

**BY-LAWS OF
SAM HOUSTON STATE UNIVERSITY
PARENTS' ASSOCIATION, INC.**

**ARTICLE I
Name and Objective**

Section 1.

The name of this organization shall be SAM HOUSTON STATE UNIVERSITY PARENTS' ASSOCIATION, INC.

Section 2.

The objective of this Association will be to contribute in every way by individual and united effort, to the comfort and welfare of the students, and to cooperate with the administration as more fully defined in the Article of Incorporation.

**ARTICLE II
Membership**

Section 1.

Parents, guardians, or persons interested in the students or former students of Sam Houston State University are eligible to become members of this Association. Local clubs seeking membership must have bylaws in harmony with the bylaws of this Association, the Articles of Incorporation, and all applicable federal and state laws.

Section 2.

The annual dues for active and associate members shall be fixed by the Board of Directors and may be changed from time to time by the Board. Initial dues shall be payable when enrolling. Renewal dues shall be paid in advance of the Regular Annual Meeting of the Association. All dues shall be for the period beginning September 1 and ending August 31 annually.

Section 3.

Honorary Life Membership may be conferred- upon the signed written recommendation of one member, seconded by another member and concurred in by all board members present and voting at a scheduled board meeting in which a quorum is present- on any adult who shall have rendered notable service to the Association. An Honorary Life member shall have none of the obligations of membership in the Association, but shall be entitled to all privileges except those of making motions, voting and holding office.

ARTICLE III

Officers and Duties

Section 1.

- a. The officers of this Association shall be President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Fourth Vice-President, a Secretary, a Treasurer and a Parliamentarian/Historian. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.
- b. Officers shall be elected as provided in Article IV and shall serve for a term of one (1) year (except as provided in Section 9 C of this article) or until their successors are elected. They shall take office at the close of the Annual Meeting.
- c. No member shall hold more than one office at a time. But may serve as a committee member on one committee other than the one the office denotes.
- d. No member shall be eligible to serve more than two (2) consecutive terms in the same office unless approved by the general membership at the annual business meeting.

Section 2.

Officers shall serve as members of the Board of Directors.

Section 3.

The President shall be responsible for the program of the Annual Meeting. He or she shall have general supervision over the affairs of the Association. The President shall serve on all standing committees ex-officio, appoint a nominating committee, and appoint chairpersons, and members of Special Committees. The President shall be authorized to co-sign checks in excess of \$200.00 and shall perform any other duties which pertain to the office.

Section 4.

The First Vice-President shall preside at all meetings in the absence of the President, or upon the President's inability to serve. He or she shall serve as Budget and Finance Chairperson. In this capacity, he or she shall make means to cover the budget. The proposed budget and the proposed ways and means as prepared under the direction of the First Vice-President shall be presented to the Board at the summer board meeting.

Section 5.

The Second Vice-President, in the absence of the President and the First Vice-President at meetings, shall assume the Chair's responsibilities. He or she shall serve as Membership Chairperson. In this capacity, the Second Vice-President shall make arrangements for the committee to develop systems which will keep

the members of the Association informed about the objectives, policies, and programs of the Association.

Section 6.

The Third Vice-President, in the absence of the President, the First Vice-President, and the Second Vice-President at meetings, shall assume the Chair's responsibilities. He or she shall serve as the Publicity Chairperson. In this capacity, the Third Vice-President shall make arrangements for the committee to create a public awareness, understanding, and recognition of the Association, and to produce a semi-annual newsletter.

Section 7.

The Fourth Vice-President, in the absence of the President, First, Second and Third Vice-Presidents, shall assume the responsibilities of the Chair at meeting of the Board of Directors and the Association. The Fourth Vice-President shall serve as Hospitality Chairperson.

Section 8.

- a. The Secretary shall be responsible for all minutes of the general Association and Board of Directors' meetings. He or she shall have charge of all Association records, notify all members of the Annual Association Meetings, and the Board Meetings. The Secretary shall take care of all correspondence pertaining to the Association and the mailing of a statement for dues to all members of the Association. The Secretary shall be authorized to co-sign checks in the excess of \$200.00 and shall be responsible for keeping an accurate roster of the names of the Association members.
- b. In the event that the President and all four Vice-Presidents are absent at any Association meetings, the Secretary shall assume the responsibility of Temporary Chairperson and conduct an election for a Permanent Chairperson for the Meeting.
- c. The Secretary shall be automatically appointed to the Membership Committee.

Section 9.

- a. The Treasurer shall receive, hold and disburse all monies and receipts for the Same, shall pay out monies only by check, shall expand money only when authorized by an accepted budget or an order of the Association or the Board of Directors. He or she shall be responsible for auditing to the Audit Committee before each regular annual meeting, or upon request for the Association of the Board of Directors.
- b. The Treasurer shall be automatically appointed to the Budget and Finance Committee.

- c. The Treasurer shall be authorized to sign all checks less than \$200.00 and shall be authorized to co-sign all checks in excess of \$200.00

Section 10.

The duties of the Parliamentarian/Historian shall be to attend the Annual Meeting, all meetings of the Board of Directors, serve in an advisory and judicial capacity, compile and keep record of the activities and achievements of the Association and display the Association Yearbook at the Annual Meeting.

Section 11.

Vacancies, other than the University Advisor, in Board of Director position may be filled by appointment by the presiding officer, with the consent of the majority of the remaining board members even if less than a quorum. Appointees shall serve out the remaining unexpired portion of the term of office.

ARTICLE IV The Board of Directors

Section 1.

- a. The Board of Directors shall be composed of the elected officers of the Association and the University Advisor.
- b. The foregoing elective positions shall be filled from the rolls of the active Association membership in accordance with the election procedure prescribed in Article VI.
- c. The University Advisor position is help by appointment by a representative of Sam Houston State University, who shall be appointed to such a position by the administration of Sam Houston State University. The University Advisor shall serve as a member of the Board of Directors while serving as University Advisor, or until a successor University Advisor is appointed by the University administration.

Section 2.

The Board of Directors of this Association shall serve the following terms:

- a. Officers- All officers, except the Treasurer, shall serve on the Board until the close of the regular Annual Association Meeting, during which meeting with their successors shall be announced. Officers may succeed themselves in the same position.

- b. University Advisor- The University Advisor shall serve on the Board of Directors until his or her successor is appointed by the University administration.

Section 3.

Each Director shall have one (1) vote upon all matters acted upon by the Board of Directors, sitting as a Board, except that the President shall vote only to break a tie.

Section 4.

The Board of Directors shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in these bylaws, the Articles of Incorporation, and applicable federal and state laws. The majority vote of a quorum of Directors shall constitute the Board's decision. There shall be no voting by proxy or by accumulation of votes.

Section 5.

The Board of Directors shall be subject to the orders of the Association, and none of its acts shall conflict with any action taken by the Association.

Section 6.

Unless otherwise ordered by the Board, three (3) meetings of the Board of Directors shall be held during each year on the campus of Sam Houston State University.

Section 7.

Special meetings of the Board may be called by the presiding officer as needed, and SHALL be called upon the written request of three (3) members of the Board of Directors. Except in case of emergency, at least two (2) weeks notice of all called Board Meetings shall be given. The purpose of all special meetings shall be stated in the call, and only the stated business may be transacted at any called meeting.

Section 8.

- a. Any member of the Board of Directors missing two (2) consecutive regularly scheduled Board Meetings shall be automatically removed from the Board and the position filled in accordance with the bylaws of this Association.
- b. Removal from the Board of Directors shall in no way affect the ex-Board Member's Association membership.

ARTICLE V
Meetings

Section 1.

The Regular Annual Meeting of this Association shall be held on the Saturday of each year designated by the University as Parents' Weekend. This meeting will be held on the campus of Sam Houston State University.

Section 2.

Members of the Association shall be notified of the Regular Annual Meeting no more than fifty (50) nor less than ten (10) days in the advance of the meeting.

Section 3.

The Regular Annual Meeting of the Association shall be for the purpose of announcing new officers, receiving reports of officers and committees, and for any other business which may arise.

Section 4.

Special Meetings of the Association may be called as follows:

- a. by the President
- b. by the Board of Directors
- c. a Special Meeting shall be called upon the written request of six (6) members of the Association.

Section 5.

The purpose of all special meetings shall be stated in the call, and only the stated business may be transacted at any called meeting.

Section 6.

Except in cases of emergency, at least (1) month notice of a Special Meeting shall be given.

Section 7.

Twenty (20) active members of the Association shall constitute a quorum at all Association meetings. Six (6) members of the Board of Directors shall constitute a quorum at all meetings of the Board of Directors.

ARTICLE VI
Election of Officers

Section 1.

The election of officers shall be held at the annual meeting of the membership.

Section 2.

Only members in good standing in the Association may vote, hold office, or serve as the chairperson of any committee except the student committee. The records maintained by the Association Secretary shall determine the voting.

Section 3.

Election shall be by the majority of votes cast.

ARTICLE VII
Committees

Section 1.

The Standing Committees as set forth in Article II are:

- a. Budget and Finance
- b. Membership
- c. Publicity
- d. Hospitality

Section 2.

Additional Standing Committees of this Association shall be:

- a. Audit- Shall be composed of three (3) members of the Association appointed by the President; shall audit the Treasurer's account prior to the Annual Meeting or at any other time and audit is required; and no member of this committee shall be on the budget and finance committee.
- b. Student- Shall function as a liaison between the Association and the student body and by it's efforts support the objectives of this Association.
- c. Parents' Weekend- Shall plan, promote and coordinate a Parents' Weekend in cooperation with the administration of Sam Houston State University.
- d. Summer Orientations- Shall plan, promote and coordinate a presentation about the Parents' Association and it's objective during each week of Summer Orientation.

- e. Scholarships- Shall give out at least four (4) scholarships each year. The dollar amount of the scholarships can vary. The requirements for these scholarships are as follows:
 - 1. Student must have at least a 3.0 grade point average and have completed at least twelve (12) hours at SHSU.
 - 2. The student parents must be in good standing with the Association in the year their application was filed and the year in which the scholarship is given.
 - 3. Students may only receive the scholarship once in their tenure at SHSU.

- f. Special- Shall be appointed for specific duties as necessary.

ARTICLE VIII Parliamentary Authority

The rules contained in the current edition of **ROBERT'S RULES OF ORDER, NEWLY REVISED**, shall govern the Association where applicable and not inconsistent with these bylaws, the Article of Incorporation, applicable federal or state laws, and any special rules of order this Association may adopt.

ARTICLE IX Amendment or Revision

These bylaws may be amended or revised at any regular meeting of the Association by a two-thirds vote of those members in attendance. **PROVIDED** that a copy of the proposed amendment or revision has been furnished all members at least one (1) month prior to the regular meeting.