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Bylaws

ARTICLE I: Name of Advisory Council

This group shall be known as the University of Massachusetts Amherst Parents Advisory Council. The Council is administered by the Office of Parent Services (OPS).

ARTICLE II: Mission

Mission:
The University of Massachusetts Amherst Parents Advisory Council supports the University by engaging and communicating with parents and families to enhance the college experience for students and those who support them. The Council also acts as a critical informational resource for these constituencies. Serving as a representative voice for parents and families, UMass Amherst Parents Advisory Council works with the UMass Amherst Office of Parent Services and other university resources to improve, promote and advance UMass Amherst and its mission as it relates to parent engagement, student success and engagement.

Section A – Objectives

The Council focuses on parent and family/student issues in order to enhance the overall undergraduate experience. The goals of the Council are to:

1. Provide informational resources and other avenues for parents/families to connect with and support each other;
2. Act as liaisons between parents/families, students, UMass Amherst staff and administration;
3. Provide feedback on ways the University can better serve students and families;
4. Assist with and support program development, services, and other Office of Parent Services initiatives;
5. Serve as ambassadors on behalf of the University through volunteerism and other means.

Section B – Expectations

In order to become a member of the Council, any interested family member must:

1. Be a parent of a currently enrolled undergraduate student and subscribe to the OPS e-newsletter.
2. Attend two meetings on campus per academic year.
3. Participate in regular conference calls
4. Be willing to attend and assist with one or more of the following events: Summer and Winter Orientations, Fall Move-in Day, Admitted Students Open Houses, YouMass Days, and Family Weekend;
5. Be willing to recruit prospective UMass Amherst Parents Advisory Council members;
6. Provide feedback to the Office of Parent Services regarding programs, services, and other UMass activities;
7. Commit to serve as a council member for two consecutive years;
8. Be willing to serve on committees;
9. Be willing to monitor the Family to Family Facebook group; and
10. Abide by the ethical principles of UMass Amherst Parents Advisory Council including the non-disclosure/confidentiality statement outlined in Appendix II.

**ARTICLE III - Membership**

UMass Amherst Parents Advisory Council is composed of family members of full-time undergraduate students. The council shall consist of at least five members but shall not exceed 30 members and each member shall have voting power. Any parent/guardian of a full-time undergraduate student, who is capable and willing to commit their time and skills, can apply for Council membership. Applicants must be a parent or guardian of a currently enrolled full time undergraduate student and the student of said applicant must have at least two years of coursework remaining at the time of nomination to be eligible to serve on the Council. Anyone wishing to become a Council member shall complete a membership application form. Council members shall actively engage in recruitment to better represent the larger population of the University.

**Section A – Term of Office**

General Council members are appointed to serve a two-year renewable term. In extenuating circumstances a Council member can withdraw from the Council by submitting a resignation letter or email to the Office of Parent Services. Officers (Chairperson(s), Chairperson-Elect, and Secretary) shall be elected for eighteen (18) months. An officer may not serve for more than two consecutive terms in the same position. Members can apply to serve as emeritus for one additional year after they have reached their term limit. Such members shall request and complete an application to return and participate in all activities including committees. However, they shall have no voting power.

**Section B - Removal**

Any Council member can be dismissed by not abiding by or fulfilling any of the following:

a. The expectations of the Advisory Council as stated in Article II, Section B
b. Non-disclosure/Confidentiality statement as stated in Appendix II
c. Other reasons deemed necessary by the Office of Parent Services

They shall also be dismissed if their student dropped to part-time undergraduate status and withdraws/is separated from the University. The member in question must be notified prior to the removal.

**Section C – Vacancies**

The Council shall continue to review and accept applicants to fill up to 30 seats. In the event a seat becomes available due to resignation, death, removal, or otherwise, such seat may be filled by a current UMass Amherst Parents Advisory Council member through nomination and the next in line in the application pool. A simple majority vote is required for nomination. The filling of a vacant seat will count toward one term regardless of when the member starts serving.
The Council will accept new members during both fall and spring. New members will assume the duties of their appointment immediately afterwards.

**Section D - Election and Appointment Processes**

Any member of the Advisory Council may nominate themselves or others to serve as an officer and be elected by a simple majority vote.

**Section E – Composition of Council’s Executive Office**

Any member of the UMass Amherst Parents Advisory Council is eligible to serve as an executive officer. The executive officers of the Council shall be: Chairperson(s), Chairperson-Elect, and Secretary. If no one wants to serve alone, co-officers can be designated. The Director of the Office of Parent Services shall serve as an ex-officio. Officers shall be elected by a simple majority vote, for a term of eighteen (18) months, at either the fall or spring meeting and shall assume their offices immediately following the meeting. Only Council members that are present shall be allowed to vote (exceptions shall be made based on extenuating circumstances). Officers may be reelected for a second term for the same position. An officer may not serve for more than two consecutive terms in the same position (see appendix I for position descriptions).

**ARTICLE IV - Meetings**

UMass Amherst Parents Advisory Council shall meet two times per academic year. The meetings shall occur on campus in the Fall and Spring semesters. The Fall semester meetings shall occur at Family Weekend (in September or October). The Spring semester meeting shall occur in March, the last Sunday of the University’s official Spring Break.

General meetings shall occur on campus. Other meetings (online through webinar and telephone/video conferencing), however, may be called at the discretion of the Office of Parents Services in consultation with Council’s Executive officers. The Office of Parent Services shall provide advance notice (minimum 15 days) to the membership before any meetings can take place. On campus meeting and monthly conference call dates and times shall be determined in advance by the Office of Parent Services and agreed upon by council members.

**Section A – Voting and Quorum**

Each Council member shall have voting rights. However, no voting by proxy shall be permitted. A quorum shall consist of a simple majority of appointed members and decisions will commonly be made by consensus. Ex-officio members are not eligible to vote.

**Section B – Minutes**

The Secretary of the Advisory Council and the Assistant Director of the Office of Parent Services shall be responsible for keeping minutes and distributing them to Council members. In addition, they shall be responsible for providing agendas for all meetings five (5) days prior to all on campus meetings.
Minutes and agendas shall be stored in a secure website, and Council members shall have access to such site to review and approve the minutes. Minutes shall be provided within ten (10) business days after each meeting for review. Council members shall review and approve the minutes within five (5) business days thereafter. A Representative from the Office of Parent Services shall send e-mail notifications to Council members when documents are added to the secure site.

ARTICLE V – Standing Committees

The Council shall create standing Committees as needed to carry out the tasks of the Council. Committees shall be of the size necessary to carry out their assigned tasks. Committees shall elect their own chairpersons/coordinators and shall decide how often to meet to perform assigned tasks. Depending on the nature and difficulty of assigned tasks, meetings can be done online, in person, or via conference call.

ARTICLE VI: Amendments

UMass Amherst Parents Advisory Council bylaws shall be reviewed and amended annually by a simple majority vote of those members present. Any member may propose amendments to the bylaws. Recommendations shall be distributed to all members of the Council before the voting process takes place.

Appendixes

- **Appendix I**: Executive Officer Positions and Descriptions
- **Appendix II**: Non-Disclosure/Confidentiality Statement
- **Appendix III**: UMass Amherst Photo Release Form
- **Appendix IV**: Limited License
- **Appendix V**: Member Guidelines
- **Appendix VI**: OPS Volunteer Opportunities and Descriptions
- **Appendix VII**: OPS Annual calendar of Events and Activities
- **Appendix VIII**: UMAPA Criteria for Active Membership

Bylaws adopted__________________________________________________________

Date

Bylaws amended__________________________________________________________

Date

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Appendix I

UMass Amherst Parents Advisory Council Executive Officer Positions

Council Chairperson (eighteen months term-subject to reappointment)

Duties/Responsibilities:

1. Lead and ensure the effective operation of the Council for eighteen months
2. Represent the interests and perspectives of the Council and UMass Amherst
3. Assist the Office of Parent Services in preparing agendas for all UMass Amherst Parents Advisory meetings
4. Lead UMass Amherst Parents Advisory Council meetings
5. Serve as primary parent/family liaison to the Director of the Office of Parent Services and UMass Amherst administration team
6. Attend chair meetings once a month during the academic year.

Council Chair- Elect (eighteen months-subject to reappointment)

Duties/Responsibilities:

1. Assist Council Chair in the accomplishment of their duties
2. Represent the interests and perspectives of the Council and UMass Amherst
3. Serve as primary liaison to the Director of the Office of Parent Services and the UMass Administrative team in the absence of Council Chair
4. Perform the duties of the Council Chair in their absence
5. Assume the role of Chair for the remainder of the unexpired term in the event the Chair is unable to complete their full term in office.
6. Attend Chair meetings once a month during the academic year.

Council Secretary (eighteen months term-subject to reappointment)

Duties/Responsibilities:

1. Represent the interests and perspectives of the Council and UMass Amherst
2. Keep records of the Advisory Council voting process, minutes, attendance and correspondence

Social Media Administrators – 2 Voluntary Positions (appointment not required)

- Approve and accept members within 48 hours
- Share the load equally
- Review post regularly for unwanted posts based on guidelines and to respond to questions/comments
- Respond to parent/family questions within 48 hours
- Monitor group postings in accordance to the approved Family to Family Facebook group monitoring policy
Solicit, review, and upload blog articles in conjunction with social committee chair/designee

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Appendix II

Non-Disclosure & Confidentiality Statement

This Non-Disclosure and Confidentiality Agreement, hereinafter called "Agreement", is by and between ____________________________, hereinafter called "Council Member", subject to the terms and conditions contained herein.

This Agreement is obtained to permit the protection of certain information deemed sensitive, confidential, and vital to the success of the UMass Amherst Parents Advisory Council.

1) "Confidential Information" means (i) members contact information; and (ii) any other information that (A) if disclosed in tangible form, is marked in writing as "confidential" or with a similar designation; (B) if disclosed orally or visually, is designated orally at the time of disclosure as "confidential".

2) Council Member will be exposed to Confidential Information during the performance of their Council duties.

3) Council Member acknowledges and agrees that the disclosure of Confidential Information could be damaging and detrimental to the Council and its stakeholders.

4) Council Member may only use Confidential Information for the purpose intended and may only disclose Confidential Information on a need to know basis or to others bound to similar obligations of confidentiality or as may be required by law.

5) Council Member further agrees that biographical and contact information of Council members shall be held in strictest confidence and shall not at any time, or in any manner, be utilized by others for personal use or otherwise.
6) Council Member understands and acknowledges that any information provided to the
University or its employees may constitute a public record and be subject to release in
accordance with Massachusetts Public Records Law.

In addition, Council Member understands that the UMass Amherst Parents Advisory Council
retains exclusive rights to publish the name, biographical information, and pictures/video of
Council Member on the UMass Amherst Office of Parent Services’ website, UMass Amherst
advertising materials, or any other purpose that the University deems appropriate, as more fully
set out in the UMass Amherst Photo Release Form (see appendix VI).

Agreed this ____________ day of _______________, 20__ __.

Full Name (please print): ________________________________________________

Signature: ____________________________________________________________
Appendix III
University of Massachusetts, Amherst

Photo Release Form

For good and valuable consideration, I authorize the University of Massachusetts Amherst ("University") and its agents to record photographs or other portraits or likenesses of me on film, video, photograph or any other medium. I further grant permission to use, reproduce, modify, distribute, and publicly exhibit such recordings, in whole or in part, without restrictions or limitation on the University’s World Wide Web site, UMass Amherst advertising materials, or in other official printed publications, electronic versions of the same publications, or any other purpose that the University deems appropriate. I acknowledge the University's right to crop or treat the photograph at its discretion.

I release the University, its Trustees, officers, employees and agents from any liability whatsoever based on or related to its use of any photographs, portraits, or other likenesses of me in any medium and the use of my name or biographical information, including without limitation violation of rights of privacy, publicity, libel, defamation or any similar right, for the purposes described above. I further release the University, its Trustees, officers, employees and agents from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the recording process, or any unintentional misspellings or inaccuracies. I waive any right I may have to inspect or approve any finished photographs, portraits, or other likenesses of me.

I am 18 years of age or older, and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release.

Date_______________________________________________

Full Name (please print) ________________________________________________________

Email address_______________________________________________________________________

Signature_____________________________________________________________________
Appendix IV
University of Massachusetts, Amherst

Limited License

The University of Massachusetts Amherst ("University") hereby grants to_________________________ ("Council Member") a limited, non-exclusive, royalty-free, right and license to use the UMass Amherst Parents Advisory Council logo for University sanctioned promotions and events. No license is granted hereunder other than upon or in connection with the services and manner of use described in this License. No license is granted hereunder for the use of the University’s name, other logos, or marks for any purpose. Council Member shall not use the University’s name, logos, or marks in association with any third party trademarks in a manner that might suggest co-branding or otherwise create potential confusion as to ownership of the University name.

Nothing in this agreement shall give Council Member any right, title or interest in the University’s name, logos or marks, except the limited right to use the UMass Amherst Parents Advisory Council logo in accordance with this License and as described above. Council Member will not challenge the rights of the University to own its names, logos, or marks, nor attempt to procure any trademark registration with respect to the University’s names, logos, or marks.

Council Member will provide the University with samples of any proposed use of the UMass Amherst Parents Advisory Council logo for approval before use. Council Member will notify the University of Substantive change made to any pre-approved use.

Upon written notice from the University, Council Member will remove and/or revise any use of University’s name, logos or marks which the University, in its sole opinion, deems inappropriate, a potentially confusing as to ownership or may otherwise create potentially unacceptable risks to the University.

The University may revoke this License at any time, without cause, upon one day written notice.

Date_______________________________________________

Full Name (please print) _____________________________

Signature_____________________________________________________________________

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Member Guidelines

As a Council member you are encouraged to get involved as much as possible in Council activities. Here is a checklist to help you focus on the job of a council member:

❖ Know the mission and goals of the Advisory Council
❖ Support the work of the Council, the Office of Parent Services, and UMass Amherst
❖ Know the policies, guidelines, rules, and norms set forth by the Council
❖ Attend all meetings; if you must be absent, notify the Council Secretary and the Office of Parent Services well in advance. Arrange to connect with the Chairperson and Assistant Director to catch up on what is missed.
❖ Arrive at meetings on time and be prepared to discuss agenda items
❖ Actively participate in Council related activities, including serving on committees
❖ Speak for yourself when speaking at Council meetings (unless you have been designated by a group); keep to the subject under discussion, avoid judgmental statements, and take responsibility for the words and ideas you express
❖ Listen carefully to others and ask questions
❖ Speak out on ideas you favor/do not favor
❖ Help create an atmosphere of inclusion in which differences can be embraced
❖ Respect the rights and opinions of other Council members
❖ Since decisions are made only at Council meetings, it is essential to attend meetings
❖ Evaluate Council actions on a continuing basis
❖ Volunteer with the Office of Parents Services on a regular basis
❖ Read information/materials posted on the Council’s electronic storage space
❖ Review the Office of Parent Services communication pieces including the calendar, website, and e-Newsletter and provide feedback on an annual basis
❖ Reach out to new members to welcome them and answer questions
Criteria for Active Membership

In order to ensure that the UMass Amherst Parents Advisory Council is able to meet its substantive and valuable goals through the course of the year, it is important that we have a membership that is fully engaged, active, and dynamic. To enable that, we are proposing the following criteria for active membership:

- **Membership participation in meetings.** Members are requested to try their level best to attend all of the scheduled meetings.

- **Protocol for communicating absences.** In the event of extenuating circumstances or an unavoidable scheduling conflict, members are asked to inform UMass Amherst Parents Coordinator Rose Boulay of their anticipated/imminent absence at their earliest convenience, so that meeting agenda items, events planned etc., can be reconfigured as needed.

- **Membership participation in volunteering events.** All members are asked to do their fair share of volunteering for PAC-hosted and coordinated events. In the event of extenuating circumstances or an unavoidable scheduling conflict, post-sign up, members are asked to inform PAC coordinator Rose Boulay of their anticipated/imminent absence at their earliest convenience, so that meeting agenda items, events planned etc., can be reconfigured as needed.

- **Protocol for active membership status review and follow-up.**
  1. If a member fails to communicate absence from a scheduled meeting or volunteering commitment, the Chairperson/Coordinator will reach out to evaluate the circumstances.
  2. Once a member is a no-show for two consecutive absences without communication, they will be approached by the Chairperson to re-evaluate their availability to pursue their intended commitment as an active UMass Amherst Parents Advisory Council member.

- **Meetings Scheduled**
  1. In-person meetings on campus – one per semester (to coincide with student drop-off schedule). In extenuating circumstances, Online will be an option for members who are unable to attend a scheduled meeting.
  3. Sub-committee communications and e-meetings – as determined by sub-committee chair and membership.

Note: We understand this is a volunteer position therefore understand there are always exceptions. These exceptions shall be discussed in advance with PAC coordinator Rose Boulay whenever possible.
Volunteer Opportunities

Parents/families of current UMass students are actively involved in a number of volunteer programs within the University. These activities provide parents meaningful and enjoyable opportunities to connect with other parents, alumni, students, staff, and faculty. Below is a list of opportunities with descriptions.

**Fall Move-in:** Greet new students and their families and share information with parents/families (August/September).

**Family Weekend:** Greet families; assist with registration; count participants; help host parent/family reception, etc. while enjoying specific events and activities (September or October).

**Spring Open House for Admitted Students:** Talk with admitted students and their families about UMass Amherst from a parent’s perspective and distribute literature about the Office of Parent Services, UMAPA and the Advisory Council, and New Students Orientation (February and April).

**YouMass Days:** Talk with families of admitted about UMass Amherst, the Office of Parent Services, UMAPA and the Advisory Council, and the NSO Parent/Family Orientation Program.

**Winter and Summer Parents Orientation:** Welcome families of newly enrolled students to the UMass community and assist during registration, resource fair, and dinner (December-January, June-July).

**Winter Move-in and Welcome:** Greet new students and their families and share information with parents (January).
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Appendix VIII

Annual Calendar of Events and Activities

December/January
   Winter Parent Orientation
   Winter Move-in

February
   Spring Open House

March
   Advisory Council Meeting

April
   Spring Open House
   YouMass Days

June
   Summer Parent/Family Orientation

July
   Summer Parent Orientation

August/September
   Fall Move-in Day

September/October
   Family Weekend
   Advisory Council Meeting