



BY LAWS OF THE WEBB PARENTS ASSOCIATION

Article I - Name

The name of the association shall be the Webb Parents Association, hereafter referred to as the WPA or the Parents Association.

Article II – Mission Statement

The purpose of the Webb Parents Association is to promote participation of parents and families to enrich the Webb experience through communication and support in keeping with the institution's traditions, goals, and standards of excellence.

Article III – Operations and Fiscal Administration

Section 1. The Webb Parents Association shall operate as a non-profit organization exclusively to benefit the Webb Institute within the guidelines of the Webb Institute Mission Statement and within the meaning of section 501(c)(3) of the Internal Revenue Code. No part of the revenues shall inure to benefit any individual, its members officers or any private persons, except as reasonable compensation for necessary services rendered. The Executive Committee shall be responsible for the administration of affairs of the Webb Parents Association, within the guidelines established and approved herein.

Section 2. Any projects undertaken by the Webb Parents Association for the enrichment of the Webb Experience or the improvement of Webb Institute facilities shall be coordinated through the President and the Board of Trustees of the Webb Institute and shall comply with the policies of the Webb Institute.

Section 3. The Fiscal year for the Webb Parents Association shall be from July 1st to June 30th.

BY LAWS OF THE WEBB PARENTS ASSOCIATION (CONT'D.)

Article IV – Membership

General membership to the Webb Parents Association is open to parents, guardians and families of all current students and former students without expiration. There is no fee, form or application for membership to the WPA. Individuals who fit the criteria above are considered members of the WPA and are eligible to participate in meetings and activities. Eligibility to vote is limited to parents and guardians of incoming, current, former Webb students and the Administration and Student Liaisons serving on the Executive Committee. Voting shall be limited to one vote per family per student.

Article V - Executive Committee, Duties and Terms of Office

Section 1. The Executive Committee shall be made up of the following officers: Chair, Vice Chair, Secretary, Treasurer, Administration Liaison and Student Liaison and Communications Moderator.

Section 2. The Chair and/or Vice Chair shall preside over all meetings of the Webb Parents Association and serve as liaison on the Webb Institute Board of Trustees. The Secretary shall record minutes of all meetings and be responsible for all correspondence of Webb Parents Association. The Treasurer shall make a financial report at all meetings. The roles of Administration Liaison and Student Liaison are representative for those groups and whose input and feedback are paramount to the goals of the Webb Parents Association. The Communications Moderator will moderate online dialog and maintain internet presentation.

Section 3. The duties of the Executive Committee officers may be modified by the Chair as appropriate, upon agreement of the Executive Committee, without a change in the By-Laws.

Section 4. All officers shall be required to attend at least one regular meeting, unless excused. If an officer misses all meetings without being excused, the officer may be asked to resign.

Section 5. The Executive Committee shall prepare an annual report as of Family Weekend of each year, reporting operations and accomplishments during the previous twelve (12) months. This report shall include a financial accounting for the previous fiscal year and a proposed budget for the following year.

Section 6. Each officer on the Executive Committee shall hold office for one (1) year. Prior officers may be re-elected.

BY LAWS OF THE WEBB PARENTS ASSOCIATION (CONT'D.)

Article VI – Election of Officers

Officers of the Executive Committee shall serve on voluntary basis. Should more than one voting member volunteer to serve on the Executive Committee in the same position, elections shall be held. Elections shall be held at the regular meeting which takes place on Family Weekend in the fall.

Article VII – Meetings

Section 1. There shall be two (2) regular meetings annually; Family Weekend and Homecoming Weekend. A quorum at regular meetings shall consist of seven (7) voting members exclusive of the Executive Committee and may be conducted via telephone or Internet conference. Special meetings may be called for by the Chair or standing or ad-hoc committees as deemed necessary and may be conducted via telephone or Internet conference.

Section 2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the meetings and the members in all cases to which they are applicable and in which they are not inconsistent with these By-laws.

Article VIII – Committees

The Chair and/or the Executive Committee may appoint standing and ad hoc committees as needed.

Article IX – Relations with Institute Faculty and Administration

The Executive Committee shall be prepared to meet and consult with the President and such members of his faculty and support staff personnel as he may designate. Officers and members of the Webb Parents Association who have accepted positions of leadership with respect to the various mission areas of the Webb Parents Association shall establish informal liaison with staff personnel having responsibilities within these areas, to the end that a mutual understanding may be developed and effective measures undertaken in response to the needs of the Webb Institute and the WPA.

Article X- Dissolution

Upon dissolution of the Webb Parents Association, all monies shall be granted to the Webb Institute.

Article XI – Amendments

These by-laws may be amended and adopted by majority vote of the Executive Committee. A copy of the proposed amendments will be provided to members of the Executive Committee prior to a special meeting.