



Drexel Family Association

*Established: November 2005 as the Drexel University Parents Advisory Council (DUPAC)
Amended: March 2017*

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.

Purpose

The purpose of the DFA is to serve as ambassadors of Drexel. This occurs through event support and involvement, event planning, and social media presence. DFA members are stewards of Drexel University, and will work, as volunteers, to create an inclusive and engaging community for all parents and family members.

DFA Functional Areas

A. Communication

The DFA promotes and facilitates communication among parents and family members, to ensure that parents and family members have access to University information. This occurs primarily through social media channels. Additionally, the DFA acts as a vehicle through which parents and family members can ask questions and communicate concerns. However, it is not the role of the DFA to amend or alter University policy.

B. Involvement

The DFA provides opportunities for parents and family members to engage with the campus community by participating in campus events including, but not limited to, Family Weekend, Admitted Students Days, Freshman Send-Off, and One-Day Move In.

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 and social media pages, DrexelNow Newsletter, and any other communication resources provided by the Association. Access to the DrexelNow Newsletter and social media pages is based on participant request. Additional information on how to subscribe can be found at <http://drexel.edu/now/> and <https://www.facebook.com/groups/DrexelFamilyAssociation/>.
3. The DFA Annual Meeting shall be held as part of Family Weekend. This meeting is open to the entire DFA membership and functions primarily as an opportunity for parents and families to ask questions of the current DFA Advisory Council Members and students.

B. DFA Advisory Council

1. The DFA Advisory Council serves as an advisory committee to the Director of New Student and Family Programs. The Director may utilize this group to gain parent and family member perspectives on campus issues and to support the Association's events.
2. Participation in the Advisory Council is open to all DFA membership. Participants are expected 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). These events include, but are not limited to, Family Weekend, Admitted Students Days, One-Day Move In, and Alumni and Development events, University Communications Events, Student Life, and Admissions Events where DFA volunteers are invited. DFA members are encouraged to perform service in their regional area through partnerships with Alumni Relations, Admissions, and Institutional Advancement.
3. Inquiries about Advisory Council membership can be made by submitting an interest form found on the [Drexel Parent and Family Resources website](#) or by emailing family@drexel.edu. This information will be directed to the Director of New Student and Family Programs.
4. Advisory Council volunteer roles include:
 - a. **Communications Committee.** Communications Committee periodically monitors the DFA [Facebook group](#) to ensure that accurate information is being communicated and that parent and family member questions and concerns are being addressed, alongside the Director of New Student and Family Programs. The Communications Committee can and should alert Drexel administrators to inappropriate content posted on DFA social media sites. This committee may also provide creative and editorial consult for the monthly Family Newsletter.

- b. **Development Committee.** The Development Committee works in partnership with Institutional Advancement to assist with fundraising efforts as needed. This committee may also establish specific fundraising campaigns through the Association for student scholarships and other advancement opportunities.
 - c. **DFA Ambassadors.** DFA Ambassadors work closely with the Director of New Student and Family Programs to interact with prospective, new, and current parents and family members at Admitted Students Days (spring term), One-Day Move In, and Family Weekend (fall term). All DFA Advisory Council members are expected to volunteer at events throughout the academic year.
5. Advisory Council members may be removed from the Council without cause at the discretion of the Director of New Student and Family Programs.

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 DFA 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. Regular Executive Board Meetings are held quarterly, or as needed, in closed session, prior to the DFA Advisory Council meetings. Special meetings may be called by the Chair or Chair Elect to discuss emergency or unforeseen business.
4. Executive Board Officer Positions include:
 - a. **Chair.** The chair works with the 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.
 - 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 various DFA committees and runs all 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 Spring Meeting.
5. Election of Officers
 - a. **Eligibility.** Officers must have served on the DFA 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 DFA Advisory Council at an election to be finalized before the last day of May.
 - ii. All votes shall be submitted through secret ballot.
 - d. **Term of Office.**
 - i. Officers serve one-year, renewable terms June through May.
 - ii. Officer terms begin at the close of the DFA Annual Meeting June 1, with a formal introduction of the officers to occur 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 Advisory Council 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.** Any board member may be removed without cause, at any time, by a majority of the Advisory Council, at a Regular or Special Meeting called for that purpose.
7. All Advisory Council 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 DFA 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. Each amendment must be approved by the Vice President and Dean of Student Life and the University Office of General Counsel.



Drexel Family Association

Addendum 1: Acknowledgement of Ethics Statement

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 DFA 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.

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