



Drexel Family Association

*Established: November 2005 as the Drexel University Parents Advisory Council (DUPAC)
Amended: September 2013*

Mission Statement

The Drexel Family Association (DFA) intensifies and improves the student experience by providing parents and family members a network of support. The DFA serves as a connection to the University and provides parents and family members with communication, involvement, and development opportunities.

DFA Functional Areas

A. Communication

The DFA facilitates communication among students, parents and family members, and University administrators in order to ensure that parents and family members have access to timely and accurate information. Additionally, the DFA acts as a vehicle through which parents and family members can ask questions and communicate concerns.

B. Involvement

The DFA provides opportunities for parents and family members to engage with the campus community by participating in campus events including Family Weekend, Accepted Students Days, and New Student Orientation.

C. Development

The DFA works with the University to provide opportunities for parents and family members to financially support the University in a variety of ways.

Membership

A. Drexel Family Association

1. Membership is free and open to all parents and family members of students currently enrolled at Drexel University.
2. Membership includes access to the DFA website, Newsletter, Family Guide and any other communication resources provided by the Association.
3. The DFA Annual Meeting shall be held during the first weekend in November as part of Family Weekend. This meeting is open to the entire DFA membership.

B. Dean's Advisory Council

1. The Dean's Advisory Council serves as an advisory committee to the Dean of Students. The Dean utilizes this group to gain parent and family member perspectives on campus issues and to support the Association's events.
2. Members shall be appointed by the Dean of Students and are required to attend a minimum of one (1) quarterly meeting and volunteer at a minimum of two (2) Association-sponsored events per academic year (which is defined as fall quarter through summer quarter).
3. Inquiries about Advisory Council membership can be made by submitting an interest form found on the [DFA website](#).
4. Advisory Council Meetings are typically held from 12 – 2 PM on the Sunday preceding the fall, winter, and spring terms.
5. Advisory Council volunteer roles include:
 - a. **Communications Committee.** The Communications Committee monitors the [DFA website](#) and [Facebook group](#) to ensure that accurate information is being communicated and that parent and family member questions and concerns are being addressed. This committee also provides creative and editorial consult for the monthly Family Newsletter and annual Family Guide.
 - b. **Development Committee.** The Development Committee works with the Development Coordinator to determine strategies to increase parent and family member giving. This committee may also establish specific fundraising campaigns through the Association for student scholarships and other institutional advancement opportunities.
 - c. **DFA Ambassadors.** DFA Ambassadors work closely with the Ambassador Coordinator and the Director of New Student and Family Programs to interact with prospective, new, and current parents and family members at Accepted Students Days (spring term), New Student Orientation sessions (summer term), and Family Weekend (fall term).

6. Advisory Council members may be removed from the Council without cause at the discretion of the Dean of Students.

C. Executive Board

1. The Drexel Family Association is governed by the Executive Board which oversees the business and affairs of the DFA.
2. Membership is drawn from Dean's Advisory Council members who have successfully completed two (2) years of service to the Association through regular participation at meetings and maintaining an active volunteer role.
3. Membership is appointed by the Dean of Students and confirmed by at least two (2) members of the current Executive Board.
4. Regular Executive Board Meetings are held quarterly in closed session. Special meetings may be called by the Chair or any three (3) board members to discuss emergency or unforeseen business.
5. Executive Board Officer Positions include:
 - a. **Chair.** The chair works with the Dean of Students and Director of New Student and Family Programs to set the agenda for Executive Board Meetings, provides updates during Advisory Council Meetings, and ensures that the Association is accomplishing its mission.
 - i. The DFA Chair shall also serve as a liaison to the President's Advisory Council.
 - b. **Chair-Elect.** The Chair-Elect (or Vice Chair) acts as the Chair in her or his absence. The Chair-Elect provides support to the Communications, Ambassador, and Financial Support Coordinators and runs all Executive Board elections.
 - i. The Chair-Elect assumes the role of Chair with a two-thirds (2/3) vote of confidence from the Executive Board at the Fall Meeting.
 - c. **Communications Coordinator.** The Communications Coordinator ensures that all Association documents and marketing materials are up-to-date and works with the Director of New Student and Family Programs to manage all parent and family member questions and concerns.
 - d. **Ambassador Coordinator.** The Ambassador Coordinator recruits, trains, and keeps records of all volunteers for Accepted Students Days, New Student Orientation sessions, and Family Weekend.

- e. **Development Coordinator.** The Development Coordinator works with the Dean of Students to develop strategies to increase parent and family member giving through the Association.
 - f. **Members at Large.** Members at Large support the Executive Board with personal or professional expertise including legal, fundraising, event management, and other areas that enhance and diversify the make-up of the board.
6. Election of Officers
- a. **Eligibility.** Officers must have served on the Dean’s Advisory Council for a minimum of two (2) years through regular participation at meetings and maintaining an active volunteer role.
 - b. **Nomination.** Eligible candidates must be nominated at the Advisory Council Fall Meeting and seconded by at least one other Advisory Council member.
 - c. **Election.**
 - i. Officers are elected by majority vote of the Executive Board at an election to be finalized before the last day of October.
 - ii. All votes shall be submitted through secret ballot.
 - d. **Term of Office.**
 - i. Officers serve one-year, renewable terms from November through October.
 - ii. Officer terms begin at the close of the DFA Annual Meeting during Family Weekend.
 - iii. Officers may serve consecutive terms without limit, provided that their student maintains enrollment at Drexel.
 - e. **Vacancies.** If a vacancy occurs during the term of office for any elected officer, the Executive Board shall elect a new officer to fill the remainder of the term as soon as practical, by majority vote of board members present.
 - f. **Removal.**
 - i. Any board member may be removed without cause, at any time, by a majority of the entire Executive Board, at a Regular or Special Meeting called for that purpose.
7. All Executive Board members – with the exception of the Chair – have full voting rights. The Chair may only vote in the event of a tie.

Ethics Statement

A. Conflict of Interest

Drexel University occupies a position of trust and responsibility in the community. It has obligations to external organizations, government entities, donors, parents, students, patients and the community to use its resources responsibly and, where required, for designated purposes. In meeting its obligations, the University expects all members of the University community to carry out their responsibilities with the highest level of integrity and ethical behavior (Drexel University [Conflict of Interest and Commitment Policy #OGC-1](#)).

DFA members do not speak for the University and are encouraged to utilize professional staff members for accurate information when representing the Association.

B. Compensation

DFA members shall not expect, request, or receive any salaries or other compensation for their services. This includes but is not limited to preferential treatment in admissions, housing assignments, financial aid, employment, student conduct proceedings, or commencement tickets.

While DFA members should refrain from using personal funds for Association business, members may be reimbursed for any actual expenses incurred in the performance of their duties for the Association.

C. Acknowledgement

All Dean's Advisory Council and Executive Board members must read and sign a copy of this Ethics Statement at the beginning of their term and annually at every Fall Advisory Council meeting.

Amendments

The Executive Board may alter, amend, or repeal these Bylaws by a majority vote of the board members present and voting at any regular or special meeting.



Drexel Family Association

Addendum 1: Acknowledgement of Ethics Statement

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By signing below, I acknowledge my understanding of the Drexel Family Association Ethics Statement and agree to abide by these terms.

Member Name (printed)

Member Signature

Date