**Saint Mary-of-the-Woods College**

**Pomeroy Parents Association Bylaws**

**ARTICLE I: Name and Organization**

This organization shall be known as the Pomeroy Parents Association (PPA) at the Saint Mary-of-the-Woods College (SMWC). The organization is administered by the SMWC Office of Advancement.

**ARTICLE II: Mission and Objectives**

1. The mission of PPA is to enhance the parent experience by supporting, connecting and facilitating communications and activities between parents, students and the SMWC community.
2. PPA advances this mission by pursuing the following objectives:
3. Engaging SMWC parents in programs and activities that promote the College and enrich the student experience
4. Serving as a source for parents and family members of new students at the College
5. Supporting initiatives that build parents’ affinity for the College
6. Facilitating the involvement of parents in the advancement of the College

**ARTICLE III: PPA General Membership**

Membership in the PPA is automatic, consisting of all parent(s), acting parent(s), or legal guardians (herein after referred to as Parents) of students currently enrolled in the College or parent(s) of Alumni of the College. Additionally, at the discretion of the PPC, any person may be named an honorary member of the PPA.

There are no dues or fees for PPA membership.

All PPA members are encouraged to participate in parent events/volunteer activities. The benefits of General PPA Membership vary, but may include for Parents of current students the following:

1. SMWC Pomeroy Parent Handbook
2. SMWC Parent Newsletter
3. Invitations to PPA events
4. Heightened awareness of campus policies, programs and news of interest to parents

**ARTICLE IV: PPA Parent Council**

The regular business of the PPA shall be conducted by the Pomeroy Parent Council (PPC). PPC membership is limited to 25 persons as described herein. The PPC shall meet periodically for the purpose of reviewing, evaluating, recommending, and/or implementing PPA activities and programs.

***Section A: Officers***

The PPC shall be comprised of the following elected officers and Members at Large:

1. President: shall preside at all meetings, ensure proper governance and perform all other duties inherent to the office.
2. Vice President: shall assist the president with his/her duties inherent to the office; should be considered as, though not required to be, preparation for the office of President.
3. Secretary: shall keep the minutes of all meetings and complete administrative tasks for the organization.
4. College Administrator: shall serve as an ex-officio member of the PPC (without vote) and shall be appointed by the Saint Mary-of-the-Woods College President as their designee. The appointed college liaison shall consult with and advise the PPC officers and members with regard to all PPA matters.

Officer roles can be shared/joint between a parent and spouse. Each officer shall serve a term of one year beginning commencing on July 1 through June 30. An officer may serve more than one term, but not more than two consecutive terms. The President shall conduct elections for the offices of President, Vice President and Secretary at a PPC meeting at or near the end of the academic year. A slate of officers may be presented, but nominations from the floor are permitted.

***Section B: Members at Large***

The PPC shall be no more than twenty-five (25) members. PPC Members at Large will be drawn from the general PPA membership and may be nominated at any time by a member of the PPC, but shall be vetted and approved by the College Administrator through the Office of Advancement.

PPC membership should include a parent or parents of a student at each grade level in the College. Additionally, a parent or parents of an Alumni can also serve as a Member at Large.

Members at Large shall serve a 2-year renewable term commencing July 1 to June 30, but no more than three consecutive terms. Parents of incoming freshman can be Members at Large on the PPC but are encouraged to join after their child completes one semester.

***Section C: Expectations***

PPC members will:

1. Attend PPC meetings each year to become engaged and more informed volunteers
2. Actively participate in a minimum of 2 volunteer activities/events (Move-In Day, admission parent panels, Homecoming, Family Weekend, etc.) or special projects each year
3. Represent the interests of all SMWC parents and serve as an ambassador to other SMWC parents

***Section D – Meetings***

The PPC shall meet at least two times per year, one time in mid-summer as preparation for the upcoming year and a second meeting in conjunction with Family Weekend in the spring semester.

PPC Meetings will occur on campus with conference call-in capability provided as needed. At the discretion of the appointed college liaison, or as deemed necessary by the President, additional PPC meetings may be scheduled.

***Section E – Governance***

The guidelines contained herein shall be employed to conduct regular business as necessary at meetings of the PPC.

1. Quorum: Greater than 1/3 of the PPC membership (e.g., 8 members if PPC membership is at the 25 maximum) must be present for a quorum to exist and votes to be valid.
2. Business Meeting Agenda: An agenda for all meetings will be assembled by the PPC President and shall include at a minimum:
   1. Opening Prayer
   2. Upcoming Activities and Business (by Committee as needed)
   3. New Ideas, Business or Discussions
3. Discussion & Voting: The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the PPC in all cases to which they are applicable, but the President may opt for a less formal approach that includes introduction of topics, followed by discussion and voting. Greater than 50% approval of a Quorum is required for approval of a new action by the PPC.

***Section F – Standing Committees***

The Standing Committees of the PPC shall each be chaired by Member at Large of the PPC (Spouses may share Chairing positions). The President shall conduct elections for the Chairs of Standing Committees at a PPC meeting at or near the end of the academic year. A slate of committee Chairs may be presented by the President, but nominations from the floor are permitted. While additional ad-hoc committees may be formed at any time, the following are Standing Committees of the PPC:

1. GOVERNANCE COMMITTEE - This committee is primarily responsible for the oversight and potential amendments of these written Bylaws of the PPA.
2. HOSPITALITY COMMITTEE - This committee shall identify and organize parent volunteers to help the College as needed for the success of Move-In Day, Homecoming, Family Weekend and will consider and recommend other events that may be in the best interest of the welfare of students and the College.
3. PROJECTS COMMITTEE - This committee will organize and conduct special projects such as social activities and/or approved fund-raisers (birthday cupcakes for students, campus cleanup, event concessions, etc.) that advance the College and/or enrich the student experience while building parent affinity for the College.
4. COMMUNICATION COMMITTEE - This committee shall be responsible for identifying and organizing parent volunteers to develop and publish communications tool including the Pomeroy Parent Handbook and Pomeroy Parent Association Newsletter. The committee will also work with the College Communications Office on Pomeroy Parent Association web page enhancements and other communications projects designated by the PPC.

All Members at Large of the PPC shall be members of at least one of the PPC Standing Committees. Additionally, membership on Standing Committees should be recruited from the General Membership of the entire PPA.

**ARTICLE V: Amendments**

The PPA by-laws will be reviewed every three years by the PPC and the appointed college liaison. The College holds the right to amend the by-laws as necessary.

*Bylaws adopted July 2017.*