

TOWSON UNIVERSITY FAMILY NETWORK BYLAWS

ARTICLE I

NAME AND OBJECTIVES

Section 1.01. Name. This organization shall be known as the Towson University Family Network. Hereinafter also known as “TUFN.”

Section 1.02. Legal Entity. The Towson University Family Network operates as a volunteer-based organization under the auspices of Campus Life, Office of New Student Programs (“NSP”) within Towson University’s Division of Student Affairs.

Section 1.03. Mission. The TUFN’s mission is focusing on the continued and increased engagement in, and development and maintenance of the successful student experience. It is based on three central principles:

- (a.) Parents and Families for Students
 - i. Provide information to help families empower their students.
 - ii. Create opportunities to educate and engage families in the collegiate setting.
- (b.) Parents and Families with Students
 - i. Implement programs for families to create shared memories during the academic year.
 - ii. Share resources that can be accessed by both families and students.
- (c.) Parents and Families to other Parents and Families
 - i. Furnish mechanisms for parent to parent interaction and connectivity.
 - ii. Develop peer to peer support for all Towson families and families.

Section 1.04. The TUFN’s objectives and goals are:

- (a.) To better inform the families of enrolled students about Towson University’s mission, programs and services.
- (b.) To serve as a liaison between families/families and the University community and to develop a good rapport among those groups.
- (c.) To invite families to become better acquainted with Towson University through campus programs, meetings and activities.
- (d.) To help publicize and stimulate enthusiasm for Towson University.
- (e.) To encourage qualified students to attend Towson University.
- (f.) To support career development opportunities for Towson University graduates.
- (g.) To support legislation for the growth and improvement of higher education in Maryland and at Towson University specifically.
- (h.) To support services for students as they make the transition from home to Towson University.

ARTICLE II

MEMBERSHIP

Section 2.01. Eligibility. TUFN membership (“families”) is open to parents, grandparents, guardians, and other interested individuals of future, present or past Towson students. TUFN provides equal opportunities for membership to all families regardless of race, color, sex, religion, veteran status, age, creed, disability, national origin, sexual orientation, marital status, or any other basis protected by federal law or identified by Towson University.

Section 2.02. Dues. Annual membership dues shall be set by resolution of the Board of Directors (as hereinafter defined) prior to the start of each school year and shall be payable by October 1.

ARTICLE III

BOARD OF DIRECTORS

Section 3.01. Board Role, Size, Compensation, Eligibility. The Board of Directors (“Board”) is the group of persons vested with providing the Office of New Student Programs with input regarding policy formation and direction of the affairs of TUFN subject to the law of the land, these Bylaws and the rules of Towson University. The Board shall have up to 10 members and no fewer than four (4) members, in addition to the ex-officio members. The Board receives no compensation other than reimbursement for reasonable expenses that has been preapproved by NSP. To be eligible to serve on the Board an individual must be a member of TUFN and shall have a student enrolled at Towson University during his or her term of office. In the event the Board member’s student withdraws from the University during his or her term of office, completion of the term shall be at the Board’s discretion.

Section 3.02. Term. Board members, except the Chair, shall serve one (1) year terms commencing on January 1 and terminating on December 31. The Chair shall serve a two (2) year term commencing on January 1 and terminating on December 31. Provided, however, if the Executive Committee certifies that a member, whose term would otherwise expire, has faithfully executed all of their previously assigned duties and obligations then that member shall be eligible for re-election for an additional one (1) year term and at the termination of the additional one term may be subsequently re-elected for an additional one (1) year term up to a limitation of a total of 3 (three) consecutive additional one (1) year terms (subject to the requirement that they have a student enrolled in Towson University).

Section 3.03. Selection.

- (a) TUFN membership will be advised of available Board positions during the fall semester. TUFN members interested in serving on the Board will be provided with and asked to complete a Board Application Form.
- (b) TUFN Staff Liaison shall submit all timely submitted applications to the Nominating Committee.
- (c) Prior to the fall board meeting the Nominating Committee shall interview and select new board members from the applications. At its sole discretion, the Nominating Committee may elect to require that applicants submit to an interview as part of the application process. Interviews may be conducted via telephone or in person at the Nominating Committee's option.
- (d) Board membership selection will have as its objective to maintain representatives from every undergraduate class as well as from geographic areas that best represent the student population.

Section 3.04. Meetings. There will be a minimum of two (2) meetings held each year. Specific dates, times and locations of the meetings will be decided by the Board with the advice of the Staff Liaison.

- (a) Notice. The Chair or NSP shall provide a minimum of two (2) weeks' notice via email to each Board member in advance of any meeting.
- (b) Special Meetings. Special meetings may be called at the request of the Chair or by one-third (1/3) of the Board.

Section 3.05. Resignation, Termination, and Absences. Resignation from the Board must be in writing and received by the Chair or NSP. By a majority vote of the Executive Committee a Board member can be terminated for excessive absences. A Board member may be removed for other reasons by a three-fourths (3/4) vote of the remaining Board of Directors.

Section 3.06. Vacancies. When a vacancy on the Board exists, if the Board deems it appropriate to fill that position, nominations for new members may be received from the present Board members and/or TUFN members. Each will be notified by email regarding the Board vacancy. A Board member so elected or appointed as the case may be to fill a vacancy shall be elected or appointed for the unexpired term of his predecessor in office.

Section 3.07. Quorum. A quorum for the transaction of business shall consist of one-half (1/2) of the number of Board members. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. If the motion to be voted on requires a greater percentage of Board approval than majority for passage and the motion receives that measure of approval and a quorum is present, then that act shall be the act of the Board.

Section 3.08. Participation in Meetings by Alternative Means. With notice as defined within and Executive Committee approval, members of the Board or any committee designated thereby may participate in a meeting of the Board or committee by means of a conference telephone or similar communications equipment so long as members participating in such meeting can hear one another at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 3.09. Action by Directors Without Meeting. Any action which may be taken at a meeting of the Board or of a committee as defined in ARTICLE VI may be taken without a meeting if a consent in writing, setting forth the action so taken is signed by all of the Board members or committee members entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote.

ARTICLE IV

AUTHORITY AND DUTIES OF OFFICERS

Section 4.01. Officers. The officers of the Board shall be a Chair, Secretary, three (3) subcommittee heads, and such other officers as are deemed necessary from time to time by the Board.

- (a.) Chair: The Chair shall convene and preside at all meetings of the Board of Directors and the Executive Committee. The Chair shall serve as an ex-officio member of all standing committees. Subject to the control of the Board of Directors, the Chair shall perform all duties attendant to that office and all other duties as on occasion shall be assigned by the Board.
- (b.) Secretary: The Secretary shall keep the minutes of all meetings of the Executive Committee and the Board in the books proper for that purpose, handle all correspondence, and perform such other duties as occasionally may be assigned by the Board.
- (c.) Families for Students Committee Chairperson: The Families for Students Committee Chairperson shall perform all duties attendant to that office, operating on the principles of providing information to help families empower their students and creating opportunities to educate and engage families in the collegiate setting.
- (d.) Families with Students Committee Chairperson: The Families with Students Committee Chairperson shall perform all duties attendant to that office, operating on the principles of implementing programs for families to create shared memories during the academic year and sharing resources that can be accessed by both families and students.
- (e.) Families to Families Committee Chairperson: The Families to Families Committee Chairperson shall perform all duties attendant to that office, operating on the principles of furnishing mechanisms for parent to parent interaction and connectivity and developing peer to peer support for all Towson families and families.

Section 4.02. Term of Office. All elected officers with the exception of the Chair shall hold office for one (1) year, with the option for re-appointment, or until their successor has been elected. The term shall run from January 1 through December 31. The Chair shall hold office for two (2) years, with the option for re-appointment, or until their successor has been elected.

Section 4.03. Election of Officers.

- (a.) Requirements: all candidates for elected office must have served at least one (1) year on the Board.
- (b.) Procedure: applications for those Board members TUFN interested in holding an officer position will be made available at the spring board meeting or upon request from the Chair. Completed applications shall be submitted by September 1 to the TUFN Staff Liaison and/or the current TUFN Chair. A slate of officers will be determined from the applications and will be formally presented to the entire Board for their approval at the Fall Board meeting.

ARTICLE V

STAFF LIAISON

Section 5.01. That TUFN shall be assigned a Staff Liaison (“Staff Liaison”) that shall be the primary contact between TUFN and Towson University. Day-to-day operations of the TUFN shall be conducted by NSP.

ARTICLE VI

COMMITTEES

Section 6.01. Committee Formation. The Board may create committees as needed. The Chair shall appoint all committee chairs from the Board members.

Section 6.02. Executive Committee. The elected officers along with the Staff Liaison to the Board shall serve as the members of the Executive Committee.

Section 6.03. Nominating Committee. The Chair will appoint a nominating committee consisting of a minimum of three (3) Board members.

Section 6.04. Scholarship Committee. The Board of Directors shall establish a Scholarship Committee whose purpose will be to determine recipients of the Association’s Scholarships, the Feder Scholarship and the Dabrowski Scholarship. The Board of Directors shall abide by the established criteria in conferring its Scholarships.

ARTICLE VII

EX-OFFICIO BOARD MEMBERS

Section 7.01. Ex-officio members shall include:

- (a.) Associate Vice President of Student Affairs, Campus Life
- (b.) The Staff Liaison (Assistant Director of New Student Programs)
- (c.) Outgoing Chair of the TUFN

Section 7.02. An Ex-officio member shall have all the rights and privileges as any other member.

ARTICLE VIII

AMENDMENTS

Section 8.01. Amendments to these Bylaws may be made at any meeting of the Board. A simple majority of the Board members present and voting are needed for adoption.

VERSION

August 28, 2014-Adopted and Final