

Bylaws of the Parents Association of the American University in Cairo

ARTICLE I NAME AND MAILING ADDRESS

Section 1. The name of the organization shall be "The Parents Association of The American University in Cairo", hereafter referred to as the "AUC PA".

Section 2. The mailing address of the PA shall be:
Office of the Parents' Association
The American University in Cairo
AUC Avenue. P.O. Box 74
New Cairo 11835, Egypt

Location:
University Residence 1C-First Floor (beside the
ARTOC Sports Complex)
Tel. #: +2 02 2615-4003

Email Address: parents@aucegypt.edu
Facebook page: AUC parents association board
Website: <http://www.aucegypt.edu/parents>

ARTICLE II PURPOSE

Section 1. The PA is an association of The American University in Cairo.

Section 2. The purpose of the PA is to give the parents of current undergraduate AUC students the opportunity to oversee the welfare of the student body and the progress of the university. The PA acts as a liaison between the parents of current students and the AUC Administration. The PA represents the parents to advocate for student best interest in a wide range of areas.

Section 3. The activities of the PA shall include (and not be limited to):
Social and Cultural Health, Safety, and Security
Sports Activities Academic excellence
Food Services Student Finance
Communications Housing and Transportation
Any other activities agreed upon between the AUC Administration & PA Board can be added by an addendum. In such case, a revised version of the bylaws will be issued.

ARTICLE III MEMBERSHIP

Section 1. Membership at time of elections shall be open to all parents and guardians of all current undergraduate AUC students (excluding those parents whose sons or daughters are graduating seniors at the time of the PA elections). AUC Staff members as well as first or second-

degree members are not eligible for PA election. Board members volunteer their time and effort with no privileges in return.

Section 2. Honorary membership shall be granted to outstanding parents for their contribution to the PA Board and to parents who have excelled in the field of education, social work or related areas, upon the written recommendation of one or more PA members and the approval of the Board. Honorary memberships should not exceed two members per Board election term.

ARTICLE IV DUES

Section 1. Dues are as agreed with AUC Administration. Dues are added to the fall and spring student payment bills. Dues are to be reviewed every year based on the inflation rate and the approval of the AUC Administration, as necessity arises.

Section 2. Dues and other funds shall be deposited in an AUC account No. 1900037 as a revenue agency account.

ARTICLE V BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of eleven voting members, and will elect among them the PA President, Vice President, Treasurer, and Secretary who will constitute the executive body.

Section 2. Ex-officio members of the Board are the presiding President of the PA, and a representative of the Administration. In the event of the presiding president's unavailability, one of the other officers shall serve in his/her place.

Section 3. Members of the Board shall serve a two-year term. In case of force majeure, the term will be extended. A maximum of 5 current Board members will be entitled to retain positions on the Board for another term without re-election, as long as their sons or daughters are not seniors. If more than 5 members wish to continue, a draw will be required by the PA members. In case of any elected board member drop out, the highest voted non-elected candidate would automatically replace him/her.

Section 4. When a ruling is required, the majority rule prevails.

ARTICLE VI ELECTION OF THE PA BOARD

Section 1. All parents of current students are eligible to vote.

Section 2. Nominees employed by AUC as well as first/second degree relatives are considered to be competitors to AUC and should not be considered for nomination.

Section 3. Nominating Committee from the PA Board members shall be formed in April of every other year. The President of the Board will chair the committee.

Section 4. Nominees should be living in Egypt

Section 5. All PA members shall be eligible to present nomination (s) to the Board and to vote. Members who wish to be elected on the PA Board should first submit a written request to the Board. Delinquent PA Board members are not eligible for Board nomination. Board

members will be required to appoint a replacement for delinquent members for the remaining duration of their two-year term.

- Section 6. Elections shall be held in May every year.
- Section 7. Voting shall be conducted electronically through any technologically feasible and secure system (s) approved by the University.
- Section 8. Vacancies shall be filled by Board appointment from the list of previous candidates. If no candidates are available, the Board will select a candidate from among the parents. The term of office of the replacement shall coincide with the term of the position being filled.
- Section 9. Outgoing Board members should attend special meeting(s) with the incoming Board members to transition them into their new roles.
- Section 10. The term of office shall be two years from the start of the academic year (fall semester).
- Section 11. Elected President and VP will serve only for 2 academic years, followed by internal election to elect the New President, VP, Treasurer and Secretary

ARTICLE VII RESPONSIBILITIES OF THE BOARD

The Board shall:

- Section 1. Carry out the general administration of the association, including the allocation of the funds.
- Section 2. Request credit or debit from/to the PA Agency account and inform the Dean of Students as the PPOC on the university side with regard to matters affecting students.
- Section 3. The PA president shall call meetings of the Board and of the general membership; shall preside over all meetings; shall perform the duties of the office and shall be an ex-officio member of all PA committees. The president will maintain ties with the AUC President, the Dean of Students, the President of the Student Union, and the University Senate Chair.
- Section 4. The PA vice president shall serve as acting PA president in the absence of the PA president.
- Section 5. The treasurer shall be responsible for the budget and funds of the association after PA Board members have approved their funds.
- Section 6. The secretary shall keep accurate records of the proceedings of the organization; shall be responsible for all official correspondence; and shall present an annual report to the PA Board at the end of the semester.
- The Secretary shall maintain the records of the minutes of the meetings of the Association and the Board, track all the actions taken by the members, and shall keep a permanent record of the Bylaws and Standing Rules adopted by the Association

ARTICLE VIII MEETINGS

- Section 1. The Board shall meet at least once a month, on campus. Meetings shall be called by the PA President. The PA President may call meetings of the Board at any time. Board members must be in attendance for no fewer than 60% of monthly meetings during an academic year, otherwise they will be considered delinquent. Board members will be required to appoint a replacement for delinquent members for the remaining duration of their two-year term
- Section 2. Election of the Board will be held during the general meeting in May every two years.

ARTICLE IX COMMITTEES

- Section 1. Committees may be appointed by the PA President, as the need arises. Committees shall meet as necessary at the discretion of the committee members in order to accomplish respective duties.

ARTICLE X AMENDMENTS

- Section 1. The bylaws may be amended by the PA board recommendation and AUC Provost ratification.