



Family Advisory Board

CONSTITUTION AND BYLAWS

Original Approved by NSFP/FAB on March 19, 2018

Modified and Approved by FAB, 01.24.2019, 03.04.2019, 05.03.2020, 01.28.2021, 09.15.22

(Approved on January 18, 2024)

CONSTITUTION

ARTICLE 1 HISTORY

The SJSU Family Advisory Board (“FAB”) was initiated in the 2016-17 academic year. The Board held one preliminary meeting in the fall 2016 in conjunction with the first annual Parent and Family Weekend. The first formal meeting of the FAB was held in spring 2017, with additional meetings in September 2017 as part of Parent and Family Weekend and the winter meeting in December 2017.

The FAB was formed to assist the New Student and Family Programs department (“Department”) in fulfilling its mission and goals, and consists of San José State University (SJSU) Parents and Student Supporters (“Parents and Supporters”) who share an interest in furthering the mission of the University.

ARTICLE II ORGANIZATION

The formal name of the FAB shall be the San José State University Family Advisory Board. The structure of the Board, its activities and its meetings, will follow the FAB constitution and bylaws.

The constitution and bylaws will be reviewed no less than once every two years. Changes in the constitution require two-thirds approval of the Board whereas bylaws require approval by a simple majority of the Board.

Prospective FAB members are requested to fill out a Board Member Application. The application will be reviewed by the Director of the Department or his/her designee, the FAB Chair, FAB Vice-Chair and/or the FAB Recruitment Committee. Members of the Recruitment Committee, along with a representative of NSFP (typically the Parent and Family Programs Coordinator) shall interview the applicants and make recommendations for membership. The Recruitment Committee/NSFP Representative will submit their recommendation(s) for membership approval to the SJSU Vice President for Student Affairs (“VP Student Affairs”) or his/her designee for final approval and appointment to the Board.

The VP Student Affairs or his/her designee will be an ex-officio member of the FAB. The VP Student Affairs or his/her designee will serve as the University representative and spokesperson to all Parents and Supporters, and is responsible for appointing FAB members and integrating FAB actions within the Department alongside the Department Director. The VP Student Affairs reserves the right to remove FAB members at any time.

ARTICLE III MISSION

The mission of the FAB is to provide advice on matters of importance to students and Parents and Supporters of SJSU. The FAB shall assist in the development of a strong and active Department as well as serve as a liaison between Parents and Supporters, their students and the University and assist in seeking support for SJSU.

ARTICLE IV PURPOSE

The FAB will:

1. Provide advice and counsel in long-range planning for the University and Department activities, programs, and services.
2. Solicit and provide immediate feedback to the University regarding programs and student activities to enhance and improve the student experience.
3. Aid in the formulation and promotion of goals and objectives for the Department which will be communicated to Parents and Supporters.
4. Encourage and support maximum parent and supporter involvement in the activities of the Department and other University events.
5. Guide and provide feedback on communication between the University and Parents and Supporters.
6. Assist the University in identifying and cultivating Parents, Supporters, and others to support the mission of the University.

7. Afford a channel for SJSU Parents and Supporters to submit feedback and give input to the University

ARTICLE V MEMBERSHIP

The FAB shall consist of up to 24 Parent and Supporter members, with a minimum of 14 at any given time and 51% or more present to hold meetings and conduct business. Each member will have one vote. FAB members shall be interested in strengthening and advocating for SJSU and are selected to give counsel and advice to the University.

The VP Student Affairs or his/her designee, who appoints members to the FAB, will strive for a balance of representation from a cross section of the SJSU student body, the geographic area, and the eight academic colleges on campus. Individuals who have expressed an interest in the FAB may be invited to join following the appointment process outlined above.

Parent and Supporter membership shall be for a three-year term. Term extensions of one year may be granted at the discretion of the VP Student Affairs. An individual must have a student at the University at the time of original appointment or term extension in order to be considered a Parent and Supporter member of the FAB.

The VP Student Affairs and Department staff will serve as ex-officio members of the FAB, as needed.

ARTICLE VI OFFICERS

The FAB shall have six officers: Chair, Vice-Chair, Secretary, Liaison Coordinator, Membership Coordinator and Spartan Family Volunteers Coordinator. All FAB Officers will be appointed by the VP Student Affairs or his/her designee after a selection process including an application and interview by Department staff. The Chair will facilitate all meetings. The Vice-Chair shall act as Chair in the event of absence or inability of the Chair to serve. In considering the Chair and Vice-Chair nominees, the FAB will strive for a balance of representation from geographic areas. The Chair and Vice-Chair positions will serve one-year terms with the possibility of one-year extensions with FAB approval, if necessary. Upon anticipated vacancy by the Chair, the Vice-Chair will move into the Chair position at the end of the academic year. The new Vice-Chair will be announced at the spring meeting.

FAB Secretary may be selected for post by: 1) appointment by NSFP, 2) Chair or Vice Chair recommendation or 3) a nominating committee of active FAB members selected by Chair, Vice Chair or NSFP. All interested parties must apply for the post, answering questions about interest, related skills and experiences to hold the position. Chair/Vice-Chair or FAB committee will submit selected candidates for NSFP approval. Position is

for a one year (position role) term with the possibility of one-year extension with FAB approval, if necessary. A new Secretary is announced at the spring meeting or whenever the appointment is confirmed.

ARTICLE VII QUORUM

A quorum shall consist of not less than 50% plus one of the voting membership of the FAB for the purposes of the meeting attendance and to ratify FAB decisions, including ratification of changes to the Constitution and Bylaws.

ARTICLE VIII MEETINGS

FAB meetings shall be held no less than three times annually, typically corresponding with Fall, Winter, and Spring time frames of the academic year. Special meetings can be called on an as-needed basis. Department Staff and FAB Officers shall manage all affairs between meetings with the concurrence of VP Student Affairs or his/her designee and Department staff.

Agendas will be sent out before FAB meetings. The FAB Secretary shall keep minutes of each meeting, distribute them to all FAB members and prepare and disseminate FAB communications.

The FAB Secretary or approved Designee will post drafts and/or approved minutes onto FAB Google Drive or Document files that are accessible to NSFP Department and all current FAB members.

ARTICLE IX COMMITTEES AND LIAISON ASSIGNMENTS

Committees and Liaisons shall be established as needed. Committees, Leads and/or Liaisons are appointed by the Chair and approved by the FAB. Committee progress/updates will be shared at in person or virtual Board meetings. Committees & Liaison role progress may be reviewed annually. FAB reports may be submitted to the University, per FAB mission. The responsibility of Committee Leads and/or Liaisons, and purpose and goals of each committee will be summarized in a Committee description for each approved Committee and/or Liaison role. The Chair, Vice Chair and/or NSFP Director may appoint and/or confirm current FAB Board members for Committees and Liaison roles.

ARTICLE X MEMBER RESPONSIBILITIES

Members shall attend all regular meetings of the FAB, actively participate in FAB activities including Committee and/or Liaison work, assist in the identification and recruitment of Board members and leadership positions, assist in identifying potential Spartan Family

Volunteers, respond to requests for event hosts, and be available for consultation with the VP Student Affairs.

ARTICLE XI MEMBER DEPARTURE

In the case a member is not able to attend FAB meetings, timely communication with the department is required to maintain FAB membership.

If a FAB member wants to resign their membership, written communication to the Department is required.

Members who are not in attendance for two consecutive FAB meetings are asked to advise the Department as to their intent to continue as a member of FAB. Members who miss three meetings or otherwise exhibit a gross dereliction of the responsibilities of membership can be relieved from FAB Membership at the discretion of the VP of Student Affairs or his/her designee.

The VP Student Affairs reserves the right to remove FAB members at any time for cause and with timely notification to the FAB.



Family Advisory Board

(Approved January 18, 2024)

BYLAWS

Section 1 Membership

Efforts will be made to have a wide cross section of the student body represented on the FAB, ideally represented from the following constituencies: first time frosh, transfer, on campus, commuter, local, out of area, eight academic colleges and at least two class levels (i.e., frosh, sophomore, junior, senior).

The FAB members may recruit Parents and Supporters at-large to assist with key events and programs for which they are responsible.

Section 2 Member Responsibilities

FAB member responsibilities include:

- a. Successfully pass a background investigation per University Guidelines.
- b. Complete FAB Orientation within 30 days of provisional member appointment approved by FAB Board pending SJSU final clearance. NSFP staff would be in-charge of the process for background checks.
 - i. Completion of orientation within 30 days of provisional membership is preferred.
 - ii. Onboarding provided by FAB Chair, and/or Vice Chair, to complete FAB Orientation with FAB Secretary and NSFP Representative via 1:1 or virtual meeting mode.
 - iii. Orientation materials to include: Articles, ByLaws, approved minutes, FAB Shared Drive, Tools and pertinent information to facilitate member voting.
- c. Establish an SJSU email and Google account to facilitate communication regarding FAB business.
- d. Attend the FAB meetings throughout the year.
- e. FAB Members are required to participate in a minimum of one standing or ad hoc FAB Committee and/or serve as a FAB Liaison.

- f. Attend key Department events to interact with parents and supporters, and provide helpful advice that improves their overall experience at SJSU.
- g. Make suggestions and recommendations to the VP Student Affairs through Committee reports.

Section 3

FAB Officer Responsibilities

- a. Chair: The Chair will work closely with the Vice President of Student Affairs Department Director or his/her designee to set the agenda and dates for all meetings including action items and guest speakers. The Chair will have regular 1-1 monthly meetings with the Vice President of Student Affairs or his/her designee (in person or remotely) and may serve on campus committees or attend relevant events to represent the FAB.
- b. Vice-Chair: The Vice-Chair will work closely with the Chair and Vice President of Student Affairs or his/her designee on meetings, membership and committee matters related to the Family Advisory Board. The Vice Chair and/or Designee(s), in coordination with and under the direction of Department representative, will be responsible for providing new FAB member orientation. The Vice-Chair will fulfill the responsibilities of Chair in his/her absence. At the conclusion of the one-year term, the Vice-Chair will assume the Chair role.
- c. Secretary: The FAB Secretary will assist in recording meeting minutes. Distribute timely Board meeting notices and information to FAB and guest attendees. Document in-person and virtual meeting minutes, requesting approval for meeting recording for virtual meetings . Disseminate minutes and obtain approval at Board meetings. In case of the absence, disability, refusal or neglect of the Secretary to fulfill their duties, then such duties may be served and/or published by the Chair, Vice Chair or by any person authorized by either of them, the FAB or by VP Student Affairs or designee.
- d. Liaison Coordinator: The Liaison Coordinator will work closely with the Chair and Vice President of Student Affairs or his/her designees to coordinate the activities of the FAB Liaisons. This includes monitoring Liaison assignments and recommending new Liaisons or changes to Liaison assignments as per Constitution Article IX. Assist new Liaisons in using NSFP resources to connect with Departments, and assist with the transition when Liaisons hand duties over to a replacement. Schedule periodic Liaison group meetings (monthly, quarterly, etc) to allow Liaisons to interact, sharing updates, best practices, concerns or coordination opportunities. Facilitate Liaison reporting during FAB meetings, and maintenance of Liaison documentation.
- e. Membership Coordinator: The Membership Coordinator will work closely with the Chair and Vice President of Student Affairs or his/her designees to coordinate recruiting and onboarding activities for FAB membership. This could include ensuring recruitment is promoted as part of FAB / NSFP events, receiving and responding to correspondence from interested candidates, coordinating and scheduling candidate interviews, and assisting the Chair and Vice Chair through

the vetting and approval process. The Membership Coordinator will also assist the Chair, Vice Chair and NSFP with scheduling and conducting Onboarding activities. Other responsibilities may include assisting with communications with FAB membership and assisting with identification and recognition of FAB Legacy Membership.

f. Spartan Family Volunteer Coordinator: The Spartan Family Volunteer Coordinator will work closely with the Chair, Vice President of Student Affairs or his/her designees to coordinate Spartan Family Volunteer participation in SJSU / NSFP sponsored events. Work with the New Student and Family Programs staff to ensure Spartan Family Volunteers complete necessary administrative procedures in accordance with SJSU policies prior to participation. Promote SFV membership and participation. Help NSFP with planning SFV orientation/training and keeping rolls current.

g. FAB members wishing to serve as Officers must submit an online application within the timeline established by the Department. The application will indicate the applicant's interest and skill set for the position in which he/she is applying, as well as availability for meetings throughout the year. VP Student Affairs or his/her designee and the current Chair will review applications, conduct interviews, and recommend appointments. The Department may consult with current officers or FAB for input prior to making a decision. The VP Student Affairs or his/her designee, Chair or Vice Chair will communicate the announcement of appointment.

h. FAB Executive Committee

- i. The FAB Executive Committee shall be formed by FAB Officers NSFP Professional Staff and VP of Student Affairs or his or her designee.
- ii. The Executive Committee shall determine the Board's General Meeting dates and the Executive Committee meeting dates.
- iii. The Executive Committee shall appoint, and have the final decision on changes, of any FAB Committee Lead and FAB Liaison.
- iv. Decisions made by the Executive Committee shall not require a vote or approval from members of the Board unless otherwise stated in the Constitution or By-Laws.

**Section 4
Meetings**

- a. There shall be a minimum of three board meetings per year to be held in early fall (in conjunction with Parent and Family Weekend), winter (December or January), and spring (March or April).
- b. Additional meetings may be called at the discretion of the Chair and Department Director as needed and with a quorum.
- c. An agenda should be formalized and sent out at least 72 hours in advance of each meeting. Agenda items should be identified as action items, discussion items, or

- updates. Other sample agenda items might include presentations from campus departments, committee updates, appointments, or other relevant content.
- d. Minutes should be taken at each meeting and sent back out for review and adoption electronically within one week of a meeting.
 - e. Members in attendance of each meeting can use Google Drive for any follow up actions after FAB meetings, including but not limited to: electronic voting, commenting on documents, reviewing and approving minutes, or any other outstanding items that were not completed at the meeting.

Section 5 Committees

Committees may be developed at the discretion of the Board. Such committees may include Recruitment and Selection, Student Success, Parent and Family Events, Fundraising, or other pertinent topics. Ad hoc committees may be formed to explore ideas that cannot be fully discussed in the context of a Board meeting. Ad hoc committees should be formed with a clear purpose and start/end dates.

Committees will present reports and updates at FAB meetings or via Google Drive outside of the FAB meetings.

Committee participation is required, unless specifically exempted.

Section 6 Program/Events

Board members will be requested to attend Department events including Admitted Spartan Day, Frosh Orientation, Transfer Orientation, Parent and Family Weekend, Yield Events, Parent and Family Outreach Events and other such programs that are developed to engage Parents and Supporters of SJSU.

The Department will notify the Chair if there are any additional on campus opportunities for involvement. Chair will share with the FAB.

Section 7 Voting

Actions requiring a vote shall be listed on the agenda as "Action Items." All FAB general members will have one vote as long as they have been appointed and completed the required orientation. All action items (with the exception of Constitutional amendments) require a simple majority vote of the board. For voting during FAB meetings, members must be present in order to cast a vote. For business that needs to be conducted between meetings, online voting is permitted. In the event of a tie, the Department Director or their designee would cast the tie breaker vote.