

CLAFLIN UNIVERSITY
Panther Parents Association
400 Magnolia Street
Orangeburg, SC 29115

BY-LAWS

Article I – NAME AND LOCATION

SECTION 1 The name of the organization is “Panther Parents Association”, here in after call “Association”. Its principal office shall be located at Claflin University, Orangeburg, South Carolina.

Article II – PURPOSES AND MISSION

SECTION 1 The purpose of the Association is to support and promote the interests of parents, students, and alumni of Claflin University.

SECTION 2 The mission of the Association is to:

1. Promote student success and academic excellence;
2. Engage parents in the university’s mission and goals;
3. Support recruitment effort;
4. Involvement in fundraising efforts for student scholarship benefits, parents’ association, and Claflin University Capital Campaign;
5. Assist parents to play a supportive role in student education; and
6. Connect with university administrators, faculty, staff, students, and parents.

Article III – MEMBERSHIP

SECTION 1 All parents and guardians of alumni as well as students currently enrolled at Claflin University shall be members of the Association.

Article IV – ASSOCIATION MEETINGS

SECTION 1 Meetings of said Association shall be held to the discretion of the officers.

SECTION 2 No matter requiring a vote shall come before the members of the Association unless a majority vote, more than 50%, has been decided among officers.

Article V – ASSOCIATION OFFICERS

- SECTION 1** The officers shall be President, Vice President, Recording Secretary, Treasurer, Events Coordinator, and Fundraising Coordinator.
- SECTION 2** The election of officers shall be held during meetings of Parents' and Family Affair Weekend in August of each year.
- SECTION 3** The officers shall be elected for a term of one year, not to exceed four consecutive terms.
- SECTION 4** In case of an unexpired term of the President, the Vice President shall fill the vacancy, if he is unable to serve, the Second Vice President shall obtain the position. In case of the un-expired term of other officers, the Association President shall have the power to appoint a member to fill the vacancy.
- SECTION 5** The Association President-Elect shall appoint the Events and Fundraising Chairmen after the officers' meeting in April and before August of each year.

Article VI – DUTIES OF OFFICERS

- SECTION 1** The **President** shall be the official head of the association. He or she shall preside at all meetings and have general supervision of its affairs. He or she shall have the authority to call special or extra meetings when it is necessary. He or she shall see that the officers and program chairmen discharge their duties faithfully, accurately, promptly, and shall enforce strict observance of the University policies.
- SECTION 2** It shall be the duty of the **Vice President** to perform the duties of the President when the President is absent or otherwise unable to serve, and to perform such duties as may be required of him or her.
- SECTION 3** It shall be the duties of the **Recording Secretary** to keep accurate records and transactions of the association, to conduct its correspondence, to maintain dated records of events, meetings, as well as other gatherings, and to submit promptly and accurately all reports required of him or her. He or she shall maintain files of all **BULLETINS** and other releases from the University. The Books of the Recording Secretary shall be available for inspection at all times by the Officers of the Association, University Staff Contact, Assistant to the Vice President of Student Development, Vice President of Student Development, or University President.
- SECTION 4** The **Treasurer** shall have care and custody of all monies of the association, and shall pay out the same only upon warrants authorized by the association and signed by duly authorized persons. He or she shall have the responsibility of the collection of dues and other monies. He or she shall advise members on their financial status in accordance with dues

amortization plan for all assessments in the absence of the Secretary. He or she shall keep a true and accurate account of all receipts and disbursements of the position. He or she shall prepare monthly, quarterly, and annual reports updating and maintaining of association's financial transaction records in accordance with the Accounting Procedures. All records shall be maintained in well bound books suitable for that purpose, and they shall be open for inspections at all times by the Officers of the Association, University Staff Contact, Assistant to the Vice President of Student Development, Vice President of Student Development, or University President.

SECTION 5 The **Events Coordinator** shall plan and preside over events hosted by the Association. He or she shall work together with other officers, members, and university staff between meetings to coordinate and manage activities and events. He or she shall transmit such reports and data to the Association President.

SECTION 6 The **Fundraising Coordinator** shall plan and preside over events hosted by the Association. He or she shall work together with other officers, members, and university staff between meetings to coordinate and manage fundraising efforts. He or she shall transmit such reports and data to the Association President. He or she shall also keep the members abreast of all fundraising initiatives of the Association as well as the University.

SECTION 7 The **University Staff Contact** shall be appointed by the Assistant to the Vice President of Student Development and Vice President of Student Development as their designee. The University Staff Contact person does not vote, but shall advise the association of University policies and procedures. The College Administrator shall consult with and advise officers and other members with regard to all Association matters. The *Panther Parent Times* shall serve as the official newsletter for the association; it will be prepared and distributed to all members by the University Staff Contact.

Article VII – COMMITTEES

SECTION 1 There shall be three Divisions – **Administrative, Events, and Fundraising.**

SECTION 2 The **Administrative Division** shall consist of the following responsibilities:

BUDGET/AUDIT – The committee shall prepare the budget, devise the dues and its administration and conduct financial audits of all reports.

FINANCIAL MANAGEMENT – The committee shall investigate income management and investments.

BY-LAWS – The committee will propose needed changes to the by-laws, examine all proposed amendments and those adopted at each meeting and update the present set in accordance with the guidelines. The committee shall also identify items that would be pertinent to future years.

NOMINATIONS/ELECTIONS – The committee will prepare a slate of officers for each year at the April meeting, devise a ballot and conduct the elections and report its findings during the April meeting.

PUBLIC RELATIONS – The committee is to submit public service releases to the university staff contact person, local media, as well as organization.

SECTION 3

The **Events Division** shall consist of the following responsibilities:

SOCIAL – The committee will plan activities for social events, support and coordination of university events.

PARENTS' WEEKEND – In conjunction with the on-campus University Staff Contact, the committee will communicate, coordinate, and plan activities for Parents' Weekend. The planning should be executed for April of each year.

COMMUNITY AFFAIRS – The committee plans activities for the Association that will enhance the contribution to Claflin University and the Orangeburg, SC community.

SECTION 4

The **Fundraising Division** shall consist of the following responsibilities:

FUNDRAISING – The committee will identify and execute activities to raise funds in support of student scholarships, association activities, and University's Capital Campaign.

Article VIII – PENALTIES

SECTION 1

Any officer or committee chairman found guilty of violating the by-laws, established procedures, or constantly neglecting or failing to discharge his duties may be removed from office or chairmanship, approved by majority vote of officers present; after findings have been presented by officers and/or university administrators. The Assistant to the Vice President of Student Development or Vice President of Student Development, shall appoint this committee if the Association President is being impeached, and must report its findings.

Article IX – PLANNING AND PROCEDURES

SECTION 1 The Budget shall be presented and approved during the officers' meeting to be held in August.

SECTION 2 All Association and committee reports and other new business to be discussed at subsequent meetings of said shall be presented during the regular meetings.

SECTION 3 Final reports of contributions must be submitted to the university administrators during April officers' meeting held during Parents' and Family Weekend.

Article X – AMENDING THE BY-LAWS

SECTION 1 Amendments and changes to the by-laws shall be presented by the Association President after full consultation with the University Staff Contact.

SECTION 2 Approval of amendments must receive a three-fourths vote of the officers.

SECTION 3 Thereafter, amendments to the by-laws shall be voted upon during the August meeting.

SECTION 4 Members wishing to amend or alter the by-laws, shall forward the proposed change(s) in writing during the November meeting to the Association President and University Staff Contact.

SECTION 5 Amendments to these by-laws shall take effect immediately after the August meeting at which they were adopted.