

# TOWSON FAMILY NETWORK BYLAWS

*April 2023-Adopted and Final*

## ARTICLE I - NAME AND OBJECTIVES

**Section 1.1. Name.** This organization shall be known as the Towson Family Network. Hereinafter also known as “TFN.”

**Section 1.2. Legal Entity.** The Towson Family Network operates as a volunteer-based organization under the auspices of Campus Life, Office of New Student and Family Programs (“NSFP”) within Towson University’s Division of Student Affairs.

**Section 1.3. Mission.** The TFN’s mission is: *the enduring promotion of a successful TU student and healthy campus-life experience.* The mission is based on three central principles:

- a. Parents and Families for Students
  - Provide information to help families empower their students.
  - Create opportunities to educate and engage families in the collegiate setting.
- b. Parents and Families with Students
  - Implement programs for families to create shared memories during the academic year.
  - Share resources accessible to families and students.
- c. Parents and Families to other Parents and Families
  - Furnish mechanisms for family-to-family interaction and connectivity.
  - Develop peer to peer support for all Towson parents and families.

### **Section 1.4. The TFN Goals and Objectives.**

- 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-to-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 to help in their transitions.
- d. To help publicize and stimulate enthusiasm for Towson University.
- e. To encourage qualified students to attend Towson University and invite families of accepted students to join the TFN.
- f. To support career development opportunities for Towson University graduates.
- g. To support the growth and improvement of higher education at Towson University specifically.
- h. To support services for students as they make the transition from home to Towson University.

## ARTICLE II - TFN MEMBERSHIP

**Section 2.1. Eligibility.** TFN membership (“families”) is open to parents, grandparents, guardians, and other interested individuals of future, present, or past Towson students. TFN provides equal opportunities for membership to all families regardless of race, color, sex, religion, veteran status,

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age, creed, disability, national origin, sexual orientation, marital status, or any other basis protected by federal law or identified by Towson University.

**Section 2.2. TFN Membership Fee.** One time membership fee shall be set by resolution of the Board of Directors prior to the start of each school year and shall be payable by September 1.

**Section 2.3. Benefits of Membership.** Members who have paid the dues by September 1, are eligible for the following benefits provided by the TFN:

- a. Members are eligible to appointed and serve as an Officer on the TFN Board of Directors.
- b. Students of members are eligible to apply for scholarships maintained and awarded by the TFN.
- c. Members are eligible to receive TFN-branded apparel and merchandise.
- d. Members are eligible to be notified and participate in regular TFN meetings and sponsored activities.
- e. Members are eligible to receive special invitations by Towson University to attend University-sponsored functions.

## ARTICLE III - TFN BOARD OF DIRECTORS

### Section 3.1. Board Role, Size, and Compensation.

- a. **Role.** The Board of Directors (“Board”) is the group of persons vested with providing Campus Life with input regarding policy formation and direction of the affairs of TFN. The TFN shall abide by these bylaws and all applicable policies instituted by Towson University.
- b. **Size.** The Board shall consist of at least three (3) members and no maximum, in addition to the ex-officio members. If less than 3 Board Members, the NSFP Staff Liaison and any TFN Board member will take reasonable actions to (1) continue the work of the TFN and (2) identify and recruit new Board members.
- c. **Compensation.** The Board receives no compensation other than reimbursement for reasonable expenses that has been preapproved by NSFP. The Board is eligible to receive special invitations to Towson University-sponsored functions.

**Section 3.2. Board Eligibility.** To be eligible to serve on the Board an individual must be a TFN member in good standing and shall have a student enrolled at Towson University during their term of office. In the event the Board member’s student withdraws from the University during their term of office, the Board member’s position shall end. A new appointment shall be made pursuant to Section 3.7.

**Section 3.3. Term.** The Chair and the Secretary shall serve a two (2) school year term. Board members, except the Chair and the Secretary, shall serve a one (1) school year term. All positions are eligible for re-appointment.

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**Section 3.4. Meetings and Notice.** The Board, in consultation with the NSFP Staff Liaison, shall determine meeting dates, times, and locations.

- a. **Notice.** The Chair or NSFP Staff Liaison shall provide a minimum of one (1) week 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.
- c. **Participation in Meetings by Alternative Means.** With notice, 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 3.5. Selection.**

- a. TFN Board shall select eligible members on a rotating basis.
- b. 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 3.6. Resignation, Termination, and Absences.** Resignation from the Board must be in writing and received by the Chair or NSFP Staff Liaison. A Board member can be terminated for excessive absences. Board members understand that they represent New Student and Family Programs and Towson University in a manner which fits this prominent leadership role. Board members understand that any actions that violate the ethics and laws of the State of Maryland may lead to dismissal. Any actions which New Student and Family Programs deems represents the office or Towson University in a negative way may lead to dismissal from the Board.

**Section 3.7. Vacancies, Elections, and Appointments.** 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 or TFN members. Each will be notified by email regarding the Board vacancy. A Board member so elected or appointed to fill a vacancy shall be elected or appointed as soon as practical.

**Section 3.8. 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 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.

**Section 3.9. Voting on Financial Matters.** Any matters that include the expenditure of funds are approved by a simple majority of present Board members and officers.

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## ARTICLE IV - AUTHORITY AND DUTIES OF OFFICERS

**Section 4.1. Officers.** The officers of the Board shall be a Chair, Secretary, selected members-at-large, and 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, manage all correspondence, and perform such other duties as occasionally may be assigned by the Board.

## ARTICLE V - TFN STAFF LIAISON

**Section 5.1.** That TFN shall be assigned a Staff Liaison (“Staff Liaison”) who shall be the primary contact between TFN and Towson University. Day-to-day operations of the TFN shall be conducted by NSFP. Responsibilities include:

- a. NSFP maintains a webpage to inform Parents, Students and Families of the Family Network at <https://www.towson.edu/studentlife/newstudent/family/network.html>
- b. Advise the Board on financial matters, update the Board and members on the financial health of the TFN, and provide guidance to the Board during funding and spending discussions. Provide financial information regarding the TFN from the Associate Vice President for Student Affairs, Campus Life or their designate.
- c. Serve as the administrator of the Kolb, Feder, and Dabrowski scholarships through the Development Office.
- d. Coordinate with other TU entities on TFN behalf (e.g., scholarships, family-family forums, Family Weekend, orientation).
- e. Facilitate communication with current and potential TFN through the TU for Families Newsletter, e-mail, and print.
- f. Coordinate on-campus logistics for the TFN at Family Weekend and other university events.
- g. Represent TFN at TU events.

## ARTICLE VI - COMMITTEES

**Section 6.1. Committee Formation.** The Board may create committees as needed. The Chair shall appoint all committee chairs from the Board members.

**Section 6.2. Executive Committee.** The elected officers along with the NSFP Staff Liaison to the Board shall serve as the members of the Executive Committee.

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**Section 6.3. 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, the Kolb Scholarship, and the Dabrowski Scholarship. The Board shall appoint a Board member a scholarship committee head. The Committee has the discretion to appoint other TFN members to augment the scholarship review and award process. The Committee is responsible for the planning and execution of the Association's Scholarships. The Committee's work includes coordination with the staff liaison, NSFP Staff Liaison; and evaluation of scholarship submissions with no prejudice to 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.

## **ARTICLE VII - EX-OFFICIO BOARD MEMBERS**

**Section 7.1. Ex-officio members shall include:**

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

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

## **ARTICLE VIII - AMENDMENTS**

**Section 8.1. Amendments.** These bylaws may be amended by a simple majority of the Board members present and voting at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.