

# University of Missouri – Rolla Parents and Guardians Association

*2006-2007 Manual*



Sandy Perdue-President  
Barbara Robertson-Vice President  
Emily Petersen-Secretary

# UMR Parents and Guardians Association

*2006-2007 Manual*

## TABLE OF CONTENTS

	page
DEFINITIONS, EXPECTATIONS AND ACTIVITIES.....	3
ADMINISTRATIVE STRUCTURE.....	4
COMMITTEES.....	6
AREAS OF INTEREST.....	6
FINANCES.....	7
PROFESSIONAL SUPPORT.....	7
CONSTITUTION AND BYLAWS.....	8
SUMMARY.....	12
OFFICER CONTACT INFORMATION.....	12

## Definitions and Expectations

### WHAT IS THE UMR PARENTS and GUARDIANS ASSOCIATION

The UMR Parents' Association was formed in 1977 in an attempt to develop a closer relationship between UMR, its students and their parents. It was renamed the UMR Parents and Guardians Association in 2006. The association's board of directors is composed of the parents of approximately 35 undergraduate students nominated and elected from seven regions within the state of Missouri and as directors-at-large. The board meets once each semester on the UMR campus.

As defined by the constitution and by-laws, the purposes of the Parents and Guardians Association are:

- \* To keep parents informed on the university's activities.
- \* To encourage parents to transmit their opinions and suggestions to the university.
- \* To engage in meaningful dialogue with the administration and faculty on issues involving the relationship between students and the university.
- \* To lead programs seeking contributions for the university from parents and parent-related sources.
- \* To assist in bringing facts about UMR to a wider audience of prospective students and friends.

The school's parents remain as proud of UMR as the school is proud of each of them. There exists a common bond of concern for UMR's students that lasts a lifetime. The UMR Parents and Guardians Association is the vehicle through which parents and the university enjoy a productive relationship in working together to achieve both the association's and the university's programs.

### WHAT UMR EXPECTS FROM ITS PARENTS

- \* To support higher education in general and UMR in particular.
- \* To provide a firm foundation upon which UMR may build for the future.
- \* To assist UMR in achieving its goal of providing a quality education for its students.
- \* To assist UMR in attracting outstanding students who will continue in its tradition.

### WHAT PARENTS EXPECT FROM UMR

- \* To bring dedicated teachers and talented students together in an environment fostering research and study, thus maintaining its position of leadership in higher education.
- \* To maintain standards that reflect prestige upon its graduates.
- \* To provide continuing opportunities for growth and development while serving the public interest.
- \* To keep them well informed about significant affairs and events shaping the campus.

### ACTIVITIES

If one word sums up the objectives of the UMR Parents and Guardians Association it is "service" -- service to students, to the faculty, to the entire University.

Admissions Ambassadors -- The association works closely with the Admissions Office in finding parents who are interested in acting as Admissions Ambassadors. The Ambassadors represent UMR at high school college nights and career days across the country and meet informally with students interested in an education at the University of Missouri-Rolla. Those interested in serving as Admissions Ambassadors should contact Cathy Tipton in the Admissions Office (toll free 1-800-522-0938 or direct line 573-341-4166).

Awards and Recognition -- The association honors a number of persons each year through its recognition programs. Family Day sees both the recognition of the Outstanding Graduate Teaching Assistant and the Parent(s) of the Year award selected by student vote.

Campus Grants -- The association grants are made to campus-wide activities of various types. Currently the student infirmary receives a grant for the purchase of magazines and the association has sponsored the Green Room in Castleman Hall (\$25,000), a successful brick selling campaign to help fund the Recreation and Intramural Center (\$100,000) and, most recently, a \$50,000 pledge to name the Quiet Study Lounge in the Havener Center.

Communications – The association brings campus subjects of interest to the attention of families of students and evaluates the best methods of communication with the parents. The association also encourages students to communicate with each other, especially new students, through the issuing of contact lists each spring/summer to incoming students

Educational Assurance Grant Program -- Each year, a number of students suffer a parent death while attending UMR. The Educational Assurance Grant Program is designed to help those students remain in school at their time of need. Open to all dependent, undergraduate students who are U.S. citizens, the grant provides the students up to \$1,000 a semester, based upon actual need, for as long as they remain enrolled at UMR.

Public Official Contact -- Alumni and parents serve as contact persons with government officials to keep them informed of needs of UMR and at the same time, to bring back to UMR concerns of the government officials. A program has been established on the UMR campus by the MSM-UMR Alumni Association called Public Resource Ambassadors. These volunteers, both alumni and parents, contact their legislators on a one-on-one basis to serve as a communication link between UMR and the legislature. Several members of the Parents and Guardians Board are already serving as Public Resource Ambassadors. *See Legislative Issues under Areas of Interest for additional information.*

## **Administrative Structure**

### **BOARD OF DIRECTORS**

#### **Responsibilities**

The affairs and management of the Parents and Guardians Association are under the control of its board of directors. Each member of that group shares certain responsibilities, which must be kept in mind when going about their many tasks. Those are:

- \* Attend board meetings and become knowledgeable about the goals and objectives of both the association and the university.
- \* Serve actively on at least one committee.
- \* Attend organization programs as appropriate, especially admissions functions.
- \* Remain an active, independent governing body accountable to the parents.
- \* Establish policy and set goals for the Parents' Association.
- \* Act as representatives of the association and university to the public.
- \* Contribute financially to the association.
- \* Serve as a communications link between fellow parents and the university.
- \* Establish reporting procedures to hold accountable for their performance both staff personnel and volunteers.
- \* Oversee fund raising activities.
- \* Periodically review the constitution and by-laws of the association to ensure proper operation.

Specific duties and responsibilities of each office are as follows:

President -- The president presides at all meetings of the association and the board of directors and administers the affairs of the association between meetings in accordance with the general policy and program of the directors. The president should, in cooperation with the administrative staff, prepare the meeting agenda. The president must have a basic understanding of parliamentary procedures. The president is an ex-officio member of all committees. The president is elected for a term of two years and is eligible for reelection.

Vice Presidents -- The two vice presidents assume such duties as are assigned by the board of directors and the president. Vice presidents are elected for terms of two years and are eligible for reelection.

Secretary -- The secretary keeps a record of the proceedings of the association and is the chief custodian of all its records, memorials and documents. The secretary, through the campus Parents' Office, is responsible for issuing notices of all meetings of the association and carries out such other

duties as may be assigned by the board of directors. The secretary keeps attendance records and handles correspondence as necessary. The secretary is assisted in all of his or her duties by the campus staff. The secretary is elected for a term of two years and is eligible for reelection.

Area Directors -- Area directors are elected from seven regions in Missouri: Southeast, Southwest, Central, Northeast, Northwest, St. Louis and Kansas City. They represent parents living in their respective areas, and are accountable to those parents. They therefore both advise the members living in their areas about new association programs and present to the full board the concerns of their constituents. Area directors represent the association and the university at various local activities, assist the Admissions Office with student recruitment, and work toward better legislative relations by staying in contact with their local representatives. Area directors share the responsibility of setting policy and establishing goals for the Parents' Association. They should seek membership upon committees in which they have a special interest and should volunteer to lead or form committees when appropriate. They should pay particular attention to developments within their fields of expertise and assist in making arrangements for these developments to be shared with others around the country. Area directors are elected for terms of two years and are eligible for reelection.

Directors-At-Large -- Directors-at-large have special responsibilities within the association because their constituency is made up of all UMR parents, not just those within a certain geographic area. These directors concentrate on finding ways to improve the association and its operations. If they live in Missouri, directors-at-large should work closely with the area directors within whose zone they reside. They should seek membership upon committees in which they have a special interest and should volunteer to lead or form committees when appropriate. Directors-at-large should pay particular attention to developments within their fields of expertise and assist in making arrangements for these developments to be shared with others around the country. They should also assume all of the many duties of area directors in representing UMR within their local communities. Directors-at-large are elected for terms of two years and are eligible for reelection.

Committee Chairs -- Some of the most important work of the association is done by, or originates in, committees chaired and populated by members of the board or other parent leaders.

Committees listed in the constitution and by-laws are:

- \* Executive Committee
- \* Nominating Committee
- \* Election Committee
- \* Policy Committee
- \* Resolutions Committee

Of these, the Executive and Nominating Committees are currently active. The president of the association is authorized to appoint other Standing and Special committees. Currently active committees include:

- \* Parents Fund Committee
- \* Student Recruitment Committee
- \* Institutional Liaison Committee
- \* Programs Committee

Other committees and task forces may be appointed as needed. Currently there are three areas, which have coordinators to conduct the business needed within them. These are the following:

- \* Educational Assurance Grant Program
- \* Finance and Budget Issues
- \* Legislative Issues

Executive Committee: The Executive Committee serves as a forum for discussion of subjects to be considered by the board of directors and provides continuity in the association's operations. The Executive Committee is composed of the officers of the association and the immediate past president.

## **COMMITTEES**

### Institutional Liaison

This committee deals with issues that concern parents that have to do with the university itself. Issues of past interest have been foreign teaching assistants, problems dealing with campus departments, and alcohol abuse on campus. The committee is charged with discussing issues with the appropriate campus representative for explanation or solution. This committee also implemented the "Starting Points...a Guide for UMR Parents" that is given to all parents of incoming students at Preview sessions.

### Nominating

This committee establishes a slate of officers and board of directors each year for the next academic year. This committee recruits the board members and officers (president, two vice presidents, and secretary). Directors are recruited at summer orientation sessions and at other events, and volunteers are also welcomed.

### Parents Fund

This committee oversees the fund-raising efforts of the association. The Parents Fund conducts a phonathon and an associated direct mail campaign. Funds raised support the Educational Assurance Program and other activities of the Parents and Guardians Association. Past donations have helped name the Green Room in Castleman Hall and raise funds for the Recreation and Intramural Center.

### Programs

This committee reviews existing programs of the association that are not handled by separate committees or coordinators (such as the Educational Assurance Program) and makes recommendations for new programs. The existing programs are the Outstanding Graduate Teaching Assistant award, the Parents of the Year award, "Starting Points" guide for parents, magazine subscriptions for the health center, and dissemination of news through the UMR Proud Parent.

### Student Recruitment

This committee works closely with the Admissions Office to help recruit students for UMR. The Admissions Ambassadors program, administered by Cathy Tipton, is an ideal place for committee members to help. As part of this program, committee members visit high school guidance counselors, attend high school college days/nights, and attend receptions held in their areas for prospective students.

## **AREAS OF INTEREST**

### Educational Assurance Grant Program

The area coordinator oversees the program that provides emergency financial assistance to students whose mother or father dies while they are enrolled. The coordinator reviews guidelines for the program and recommends changes as necessary. The coordinator reports on the activity in the program at each board meeting.

### Finance and Budget Issues

The area coordinator oversees the budget and financial status of the organization, reporting on such at each board meeting. The coordinator works with the Executive Committee and staff support to recommend changes to the board.

### Legislative Issues

The area coordinator keeps informed of all proposed legislation in the state of Missouri that pertains to UMR and its students, as well as organizing public official contacts to express parents' interests related to such legislation. The coordinator invites all board members to participate in Legislative Recognition Day each spring in Jefferson City, where alumni and friends of the four campuses of the University of Missouri honor the legislators. The Public Resource Ambassadors, a program of the MSM-UMR Alumni Association, deals in depth with legislative issues and the coordinator encourages all parents on the board to participate in this program.

## **ASSOCIATION FINANCES**

The various successful programs of the UMR Parents and Guardians Association cannot be evaluated without considering them within the association's financial framework. The decisions to undertake new programs as well as continue existing programs necessarily must evolve from the association's financial abilities to execute them.

Income is relatively modest when compared to total areas of need. Two sources of funds are available. The University furnishes office space and pays for computer services and the salaries of the professional and clerical staff. The operating budget and the programs of the association are supported by parents making gifts to the university through the Parents' Fund Committee. At least one Phonathon is held each year, typically in the Fall of the year. Parents of current students are solicited through this Phonathon. The funds are used first to cover the administrative costs of the association and the established programs such as "Parent(s) of the Year" and "Outstanding Graduate Teaching Assistant" gifts. The board approved raising \$50,000 over the next five years to name a lounge area in the soon-to-be-renovated University Center (this is now the Quiet Study Lounge in the new Havener Center).

## **PROFESSIONAL SUPPORT**

The UMR Parents and Guardians Association's on-campus office in Rolla is there to support and assist in administering all association programs on a national and local level. It also provides services to the university, its parents and students, which are not available elsewhere.

- **Materials and Information** -- The association office is a natural pipeline for information about UMR, in every available form, and can be made available for many useful, constructive purposes upon request. Should any parent assist in high school relations, fund raising, development, or any other program of the association, he or she should inquire freely for published aids available. The Alumni & Constituent Relations Coordinator, Elaine Russell, is available to assist the association in all ways. Elaine can be reached at [elainelr@umr.edu](mailto:elainelr@umr.edu) or 1-800-Jo-Miner (800-566-4637). More complete address information may be found on the last page of this manual.
- **Family Day Support** -- UMR parents have always enjoyed the opportunity to come together and discuss matters of common interest while learning about the campus. Family Day makes this possible, as well as providing a vehicle for the association's annual meeting.

**UMR PARENTS and GUARDIANS ASSOCIATION  
CONSTITUTION & BY-LAWS  
UNIVERSITY OF MISSOURI-ROLLA  
Approved 10-8-83**

**ARTICLE I NAME AND LOCATION**

Section 1 Name: The association shall be known as the University of Missouri-Rolla Parents and Guardians Association, hereafter referred to in this document as the association.

Section 2 Location: The principal location of this association shall be University of Missouri-Rolla, 1870 Miner Circle, Rolla, Missouri 65409-0650.

**ARTICLE II PURPOSE**

Section 1 To provide parents of students of UMR a liaison between themselves and the University.

Section 2 To assist UMR in maintaining lines of communication between UMR and the Student Body, between the Student Body and the association, and between the association and UMR.

Section 3 To render such services and to engage in such activities that will be beneficial to the parents, the students and UMR.

Section 4 To assist UMR in those programs and projects requested by UMR, and approved by the Executive Committee, such as recruitment, development fund, orientation, etc.

Section 5 To provide assistance and counsel to parents of UMR students.

**ARTICLE III MEMBERSHIP**

Section 1 Accredited Members: The members of this association shall be the parents or legal guardians of full-time students in good standing enrolled in UMR.

Section 2 Associate Member: The Chancellor and four (4) members of the UMR Administration and/or Faculty selected by the Chancellor or his designate are eligible for Associate membership. Associate Members may not hold office or vote in the association.

Section 3 Honorary Members: Honorary membership may be conferred upon recommendation of the Board of Directors or the Executive Committee by a two-thirds (2/3) vote of the accredited members present at the annual meeting of the association. Honorary members may not hold office or vote in the association.

Section 4 Sustaining Members: Any individual or business firm desiring to assist in extending the principles and objectives of the association shall be eligible for affiliation as a Sustaining Member. A Sustaining Member shall not be entitled to any of the rights and privileges of membership including the right to vote or hold office.

**ARTICLE IV DUES**

Section 1 Dues: There shall be no dues required for membership in this association.

**ARTICLE V DIRECTORS**

Section 1 Identity of Directors: The control of this association shall be vested in a Board of Directors, which shall consist of the following members:

- a. The officers of the association.
- b. The Executive Committee of the association
- c. A minimum of four (4) directors from the following areas: St. Louis area, Kansas City area, Northeast, Northwest, Southeast, Southwest and Central Districts of the State of Missouri and four (4) Directors at Large.

Section 2 Eligibility: Any accredited member of the association is eligible for election to the board of directors.

Section 3 Election and Terms of Directors: All directors shall be elected at the annual meeting of the association by the membership for a term of one (1) year. Directors may serve successive terms provided they meet accredited member requirements as provided in Article III Section 1.

Section 4 Vacancy: If a vacancy exists in the Board of Directors by reason of death, disability, resignation or otherwise, the Executive Committee may meet and elect a successor to fill such vacancy for the unexpired term of such vacancy.

Section 5 The President of the association shall preside at meetings of the Board of Directors.

Section 6 The Board of Directors shall meet at the call of the President or at the call of five (5) Directors, provided that announcements are sent to reach Directors ten (10) days in advance of such meeting.

**ARTICLE VI OFFICERS & EXECUTIVE COMMITTEE**

Section 1 Officers: The officers of the association shall be President, Vice President, Treasurer and Secretary.

Section 2 Executive Committee: There shall be an Executive Committee consisting of the Officers and the immediate Past President of the association.

Section 3 Vacancy: If the office of President or any of the other Officers or Executive Committee Members become vacant by death, disability, resignation or otherwise, the Executive Committee shall nominate and elect a successor to serve for the unexpired term of such vacancy.

Section 4 Election and Term of Office: All Officers and Executive Committee Members shall be elected at the annual meeting of the association by accredited membership for a term of two (2) years. Officers and Executive Committee Members may serve successive terms provided they meet accredited member requirements as provided in Article III Section 1.

## **ARTICLE VII MEETINGS**

- Section 1 Annual meeting: The annual meeting of the association shall be held in Rolla, Missouri on the same day and in conjunction with UMR Family Day as determined by UMR.
- Section 2 Other meetings: Other meetings of the Accredited Members of the association may be held upon call of the Executive Committee.
- Section 3 Executive Committee Meetings: Meetings of the Executive Committee shall be at the call of the President, or at the call of any two (2) members of the Executive Committee provided that written notice be received by the members of the Executive Committee at least ten (10) days before such meeting. All meetings of the Executive Committee shall be held at the University in Rolla, Missouri unless waived in advance by two-thirds (2/3) of the Executive Committee.
- Section 4 Quorum: Members representing thirty-three (33%) percent of the Executive Committee shall constitute a quorum for Executive Committee meetings. Members representing thirty-three (33%) percent of the Board of Directors shall constitute a quorum for Board of Directors meetings. Members representing ten (10%) percent of the Accredited Members registered attending Parents' Day shall constitute a quorum for membership meetings.

## **ARTICLE VIII COMMITTEES**

- Section 1 Executive Committee: There shall be an Executive Committee as provided in Article VI, Section 2.
- Section 2 Nominating Committee: There shall be a Nominating Committee of no less than three (3) Accredited Members appointed by the President.
- Section 3 Election Committee: There may be an Election Committee of no less than three (3) Accredited Members appointed by the President, who shall in case of dispute determine the credentials of those voting in elections and nominees for office.
- Section 4 Policy Committee: There shall be a Policy Committee composed of the members of the Executive Committee presided over by the President of the association. It shall be the function of this committee to determine both internal and external policy of the association and to record and categorize such policy in a Policy Manual. Policy may be declared by resolution adopted by a two-thirds (2/3) majority at any meeting of the Accredited Members.
- Section 5 Resolutions Committee: A Resolutions Committee shall be appointed by the President.
- Section 6 Standing Committees: A two-thirds 2/3 majority of the Executive Committee shall have the power to appoint standing committees.
- Section 7 Special Committees: The President or a two-thirds 2/3 majority of the Executive Committee shall have the power to appoint special committees.

**ARTICLE IX AMENDMENTS**

Section 1 Amendments: The Constitution and By-Laws of the association may be amended at any meeting of the association provided that any amendment adopted by the Executive committee be ratified at the next meeting of the Accredited Members.

**ARTICLE X PARLIAMENTARY AUTHORITY**

Section 1 The rules contained in the current edition of Roberts Rules of Order - Newly Revised shall govern the deliberations of all meetings of the association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules of order the association may adopt.

## Summary

### Goal of this Manual

This manual has been designed to be a "living" document. It is continually updated. You may, from time to time, receive an updated copy.

Elsewhere in this manual are: a copy of the UMR Parents' Association Constitution & By-Laws, a list of the association's officers and directors, and a university phone directory. Those will also be updated as needed.

What you want it to be

In the end, the UMR Parents' Association is what you want it to be. If you want it to be living and vital, then it is up to each officer and director to breathe life into the organization. The Parents' Association has made important contributions to the University of Missouri-Rolla in the past. Our challenge is to continue to make important contributions in the future.

## UMR Parents and Guardians Association Officers and Parent Liaison

### **Sandy Perdue, President**

UMR Parents and Guardians Association  
Castleman Hall  
Rolla, MO 65409-0650  
[sandyperdue@hotmail.com](mailto:sandyperdue@hotmail.com)

### **Barbara Robertson, Vice President**

UMR Parents and Guardians Association  
Castleman Hall  
Rolla, MO 65409-0650  
[parents@umr.edu](mailto:parents@umr.edu)

### **Emily Petersen, Secretary**

UMR Parents and Guardians Association  
Castleman Hall  
Rolla, MO 65409-0650  
[emilyp@umr.edu](mailto:emilyp@umr.edu)

### **Elaine Russell, Parent Liaison**

Coordinator, Alumni & Constituent Relations  
112A Castleman Hall, UMR  
1870 Miner Circle  
Rolla, MO 65409-0650  
573.341.4897 or 1.800. JO MINER  
[elainelr@umr.edu](mailto:elainelr@umr.edu)

