

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

PARENT PROGRAM ADVISORY COUNCIL BYLAWS

ARTICLE I
HISTORY

The Cal Poly Parent Program Advisory Council (“Council”) was initiated in the 1996-97 academic year. The Council held two preliminary meetings. These planning meetings were held during Open House Weekend, April 19, 1997 and the Week of Welcome Parents Weekend September 12 and 13, 1997. Bylaws were approved on September 13, 1997. The first formal meeting of the Council was held during Parents’ Weekend October 25, 1997. The name of the Council was changed to Cal Poly Parent and Family Program Advisory Council in 2013 when the program scope was expanded to include families.

The Council was formed to assist the Parent and Family Program (“Program”) in fulfilling its mission and goals and consists of Cal Poly Parents and Supporters (“Parents and Supporters”) who share an interest in furthering the mission of the University.

ARTICLE II
ORGANIZATION

The formal name of the Council shall be the California Polytechnic State University San Luis Obispo Parent and Family Program Advisory Council. The structure of the Council, its activities and its meetings, will follow the Council bylaws.

The bylaws will be reviewed no less than once every two years. Changes in the bylaws require approval by a simple majority of the Council.

Prospective Council members are requested to fill out a Council Member Questionnaire. The questionnaire will be reviewed by the Director of the Program, the Council Chair and/or Council Vice-Chair. If approved, the prospective member is then interviewed by the Council Chair and Vice-Chair. The Chair and Vice-Chair submit their recommendation(s) for membership approval to the Cal Poly Vice President for Student Affairs or his/her designee (“VP Student Affairs”) for final approval and appointment to the Council.

The VP Student Affairs is appointed to serve as the official University representative and spokesperson to all Parents and Supporters, is responsible for appointing Council members and integrating Council actions within the Program.

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ARTICLE III
MISSION

The mission of the Council is to provide advice on matters of importance to Parents and Supporters of Cal Poly. The Council shall assist in development of a strong and active Program as well as serve as a liaison between Parents and Supporters, their students and the University and assist in seeking support for Cal Poly.

ARTICLE IV
PURPOSE

The Council will:

1. Provide advice and counsel in long-range planning for the University and Program activities, programs and services.
2. Aid in the formulation and promotion of goals and objectives for the Program which will be communicated to Parents and Supporters
3. Encourage and support maximum parent and supporter involvement in the activities for the Program and University-wide events.
4. Guide and provide feedback on communication between the University and Parents and Supporters
5. Assist the University in identifying and cultivating Parents, Supporters and others to support the mission of the University.

ARTICLE V
MEMBERSHIP

The Council shall consist of up to 24 Parent and Supporter members, 2 student members, and 1 faculty member. Each member will have one vote. Parent and Supporter members may be from the same family or may join as individuals. In the case of multiple family members, Parents and Supporters who are appointed to serve on the Council, each will be counted as individual members. Council members shall be interested in strengthening and advocating for Cal Poly and are selected to give counsel and advice to the University.

The VP Student Affairs, who appoints members to the Council, will strive for a balance of representation from a cross section of the Cal Poly student body, the

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geographic areas, and the six academic colleges on campus. Individuals who have expressed an interest in the Council may be invited to join following the appointment process outlined above

Parent and Supporter membership shall be for a three-year term. A term extension (of up to another three-year term) may be granted at the discretion of the VP Student Affairs. An individual must have a student at the University at the time of original appointment or term extension in order to be considered a Parent and Supporter member of the Council.

The student members shall be nominated by the ASI Board Chair and approved by the VP Student Affairs. The student members shall serve a one-year term and will be appointed annually in the spring quarter to serve during the upcoming academic year.

The faculty member shall be appointed by the VP Student Affairs and shall serve a one-year term. This term can be extended beyond one-year at the discretion of the VP Student Affairs

The VP Student Affairs and University staff will serve as ex-officio members of the Council as needed.

**ARTICLE VI
OFFICERS**

The Council shall have two officers: Chair and Vice-Chair. The Chair and Vice-Chair shall be appointed by the VP Student Affairs after a selection process including a questionnaire and interview. The Chair will facilitate all meetings. The Vice-Chair shall act as Chair in the event of absence or inability of the Chair to serve. In considering the Chair and Vice-Chair nominees, the Council will strive for a balance of representation from geographic areas. The Chair and Vice-Chair positions will serve one-year terms with the possibility of one-year extensions upon recommendation and approval by the VP Student Affairs. The Vice-Chair will move into the Chair position at end of the academic year. The new Vice-Chair will be announced at the spring meeting.

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**ARTICLE VII
QUORUM**

A quorum shall consist of not less than 50% plus one of the voting memberships of the Council for the purposes of meeting attendance and to ratify Council decisions, including ratification of changes to these bylaws.

**ARTICLE VIII
MEETINGS**

Council meetings shall be held no less than twice annually, but typically three times corresponding with Fall, Winter and Spring quarters of the academic year. Special meetings can be called on an as-needed basis. The Program staff shall manage all affairs and business between meetings with the concurrence of the Chair and/or Vice-Chair of the Council.

The Program staff shall keep minutes of each meeting, distribute them to all Council members within two weeks of the meeting, and prepare and disseminate all Council communications.

A copy of the minutes will be posted on the Parent Page of the Cal Poly website.

**ARTICLE IX
COMMITTEES**

Committees shall be established if and as needed. Committees are named by the Chair.

**ARTICLE X
MEMBER RESPONSIBILITIES**

Members shall attend all regular meetings of the Council, actively participate in Council activities, assist in the identification and recruitment of Parents and Supporters for the Council and its leadership positions, assist in identifying potential Parent supporters, host Parent guests at events, and are available for consultation with the VP Student Affairs.

Members who are not in attendance for two consecutive meetings are asked to advise the Program as to their intent to continue as a member of the Council. Members who miss three meetings can be relieved from Council Membership at the discretion of the VP of Student Affairs