I. Name
   A. The name of this organization is Parent & Family Advisory Council, hereafter called PFAC. Its location is the University North Carolina at Greensboro, Dean of Students Office, Elliot University Center, Suite 210, Greensboro, NC 27401-6170.
   B. PFAC is a local parent unit within UNCG and does not maintain membership or affiliation with any other national or university level parent group or organization.

II. Mission and Objectives
   A. Mission: 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.
   B. The objectives of PFAC and its various sub-committees are to:
      1. Provide input and feedback to UNCG;
      2. Serve as volunteers of UNCG events as requested;
      3. Contribute to publications for UNCG families;
      4. Assist with raising funds for special initiatives;
      5. Assist in building affinity and support for UNCG among parents and family members;
      6. Gather feedback and input from other UNCG parents and family members;
      7. Recruit new members to PFAC.

III. Organization
   A. 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 comprised of dedicated members that have at least one undergraduate student actively enrolled at UNCG and who wish to volunteer their time or effort to enhance the student experience at UNCG.
IV. 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:
   1. PFAC Scholarship(s): PFAC Scholarships recognize students who have inspired good will and support for UNCG in the larger Greensboro community.
   2. 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.
   3. Spartan Summer Send-offs: Hosting PFAC members that welcome accepted students and family members to an in-home celebration prior to moving to the UNCG campus. (to be replaced by future summer events when determined by New Student & Spartan Family Programs staff)
   4. 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 to programs above and voted on for approval by PFAC. (Note: Vice Chancellor for Student Affairs must approve all allocations before they are awarded.)

V. Membership and Contributions
A. PFAC Membership: Any family member of current UNCG undergraduate students are eligible to submit an application to the Parent and Family Coordinator of the Dean of Students office.
   1. Membership Selection
      a. The PFAC Chair will select an ad hoc committee comprised of other PFAC members to review applications along with a UNCG staff member.
      b. Additional members may be appointed at the discretion of the UNCG staff member based on particular interest and expertise or knowledge that will benefit the operation of the PFAC.
      c. Membership in PFAC shall begin immediately upon notification from the PFAC Chair or Vice-Chair and run one fiscal year. A PFAC member in good standing may return for subsequent terms provided the member adheres to conditions spelled out below.
      d. 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 end of September 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 spelled out above.
      ii. Having an undergraduate student family member enrolled at UNCG.
      iii. Attending two meetings a year; one in fall and one in spring. A member may attend the Fall or Spring meeting either physically or virtually if available. 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.
      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 requirement.
   b. A member may be removed from PFAC if they fail to meet the above expectations. Prior to removal from PFAC, members will be sent a notice by the PFAC Chair and UNCG staff member that detail what requirement(s) have not been fulfilled by PFAC member. The notice will be sent following the Spring PFAC meeting with a 30 day deadline to advise about completion of requirements or resignation from PFAC.

VI. Nomination and Election for Chairs and Coordinators
   A. PFAC Chairs: A Chair and Vice-Chair shall be selected through an application process administered by the Parent and Family Coordinator of the Dean of Students Office. Nominations for PFAC Chairs shall be submitted to the Assistant Director and current PFAC Chair on or by April 1st (for PFAC chair) and August 1st (for PFAC Vice-Chair).
   B. Chair Term: All Chairs shall serve a term of one academic years with a maximum of two (2) terms in the same position if approved by the council, unless their student graduates from UNCG prior to the full two year term.
   C. Chair qualifications shall be as follows:
      1. PFAC Chair:
         a. Shall be a member in good standing.
         b. Shall not be required to have been Vice Chair in the prior year.
         c. The Chair will be selected at the Spring PFAC meeting.
      2. PFAC Vice-Chair:
         a. Shall be a member in good standing.
         b. Shall move into the Chair position should the Chair be unable to perform the duties.
         c. Shall serve on PFAC Fund-raising committee and have a lead role in organizing the fund-raising efforts of PFAC.
         d. Can be appointed by the PFAC board as needed.
         e. The Vice-Chair will be selected in the Fall term.
D. Committee Chairs: Each committee will have a chair who volunteers or is selected by its committee members.
   1. Chairs shall be in charge of planning, overseeing and coordinating the members of its committee and act as point of contact for the PFAC Chair or the UNCG staff member.
   2. Chairs shall use all available means of conference calls, email, Skype or other agreed upon meeting venue to organize meetings of the members and report progress back to the PFAC Chair at least once per semester during the academic year.
   3. The UNCG staff member will advise committee chairs or provide information to the PFAC Chair for any given Committee.
   4. All Chairs shall serve a term of one academic year with a maximum of two (2) terms in the same position.
   5. The PFAC Chair or Vice-Chair shall be an ex-officio member of each committee.

VII. 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: Works with the UNCG staff member to assist with coordinating PFAC volunteers for UNCG events such as the Gold Tie Gala, SOAR sessions, fundraising events or other UNCG initiatives that involve families.
         a. The chair for this committee will be selected at the Fall PFAC meeting.
      2. Communication Committee: Is charged with providing articles or information for the Family Connections monthly e-newsletter, and assessing the needs of parents and family members.
         a. The chair for this committee will be selected at the Spring PFAC meeting.
      3. Membership & Policies Committee: Serves the administrative side of PFAC by crafting operating Guideline amendments, maintain and update membership rolls, recommend new spending proposals and assist in the selection of new incoming PFAC Board members.
         a. The chair for this committee will be selected at the Fall PFAC meeting.
      4. Fundraising Committee: Works to ensure that fundraising events occur on a regular basis to support the Spartans Families Fund. The committee coordinates with the Event Planning Committee and other PFAC members to adequate plan, promote, staff, and execute fundraising initiatives.
         a. The chair for this committee will be selected at the Spring PFAC meeting.

VIII. 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 Assistant Director.).
C. Notice of the amendment shall be given at the previous meeting or through communication to the PFAC membership 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:
2003 October 03    UNCG Parent/Family Association Operating Guidelines created
2010 February 03   Operating Guidelines draft Amendment developed for review & approval
2010 September     Operating Guidelines Amendment of 2010 February APPROVED
2014 March         Operating Guidelines draft Amendment developed for review & approval
2014 December      Operating Guidelines final draft Amendment developed for review & approval
2015 February      Operating Guidelines APPROVED by PFAC Board
2016 March         Operating Guidelines draft Amendment developed for review & approval