The Mission of the Parent and Family Advisory Council

The mission of PFAC is to strengthen the quality of the UNCG educational experience by promoting communication, inspiring good will and support for the University, and enhancing high quality programs and educational opportunities for students.

The Council endeavors to enhance the awareness of parents and promote their active involvement in the life of the University. The Council seeks to advance the mission of the University by fostering interaction and mutual support between the University and parents.

PFAC functions as a liaison with the University and all UNCG parents. The Council serves the University in various advisory and supportive roles, but does not attempt to formulate policy for the University.

PFAC’s primary objectives are:

- Provide input and feedback to UNCG;
- Serve as volunteers of UNCG events as requested;
- Contribute to publications for UNCG families;
- Assist with raising funds for special initiatives;
- Assist in building affinity and support for UNCG among parents and family members;
- Gather feedback and input from other UNCG parents and family members;
- Recruit new members to PFAC.

The Mission of the Division of Student Affairs

The Division of Student Affairs, in support of the University’s mission, empowers students to be engaged citizens through fostering their development of lifelong skills by creating and supporting a rich learning environment in a community of care and mutual respect.

Division Goals

ENGAGE:

- Collaborate to create a vibrant student-centered environment supporting student learning, engagement, service, and leadership while preparing students to contribute to a global society.

ENCOURAGE:

- Create a culture of care for all students which encourages student success.

ENRICH:

- Cultivate opportunities to enrich the student experience and the University’s rich traditions in celebration of diversity, service, life-long learning and Spartan Pride!
- Serve as wise stewards of University resources
I. Name
   A. The name of this organization is Parent & Family Advisory Council, hereafter called PFAC or the Council. Its location is the University North Carolina at Greensboro, Dean of Students Office, Elliot University Center, Suite 210, Greensboro, NC 27401-6170. PFAC works with and reports to the Parent and Family Coordinator of the UNCG Dean of Students Office hereafter called UNCG staff member.
   B. PFAC is a parent unit within UNCG and does not maintain membership or affiliation with any other national or university level parent group or organization.

II. Purposes
   A. The purposes of this organization shall be to:
      1. Provide the University with a unique perspective from parents of the institution and its functions.
      2. Establish a partnership role with UNCG and seek to provide students with the skills, knowledge, and resources necessary for them to take full advantage of the educational opportunities at UNCG.
      3. Serve as an advisory body to those components of UNCG seeking involvement of the parents of students and as consultants to the parents and families of prospective students who are formulating postsecondary education plans.
      4. Promote social interaction among parents.
      5. Assist with fundraising activities in support of the University mission and the work of PFAC and the Division of Student Affairs.
      6. Support events coordinated by UNCG to further enhance the student-parent-university relationship.

III. Membership
   A. Membership in PFAC is open to parents, guardians, and family members of current UNCG undergraduate students who wish to volunteer their time or effort to enhance the student experience at UNCG. No member shall serve beyond the graduation of his or her student.
   B. Eligible parents, guardians, and family members can submit an application to join PFAC to the UNCG staff member of the Dean of Students office. Applications are due in August and new members are notified by the UNCG staff member prior to the first Fall Meeting of the year.
      1. Membership Selection
         a. The Membership and Policies Committee will review the application and any submitted applications along with a UNCG staff member. The UNCG staff member manages the logistics of the application form.
            i. The Membership and Policies Committee can add members throughout the year following the August deadline should any vacancies become available on the Council.
         b. Membership in PFAC shall begin immediately upon notification from the UNCG staff member and run one fiscal year.
         c. The collective membership shall be representative of the diverse backgrounds that make up the UNCG campus culture with attention given to selection criteria such as but not limited to:
(1) Representation from all four undergraduate classes;
(2) Representation from traditional family members including biological and adoptive parents;
(3) Representation from non-traditional family members that an undergraduate student defines as family including grandparents, aunts/uncles, foster family members, etc.;
(4) Representation from parent and family members of undergraduate transfer and/or adult students.

2. Membership Acceptance
   a. Accepted members agree to make an annual contribution through the Spartan Families Fund for each fiscal year a member is serving on PFAC. The amount shall be as stated on the application and communicated to all returning members. Contributions are expected upon acceptance to PFAC, prior to the first meeting, or by making arrangements with Annual Giving Programs by the 15th of November of the current academic year.

3. Ongoing Membership Requirements
   a. Membership shall be renewed each fiscal year providing the member remains in good standing by:
      i. Fulfilling financial obligations to the Spartan Families Fund as described in section 2.a above. Renewing members must fulfill their fiscal contributions by the 15th of November.
      ii. Having an undergraduate student family member enrolled at UNCG.
      iii. Attend a minimum of two meetings a year; one in fall and one in spring. A member may attend the Fall or Spring meeting either physically or by conference call. Additionally, a member may substitute meeting attendance for attendance of another function (e.g. SOAR orientation, Chill Zone, Family Weekend) if extenuating circumstance prevent attendance to either the Fall or Spring meetings.
         1. Notification of non-attendance to the UNCG staff member is required if members are unable to attend. Non-attendance at all meetings during the year is cause for review of membership by the Membership and Policies Committee.
      iv. Attending a minimum of one other function during the fiscal year that can include the Family Weekend, one of the SOAR sessions or another function.
      v. Serving on at least one committee and meet those attendance requirements.
   b. A member may be removed from PFAC if they fail to meet the above expectations following a review by the Membership and Policies Committee. Prior to removal from PFAC, members will be sent a notice by the UNCG staff member that detail what requirement(s) have not been fulfilled by PFAC member. Members will receive a Requirement Standing Reminder by the 15th of December as a mid-year update about completed and missing requirements. The final notice for outstanding requirements will be sent following the Spring PFAC meeting with a 30 day deadline (or earlier per the Membership and Policies Committee’s discretion) to advise about completion of requirements or resignation from PFAC.
IV. Council
A. Members: Each member of PFAC will be granted voting rights to any items brought forth at Council meetings. The Executive Board in partnership with the University will lead the direction of PFAC.
   a. Chair, Vice Chair, Financial Officer and Committee Chairs will comprise the Executive Board.
B. Meetings: There shall be a minimum two regular and one training meetings of the Council each year. The first regular meeting will be held during the Fall semester during Family Weekend; the second will be held during the Spring semester; and the one training meeting will be held during the Summer to provide new Executive Board members training for their positions and responsibilities. The Executive Board in conjunction with the UNCG staff member can call at their discretion additional meetings throughout the academic year as needed to provide support of any initiatives of the Council.
C. Procedures: The Council and UNCG staff member may update and adopt operational guidelines to best support the mission of PFAC.
D. Voting: All actions of PFAC shall be determined by a majority vote. A majority vote is defined as half plus one of all members of the Council present at a regular meeting of the Council. A record of such votes shall be made and ratified at the next regular meeting.
E. Financial Oversight: Financial oversight of the Council’s annual budget will be led by the Financial Officer in conjunction with the UNCG staff member.
   a. Budget: The annual budget will be adopted at the Fall meeting and reviewed at each subsequent regular meetings.

V. The Executive Board
A. The Executive Board of PFAC shall consist of the Chair, Vice-Chair, Financial Officer, and Committee Chairs. Each position may be held by one person or by two persons.
B. Eligibility: All members in good standing of PFAC are eligible to hold an Executive Board position.
C. Terms of Office: All Executive Board members will serve for one year, unless reelected, resigned, or removed from office, for a maximum of two terms in the same position. The terms of office will begin in the Fall following the election to office at the Spring meeting.
D. Duties of Executive Board: The Executive Board shall meet monthly or bi-monthly at the discretion of the Executive Board or the UNCG Staff Member to carry out the mission and goals of the Council.
   a. Chair: The duties of the Chair shall be those pertaining to such an office. Additionally, the Chair will have the following responsibilities:
      i. Serve as the official representative of PFAC.
      ii. Preside over all regular and training meetings.
      iii. Provide the UNCG Staff member with updates following Executive Board meetings.
   b. Vice-Chair: The duties of the Vice-Chair shall be to assist the Chair in all duties of the Chair and to perform the duties of the Chair incumbent upon the Chair during his or her absence. If the Chair is unable to complete his or her full term, the Vice-Chair will assume the role of Chair for the remainder of the unexpired term.
c. Financial Officer: The duties of the Financial Officer shall be to provide financial oversight, including Spartan Families Fund allocations, of PFAC’s annual budget in conjunction with the UNCG staff member. Additionally, the Financial Officer will oversee the annual expenditures by Committees for the Council’s initiatives throughout the fiscal year.

d. Committee Chairs: The duties of Committee Chairs shall be the planning, overseeing and coordinating the members of its committee. Additionally, Committee Chairs serve as the representative of the committee at the Executive Board meetings and are responsible for sharing progress and feedback to the Executive Board.

E. Elections of Executive Board: The Council shall nominate and elect candidates to Chair, Vice-Chair and Financial Officer positions. A candidate for any of these listed positions must receive a majority of votes cast by the Council members in attendance. Voting shall occur during the Spring meeting with assumption of duties assigned beginning at the Fall meeting during Family Weekend. The individual committees are responsible for identifying their respective chairs either by volunteering or selecting a Committee Chair by vote if no volunteers are identified.

a. Election Coordination: The Membership and Policies Committee and the UNCG staff member shall oversee the election process.

b. Nominations for the Chair, Vice-Chair, and Financial Officer are to be submitted to the UNCG staff member no less than fifteen days prior to the Spring meeting.

c. Elections of all Committee Chairs will occur during the Spring meeting. The UNCG staff member must be notified of the elected Committee Chair, who will notify the Membership and Policies Committee.

F. Removal of Executive Board Members: Any Executive Board member may be removed for cause by a two-thirds vote of the entire Council. The Executive Board member in questions must be notified in writing by the Chair (or UNCG Staff Member as appropriate) no less than thirty days prior to a regular meeting, of such charges as may be preferred by a majority of the Council and it be further provided that he or she be permitted to appear before the Council in his or her own defense. Failure of any officer to attend consecutive regular meetings of the Council shall be deemed a resignation if accepted by the majority of the Council. Should any resignation be tendered by an Executive Board member, he or she must notify either the Chair or UNCG staff member of their decision.

G. Vacancies of Executive Board: With the exception of the Chair, vacancies for the Vice-Chair of Financial Officer will be filled by identification by either the Chair or by a member volunteering for the position’s remaining term. Committee Chair vacancies will be within the Executive Board will be filled by a member of the committee for the remaining duration of the term.

VI. Standing Committees

A. There will be as many committees as required to carry out the mission and goals of the PFAC. The addition of Standing or temporary committees shall be approved by the UNCG staff member as the need arises or following a recommendation from PFAC.

B. Standing Committees include the following:

1. Event Planning Committee: Determines and plans PFAC promotional events including:
a. Coordinating PFAC volunteers for any UNCG events such as SOAR sessions and Admission events;
b. Supporting any Fundraising Committee events and initiatives as relevant;
c. Identifying new events to promote PFAC throughout the academic year.

2. Membership & Policies Committee: Serves the administrative side of PFAC by:
   a. Maintaining, updating, and proposing new operating Guideline amendments as relevant;
   b. Maintaining and updating membership rosters and monitoring compliance of regulations of members;
   c. Maintaining and updating new membership applications;
   d. Reviewing new member applications;
   e. Creating and maintaining New Member training materials (and workshops, if relevant).

3. Fundraising Committee: Determines fundraising events and other initiatives throughout the academic year to support the Spartans Families Fund.

4. Scholarship Committee: Stewards the guidelines of the PFAC Scholarship by:
   a. Reviewing annual the guidelines and requirements of the PFAC Scholarship;
   b. Determining amount awarded to awardees in conjunction with the Financial Officer based on funds available at the Fall meeting;
   c. Reviewing applications with campus partners.

VII. UNCG Staff Member
A. The UNCG staff member will be a staff member of the Division of Student Affairs whose purpose will be to advise and provide support the business of the Council. The UNCG staff member shall be an ex-officio member of the Council. The functions of the UNCG staff member are as follows:
   a. Serve PFAC in an advisory capacity;
   b. Serve as a campus liaison for PFAC with campus partners for any initiatives identified by either PFAC or campus partners;
   c. Provides logistical support;
   d. Stewards the Spartan Families Fund;
   e. Serve or identify designee to serve as note take for regular meetings.

VIII. Allocation Process
A. The fiscal year will begin on July 1 and end on June 30 of each year.
B. Contributions are made by UNCG parents and family members of undergraduate students to the Spartan Families Fund.
C. Areas of PFAC financial support include but are not limited to:
   a. PFAC Scholarship(s): PFAC Scholarships recognize students who have inspired good will and support for UNCG in the larger Greensboro community.
   b. LeaderShape®: A weeklong program where students will develop knowledge, skills, and abilities that will assist in creating strong student groups, teams, and develop useful leadership skills for the future.
c. Various other programs/initiatives across the Division of Student Affairs that enhance the student experience at UNCG.

D. During the annual Spring PFAC meeting, money raised through the Spartan Families Fund are allocated with first priority to the programs above (C.a and C.b) with other funds allocated to other programs and initiatives as available and voted on for recommendation by PFAC. (Note: Vice Chancellor for Student Affairs must approve all allocations before they are awarded.)

IX. Adoptions and Amendments

A. The PFAC Operating Guidelines may be amended or repealed by the PFAC membership upon consultation with the UNCG staff member.

B. The Operating Guidelines may be amended or repealed at any regular meeting of its membership as may be requested to address changing circumstances. The membership present at such meeting shall constitute the quorum to adopt amendment to the Operating Guidelines. (Note: members not present at the meeting can submit electronic votes to the PFAC Chair and/or UNCG Staff Member).

C. Notice of the amendment shall be given at the previous meeting or through communication to the PFAC membership no less than ten (10) days prior to the meeting at which the amendment is to be voted upon.

END OF PFAC OPERATING GUIDELINES

History of PFAC Operating Guidelines:

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<thead>
<tr>
<th>Year</th>
<th>Event</th>
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<tbody>
<tr>
<td>2003 October 03</td>
<td>UNCG Parent/Family Association Operating Guidelines created</td>
</tr>
<tr>
<td>2010 February 03</td>
<td>Operating Guidelines draft Amendment developed for review &amp; approval</td>
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<tr>
<td>2010 September</td>
<td>Operating Guidelines Amendment of 2010 February APPROVED</td>
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<tr>
<td>2014 March</td>
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<tr>
<td>2014 December</td>
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<td>Operating Guidelines APPROVED by PFAC Board</td>
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<tr>
<td>2016 March</td>
<td>Operating Guidelines draft Amendment developed for review &amp; approval</td>
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<td>2016 August</td>
<td>Operating Guidelines draft Amendment developed for review &amp; approval</td>
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