

# DCHPC

DC Hampton Parents Club



# Constitution and By-laws

**January 1, 2012**  
**Version 1**

## TABLE OF CONTENTS

1.0 PREAMBLE .....3

2.0 ARTICLE I – NAME .....4

3.0 ARTICLE II – MEMBERSHIP .....5

4.0 ARTICLE III – OBJECTIVES .....6

5.0 ARTICLE IV – OFFICERS .....7

6.0 ARTICLE V – DUTIES OF OFFICERS .....9

7.0 ARTICLE VI – APPOINTED POSTIONS AND COMMITTEES .....12

8.0 ARTICLE VII – FINANCES .....14

9.0 ARTICLE VIII – VOTING .....15

10.0 ARTICLE IX – MEETINGS .....16

11.0 ARTICLE X – QUORUM .....17

12.0 ARTICLE XI – ORGANIZATIONAL CHANGES .....18

### Revision Log

Date	Comment	Author
1/1/2012	Complete Rewrite of Constitution and By-Laws	2011/2012DCHPC Club Officers

## **1.0 PREAMBLE**

We, the parents and guardians of students matriculating at Hampton University, uniting in a common bond to promote the general welfare of said students, do enact and establish this constitution for the governing of its members.

## **2.0 ARTICLE I – NAME**

This organization shall be known as: District of Columbia Hampton University Parents' Club. Hereinafter, referred to as "DCHPC" or "the Club."

### **3.0 ARTICLE II – MEMBERSHIP**

Regular membership in the organization shall consist of parents and guardians of students currently enrolled at Hampton University from the Washington ,D C Metropolitan area which includes the neighboring communities in Maryland and Northern Virginia.

Membership will also include Associates or Friends of the Club.

"Associates" are parents and guardians of students, from the Washington, D.C. Metropolitan Area, who have graduated from Hampton University.

"Friends of the Club" are those who support the constitution of the Club and make financial and other resource contributions. \*

\*Associate members and Friends of the Club are not eligible to take part in the monthly book fund drawings and annual scholarship awards.

#### **4.0 ARTICLE III – OBJECTIVES**

The objectives of the Club are to:

1. Promote goodwill and fellowship among the students of Hampton University.
2. Encourage students to further their education and to work to their potential.
3. Work as a liaison group to solve problems arising among Hampton University Administration, the students, and/or the member parents (guardians) of the Club.
4. Raise funds for scholarships and other assistance to benefit our students attending Hampton University.
5. Act as a social service group in the interest of student activities such as:
  - a) Course-Major related summer employment.
  - b) Convenient transportation to and from school.
6. Encourage wholesome recreational and social events for the benefit of the members and their friends.
7. Support the local Hampton Alumni Associations when feasible.

## 5.0 ARTICLE IV – OFFICERS

In the interest to ensure that all officers of the club are truly effective in their roles throughout their term, the following process describes the method by which this constitution strives to achieve that objective.

It is the duty of all elected officers of the club to hold each elected officer accountable for all responsibilities assumed by each of the officer positions. If an officer of the club is cited for any dereliction of duty by any other officer of the club, that cited officer would received the equivalent of a demerit. The compliment of officers of the club would have to agree that this citation is warranted in order for the demerit to be valid and thusly so documented by the recording secretary. If any standing officer of the club receives 3 demerits, the president will be able to ask for this officer's resignation and the position will be involuntarily vacated. If the qualifying officer of the club is the president, either of the vice presidents will be able to ask for the president's resignation.

Either of the following activities would qualify as a citation for a demerit:

1. Three (3) occasions of tardiness in excess of 10 minutes to any board and/or member meetings without prior notice or a legitimate justification.
2. Non attendance to two (2) consecutive board and/or member meetings without prior notice to a standing officer of the club
3. Non attendance to three (3) board and/or member meetings within the appointed term without prior notice to a standing officer of the club
4. Non attendance to four (4) board and/or member meetings within the appointed term even with prior notice to a officer of the club
5. Failure to complete a board assigned action twice within the time period assigned to this action.
6. Three (3) occasions of dereliction of duties as described in the role for that club officer position.

The elected officers of the Club are as follows: President, First Vice-President, Second Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Financial Secretary, Sergeant-at-Arms, and Chaplain. The above named officers comprise the Executive Board.

Election of officers shall be held every other year before the end of the Club's meeting year, as defined in Article VIII. The term of service shall be a two years period beginning with the first meeting of the new school year. An incumbent may succeed him/herself. If an officer's position is vacated either voluntary or involuntary, an interim designee appointed by the President shall fill the vacancy. The interim designee shall serve the remainder of the officer's term.

Elected Officers may serve on one or more Committees on a volunteer basis or as suggested by the President.

## 6.0 ARTICLE V – DUTIES OF OFFICERS

### **Section 1. Duties of the President:**

The President shall preside over the meetings of the Club. He/She is charged with the daily operation of the Club including, but not limited to, supervision of the officers and committee chairs to assure the attainment of the goals and purposes of the Club.

The President may request the resignation of an officer if he/she cannot perform their duties as indicated by the accumulation of 3 demerits and after conferring with that officer.

He/She shall vote only in the case of a tie. He/She shall appoint a nominating committee at the beginning of the school year when elections are to be held. The nominating committee will solicit qualifications and present the slate to the Board in March and the slate will be presented to the membership in April for voting purposes. The duties of the nominating committee will be to find members to fill any vacant positions, putting the ballot together, conducting the vote and tallying the vote.

He/She shall appoint all special and standing committees not herein provided.

He/She shall appoint an interim designate for any position vacated during the one-year (2) term of the officer.

### **Section 2. Duties of the First Vice-President:**

The First Vice-President shall, in the absence of the President, preside over the monthly meetings, and assume all duties of the President. With approval by the Club's selected bank or financial institution, the First Vice-President shall be authorized to sign checks in the absence of other designated Club officers.

### **Section 3. Duties of the Second Vice-President:**

The Second Vice-President signs checks as fourth signature when necessary and shall preside over meetings when neither the President nor the First Vice—President is able to preside.

### **Section 4. Duties of the Corresponding Secretary:**

The Corresponding Secretary shall keep a roster of all members of this Club and shall dispatch all correspondence concerning the business of the Club and its activities. The roster should show all members in good standing (members who have paid their dues) by a check mark by their

name. These are the members to receive correspondence concerning the business of the Club and its activities.

**Section 5. Duties of the Recording Secretary:**

The Recording Secretary shall keep minutes of all Club meetings and report the meetings' proceedings when requested. The executive board meeting minutes action items are to be sent out to the member within two/three days after the meeting.

**Section 6. Duties of the Treasurer:**

The Treasurer shall be the custodian of all funds of the Club, shall keep an itemized account of all receipts and expenditures, and present a full report of the financial condition of the Club at each monthly meeting. Shall develop an annual Operating Budget for presentation to the Executive Board. The Operating Budget shall provide guidelines for managing the club's anticipated annual income and expenses.

All authorized withdrawals from the treasury, in excess of \$500.00, shall need two signatures on the check signed jointly by, at least two of the following officers, as designated on the checking account records: the President, Treasurer, Financial Secretary, Second Vice-President, or First Vice-President.

The Treasurer is required to be bonded at the Club's expense if the operating budget income revenue is predicted to exceed \$10,000.

**Section 7. Duties of the Financial Secretary:**

The Financial Secretary shall receive and give receipts for all monies payable to the Club and turn the same over to the Treasurer at the end of each meeting, obtaining and retaining all receipts from the Treasurer. Shall sign as the third authorized signature on the Club's checking account. Shall keep a list of members in good financial standing and those in arrears. Shall assist the treasurer with preparation of the Club's annual Operating Budget.

Shall serve as backup to the treasurer in case of unavoidable absences.

**Section 8. Duties of the Sergeant-at-Arms:**

The Sergeant-at-Arms shall preserve and maintain order at all club Meetings according to Roberts Rules of Order.

**Section 9. Chaplain**

The Chaplain shall offer prayer for the opening and closing of each Club meeting. Additionally, the Chaplain is the Club's representative to coordinate expressions of condolence to families within the Club and, when deemed appropriate, to families of deceased Hampton University students.

## 7.0 ARTICLE VI – APPOINTED POSTIONS AND COMMITTEES

### **Section 1. Duties of the Alumni Advisor:**

The Alumni Advisor serves as the Club's liaison to the Washington, D.C. Hampton Alumni Association, and will advise the Alumni Association of the Club's activities and concerns. When possible, the Alumni Advisor shall be an alumnus of Hampton University; however, in the absence of a volunteering alumnus within the Club's membership, the Alumni Advisor may be selected from the general membership.

### **Section 2. Duties of the Standing Committees:**

**Freshman Orientation:** To provide an annual session prior to the beginning of the school year, which will provide new student information to the students and families of the incoming freshman class and transfer students to assist their transition to the campus environment. Participants are provided folders containing brochures, pamphlets and fact sheets prepared by the various offices within the University Student Services department. In addition to the freshman orientation briefing, a session will be held at Parent's weekend where the Administration is available to provide information and address parent's questions. Additionally, law enforcement or security professionals may present briefings on 'campus safety'.

**Fundraising:** Create fundraising activities to assist families to achieve the Club's scholarship award eligibility requirement (see Article VII — FINANCES), and to finance the scholarship awards. Currently, the Club's fundraising activities include, but are not limited to, a fruit sale

(fall), the Hampton University Concert Choir (Winter), and a car raffle (Spring). The committee with approval of the Club may organize other fundraising activities.

**Scholarship:** Develop and distribute an application, which may be used by eligible students of the Club's member families, to apply for the Club's scholarship/grant awards. Establish and publish the eligibility criteria for the awards. Annually, determine the number and value of the scholarships/grants. Select the award recipients from the eligible applicants, and present the awards at an occasion designated by the Executive Board.

**University Relations:** Serve as a liaison between the parents and students to interact with Hampton University Administration. The committee serves to address issues and concerns of parents and students in an attempt to bring about a satisfactory resolution to all parties involved. The committee plays an integral role in bringing about and implementing changes that will best serve the interests of students while they pursue a college education at Hampton University.

Other committees may be established in response to specific needs, or upon direction from the Executive Board.

**Transition:** In order to ensure the consistency, quality, and integrity of the DCHPC club as new board members are nominated every other year, ensure that incoming board members are instructed on the constitution and by-laws that are recorded in this document. Ensure that all applicable documents and processes that are instrumental in the governing of this club are properly delivered to and communicated to all new board members.

## 8.0 ARTICLE VII – FINANCES

Membership fees will be subject to periodic review and re-assessment by the Executive Board, in consideration of the Club's operating expenses and fundraising objectives. A change of the Club's membership fees will require a vote of consent by a simple majority (>50%) of the eligible Regular Members present at the next scheduled Club meeting after presentation of the proposed changes. In the interim, announcement of the proposed change will be provided to the Club's membership.

<i>Regular Member</i>	A yearly fee, as determined by the Club, shall be paid.
<i>Associate Member</i>	A yearly fee, as determined by the Club, shall be paid.
<i>Friends of the Club</i>	A yearly fee, as determined by the Club, shall be paid.

### Scholarship Eligibility:

In order for your student(s) to be eligible for scholarships and grants from the Club, each family has an obligation to raise \$200.00 or donate a monetary donation of \$400.00 if you choose not to participate in the fundraising during the school year

Donations: All donations are acceptable.

## **9.0 ARTICLE VIII – VOTING**

All Regular Members, who have paid the yearly fee, are eligible to vote. If more than one parent/guardian is represented by a single Regular membership, (ex: household membership), only one parent/guardian may vote on behalf of the membership. The presiding officer shall define the procedures for voting and determination of the results based on the Robert Rules of Order.

## **10.0 ARTICLE IX – MEETINGS**

Section 1. The regular meetings shall be held monthly from September through May at a time and location approved by the Club.

Section 2. In the event that the President is unable to call all meetings, he/she shall notify the First Vice-president to call the meeting. If she/he fails to call the meeting the next officer in line, the Second Vice-president shall call the meeting. If all the elected club officers fail to call the meeting, then the appointed Chairpersons shall be empowered to call the meeting to order to guarantee the continuity of the Club.

## **11.0 ARTICLE X – QUORUM**

Nine members shall constitute a quorum for general membership meetings.

Five Executive Board members present shall constitute a quorum for the Executive Board meetings.\*

\*Note: The Executive Board meetings are opened to only Board members and special invitation may be granted to members to address any committee report concerns

## **12.0 ARTICLE XI – ORGANIZATIONAL CHANGES**

All amendments to this Constitution shall be made by a vote of two-thirds (2/3) of the membership present and voting.