and Executive Director of the Morehouse Alumni Association. The Vice Chair(s) will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.

Responsibilities:
• Assist the Chair with the overall operation of the Parents Council
• Work closely with the Associate Vice President for Institutional Advancement in order to assist the College with its fundraising efforts
• Serve as a liaison between the Council and the college administration
• Serve as a liaison between parents and Morehouse College
• With the concurrence of the Chair, make recommendations to uphold and advance the goals of the Parents Council
• Identify potential new members of the Parents Council
• Identify potential donors

Selection:
• Position(s) will be selected by the current parents of Morehouse College students via electronic ballot
• Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the Parents Council

Council Secretary/Secretaries/Communications Committee Chair(s)
The Council Secretary position may be filled by either an individual or a couple. Secretary will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.
Responsibilities:
- Record minutes during Council meetings
- Submit minutes in electronic format to parents via the Morehouse Parents Council website
- Submit all documents in a timely manner
- Serve as a member of the Executive Council
- Chair the Communications Committee

Selection:
- Position(s) will be selected by the current parents of Morehouse College students via electronic ballot
- Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the Parents Council

Council Treasurer/Membership and Events Committee Chair(s)
The Council Treasurer position may be filled by either an individual or a couple. Treasurer will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.

Responsibilities:
- Keep an accurate accounting of active parents
- Once determined, submit names of parents who have paid annual dues to the Secretary for correspondence and voting privileges
- Submit all documents in a timely manner
- Serve as a member of the Executive Council
- Chair the Membership and Events Committee

Selection:
- Position(s) will be selected by the current parents of Morehouse College students via electronic ballot
- Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the Parents Council

Alumni Parent Representative(s)
The Alumni Parent position may be filled by either an individual or a couple. The Alumni Parent will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.

Responsibilities:
- Keep an accurate accounting of alumni parents who wish to work with and support the Parents Council
- Work with the Executive Director of the Alumni Association to solicit names of alumni parents and keep them abreast of Parent Council meetings and activities
• Submit all documents and lists in a timely manner
• Serve as a member of the Executive Council
• Provide background and history for current parents

Selection:
• Position(s) will be selected by the current parents of Morehouse College students via electronic ballot
• Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the Parents Council

Committee Chair(s)
As the Parents Council grows and becomes more active, the Executive Council and General Council may determine the need for additional committees. The Committee Chair(s) will coordinate their respective committee in order to complete the tasks charged to that committee. The positions can either be filled by individuals or couples. Chair(s) will serve a term of one (1) year beginning July 1, and can be selected to serve a maximum of two (2) terms.

Responsibilities:
• Serve as a member of the General Council
• Serve as liaisons between their committee and the Executive Council
• Ensure all tasks are completed in a timely manner
• Facilitate two committee meetings per academic year
  o These meetings will coincide with the Fall (New Student Orientation) and Spring (Parents Weekend) general Parents Council Meetings
• Attend other meetings as determined by the Executive Council

Selection:
• Position(s) will be selected by the current parents of Morehouse College students via electronic ballot.
• Consideration will be given to the person/couple who has completed the General Council membership requirements (as stated in Article V) and served a minimum of one (1) year on the respective committee

Article V. General Council Members Responsibilities & Selection

General Council Members
Members of the Parents Council will be selected by the current parents of Morehouse College students.
• Two individuals or couples will be selected to represent each of the four (4) regions of the country

After being selected to serve on the Parents Council, members are required to fulfill the following responsibilities:
• Attend all Parent Council Meetings on campus at own expense during the Fall (New Student Orientation) and Spring (Parents Weekend). Attendance may also be via teleconference.
• Assist in the development and implementation of Parents Council programs and activities
• Promote and participate in the financial support of the College
• Serve on one committee of the Parents Council
• Attend and/or volunteer at Parents Council-sponsored events
• Serve as an ambassador for the College and the Parents Council

Membership on the Parents Council is for a term of one (1) year with the option of reapplying each year of their student’s enrollment.

**Article VI. Committee Responsibilities**

**Communication Committee** (at least 4 members)
- Communication
  - Suggestions for content in monthly emails from the Parents Council
- Advertisement of Parent Council Events
  - Work with the Membership & Events Committee on ideas for events
  - Work with the Membership & Events Committee to advertise membership for the Parents Council
- Parents Council Communication Tools
  - Create content for the Parents Council website
  - Create and participate in alternative communication tools
- Parents Council Membership
  - Represent and distribute information about the Parents Council at New Student Orientation and Parents Weekend

**Membership & Events Committee** (at least 4 members)

Membership
- Recruit New Members for the Parents Council
  - Recruit New Members for the Parents Council
  - Encourage parents to apply and provide their email address information
  - Help review Parents Council Executive and General Council Applications

Events
- Coordinate Volunteers for Parent Association Events On-Campus (Fall and Spring meetings – NSO and Parents Weekend)
  - Determine the number of volunteers
Recruit and organize volunteers for events
• Coordinate Volunteers for Parent Council Events Off-Campus (Summer Sendoffs & Parent of Morehouse events)
  o Determine potential volunteers according to geographic area
• Coordinate Parents Council Meeting Logistics (Date, Time, Place etc.)

Submission of Annual Assessment/Report in Conjunction with the Parents Council Annual Assessment/Report

Development & Outreach Committee (at least 4 members)

Development
• Develop Marketing Ideas to Encourage Financial Support for the College
  o Work with the Communication Committee to disseminate information on giving
  o Assist in promoting opportunities through the College Office of Institutional Advancement
• Assist the Parents Council in Contacting Members about Giving
  o Annual Phone-a-thon, Direct Mail Campaign, etc.
• Advertise Giving Opportunities
  o Distribute information at Parent Council meetings and events

Outreach
• Membership Outreach and Volunteerism
  o Determine process to provide membership fees
  o Assist in raising money to cover Council membership fees and/or event fees for families
  o Coordinate volunteer opportunities in regional areas (Parent Seminars, etc.)

Submission of Annual Assessment/Report in Conjunction with the Parents Council Annual Assessment/Report

Special Committees

Ad hoc committees may be established by the Parents Council to address issues of parents, students, or the University concerning student life and academics including but not limited to: housing, safety, physical environment of the campus, and other concerns meant to positively impact campus and academic climate and culture.

Article VII. Meeting Agendas

A meeting agenda for each meeting will be developed by the Executive Council.
The agenda will follow the following format:

- Call to Order
- Roll Call
- Acceptance of the Agenda
- Acceptance of the Minutes of the previous meeting
- Reports of Officers
- Reports of Committees
- Report from the Office of the Vice President for Student Services
- Unfinished Business
- New Business
  - New business to be discussed immediately
  - New business requested for next meeting’s agenda
- Announcements
- Adjournment

Article VIII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Morehouse College Parents Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Morehouse College Parents Council may adopt.

Article IX. Amendments

Amendments to these Bylaws may be proposed by the Executive Council or by written petition addressed to the Parents Council and approved by at least 2/3 of the Parent’s Council membership either by signatures on the petition or via electronic statements of support.

Amendments proposed by such petition shall be promptly considered by the Executive Council and must be submitted to the General Council and Parents Association along with the recommendations of the Council for a vote at the following meeting.

These Bylaws may be amended by a majority vote of active members present and voting will occur at any regular or special meeting provided that the amendments have been included in the notice of the meeting and made available to each member at least two weeks prior to the date of the meeting.

Amendments to these Bylaws become effective concurrent with the receipt of the majority vote and will be duly noted in the minutes of the meeting where voting occurred.
Within two weeks of the vote, all official sites where said Bylaws reside will reflect any approved amendment(s).

**Article X. Equal Opportunity**

It is the policy of the Morehouse College Parents Council not to discriminate on the basis of race, creed, gender, age, national origin, marital status, sexual orientation, or disability as required by Title IX of the 1972 Educational Amendments or Section 504 of the Rehabilitation Act of 1973, as amended, in its activities.