

BY-LAWS
OF
BRIDGEWATER STATE COLLEGE PARENT ASSOCIATION

ARTICLE I

Name

The name of this organization shall be Bridgewater State College Parent Association (The Association).

ARTICLE II

Purpose

The Association is organized and shall be operated for the following purposes:

1. Supporting the programs, activities and mission of Bridgewater State College. (BSC).
2. Enhancing communication between BSC and the parents of BSC students.
3. Promoting educational, cultural and fund raising objectives for BSC.
4. Developing an informed constituency for BSC.
5. Assisting the administration of BSC in various activities including fund-raising, legislative relations and planning parent programs.

ARTICLE III

Members

1. Regular Regular members shall consist of all parents and/or legal guardians of enrolled BSC students, and all parents and /or legal guardians of students who have been accepted for admission to BSC and who have enrolled in BSC for the coming semester.
2. Additional Members Any other person or class of persons may be admitted as a member by vote of the Executive Board.
3. Voting Rights Each member shall have one vote at all meetings of the membership. Members shall be entitled to vote only on those matters designated by the Executive Board. For the purpose of elections, and the distribution of

Parent Association funds, a member should have attended two of the last six meetings, including regular meetings or sub-committee meetings.

4. Nominations Nominations will be accepted in the spring for the election of officers, at the last meeting of the year.

ARTICLE IV

Executive Board

1. The Executive Board (Board) shall be elected from the membership at the last meeting and shall serve for one (1) year.
2. The Board will be comprised of the following officers:
 - President
 - Vice-President (President-Elect)
 - Secretary
 - Committee Chairpersons (as elected or appointed)
3. Annual Meeting The Board will convene at least one general membership meeting of the Association during the school year.
4. Executive Board Meetings Meetings of the Board may be called by the President or the Vice-President, and shall be called by the President or the Vice-President at the written request of a majority of the Board.
 - a) Notice of meetings of the Board shall be given at least seven (7) days prior to meeting.
 - b) Notice of any special meeting must state the purpose or purposes for which the meeting is called, and business to be transacted at the meeting shall be limited to that which is included in the notice of the call.
5. Action by Consent: Telephone Meeting/ Electronic Communication Any action which may be taken at any meeting of the Board may be taken without a meeting, provided that a majority of the members of the Board consent to the action in writing, and that the record of such action and the written consent shall be filed with the minutes of the meeting of the Board. Such written vote shall be treated for all purposes as a vote at the meeting.
6. Quorum One half of the members eligible to vote shall constitute a quorum at any meeting of the Board.
7. Resignations An officer may resign from the Board by submitting a written resignation to the President.

8. Removal An officer may be removed with cause by the vote of two-thirds of the Board.
9. Filling of Vacancies In the event of a vacancy arising on the Board for any reason, the Board shall have the power to fill the vacancy at any meeting.
10. Powers of Board The Board shall have full charge of the Association to act in accordance with the purpose set forth above.

ARTICLE V

Officers and Duties

1. Designation The officers of the Association shall be a President, Vice-President, Secretary and other officers, as the Board may consider necessary.
 - a) A new Vice-President and Secretary shall be elected by the membership and take office at the end of the last meeting each year.
 - b) The Vice-President during the prior school year shall, as of the end of the last meeting, automatically become the President to serve as such until the last meeting of the next year.
2. Duties The officers shall perform such duties as usually pertain to the office in which they serve, such duties as provided in these By-Laws, and such additional duties as may be designated by the Board.
 - a) The President shall be the chief officer of the Association, shall be responsible to the Board for the management of the Association's affairs and for implementation of the Board's policies. He or she shall preside over the meetings. The President shall be authorized to represent BSC, its administration and the membership, the position of the Association and the Board on all matters of concern to the Association.
 - b) The Vice-President shall assume the duties of the President in the event of the President's absences, resignation, death or inability or unwillingness to serve; and shall perform such other duties as may be designated by the President. The Vice President shall serve as chairperson of the Nominating Committee.

- c) The Secretary shall keep a minute book which shall contain a true record of all meetings and shall keep membership books of the Association which shall contain a complete list of all members and their addresses. The minute book and the membership books shall be kept in the Office of Student Affairs.
3. BSC Parent Association Vice President In lieu of a Treasurer the Association's Vice President shall be responsible for reporting on the finances of the Parent Association and the Parent Association Scholarship fund.
4. Vacancies The Board may fill a vacancy in any office for the remainder of the term.

ARTICLE VI

Committees

1. Establishment and Dissolution The Board may establish committees, may specify the responsibilities of such committees, and may dissolve such committees.
2. Committee Members Members of the Committees established by the Board may be removed at any time with cause by the Board. Members of Committees may be officers or members.
3. Appointment of Chairpersons The President may appoint, direct, and terminate chairpersons of committees, as the needs of the Association require.
4. Standing and Special Committees The Board may establish such standing or special committees as may be deemed advisable or necessary. Membership on such committees shall be from among the Members, who need not be Officers of the Association. Two standing committees shall be the Nominating Committee and the Fund Raising/Auction Committee.
5. Nominating Committee The Committee shall function under the oversight of the Board and shall propose one or more candidates in accordance with policy established by the Board for each officer position to be filled, except that no nominee shall be proposed for President unless the Vice-President is unable to accede to this office. The Vice President shall chair the nominating committee. The Board shall approve the slate of nominees prior to publication.
6. Fund Raising/Auction Committee The Committee's main function shall be to coordinate activities related to the annual auction to be held during Parent & Family Day in the fall.

ARTICLE VII

Meetings of the Membership

The annual meeting of the membership of the Association shall be held twice per semester during the academic year. Meetings of the membership shall be held at the discretion of the Board. The Board shall determine, in its sole discretion, what provisions regarding notice, voting and quorum for any such meeting shall be required. Notwithstanding the foregoing, the Board shall endeavor to solicit informal comments from the members on all matters that concern the Association.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the meetings and the members in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE IX

Amendments

These By-Laws may be altered, amended or repealed, in whole or in part, by the affirmative vote of the majority of the Board. Changes must be proposed in writing to all members of the Board and such proposals shall be voted on at the next meeting of the Board.

ARTICLE X

Legal Status

The Association is an advisory committee to BSC. The Association is not a corporation, trust or other legal entity.

Revised: 2003

Approved by the Executive Board: 02-April-2003