



PARENT NETWORK

CLAREMONT MCKENNA COLLEGE

BY-LAWS and BOARD POSITION DESCRIPTIONS

Table of Contents

<u>Article I</u>	
Purpose	Page 3
<u>Article II</u>	
Objectives	Page 4
<u>Article III</u>	
Membership	Page 5
<u>Article IV</u>	
CMC Parent Network Board	Page 6
<u>Article V</u>	
CMC Parent Network Board Positions	Page 8
<u>Article VI</u>	
Elections	Page 10
<u>Article VII</u>	
Amendment	Page 11
<u>Parent Network Board Position Descriptions</u>	
President	Page 12
Vice President, Programs	Page 13
Vice President, Parents Fund	Page 14
Vice President, Communications	Page 15
Vice President, Career Development	Page 16
Regional Representatives	Page 17
Member at Large	Page 18

ARTICLE I PURPOSE

The purpose of the Claremont McKenna College Parent Network is:

- Section 1** To assist CMC in accomplishing its educational and cultural objectives.
- Section 2** To provide parents¹ with the ability to become more familiar with Claremont McKenna College's educational programs, activities, facilities, resources, and opportunities offered to students.
- Section 3** To afford parents opportunities to meet and interact with CMC administrators, faculty, students, alumni, and other parents.
- Section 4** To keep parents abreast of plans for future development of CMC to maintain and improve CMC's standing as a nationally recognized educational institution.
- Section 5** To act as a resource to provide information about CMC on an informal basis to families of prospective CMC applicants and students.
- Section 6** To represent the interests of parents to the Claremont McKenna College Board of Trustees.
- Section 7** To provide a forum for sharing experiences, activities, accomplishments, and overall campus life concerns, as well as general fellowship with other parents.
- Section 8** To offer annual financial support of College programs through the Parents Fund.
- Section 9** To act as an added resource for CMC students and the Career Services Center as students seek internships, employment, and graduate education.

¹ The term *parents* as used throughout these By-Laws will be all-inclusive, e.g., includes guardians, grandparents, and other extended family members.

ARTICLE II

FACILITATING THE PURPOSES OF ARTICLE I

Some specific activities of the Claremont McKenna College Parent Network to carry out the Purpose set forth in Article I are:

Section 1 To organize a Parent Network Board as a leadership group that will work to spearhead and implement the purposes of the CMC Parent Network.

Section 2 To sponsor or assist with activities and programs that will help Claremont McKenna College parents and parents of prospective CMC students become more familiar with the College. These activities can include, but will not be limited to:

- Parents Orientation
- Parents Weekend
- On-Campus Days
- Inside CMC Days
- Educational events with professors
- CMC activities nationwide
- Phonenite fundraiser(s)
- Electronic communications

Section 3 To sponsor an annual Parents Fund that will provide unrestricted and restricted monies for Claremont McKenna College. The Parent Network Board will continue to acknowledge the existing Parent Network Endowed Scholarship.

Section 4 To conduct or facilitate on-going communication with the general membership regarding CMC updates, events, athletics, and activities through both traditional methods and electronic media. Such communication will include the Parents Handbook, which will be updated yearly and distributed as needed.

Section 5 To be a resource to the CMC Office of Alumni and Parent Relations



ARTICLE III MEMBERSHIP

- Section 1** The Parent Network membership includes all parents of Claremont McKenna College students and parents of Claremont McKenna College alumni.
- Section 2** Membership in the Parent Network is automatic and there are no dues.
- Section 3** Parent Network members are invited to participate in most Claremont McKenna College Alumni Association activities and many of the Athenaeum lectures.

ARTICLE IV CMC PARENT NETWORK BOARD

- Section 1** The size of the Parent Network Board will vary from time to time as determined by the majority members of the Board in office, but at no time shall it be less than five. Recommendations of individuals to be members of the Board may be made directly to the President or Vice Presidents of the Parent Network Board or to the CMC Office of Alumni and Parent Relations. The CMC Office of Alumni and Parent Relations shall endeavor to send requests for nomination (including the responsibilities of Board members and obligation to attend Board meetings) of Parent Network Board members to all parents of current students. The intent of the Parent Network is for the Parent Network Board to be a group that reflects the fact that CMC is a geographically and ethnically diverse institution. Parents of current CMC students as well as parents of CMC alumni are eligible to be members of the Parent Network Board. Decisions regarding new membership on the Board shall be made by the President and Vice Presidents of the Parent Network Board in consultation with the relevant CMC Office of Alumni and Parent Relations staff.
- Section 2** Officers of the Parent Network Board shall include a President and four Vice Presidents (Vice President, Programs; Vice President, Parents Fund; Vice President, Career Development; and Vice President, Communications).
- Section 3** Attendance at Parent Network Board meetings shall be permitted by either in-person attendance or by appearance via telephone/conference call. Any matters for which a vote is taken at a meeting, such as electing officers, shall be decided by a majority vote of the Parent Network Board members attending such meeting, as long as at least one-third of the members of the Parent Network Board are in attendance at such meeting. For election of Officers, notice that an election will take place at a meeting must be given to Parent Network Board members at least thirty (30) days prior to such meeting. Notices to Parent Network Board members may be given either via U.S. mail, email or other electronic communication.
- Section 4** The CMC Parent Network Board shall constitute and oversee the activities of such committees as deemed appropriate by the Parent Network Board.
- Section 5** Committees constituted by the Parent Network Board will meet as required to perform assigned responsibilities. Committee membership shall be open to volunteers from the general membership of the Parents Network.

Section 6 Prospective Officers shall receive job descriptions approved by the Parent Network Board at the time of their nomination. Appointees shall receive job descriptions at the time of their appointment.

Section 7 The Board shall meet as needed, but no less than twice a year, in person or electronically. The Office of Alumni and Parent Relations liaison(s) shall be invited to all meetings as non-voting participant(s).

ARTICLE V

CMC PARENT NETWORK BOARD POSITIONS

- Section 1** From the members of the Parent Network Board, the Parent Network Board shall elect Officers. The Officers shall consist of a President and the following Vice Presidents: Vice President, Programs; Vice President, Parents Fund; Vice President, Career Development; and Vice President, Communication. For each Vice President position, the Board shall have the option to elect two co-vice presidents, in its discretion. If there are co-vice presidents, a reference in these By-Laws to a Vice President shall be considered to include the co-vice presidents.
- Section 2** The President of the Board shall preside over Parent forums and represent the CMC Parent Network at all activities and functions as deemed necessary by the Board. If the President is unable to attend a necessary activity or function, the President, or the CMC staff liaison to the Parents Network Board if the President is not available to make such designation in a timely manner, may designate one of the Parents Network Board Vice Presidents to attend on the President's behalf to represent the Parent Network.
- The President of the Board may be elected by the CMC Board of Trustees to serve as an ex-officio member.
- Section 3** The Vice President, Programs shall oversee the events of the CMC Parent Network.
- The Vice President, Parents Fund shall be the Parents Fund Chairperson and oversee the Parents Fund efforts, assisted by the members of the Parents Fund Committee, the CMC Parent Network general membership, and the Office of Annual Giving liaison(s).
- The Vice President, Communications shall oversee communications between various College offices, regional Parent Network Board representatives, and the Parent Network general membership.
- Section 4** The Vice President, Career Development shall create and oversee a program through which CMC parents and alumni are willing and available to speak with and/or act as a resource to CMC students as students seek employment and graduate school and career advice.
- Section 5** The President of the Board may also from time to time, at his/her discretion appoint Chairpersons for specific projects, ("Chairperson(s)"), to lead,



plan, implement, and evaluate such specific projects in cooperation with the Parent Network general membership and CMC staff.

Examples of projects for which such Chairpersons could be appointed may include, but are not limited to:

- Parents Orientation
- Parents Weekend
- On-Campus Days
- Inside CMC Days
- Parents Handbook
- CMC activities nationwide
- Educational events with a professor
- Regional representatives
- Phonenite fundraiser(s)
- Electronic communications

Section 5 The President of the Board shall appoint Regional Representatives to spearhead the work of the Parent Network in such geographic areas as the Board feels necessary. The term of each Regional Representative shall be one year, from July 1 through June 30, subject to re-appointment at the President's discretion.

ARTICLE VI ELECTIONS

Section 1 Officers and Chairpersons shall serve for a one-year term from July 1 through June 30. Officers may serve subsequent terms if so elected by the Board. The outgoing Board shall elect Officers for the next term.

Section 2 Nomination of Board Officers shall be the responsibility of a Nominating Committee consisting of not less than five or more than seven parent board members appointed by the Board. The Nominating Committee may consist of parents of graduating seniors, past Presidents or Vice Presidents, and other representatives of the Parent Network, and be chaired by the Parent Network President.

The Office of Alumni and Parent Relations liaison(s) shall advise the Nominating Committee and shall be present at Nominating Committee meetings.

Section 3 The Nominating Committee shall select a slate of Officers for one-year terms. The Parent Network Board will elect the Officers from the slate presented. The Nominating Committee's slate will be presented to the Board at a meeting held in the spring of each year by a majority vote of the Parent Network Board members attending the Parent Network Board meeting, as long as at least one-third of the members of the Parent Network Board are in attendance at such meeting.

Section 4 Mid-year vacancies of Officers and Chairpersons shall be filled by an appointment by the President.



ARTICLE VII AMENDMENT

- Section 1** These By-Laws may be reviewed by the Parent Network Board, or a committee thereof, at the Board's discretion. The President of the Parent Network may select a volunteer By-Laws Chairperson from the current Parent Network Board.
- Section 2** These By-Laws may be amended at a Parent Board Meeting by a vote of at least a two-thirds majority of the members of the Parent Network Board attending such meeting, as long as at least one-third of the members of the Parent Network Board are in attendance at such meeting.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: PRESIDENT

Length of Service: One year, July 1 through June 30. Elected by the Parent Network Board.

Overview:

The President serves as the spokesperson of the Parent Network, officiates at Parent Network events, and convenes certain forums and business meetings of the Parent Network Board in order to accomplish the Network's goals. The President may be elected as an ex-officio member of the Board of Trustees coincident with the term of the office and reports on Network activities to that body. Additionally, the President helps to identify and recruit new members of the Board, supports and encourages the growth of the Parents Fund, and promotes active participation from the membership of the Parent Network. The President works closely with the Office of Alumni and Parent Relations liaison(s) on campus to achieve the Network's goals.

Specific Tasks:

1. Serve as the spokesperson of the Parent Network, to speak at Parent Network events, and to communicate the desires and needs of CMC parents to the CMC Board of Trustees and to the CMC staff.
2. Represent CMC parents as an ex-officio member of the CMC Board of Trustees. The President is responsible for reporting to the Board of Trustees on the activities, accomplishments, concerns, and status of the Parent Network.
3. Preside over the meetings of the Parent Network Board.
4. Preside over Parent Network forums.
5. Oversee the activities of the committees of the Parent Network.
6. Help identify and recruit Parent Network volunteers.
7. Work with the staff of the College to implement Parent Network programs.
8. Support and encourage the growth of the Parents Fund.
9. Promote active participation from the general membership.
10. Attend the majority of Parent Network events and Parent Network Board meetings, in person or via teleconference.
11. Serve a one-year term on the Editorial Board of *CMC*, the magazine of Claremont McKenna College. The Editorial Board gathers two to three times annually and advises the editors on themes for future issues and ensures that the content, format, and design of the magazine are compatible with the various constituencies of the CMC community. The Parent Network President may also designate another board member to take his/her place on the Editorial Board.
12. Select the By-Laws Chairperson from the current Parent Network Board.
13. Chair the Nominating Committee.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: VICE PRESIDENT, PROGRAMS

Length of Service: One year, July 1 through June 30. Elected by the Parent Network Board.
May be Co-Vice Presidents.

Overview:

The Vice President, Programs helps to recruit volunteers for Parents Orientation, Parents Weekend, Parent Forums, On-Campus Days, Inside CMC Days, and other Parent Network events. The Programs Vice President may serve as a Chair of one or more events or may appoint a designee to serve as Chair for a specific event. The Chair's responsibility is to insure progress on each event and to provide assistance, where needed. The Chair works closely with the Office of Alumni and Parent Relations liaison(s) on campus to secure all arrangements.

Specific Tasks:

1. Serve in the place of the President of the Parent Network, if requested, when the President is unable to fulfill his/her duties, with the exception of attending CMC Board of Trustees meetings.
2. Work with the President to determine guest speakers for events or forums. These guest speakers shall often be members of CMC's administration or faculty.
3. Work with the Parent Network President and CMC staff to find hosts and speakers for the Parent Forums and regional events.
4. Present a report to the Parent Network membership.
5. Promote active participation from the general membership.
6. Ensure that Parents Orientation, Parents Weekend, and at least two educational events with a professor are organized and held each academic year.
7. Initiate and help to implement any other activities or events which the Parent Network would like to sponsor.
8. Work with CMC staff to ensure that events run smoothly.
9. Present to the College the needs and concerns of the parents regarding the purpose and implementation of the event.
10. Approve and sign all correspondence to attendees of the event.
11. Recruit parents to serve in various capacities for the event.
12. Participate in the evaluation of the event.
13. Participate in at least one of the College's campus events, such as Parents Orientation, Parents Weekend, On-Campus Day, or Inside CMC Day.
14. Attend the majority of Parent Network Board meetings, in person or via teleconference.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: VICE PRESIDENT, PARENTS FUND

Length of Service: One year, July 1 through June 30. Elected by the Parent Network Board.
May be Co-Vice Presidents.

Overview:

The Vice President, Parents Fund agrees that philanthropic support of Claremont McKenna College's mission is one of the top personal priorities and agrees to demonstrate that through personal giving to CMC. The Vice President is an enthusiastic proponent of CMC, understands the importance of individual giving to the life of CMC students, agrees to serve as a spokesperson for giving, signs at least two Parents Fund letters annually (to parents of current students and parents of alumni, alike), and leads by example. The Vice President may agree to contact parents in person or by phone to encourage participation in the Parents Fund and/or recruit other parents to help make one-on-one calls. This position is assisted by a staff member from the Annual Giving Office at Claremont McKenna College, who is responsible for drafting appropriate communications and working with the Vice President to achieve ambitious goals. The Vice President shall serve as the Chair of the Parents Fund Giving Committee and Phonenite.

Specific Tasks:

1. Serve as the head of the Parents Fund.
2. Approve and sign solicitation correspondence with parents.
3. Participate in soliciting Res Publica, President's Society, and President's Leadership Council donors.
4. Present a report to the Parent Network membership.
5. Recruit parent volunteers to assist in Parents Fund solicitation efforts.
6. Encourage and support the growth of the Parents Fund.
7. Participate in at least one of the College's campus events, such as Parents Orientation, Parents Weekend, On-Campus Day, or Inside CMC Day.
8. Attend the majority of Parent Network Board meetings, in person or via teleconference.
9. Serve as Chair of the Parents Fund Giving Committee and help to recruit its members.
10. Serve as Phonenite Chair.
11. Serve in the place of the President of the Parent Network, if requested, when the President is unable to fulfill the duties of the President, with the exception of attending CMC Board of Trustees meetings.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: VICE PRESIDENT, COMMUNICATIONS

Length of Service: One year, July 1 through June 30. Elected by the Parent Network Board.
May be Co-Vice Presidents.

Overview:

The Vice President assists the College to identify items that might be useful to parents of new and returning students as parents navigate academic and social life for their CMC students.

Specific Tasks:

1. Support on-going communication with the general membership through conventional methods and electronic media.
2. Work with the Office of Alumni and Parent Relations to provide recommendations of topics and areas of interest to parents for inclusion in the CMC Currents.
3. Gather and disseminate information between various College offices, regional Parent Network Board representatives, and the CMC Parent Network general membership. This information shall be reviewed by the Parent Network President and the Office of Alumni and Parent Relations staff liaison(s).
4. Assist the Office of Alumni and Parent Relations in the publication of the Parents Handbook. This includes final editing, promotion, and approval. The Chair works closely with the Office of Alumni and Parent Relations liaison(s), who serves to coordinate the publishing of the Handbook either in print or online.
5. Serve as a resource for Regional Representatives.
6. Participate in at least one of the College's campus events, such as Parents Orientation, Parents Weekend, On-Campus Day, or Inside CMC Day.
7. Attend the majority of Parent Network Board meetings, in person or via teleconference.
8. Promote active participation from the general Parent Network membership.
9. Serve in the place of the President of the Parent Network, if requested, when the President is unable to fulfill the duties of the President, with the exception of attending CMC Board of Trustees meetings.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: VICE PRESIDENT, CAREER DEVELOPMENT

Length of Service: One year, July 1 through June 30. Elected by the Parent Network Board.
May be Co-Vice Presidents.

Overview:

The Chair shall create and oversee a program through which CMC parents and alumni are willing and available to speak with and/or act as a resource to CMC students as students seek employment.

Specific Tasks:

1. Prepare and send notices to CMC parents around the world to solicit a roster of individuals willing to speak with and provide information and contacts to help CMC students seeking employment in areas related to such individuals' work.
2. Work with the Career Services Office to prepare roster of CMC parents willing to participate, by the areas of their professional expertise.
3. Work with the Career Services Office to promote awareness of roster to CMC students and alumni.
4. On a yearly basis, work with the Career Services Office to ask parents on the roster if they have internships or permanent employment for CMC students.
5. Attend the majority of Parent Network Board meetings, in person or via teleconference.
6. Serve in the place of the President of the Parent Network, if requested, when the President is unable to fulfill the duties of the President, with the exception of attending CMC Board of Trustees meetings.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: REGIONAL REPRESENTATIVE
(Regional, National, or International Representatives as deemed necessary by the Board.)

Length of Service: One year, July 1 through June 30. Appointed by President of Parent Board. May be more than one Regional Representative.

Overview:

Regional Representatives serve a number of functions within their region: make welcome calls to parents of incoming freshmen and transfer students; serve as a general resource for parents; support CMC programs by attending events; and assist the National Parents Fund Chair with key solicitations in the region. Regional Representatives may include, but are not limited to, East, Midwest, Northwest, Southwest, and International.

Specific Tasks:

1. Serve as a Parent Network representative of a geographic area and communicate to the Vice President, Communications information concerning parents in that specific area.
2. Make “welcome calls” to incoming freshman and transfer parents during the summer months prior to Orientation.
3. Serve as a resource for parents in their respective geographic area.
4. Support College programs in a geographic area by attending event(s), serving as parent hosts, and encouraging other parents in the area to attend event(s).
5. Promote active participation from the general membership.
6. Attend the majority of Parent Network Board meetings, in person or via teleconference.

CMC PARENT NETWORK BOARD POSITION DESCRIPTION

Position Title: MEMBER AT LARGE

Length of Service: One year, July 1 through June 30. Appointed by President of Parent Board.

Overview:

Members at Large may serve a number of functions depending on their specific assignments. Possible assignments included membership on one or more Parent Network Board Committees, such as the Parent Fund, Communications, Career Services, Events and/or Nominating. Other examples include the CMC Alumni Association board liaison and the Board Alumni Forum Coordinator.

Specific Tasks:

1. Serve on committee or in assigned role as agreed upon.
2. Make “welcome calls” to incoming freshman and transfer parents during the summer months prior to Orientation.
3. Serve as a general resource/”ambassador” for other CMC parents.
4. Support College programs by attending events
5. Promote active participation from the general membership.
6. Attend the majority of Parent Network Board meetings, in person or via teleconference.