

CLAFLIN UNIVERSITY
Panther Parents Association
400 Magnolia Street
Orangeburg, SC 29115

BY-LAWS

Article I NAME AND LOCATION

SECTION 1

The name of the organization is “Panther Parents Association”, here in after call “Association”. Its principal office shall be located at Claflin

- SECTION 1** The officers shall be President, Vice President, Recording Secretary, Treasurer, Events Coordinator, and Fundraising Coordinator.
- SECTION 2** The election of officers shall be held during meetings of Parents' and Family Affair Weekend in August of each year.
- SECTION 3** The officers shall be elected for a term of one year, not to exceed four consecutive terms.
- SECTION 4** In case of an unexpired term of the President, the Vice President shall fill the vacancy, if he is unable to serve, the Second Vice President shall obtain the position. In case of the un-expired term of other officers, the Association President shall have the power to appoint a member to fill the vacancy.
- SECTION 5** The Association President-Elect shall appoint the Events and Fundraising Chairmen after the officers' meeting in April and before August of each year.

Article VI DUTIES OF OFFICERS

- SECTION 1** The **President** shall be the official head of the association. He or she shall preside at all meetings and have general supervision of its affairs. He or she shall have the authority to call special or extra meetings when it is necessary. He or she shall see that the officers and program chairmen discharge their duties faithfully, accurately, promptly, and shall enforce strict observance of the University policies.
- SECTION 2** It shall be the duty of the **Vice President** to perform the duties of the President when the President is absent or otherwise unable to serve, and to perform such duties as may be required of him or her.
- SECTION 3** It shall be the duties of the **Recording Secretary** to keep accurate records and transactions of the association, to conduct its correspondence, to maintain dated records of events, meetings, as well as other gatherings, and to submit promptly and accurately all reports required of him or her. He or she shall maintain files of all **BULLETINS** and other releases from the University. The Books of the Recording Secretary shall be available for inspection at all times by the Officers of the Association, University Staff Contact, Assistant to the Vice President of Student Development, Vice President of Student Development, or University President.
- SECTION 4** The **Treasurer** shall have care and custody of all monies of the association, and shall pay out the same only upon warrants authorized by the association and signed by duly authorized persons. He or she shall have the responsibility of the collection of dues and other monies. He or she shall advise members on their finan1 0 0 amf4Tre3e1 in accordance with dues

FINANCIAL MANAGEMENT The committee shall investigate income management and investments.

BY-LAWS The committee will propose needed changes to the by-laws, examine all proposed amendments and those adopted at each meeting and update the p

Article IX