Section 1. With the objective of enhancing parent and supporter involvement and nurturing a supportive network, the Cal Poly Parent Advisory Council (PAC) was formally established by Parent and Family Programs (PFP) during the 1996-97 academic year. This initiative aimed to cultivate a collaborative partnership between the university and parents, establishing a solid groundwork for shared advancement and achievement. Presently, the PAC remains under the administration of PFP, utilizing the guidance of professional staff who assist with administrative tasks, meeting planning and execution, assistance with the interview process, as well as logistical support.

Section 2. As of October 2023, the Parent Advisory Council operates on the foundation of five key pillars, which guide its mission and activities:

I. Parental/Supporter Engagement: This pillar focuses on fostering active involvement and engagement of parents and supporters in the university community. It includes initiatives such as parent education programs, volunteer opportunities, and opportunities for feedback and input on university policies and programs.

II. Student Success and Well-being: This pillar emphasizes supporting the academic, personal, and emotional well-being of students. The PAC can collaborate with the university to enhance student support services, promote a positive campus environment, and advocate for resources that contribute to student success.

III. Community Building and Networking: This pillar centers on creating a sense of community among parents and supporters. The PAC can organize yield events, networking opportunities, and social events.

IV. Advocacy and Outreach: This pillar involves advocating for the needs and interests of parents and students within the university and in the broader community. The PAC can collaborate with university administration, faculty, and staff to address concerns, promote inclusivity, and support initiatives that benefit the university community.

V. Philanthropy and Fundraising: This pillar focuses on supporting the university's fundraising efforts, including scholarships, academic programs, and infrastructure development. The PAC can organize fundraising campaigns, engage in donor stewardship, and provide input on strategic fundraising initiatives within Parent and Family Programs.

ARTICLE 2: ORGANIZATION

Section 1. The formal name shall be the Cal Poly Parent Advisory Council (PAC). The structure of the PAC, its activities and its meetings will follow the PAC bylaws.

Section 2. The bylaws will be reviewed no less than once every three years. Changes to the bylaws require approval by a simple majority of the PAC.

Section 3. The Cal Poly Vice President of Student Affairs (VPSA) is appointed to serve as the ‘official’ university representative, and spokesperson, to all Parents and Supporters and is responsible for official appointment of PAC members, integrating actions within the program.
Section 4. PAC member/emeritus selection will be conducted by a selection committee consisting of the PAC Chair and/or Vice Chair, the External Relations Director and/or Assistant Director, and/or Cal Poly PFP Professional Staff. Official appointment to the PAC will be approved by the VPSA.

1. Prospective PAC members submit an interest form to be reviewed by at least one member of the selection committee and to be followed by an informational phone call with the PAC Chair and/or Vice Chair.

2. Prospective PAC members may then be extended an invitation to attend the fall PAC meeting to learn more.

3. Following the fall PAC meeting, the selection committee will review candidates having continued interest and will extend a formal application link.

4. Formal applications will be reviewed within a designated time frame and a formal selection committee panel interview will be scheduled.

5. Upon interview completion, the selection committee will provide recommendation(s) for appointment to the Vice President of Student Affairs (VPSA) for final approval and appointment to the PAC.

**ARTICLE III: MISSION STATEMENT & PURPOSE**

Section 1. The mission of the Parent Advisory Council at our university is multifaceted, reflecting our dedication to the Mustang family.

- We actively support Parent and Family Programs, contributing essential feedback to university leadership on vital matters, such as student development and success.
- Serving as proud ambassadors for the university, we strive to uphold and promote our five key pillars, while valuing diverse perspectives.
- As needed, we volunteer during campus events to welcome and assist new members of our community.
- Together, we aim to cultivate an inclusive council and a compassionate environment that empowers the next generation of leaders.
- Our leadership extends into philanthropy, specifically leading an effort to enhance professional development opportunities for students.

**ARTICLE IV: MEMBERSHIP**

Section 1. The PAC shall consist of up to 24 parent and supporter members, one ASI student member, and one faculty member. The Vice President of Student Affairs (VPSA) and University staff will serve as ex-officio members of the Council as needed.

Section 2. Council members are interested in strengthening and advocating for all Cal Poly students and are selected to give counsel and advice to the University.

Section 3. The VPSA, who appoints members to the PAC, will strive for a balance of representation from a cross section of the Cal Poly student body, the geographic areas, and the six academic colleges on campus. Individuals who have expressed an interest in the PAC may be invited to join following the appointment process outlined above.
Section 4. Parent and Supporter membership shall be for a three-year term. Extensions must be approved by the VPSA based on the recommendation of the selection committee (PAC Chair and/or Vice Chair, External Relations Director and/or Assistant Director).

I. Term Extension: Student is actively enrolled at Cal Poly and attending courses
   o A three-year term extension can be granted if a member’s student is actively enrolled at Cal Poly and taking a minimum of eight credits.

II. Term Extension: Student is not actively enrolled at Cal Poly
   o A two-year term extension can be granted to members after their student graduates. If granted, the member adopts the title of Emeritus. Refer to membership article IX for Emeritus responsibilities.
   o The council shall have no more than four Emeritus members at any given time.

ASI Student Leader Member
The Senior Director and Assistant Director engage with the ASI Board who will nominate a student leader to serve on the PAC for a term of one year. The student leader should be appointed by the end of spring term (after ASI elections) and begin their service in the upcoming academic year. Their role during council meetings includes sharing ASI updates and seeking feedback from the council by presenting prepared questions.

Faculty Member
The faculty member shall be recruited by the Senior Director and Assistant Director in summer and officially appointed by the VPSA. The appointed faculty member will begin their term in fall quarter and serve a term of one year. The term may be extended beyond one year at the discretion of the VPSA. Their role during council meetings includes sharing updates on current faculty and Academic Affairs issues and seeking feedback from the council by presenting prepared questions.

ARTICLE V: OFFICERS

Section 1. The Council is composed of two key officers: the Chair and Vice-Chair. The tenure for both the Chair and Vice-Chair positions spans a duration of one year, with the option for a one-year extension subject to the Vice President of Student Affairs (VPSA) recommendation and subsequent approval. The transition from Vice-Chair to Chair occurs during the spring quarter. The announcement of the new Vice-Chair takes place during the spring meeting, and their official term commences right after the meeting concludes.

Nomination of Vice Chair

1. Recommendation Stage:
   o During the winter quarter, the Chair and Vice Chair jointly suggest potential candidates for the role of Vice Chair.
   o The Senior Director (SD) and Assistant Director (AD) are presented with these recommendations.

2. Evaluation and Discussion:
   o The Chair, Vice Chair, SD, and AD engage in discussions regarding the recommended candidates.
   o Qualifications and suitability are assessed during deliberations.
3. **Expression of Interest:**
   - The Chair and Vice Chair approach the selected individuals to gauge their interest in taking on the Vice Chair position.
   - This step ensures that candidates are willing to assume the responsibilities.

4. **Approval Process:**
   - The SD and/or AD submit their recommendation to the Vice President of Student Affairs.
   - The VPSA officially grants approval or disapproval of the candidate's nomination.

Section 2. The External Relations Staff will facilitate all meetings, with the support of the Chair. The Vice-Chair shall act as Chair in the event of absence or inability of the Chair to serve.

**ARTICLE VI: MEETINGS**

Section 1. Council meetings are held in-person once per quarter, except for the Winter quarter meeting which is conducted virtually. Special meetings can be called on an as-needed basis. The External Relations staff shall manage all affairs and business between meetings with the concurrence of the Chair and/or Vice-Chair of the Council.

Section 2. The External Relations staff shall keep the minutes of each meeting, distribute them to all Council members within two weeks of the meeting, and prepare and disseminate all Council communications in collaboration with the Chair and Vice-Chair.

Section 3. A copy of the minutes will be posted on the Parent Page of the Cal Poly website.

Section 4. The External Relations Staff will facilitate all meetings with the support of the Chair. The Vice-Chair shall act as Chair in the event of absence or inability of the Chair to serve.

**ARTICLE VII: COMMITTEES**

**Section 1. Community Sub Committee**

The Community Sub-Committee works closely with the Assistant director of External Relations. Within the Parent Advisory Council, the Committee strives to uphold and bolster a vibrant, inclusive, and engaged community. Several key areas of focus collectively form the community-building efforts.

The following sections outline our commitment to volunteer engagement and recognition, feedback mechanisms, and the planning and execution of community events for parents and supporters. An overarching goal of this subcommittee is to assist in ensuring that our community remains interconnected and continually evolves to meet ever changing needs.

1. **Volunteer Engagement and Recognition:**

   The subcommittee is committed to developing comprehensive strategies aimed at the recruitment, training, and retention of volunteers who can make active and meaningful contributions to our community-building endeavors. Furthermore, it places a significant emphasis on recognizing and commemorating the invaluable contributions made by volunteers. This recognition is facilitated through
the presentation of awards, the organization of appreciation events, and the utilization of various forms of acknowledgment.

II. Feedback and Continuous Improvement:

The subcommittee is dedicated to establishing robust mechanisms for soliciting feedback from the community. These mechanisms are designed to gain a comprehensive understanding of the community's evolving needs, concerns, and constructive suggestions for continuous improvement. The feedback gathered serves as the cornerstone for evaluating the effectiveness of our community-building initiatives and informs the process of making any necessary adjustments and refinements.

III. Planning and Execution of Community Events for Parents and Supporters:

The subcommittee takes a proactive role in orchestrating an array of community events tailored to the interests and needs of parents, supporters, and stakeholders. These events encompass a wide spectrum, including parent-supporter receptions, yield events, volunteer meet and greets, and fundraising activities. The primary objective of these initiatives is to foster a sense of belonging and strengthen the bonds within our community. To maximize the impact of these events, we collaborate closely with various organizations, both internal and external to the college, to leverage resources and extend the reach of our community-building endeavors. Additionally, we extend invitations to community members, encouraging their active involvement in the planning and organization of these events, thereby nurturing a sense of ownership and commitment within the community.

Section 2. Philanthropy Sub Committee

The PAC Fundraising sub-committee works closely with the Senior Director of External Relations and Director of Development for Student Affairs and is focused on creative and innovative strategies for fundraising for the division of Student Affairs. This group will focus on promoting the current fundraising priority for the council: The Cal Poly Professional Development Fund. This fund supports our students who demonstrate financial need in attending and participating in professional development conferences, scholarly seminars, research initiatives with faculty, and other extracurricular programs and opportunities related to the student’s academic discipline.

Beginning in late spring quarter 2023, the External Relations staff began sharing the Cal Poly Professional Development grant opportunity with students and campus colleagues. A campus committee will manage the review of student applications, evaluate their financial eligibility, and will be composed of the Dean of Students, several members of the Dean of Students team, Financial Aid management, and External Relations staff. Once students are selected and awarded this grant, they will be invited to attend an upcoming Parent Advisory Council to share outcomes from their experience.

This sub-committee will help to socialize the Cal Poly Professional Development grant opportunity along with other top fundraising initiatives and campaigns within Student Affairs. This sub-committee will use their influence within their own communities and networks to share philanthropic opportunities with the broader parent and supporter community.

ARTICLE VIII: 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 new members, host parent guests at events, and are available for consultation with the VP Student Affairs.

Section 1. Member Responsibilities
All members (including those on extension) shall:

1. Maintain a clear understanding of current University goals, including those set by Student Affairs, Office of University Diversity and Inclusion, and Academic Affairs strategic plans, with materials provided by External Relations staff
2. Provide feedback regarding long-range planning and communication concerning parents and supporters for Cal Poly programs and services
3. Assist in the recommendation and promotion of goals and objectives for the University and Parent and Family services, particularly in the areas of fundraising and community engagement
4. Attend fall and spring quarter meetings held during Mustang Family Weekend and Open House, respectively
5. Participate in winter educational session(s) designed to expand volunteer awareness in areas of interest as identified by Parent and Family Programs
6. Volunteer for at least one summer SLO Days session and/or offer resources throughout the academic year to the Cal Poly parent and supporter community. Other volunteer opportunities are encouraged but not required
7. Assist in identifying and cultivating relationships within the University as well as between Parents, Supporters, and others to support the PAC mission
8. Answer questions for parent/supporter inquiries (easy questions) and redirect harder questions to the chair or vice-chair
9. Actively participate in the PAC Philanthropic campaigns (give/get philosophy)

Section 2. Emeritus Member Responsibilities
Emeritus members shall be responsible for fulfilling the following responsibilities:

1. Fulfill responsibilities numbered 1 to 3 and 7 to 9 from “Member Responsibilities”
2. Ensure at least one-fourth of emeritus members attend meetings.
3. Provide mentorship to current members
4. Offer historical background and perspective insight

Section 3. Chair and Vice-Chair Responsibilities
In addition to the "Member responsibilities," Chair and Vice-Chair responsibilities include the following:

1. Communicate with current PAC members
2. Communicate with PAC interest members
3. Spearhead recruitment efforts, working in conjunction with the Vice-Chair
4. Serve as a liaison between External Relations and PAC
5. Provide responses to parent/supporter inquiries with support from External Relations (tough questions)
6. In the absence or inability of the Chair to serve, the Vice-Chair shall act as Chair

Section 4. Attendance Requirements
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.