

# Handbook

of

## Cowboy Parents Council



## The Mission of Cowboy Parents

Cowboy Parents was founded in 1991 to recognize the essential role parents play in the success of their student. Cowboy Parents' programs and efforts are designed to assist parents in supporting their university student and to enhance the learning environment at UW.

### **Cowboy Parents' primary goals are:**

- To provide parents with their own UW connection, serving as a conduit for information, campus updates, and assistance;
- To provide a variety of activities that support student success;
- To provide the University of Wyoming with a unique perspective from parents.

## Mission of the Division of Student Affairs

### VISION STATEMENT

**The Division of Student Affairs at the University of Wyoming is committed to the success of UW students as:**

- **individuals prepared for continuous learning and attainment of personal and professional goals;**
- **members of a diverse, scholarly, and respectful community; and**
- **citizens, leaders, and productive members of our global society.**

### MISSION STATEMENT

**The Division of Student Affairs contributes to the learning, success, wellness, and overall development of our students so that they may become informed and contributing citizens of their communities, state, nation, and world.**

### GOALS

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#### RECRUITMENT & OUTREACH

Promote UW and higher education to prospective students, families, and other educators; provide pre-college development and access for prospective college students; and enrich the university community through admission and enrollment of talented, diverse students. Provide guidance and services on student development matters in collaboration with students, families, alumni, citizens, and organizations.

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STUDENT LEARNING  
& SUCCESS

As partners with our university colleagues, enhance the learning, development and success of UW students; provide programs and services that support and advocate for students in the pursuit of their academic, personal, and career goals; and support students in the development of their individual identities.

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LEADERSHIP &  
CIVIC ENGAGEMENT

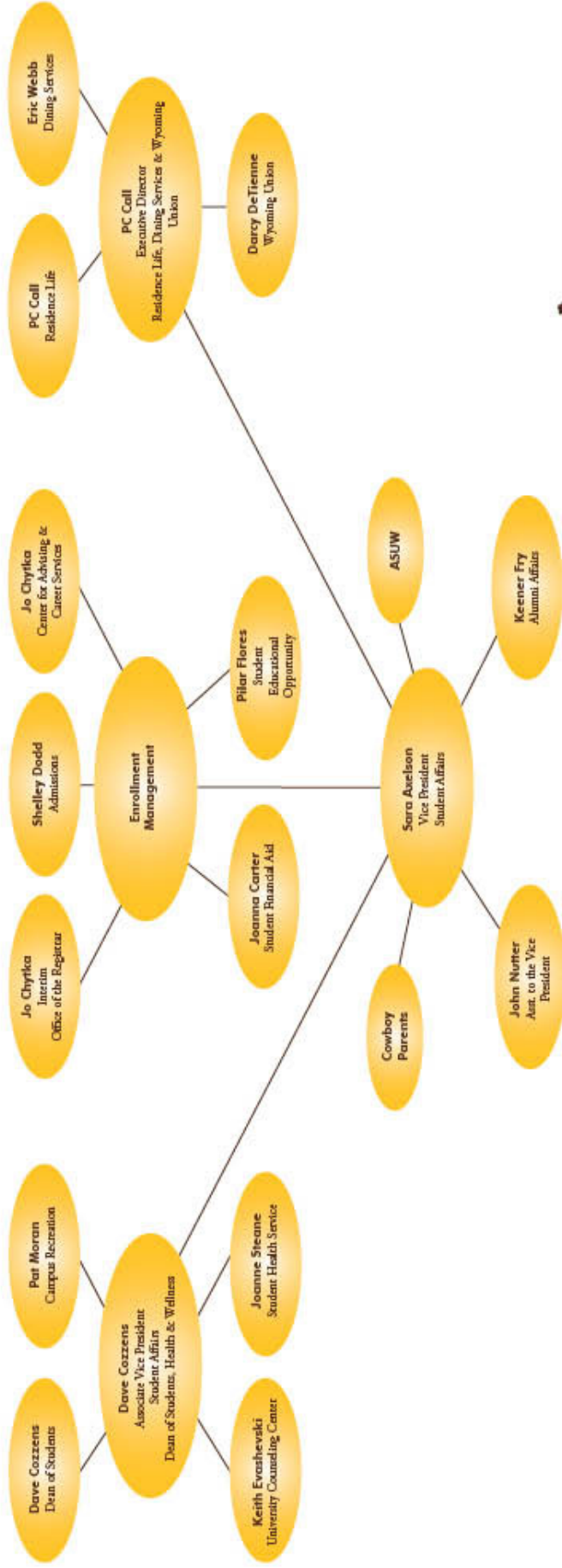
Create inclusive living and learning environments and programs which provide opportunities for the development of leadership skills; for dialogue, understanding, and appreciation of others; and for the development of civic engagement and community service.

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ACCOUNTABILITY

Assess and evaluate the effectiveness of our programs and services; establish profession-based benchmarks; and use the information to make improvements and support student learning. Manage and develop human, fiscal, technological, and physical resources within the framework of university policies and best practices to fulfill the division and departmental missions, and to maintain accountability to our students, the University, and funding entities.

# Division of Student Affairs Organizational Chart 2012-13



# Cowboy Parents BYLAWS

## ARTICLE I Name and Location

- Section 1.** **Name.** The name of this organization shall be Cowboy Parents, hereinafter referred to as “Cowboy Parents” or the “Association.”
- Section 2.** **Location.** The location of the Cowboy Parents office or meetings shall be in the state of Wyoming at such places as may be designated from time to time by the Cowboy Parents Council.

## ARTICLE II Purposes

The purposes of this organization shall be to:

- Section 1.** Provide the University with a unique perspective from parents of the institution and its functions.
- Section 2.** Establish a partnership role with the University of Wyoming and seek to provide students with the skills, attitudes, knowledge, and resources necessary for them to take full advantage of the educational opportunities at the University.
- Section 3.** Help to establish an environment within which students can grow and develop to their maximum potential as individuals and members of the community.
- Section 4.** Serve as an advisory body to those components of the University seeking involvement of the parents of students and as consultants to the parents and families of prospective students who are formulating postsecondary education plans.
- Section 5.** Promote social interaction among parents.
- Section 6.** Assist with fundraising activities in support of the University mission and the work of Cowboy Parents and the Division of Student Affairs.
- Section 7.** Support events coordinated by the University to further enhance the student-parent-university relationship.

## ARTICLE III Membership

- Section 1.** **Membership.** Membership in Cowboy Parents shall be open to parents, guardians, and

family members of current and former UW students and to individuals who desire to support the purposes of the Association.

**Section 2. Membership Dues.** There shall be no dues charged for membership in Cowboy Parents.

## ARTICLE IV Council

**Section 1. Members.** The direction of the Association shall be vested in an Executive Council, hereinafter referred to as the “Council.” The Council shall include no fewer than twelve (12) and no more than twenty (20) voting members:

- a. The **Chair(s), Immediate Past Chair(s), and Chair(s)-Elect** will serve as officers and shall be voting members of the Council.
- b. **Cowboy Parents Coordinator.** Shall be a staff member of the Division of Student Affairs who’s purpose shall be to serve the needs and coordinate the business of the Council. The Cowboy Parents Coordinator shall serve as the Treasurer of the Association and shall have no vote.
- c. **Student Members.** There may be up to two student members of the Council appointed by the President of the Associated Students of the University of Wyoming. Student members shall be voting members of the Council.
- d. **Ex officio Members.** *Ex officio* members shall have no vote nor be able to hold office in the Association. The University will be represented on the Council by the following *ex officio* members:
  - The President of the University of Wyoming or a designee.
  - The Vice President for Student Affairs.

In addition, at its discretion, the Council may appoint advisory members to the Council to serve in an *ex officio* capacity without vote. Individuals appointed to advisory positions are not required to be members of the Association.

**Section 2. General Powers and Duties.**

- a. The Council shall direct the general powers, business, and properties of the Association.
- b. There shall be held a minimum of three regular meetings of the Council each year. The first meeting, which is the annual meeting, shall be held during the fall semester, during Family Weekend; the second shall be held during the spring semester; and the third shall be held in the summer during New Parent Orientation. Special meetings shall be called at the discretion of the Chair. Notices of meetings shall be forwarded not later than thirty (30) days prior to the date of any meeting. Notifications of the meetings of the Council will be announced in the Association’s newsletter.

- Section 3. Procedures.** The Council may adopt such operational procedures, rules, and regulations as it may consider necessary to implement the requirements of these Bylaws. These operational procedures shall cover all questions and points where its action is not contrary to these Bylaws. The Council may suspend these Bylaws by a two-thirds vote of those members of the Council present. In the absence of such operational procedures, by default, Roberts' Rules of Order, Revised, shall apply to the conduct of the Council meetings.
- Section 4. Voting.** All actions of the Council shall be determined by a majority vote, unless otherwise provided in these Bylaws. A majority vote is defined as half plus one of all members of the Council present at a duly called meeting. Valid action may also be taken between meetings through voting by electronic means. A record of such votes shall be made and ratified at the next regular meeting. All members of the Council are entitled to vote except as noted in Section 1 above.
- Section 5. Attendance.** Any member of the Association may attend the meetings of the Council except when the Council votes to move into an executive session.
- Section 6. Quorum.** The Council must conduct business in the presence of a quorum. A quorum is defined as a majority of the voting members of the Council, as defined in Section 1 above.
- Section 7. Application for Members of the Council.** Applications for the Council shall be requested in the Association's publications each spring. All Cowboy Parents Association members are eligible to submit applications and may submit the name of one or more nominees. Self nominations are welcomed and encouraged. The Chair shall review all applications and identify a slate of candidates for the vacant positions.
- a.** The spouse of a current Council member interested in serving on the Cowboy Parents Council shall be exempt from the nomination process, and at the discretion of the Chair, shall be invited to serve on the Council, provided there is an open position available.
- Section 8. Appointment of Members of the Council.** The slate of proposed new Council members will be presented by the Chair to the Council for approval at the summer regular meeting.
- Section 9. Terms of Office.**
- a.** The Chair, with the approval of the Council, shall appoint members of the Council for two-year terms, except that student council members shall serve a one-year term. Terms shall be staggered to provide continuity in Council membership. Members of the Council may serve multiple terms.
- b.** Any person elected to serve as an officer of the Council will automatically retain Council membership throughout his or her service as an officer.
- c.** Members of the Council may continue to serve the remainder of their term on the Council should their student graduate from or otherwise leave the University of Wyoming.

- d. The terms of office will begin in the fall at the conclusion of the annual meeting of the Association.
- e. Members of the Council may be removed from the Council should they fail to participate in keeping with the purposes and goals of the Association. Such a decision to remove will be made by a two-thirds vote of the Council.

**Section 10. Financial Oversight of the Association.**

- a. **Budget.** Adopt at annual meeting and review at each regular meeting.
- b. **Endowment.** Maintain and monitor the appropriate use of the endowment funds per the Endowment Agreement

**ARTICLE V**  
**Officers**

- Section 1. Officers.** The officers of the Association shall consist of a Chair, Past Chair and Chair-Elect. The position of Chair-Elect shall be elected annually at the annual meeting. Each officer position may be held by one person or by two persons serving as co-officers.
- Section 2. Eligibility.** Only members of the Association shall be eligible to hold office in the Association. No single-family unit may hold more than one office concurrently.
- Section 3. Terms of Office.** The Chair, Past Chair, and Chair-Elect shall serve for one year or until their successors have been elected or appointed, unless removed for cause under Section 5 of this article. The terms of office will begin in the fall at the conclusion of the annual meeting of the Association.
- Section 4. Duties of Officers.**
- a. **Chair.** The duties of the Chair shall be those pertaining to such an office. Additionally, the Chair will have the following responsibilities:
    - Serve as the official representative of the Association.
    - Appoint all members to the Council and chairs/co-chairs of committees, after consultation with the other members of the Council and the Cowboy Parents Coordinator.
    - The Chair shall become the Past Chair automatically at the next annual meeting.
  - b. **Past Chair.** The Past Chair shall serve the Association and the Chair in an advisory role and shall represent the Association as directed by the Chair.
  - c. **Chair-Elect.** The Chair-Elect shall serve the Association under the guidance of the Chair and, when asked, serve as the Chair's representative in matters that require the attention of the Chair. The Chair-Elect shall become the Chair automatically at the conclusion of the next annual meeting.



- Section 5. Removal of Officers.** Any officer of the Association may be removed for cause by a two-thirds vote of the entire Council. The officer in question must be notified in writing by the Chair not less than thirty (30) days prior to such meeting, of such charges as may be preferred by a majority of the Council and be it further provided that s/he be permitted to appear before the Council in her/his own defense. Failure of any officer to attend consecutive regular meetings of the Council shall be deemed a resignation if accepted by a majority of the Council. Such resignation, or any resignation of an officer, may be accepted by a majority vote of the Council.
- Section 6. Succession.** In the event of resignation, death, illness, disability, or removal of the Chair, the Chair-Elect shall become the Chair for the remainder of the unexpired term and may serve a full term thereafter.
- Section 7. Election of Officers.** The Council shall nominate and elect candidates to officer positions. A candidate must receive a majority of the votes cast by the members in attendance to be elected. Voting shall occur at the annual meeting conducted during Family Weekend. The results of the election shall be published in the first issue of the Association's newsletter following the election.
- Section 8. Other Vacancies.** In the event of resignation, death, illness, disability, or removal of any officer of the Council, other than the Chair, such vacancy shall be filled for the remainder of the term by appointment by the Chair.

## ARTICLE VI Elections

- Section 1. Election Coordination.** The Chair and the Cowboy Parents Coordinator shall oversee the election process. They shall have the authority to make rules and regulations to govern the elections of the Association and the Council.

## ARTICLE VII Official Publication

- Section 1.** The Association shall publish an official e-publication devoted to the interests and the purpose of Cowboy Parents and the University of Wyoming under the name *The Wyoming Family* newsletter.
- Section 2.** The official Association e-publication shall be published two times a year in conjunction with the Division of Student Affairs of the University of Wyoming.

## ARTICLE VIII Liability

- Section 1. Debt Liability.** Any indebtedness must be approved by a majority vote of the voting members of the Council.
- Section 2. Personal Liability.** The individual members of the Association, its officers, or Council shall not be personally liable for the debts or obligations of the Association.

**Section 3. IRS Status.** The Association is operated exclusively for charitable and educational purposes as defined within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

**Section 4. Dissolution.** Upon dissolution of Cowboy Parents, the Council shall, after paying or making provisions for the payment of all lawful debts and liabilities of the Association, distribute all remaining assets of the Association to the Division of Student Affairs of the University of Wyoming

## ARTICLE IX Amendments

**Section 1. Amendments.** Amendments to these Bylaws may be implemented by a two-thirds vote of the Council.

**Section 2. Review of Bylaws.** The Chair shall review the Bylaws biannually and as needed.

*Revised September 2010*

## Cowboy Parents Funding

All funding for Cowboy Parents' various activities and programs is secured through various fundraising efforts. No state dollars support Cowboy Parents.

The parents of current undergraduate students are solicited each year for support of Cowboy Parents during the Cowboy Parents Annual Giving drive.

Specifically, parents of students meeting the following criteria are contacted:

- freshman, sophomore, junior, or senior class status;
- under the age of 25;
- non-international; and
- not married.

These criteria were established the first year Cowboy Parents participated in the annual fund to address financial limitations and the concerns of the adult student population.

Since no dues are assessed for membership, parents support their organization and the benefits it provides through donations to the annual fund. We can proudly say that all dollars generated through the annual fund go to activities and programs that directly support student success at UW.

As early as is possible in the fall semester, paid student callers conduct Cowboy Parents annual phonathon. An annual fund consultant and research support that contacts with parents are better made very early in the semester, and that starting with phone calls right away is more effective.

The students making the contacts with parents during the phonathon are employed and trained by the University of Wyoming Foundation. We find that parents enjoy talking with the student callers, and often want to discuss everything from how the Cowboys are doing to how the food is in Washakie. Unfortunately, the student callers sometimes have to address angry or frustrated parents or are faced with questions that they are unable to answer about policy and procedure; therefore, professional staff is also present to deal with these types of situations. Every concern identified during the phonathon is responded to by the staff in the vice president for student affairs office.

The Foundation has expressed its commitment to contact as many constituents as possible, so after the time period designated for Cowboy Parents calls, the Development Coordinator of Annual Giving identifies a few student callers to continue the process until every parent on the list has been called at least once.

We currently send out a mail solicitation prior to the Cowboy Parents phonathon alerting parents that they will be receiving a call from a UW students seeking support of Cowboy Parents.

Annual fund donations are received and held by the University of Wyoming Foundation. As a part of the Division of Student Affairs and with a charitable and educational mission, Cowboy Parents functions under the Foundation's 501(c)(3) tax exempt status, and dollars are held in an interest bearing account. Monies received through the annual fund can be transferred to an account held in the vice president for student affairs office for operational expenses, and the coordinator of Cowboy Parents serves as the treasurer of Cowboy Parents.

While the Cowboy Parents Council is not technically considered a “fundraising” entity and individual Council members are not asked to make “leadership” gifts, Council members are encouraged to give as generously as they are able.

## Cowboy Parents Programs and Activities

Cowboy Parents’ programs and efforts are designed to assist parents in supporting their university student in his/her academic achievement, which means involving parents and keeping parents informed, updated, and connected. Please see list of projects and activities below.

- Two issues per year of the *Wyoming Family* e-newsletter, keeping parents informed on need-to-know student and university issues
- An annual online *Handbook for Parents*, providing one-stop information on UW parent and student resources
- **Cowboy Parents Student Emergency Fund**, a source of immediate financial assistance to students in emergency situations (administered by the Director of Student Financial Aid)
- **ASUW/Cowboy Parents Family Emergency Fund**, a source of immediate financial assistance to immediate family members of UW students in emergency situations
- *For Parents*, a one-time e-newsletter for the parents of incoming freshmen/first-year transfer students (emailed in late April/early May)
- **James C. Hurst “Each Student—A Person” Award**, honoring faculty and staff who are exceptional in creating a caring community for UW students (presented annually at the Student Affairs Recognition Luncheon)
- **Welcome Call Program**, a program to welcome parents of incoming freshmen with an informal phone call from a Cowboy Parents Council member or parent volunteer
- **Cowboy Parents Fall Reception**, a drop-in reception during Summit/Freshmen Move-In Weekend for parents and families to enjoy refreshments, learn more about Cowboy Parents, meet other UW parents, and UW administrators
- **Family Weekend**, an opportunity each fall for families to share in their student’s UW experience

## Expectations of Council Members

- In every way appropriate to Cowboy Parents, assist in articulating and fulfilling the vision and mission of the University of Wyoming.
- Serve as ambassadors of the University of Wyoming and the Division of Student Affairs in communities in the state of Wyoming and elsewhere.
- As necessary, serve as a support and referral source for parents or others with concerns or questions.
- In keeping with its purposes and goals, participate in the administration of Cowboy Parents.
- Provide necessary support for the programs and activities of Cowboy Parents.

# Cowboy Parents Council Members 2012-13

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