



UNIVERSITY OF CENTRAL FLORIDA

McKNIGHT CENTER OF EXCELLENCE

# National Achievers Society

## Parent Alliance Handbook



**National Achievers Society  
Parent Alliance  
By Laws**

**Article I. Organization**

The name of this organization shall be the Parent Alliance of the University of Central Florida McKnight Center Of Excellence National Achievers Society. There shall be three (3) stand-alone chapters of the UCF MCOE National Achievers Society for Orange and Seminole counties and the Apopka area.

**Article II. Purpose**

The purpose of the Parent Alliance shall be to support the goals and objectives of the National Achievers Society and the UCF McKnight Center of Excellence.

This purpose shall be accomplished by:

Determining annual goals for the Parent Alliance and planning annual activities, this shall include, but not be limited to the following:

- Coordinating educational and cultural activities for enrichment of the National Achievers
- Planning events (cultural celebrations, community service projects, etc.)
- Assist with Induction Ceremonies
- Establish fundraising to support NAS activities
- Submit monthly reports of activities by the 28<sup>th</sup> of each month to include in the reporting to the Florida Education Fund

**Article III. Relationship with the McKnight Center of Excellence**

The UCF McKnight Center of Excellence, also known as the “Parent Organization,” shall provide support and assistance to all members if resources and funding are available. Support from the McKnight Center of Excellence shall include direct mailings, preparation of materials for standard activities, dissemination of other literature relevant to the achievement of the established program goals and objectives, assistance with program planning initiatives.

The Center of Excellence shall have final approval on any fundraising projects. The parent organization shall insure that the Parent Alliance is in compliance with the policies and guidelines set forth by the State of Florida, the Florida Education Fund, the University of Central Florida and the McKnight Center of Excellence at all times, and shall insure avoidance of conflict with other fundraising activities planned by the UCF McKnight Center of Excellence or its governing board of directors.

Associations, fraternities, sororities and other organized groups may sponsor a NAS student, program or activity in a subsidiary capacity by agreement with the Parent Alliance on position of support and authorization of the McKnight Center of Excellence. The State of Florida rules, regulation and policies governing the University of Central Florida and McKnight Center of Excellence shall supersede all rules, regulation and policies pertaining to any such subsidiaries.

## **Article IV. Basic Policies**

The following are basic policies of the National Achievers Society Parent Alliance:

- The organization shall be noncommercial, nonsectarian, and nonpartisan.
- The name of the organization or the names of any member in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objects of the organization.
- The Alliance shall encourage multicultural students to participate in academic, cultural and enrichment activities sponsored by the McKnight Center of Excellence and/or other organizations, which complement the goals of the Center, for the personal growth and development of participating students. Each Chapter will ensure that all programming planned and executed for the year is inclusive and diverse.
- Each Chapter of the Parent Alliance will be responsible for submitting statistical information on the students and services given at their respective chapters. This information will include, but is not limited to attendance rosters, updated calendar of events, meeting dates/times/locations, list of existing Officers, fiscal reports (see criteria below), community service activities performed, and any donors/donations secured for the year. This information will be submitted on a monthly basis after each chapter meeting for reporting purposes.

The Alliance recognizes that the final legal responsibility to make decisions regarding the National Achievers Society rests with the UCF McKnight Center of Excellence.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal Income tax under Section 501© (3) of the Internal Revenue Code or (2) by an organization to which contributions are deductible under Section 170© (2) of the Internal Revenue Code.

No part of the net funds of the organization shall be used to the benefit of, or be distributable to its members, officers, or other private persons except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Upon the dissolution of this organization, the remaining assets shall be transferred to the UCF McKnight Center of Excellence general account through deposit at the University of Central Florida.

## **Article V. Membership**

Membership shall be available to the natural parent, legal guardian or custodian of a student who has been formally inducted into the National Achievers Society.

An active member is one who is in a current status with the organizations scheduled dues, has attended monthly meetings, has attended and/or participated in Inductions, has attended and/or participated in programs.

Active members are expected to participate in activities of the Parent Alliance and the National Achievers Society. Parents are expected to plan and execute programs and activities for the NAS.

## **Article VI. Election of Officers**

Officers will be elected for a two-year term and may serve a maximum of four consecutive years. Officers for the Parent Alliance shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Assistant Secretary, and Treasurer.

Elections shall take place no earlier than April for the new academic year (September through May). Only active members are eligible to vote. The majority of individuals in attendance will determine the winner during the voting process.

All Officers must have been active with the chapter for at least one year prior to serving in their elected capacity.

Impeachment Clause: All Officers are subject to impeachment of their posts when the majority of the Parent Alliance members agree that said Officer is not upholding the duties and responsibilities assigned to that position, or not supporting the goals of the membership at large. Impeachment bids must be submitted in writing to the UCF McKnight Center of Excellence, who will then facilitate a grievance process with the membership.

## ***Section 6.01 Description of Officers***

### President

The duties of the President are as follows:

- To facilitate meetings on time by taking the chair and calling the meeting to order
- To announce the business before the members in order which it is to be acted upon
- To state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings, and to announce the result of the vote
- Prepare, in advance, for the business of the meeting (generate agendas and topics for discussion)
- Be knowledgeable of parliamentary procedures
- To restrain members, when engaged in debate, within the rules of order
- To appoint committees
- To ensure that meetings are run in an open, inviting, friendly environment
- To greet guest speakers, facilitate sessions, and support programming initiatives
- To be available to speak with parents regarding ideas, concerns, or questions about the NAS or Parent Alliance
- To assume leadership and responsibility when participating in community activities with the Parent Alliance and/or National Achievers Society
- To provide monthly reports of activities compiled from the Committee Chairpersons after monthly meetings and submit to the MCOE Director by the 28<sup>th</sup> of each month
- To organize activities for the membership
- To communicate all program suggestions and ideas to the MCOE for review and approval
- To ensure that MCOE and National Achievers Society goals and objectives are being met
- To report any problems or concerns to the MCOE
- To act as the spokesperson for the National Achievers Society
- To organize community service projects
- To ensure that University policy, procedures and protocol are being followed
- To ensure that any representation of the MCOE is sanctioned by the Director of MCOE for approval
- To ensure that any fundraising plan is proposed to the Director of the MCOE for approval

### 1<sup>st</sup> Vice President

The duties of the 1<sup>st</sup> Vice President are as follows:

- In the absence of the President, the 1<sup>st</sup> Vice President will preside and perform the duties of the President
- Oversees committee functions
- Assists the President in fulfilling their duties
- Assumes the role of President should the incumbent resign or becomes impeached

### 2<sup>nd</sup> Vice President

The duties of the 2<sup>nd</sup> Vice President are as follows:

- In the absence of the President and the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President will preside and perform the duties of President
- Oversees committee functions
- Assists the President in fulfilling their duties
- Assumes the role of President should the incumbent President and 1<sup>st</sup> Vice President resign or become impeached

### Secretary

The duties of the Secretary are as follows:

- To record minutes of the meeting and forward copies along with the agenda and sign-in sheets to the UCF MCOE no later than one week after the NAS meeting
- To read minutes of the previous meetings
- To read important correspondence
- To record the name of the member who introduces a motion
- To take charge of the documents belonging to the organization when requested
- To have a list of all officers and their current contact information
- To notify all members of all meetings
- To call the meeting to order in the absence of the President or the Vice Presidents, and to preside until the election of a chairperson pro tempore (for the time being or temporary), which should take place immediately.

### Assistant Secretary

The duties of the Assistant Secretary are as follows:

- In the absence of the Secretary, performs the duties of the Secretary
- Assists the Secretary in fulfilling their duties
- Maintain accurate, up-to-date roster of active NAS members
- Collect accurate attendance at every NAS event and accurately report to MCOE
- Assist in ensuring all registration forms are completed as directed by MCOE
- Annually, validate Achiever and Parent Alliance member active participation in collaboration with Chapter President and provide accurate report to MCOE
- Submit student highlights and achievements on a continuous basis for the MCOE website and reports

### Treasurer

The duties of the Treasurer are as follows:

- To maintain bookkeeping records of all monies of the organization
- To provide statement of finances as often as required
- To keep financial records of all dues paid by members, deposits made, and standing balances
- To submit financial reports to the MCOE on a monthly basis, by the 28<sup>th</sup> of each month that includes information on dues received, payments made, and any donations secured

## **Article VII. Meetings**

Meetings will be held for the general membership once each month (September through May) except where restricted by planned events sponsored by the UCF McKnight Center of Excellence. The presence of the President and/or 1<sup>st</sup> Vice-President and/or 2<sup>nd</sup> Vice President and at least 50% of active members shall constitute a quorum and shall be necessary to conduct the business of this organization. The meeting will be conducted for informational purposes only if quorum is not met. Decisions will be made by the majority of members present at the time of the discussion and in the event that funding is to be expended.

Special meetings, subcommittees, and interest groups of the Alliance may be called by and convened by request of the current membership, Elected Officers, Board of Directors, Director of the McKnight Center of Excellence as deemed necessary to carry out the goals and objectives of the organization.

## **Article VIII. Order of Business**

The order of business for regular meetings shall be:

- Introduction of Officers
- Introduction of New Members
- Reading of minutes from preceding meeting
- Reports of Committees/Subcommittees
- Financial Reports
- Unfinished Business
- New Business

## **Article IX. Financial Transactions**

The Parent Alliance may open a bank account within the county of the primary activity. A minimum of two signatures shall be required on the account including the Parent Alliance President and Treasurer. A Treasurer's Report shall be submitted to the MCOE by the 28<sup>th</sup> of each month, which will include the monetary amounts collected for the Parent Alliance, and any monies collected on behalf of the National Achievers Society. Any monies collected for student dues must be forwarded to the McKnight Center of Excellence in order for students to claim active status for the year and be considered for scholarships. It shall be recommended that provision be made for the assignment of the Director of the McKnight Center of Excellence to substitute a signature in emergencies or upon dissolution of the Parent Alliance.

All expenses/purchases must be pre-approved by the majority of the membership present during a monthly meeting when an item of business is brought up for discussion. **NO** parent shall be reimbursed costs for unapproved purchases. **NO** parent shall assume a cost to which reimbursement is expected without prior approval from the disbursing organization.

Fiscal management of funds collected by the members of the Parent Alliance through dues, donations and proceeds from fundraising events, rests solely with the Parent Alliance. **No individual, officer or committee shall commit funds specifically or categorically without approval of the voting body.**

In the case that reimbursements are to be processed, all original receipts and any supporting documentation (programs, brochures, etc.) must be submitted within ten (10) days of purchase. No reimbursement shall be made without proper receipts and/or documentation.

All fundraising projects are subject to approval by the McKnight Center of Excellence.

Every month each Parent Alliance will prepare a fiscal report for the MCOE that will include monies received and monies expended for the month. This report will detail dues received (PA), purchases and/or donations. This information is required from each chapter and is necessary in order to complete grant requirements for the Florida Education Fund.

## **Article X. Dues**

Each year, the Parent Alliance will determine the monetary value for dues; the dues must be paid by September 29, 2017. All funds collected shall be used to support the objectives set forth in Article Two herein. Please contact the UCF McKnight Center of Excellence if you have an extenuating circumstance that is preventing you from paying dues on time. If parents do not pay their dues, their Achiever will be considered inactive and will not be able to participate in NAS events and activities.

Parent Alliance funds (dues and fundraising monies) cannot be expended without the majority consent and pre-approval granted by the majority of the membership present during a monthly meeting when an item of business is brought up for discussion.

Parent Alliance funds can be used to purchase any items needed to supplement programming initiatives for the NAS. These may include, but are not limited to: refreshments/catering, banners, tickets, registration fees, scholarship awards, educational materials, decorations, room rentals, services (guest speakers, photographers, and drivers).

## **Article XI. Committees**

Four standard committees of this organization shall be established for the Parent Alliance. Each committee shall name a Chair to facilitate its function. All Members of a committee shall serve in a volunteer capacity for a period of one year. Ad hoc committees may be established for temporary functions less than one year as deemed necessary.

Standard committees include Enrichment, Fundraising, Hospitality, and Special Events.

### ***Section 11.01 Committee Chairpersons***

#### Enrichment Committee

The duties of the chairperson are as follows:

- Coordinate all enrichment activities for monthly achiever meetings
- Prepare a monthly calendar (September-May) of enrichment activities and submit to MCOE and notify if there are any changes or cancellations
- Secure assistance and support from other Parent Alliance Members
- Hold a committee meeting at least once a month
- Provide a monthly written report of activities to the President prior to monthly meetings

#### Fundraising Committee

The duties of the chairperson are as follows:

- Coordinate and implement all fundraising activities
- Prepare a monthly (September-May) calendar of fundraising activities
- Secure assistance and support from other Parent Alliance Members
- Provide monthly financial updates to MCOE
- Hold a committee meeting at least once a month
- Provide a monthly written report of activities and revenue collected to the President prior to monthly meetings

#### Hospitality Committee

The duties of the chairperson are as follows:

- Coordinate all activities needing hospitality services for the NAS (Awards & Recognition Banquet; Cultural Celebrations; Inductions)
- Secure assistance and support from other Parent Alliance Members

- Prepare a monthly calendar (September-May) events requiring hospitality
- Hold a committee meeting at least once a month
- Provide a monthly written report of activities to the President prior to monthly meetings

#### Special Events Committee

The duties of the chairperson are as follows:

- Coordinate all special events activities
- Prepare a monthly calendar (September-May) of special events for dissemination
- Secure assistance and support from other Parent Alliance Members
- Hold a committee meeting at least once a month
- Provide a monthly written report of activities to the President prior to monthly meetings

## **Article XII. Disbandment**

A Parent Alliance shall exist in association with the National Achievers Society. Thus, dysfunction of any chapters, shall subject the associating Parent Alliance to disbandment.

Disbandment of a Parent Alliance shall cause all funds on deposit in an account established for supporting the National Achievers Society to be withdrawn for redeposit into the McKnight Center of Excellence general account at the University of Central Florida. Upon reversion, such funds shall be restricted for use according to the intended purposes upon collection by the Parent Alliance.

All properties (banners, receipt books, or paraphernalia) bearing the name of or insignias of the UCF McKnight Center of Excellence, National Achievers Society, or Parent Alliance in association with the organization shall become the property of and/or returned to the possession of the McKnight Center of Excellence.