



Family Connection Governing Documents

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Courtney Pearson, Dean of Students Coordinator

This document has been voted upon & approved by the Family Connection Council on October 1, 2016.



Family Connection Constitution

Article I: NAME AND PURPOSE

Section I:

Name: The name of this organization shall be Family Connection.

Section II:

Purpose: Family Connection shall exist as a community organization created and governed by New Student & Family Programs (representative of the Dean of Students Office).

Section III:

Mission: Family Connection strives to enhance student success through support, communication, and partnerships with Florida State University families.

Family Connection fulfills its mission by:

- a. Connecting family members to one another,
- b. Building meaningful relationships,
- c. Engaging Florida State University family members in the Florida State University community through various programs,
- d. Educating family members of current and future Florida State University students about pertinent news and updates that impact their students' Florida State University experience.

Section IV:

Vision: Family Connection strives to be the recognizable community and resource for Florida State University family members.

Section V:

While the Family Connection may participate in fundraising activities with and for Florida State University, it has no authority to bind itself or any part of the University by contract or any agreement for payment.

Courtney Pearson, Dean of Students Coordinator

This document has been voted upon & approved by the Family Connection Council on October 1, 2016.



Article II: MEMBERSHIP

Section I:

All family members or legal/acting guardians of current Florida State University undergraduate or graduate students are considered members of Family Connection.

Section II:

To activate memberships, family members must submit necessary contact information at orientation, through the Family Connection website, and other membership drives determined by New Student & Family Programs.

Section III:

Active members of Family Connection may participate/receive all programs and services provided by New Student & Family Programs and the Family Connection Council.

Section IV:

Individuals interested in serving on the Family Connection Council may do so according to the application guidelines set forth in the Policy Manual.

Section V

Individuals interested in serving on the Family Connection Volunteer Assembly may do so according to the provisions set forth in the Policy Manual.

Article III: JURISDICTION

Section I:

Family Connection is an organization of the Division of Student Affairs and oversight will be provided by the Dean of Students Department. As such, the Dean of Students will appoint a representative to Family Connection from within the department to be responsible for overseeing daily administrative duties of the organization and the Council as a non-voting member, and to serve as a liaison from and to Florida State University.

Section II:

The Vice President for Student Affairs reserves the right to dissolve or disband the Family Connection at the University's discretion.

Courtney Pearson, Dean of Students Coordinator

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Article IV: Family Connection Council

Section I:

The Family Connection Council shall serve as a subdivision of Family Connection.

Section II:

Mission: Family Connection Council serves as a liaison between Florida State University and family members to establish lifelong supporters for the FSU community.

Vision: Family Connection Council connects family members with Florida State University.

Section III:

To serve on the Family Connection Council, the application process, responsibilities, terms and other provisions are outlined in the Family Connection Council Policy Manual.

Article V: Family Connection Volunteer Assembly

Section I:

The Family Connection Volunteer Assembly shall serve as a subdivision of Family Connection.

Section II"

To serve on the Family Connection Volunteer Assembly, registration information shall be collected at New Student Orientation, through the Family Connection website, and other membership drives determined by New Student & Family Programs.

Article VI: DEAN OF STUDENTS Coordinator

Section I:

The Dean of Students shall appoint a coordinator for Family Connection and all subdivisions of Family Connection, who shall be a staff employee at Florida State University.

Section II:

The Dean of Students' Coordinator will coordinate, implement, and manage the day-to-day activities and functions of Family Connection and all subdivisions of Family Connection.

Article VII: Amendments

Section I:

Any Family Connection Council members may propose an amendment to this Constitution.

Courtney Pearson, Dean of Students Coordinator

This document has been voted upon & approved by the Family Connection Council on October 1, 2016.



Section II:

Proposed amendments must be submitted to the Family Connection Council Chair/Co-Chair, Dean of Students Coordinator, in writing a minimum of one week prior to a Family Connection Council meeting to be eligible for vote.

Section III:

Amendments may only be voted on at in person meetings.

Section IV:

All votes must be cast via a closed ballot, with a quorum of members, and must receive a simple majority vote in order to pass.

Section V:

The Vice President for Student Affairs or Dean of Students Coordinator may make amendments to the constitution based on the needs of the University or veto an amendment change if they believe the amendment to be in direct conflict with the mission of the University, the welfare and the benefit of the University students or family members, or to the detriment of the solvency of the organization.

Courtney Pearson, Dean of Students Coordinator

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Family Connection Council

Policy Manual

If there is a conflict between this Policy Manual and the Family Connection Constitution, the Constitution shall control. All Family Connection policies shall be consistent with the Family Connection Constitution.

Mission: Family Connection Council serves as a liaison between Florida State University and family members to establish lifelong supporters for the FSU community.

Vision: Family Connection Council connects family members with Florida State University.

Section I: Membership

- A. The Family Connection Council shall consist of no more than 35 Council members. The Council shall attempt to have at least 25 members, but failure to have 25 members does not prevent the Council from conducting its work or voting as long as membership does not drop below 10.
- B. The Council shall consist of the Dean of Students Coordinator (DOSC), a Chair or two Co-Chairs, a Communications Manager, Team Leaders, and general Council members.
- C. Council members must have a currently enrolled undergraduate or graduate student at Florida State University.
 - i. All persons interested in serving on the Council must submit an application to the Council, which is developed and approved by both the DOSC and the Membership Team. The Membership Team and DOSC shall determine the format of the Council applications, the open application period and deadlines. The application requirements, timeline, and process is outlined in the Appendix.
 - ii. The Membership Team will review the applications with the New Student & Family programs representative and the DOSC and submit the roster of new members to the FSU Dean of Students Department and the Director of New Student & Family Programs for approval or rejection.

Courtney Pearson, Dean of Students Coordinator

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- D. Faculty, staff members, students, and spouses of undergraduate and graduate students- whether full time or part-time, of Florida State University are ineligible for membership on the Council.
- E. The Dean of Students Coordinator shall serve for as long as they hold the position that confers membership on the Council. The Dean of Students Coordinator shall be entitled to all the rights and privileges of regular members, excluding the right to vote.

Section II: Member Responsibilities and Expectations

- A. Council members are expected to:
 - i. Serve in their Council position for at least one (1) academic year.
 - ii. Uphold the mission and vision of Florida State University, the Division of Student Affairs, the Dean of Students Department, New Student & Family Programs, Family Connection, and the Family Connection Council.
 - iii. Graciously serve as a positive role model for Family Connection members and their students.
 - iv. Proudly represent Florida State University and Family Connection to the public, including, but not limited to, speaking engagements, Family Connection programs and other university related events.
 - v. Faithfully commit to donating or fundraising, supporting, promoting, and advocating for the Family Fund and the programs and services it supports.
 - vi. Commit to donating or fundraising with a goal of \$250 annually during Garnet & Gold Silent auction and/or the Great Give. Commitments can be contributed monetarily or acquired through donation of goods and services, acquisition of goods and services, or basket form. Monetary commitment is measure via the following:
 - 1. Value of the Silent Auction basket (personal or solicited)
 - 2. Value of any other Silent Auction donations (personal or solicited)
 - 3. Any personal or solicited Great Give donation

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- vii. Dedicate time (at least a minimum 35 hours annually) and talents to the Council through meetings, Team assignments, Family Connection events and programming, and other duties and responsibilities as needed.
- viii. NOTE: \$250 will be measured as a combination as time, talent, and treasure. While \$250 is a goal, members unable to contribute the value can contribute to this Council with their time and talents.
- ix. Attend all required in-person meetings set forth by the Council. At least two in-person meetings shall be held and considered required but no more than one in-person meeting per semester (3 per calendar year). Generally, such meetings will be announced at least 4 months prior to the meeting date.
 - 1. The Fall Parents' Weekend meeting is required.
 - 2. A Spring and Summer in-person meeting will be announced by the DOSC. Council members are required to attend at least 1 of these meetings.
 - a. Committing to either the Spring or the Summer meeting is required within 30 days of their announcement.
- x. Actively serve on a Team and ensure all Team responsibilities are complete.
- xi. Participate in all telephone meetings for both the Council and the Council members' assigned Team.
 - 1. Each member will only be required to participated on 1 Team.
- xii. Support and carry-out all tasks set forth by the Team Leaders.
- xiii. Respond to all correspondence (via e-mail or phone) within 48 hours (2 business days) unless an alternative timeline is indicated.
- xiv. Communicate with Team Leader, Chair/Co-Chairs, or Dean of Students Coordinator with any conflicts or complications.

Courtney Pearson, Dean of Students Coordinator

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xv. Fulfill their commitments made in the Membership Agreement document signed at the in-person meetings.

xvi. Renew and recommit council membership annually, when requested.

B. The following shall be in place to hold all council members accountable:

- i. Attendance will be taken at all required in-person meetings and failure to attend a required in-person meeting will result in a written notice of absence and one demerit.
- ii. Attendance will be taken at all Council and Team teleconference meetings and failure to attend a Council or Team teleconference without prearranged notification of absence will result in written notice from the Team Leader and a ½ demerit.
- iii. Failure to uphold all other expectations outlined in Section II, A, i-xiii will result in written notice as well as a full demerit or half demerit from either the council member's Team Leader or the Chair/Co-Chair.
- iv. Full or half demerits will be determined by the Dean of Students Coordinator, Chair/Co-Chair or Team Leader.
- v. Each Council member to earn three demerits in one (1) academic year will be so informed by the Council leadership and removed from the Council immediately.
- vi. Once a Council member is removed, they will no longer be eligible to serve on the Council for at least 1 academic year, but may serve on the Volunteer Assembly.
- vii. No exceptions will be given to the accountability policy except for the following:
 1. Members may request a temporary leave of absence of up to 6 months to handle personal matters. A request for a temporary leave of absence should be submitted in writing (via letter or e-mail) to the Council Chair as well as the Dean of Students

Courtney Pearson, Dean of Students Coordinator

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- Coordinator as soon as possible before the absence begins. If the temporary absence of multiple members comprises 10% or more of the member's respective Team or of the Council, the request will be denied. Approval or denial of a request for temporary leave of absence is at the discretion of the Council Chair/Co-Chair and Dean of Students Coordinator. If the request is approved, the member shall be considered an ex officio member entitled to all the rights and privileges of regular members, excluding the right to vote.
2. If granted a leave of absence, the Dean of Students Coordinator will determine the appropriate action for ensuring the duties and responsibilities of the member will be covered.
 3. If denied, the DOSC will coordinate the appropriate action.
 4. All determinations from the DOSC are final.

Section III: Leadership Responsibilities and Expectations

- A. The Council leadership positions shall consist of a Chair or two Co-Chairs, a Communications Manager, and Team Leaders.
- B. The following New Student & Family Programs representatives will assist the designated leadership positions and Teams:
 - i. The Director of NSFP will work with the Communications Manager.
 - ii. Coordinator I will work with the Chair or Co-Chairs.
 - iii. Coordinator II will work with the Membership Team.
 - iv. Graduate I will work with the Engagement & Programming Team.
 - v. Graduate II will work with the Sponsorships & Development Team.
- C. The duties of Chair or Co-Chairs are as follows:
 - i. Uphold and adhere to all member responsibilities and expectations as listed in Section II, Articles A and B.
 - ii. Chair(s) may serve up to two years.

Courtney Pearson, Dean of Students Coordinator

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- iii. Dedicate additional time and talent to the Council to manage the Council and help ensure success and progress of the organization.
- iv. Coordinate and preside at all meetings and teleconferences including, but not limited to:
 - 1. Chair/Co-Chairs & NSFP Meetings/Teleconferences
 - 2. Chair/Co-Chairs, NSFP, and Team Leader Meetings/Teleconferences
 - 3. Full Council Meetings/Teleconferences
- v. Support the Family Connection Council in successful completion of Family Connection programs.
- vi. Provide support to Council Teams and Team Leaders by periodically contacting each Team Leader individually to discuss Team management and the Teams' progress, needs, and concerns.
- vii. With assistance from the Dean of Students representative and/or the New Student & Family Programs representative, ensure the responsibilities and duties of each team are fulfilled by ensuring the Team Leaders are trained and provided an outline of Team responsibilities.
- viii. Establish a system for Team Leaders to assess and report on the status of the Team projects, events, and tasks.
- ix. Collect all annual Team reports to produce a Council Annual Report (with the assistance of the Communications Manager) for submission to the Division of Student Affairs.
- x. Enforce the Three Demerit Accountability Policy for all Council members.
- xi. Chairs shall not earn more than one (1) demerit per academic year.
 - a. Chairs earning more than one (1) demerit per academic year will be removed from the Council.

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- xii. Regularly communicate and coordinate with the Dean of Students Coordinator on the needs, concerns, and status of all team projects, events, and responsibilities.
- xiii. Complete other managerial duties and tasks as needed, requested, and assigned within the designed time frame implemented by the Dean of Students Coordinator.

D. The duties of the Communications Manager are as follows:

- i. Uphold and adhere to all member responsibilities and expectations as listed in Section II, Articles A and B.
- ii. Manage all communication efforts for Family Connection and Family Connection Council including, but not limited to:
 - 1. Compilation and distribution of Council meeting notes,
 - 2. Publicizing Council sponsored events including fundraising for the FSU Family Fund,
 - 3. Advertising joining the Family Connection, Council, and Volunteer Assembly, and
 - 4. Other communication avenues as required.
- iii. Dedicate additional time and talent to the Council to manage all communication and help effective communication among the Council and to Family Connection members.
- iv. Responsible for managing all Family Connection social media accounts.
- v. Manage participation in informing the FSU community about Family Connection and the Family Connection Volunteer Assembly.
- vi. In conjunction with the Team Leaders, produce comprehensive communication plans for all Family Connection events, programs, and initiatives.



- vii. Manage online communication submission for all Team members to submit information about Team Topics needed to be distributed via social media
 - viii. Manage the Family Connection blog.
 - ix. Collect from each Team, annual Team reports that will be used to produce a Council Annual Report (with the assistance from the Chair/Co-Chairs) for submission to the Division of Student Affairs.
 - x. Compose minutes and take attendance at each for all Family Connection teleconference and in-person meetings which must be submitted to the Council Chair/Co-Chair and DOSC.
- E. The duties of the Team Leaders are as follows:
- i. Ensure the successful collaboration of Team members to complete all tasks and responsibilities of designated Team.
 - ii. Uphold and adhere to all member responsibilities and expectations as listed in Section II, Articles A and B.
 - iii. Dedicate additional time and talent to the Council to manage the Team and help ensure success and progress of the Team.
 - iv. Work collaboratively with the New Student & Family Programs representative to complete all tasks and responsibilities.
 - v. Schedule all Team teleconferences and submit schedule to New Student & Family Programs representative and Council Chair/Co-Chairs.
 - vi. Inform New Student & Family Programs representative of any changes to Team teleconference schedule (ie, cancellations or additional meetings).
 - vii. Compose minutes and take attendance at each Team teleconference and in-person meetings to be submitted to the New Student & Family Programs representative and the Chair/Co-Chairs.
 - viii. Distribute assignments for all Team members and oversee completion.



- ix. Compose Team annual report for submission to the Communications Manager and Council Chair/Co-Chairs.
 - x. Assess and report on the status of the Team projects, events, and tasks.
 - xi. Enforce the Three Demerit Accountability Policy for all Council members.
 - xii. Hold their position for 1 academic year.
- F. Team Leader and Communications Manager nominations will be coordinated by the DOSC.

Section IV: Teams and Responsibilities

- A. The Family Connection Council Teams are working groups composed of Council members.
- B. No Team shall have more than 1/3 of the Council members.
- C. The Family Connection Council shall be comprised of three (3) teams and their names are as follows:
 - i. Membership,
 - ii. Sponsorships and Development, and
 - iii. Engagement and Programming.
- D. Team appointments will occur annually at the Parents' Weekend meeting. Following Team Leader nominations and elections, Council members will rank each team in order of preference. A NSFP representative will evaluate the rankings and the needs and skills of each team to appoint teams. Teams will be announced at the conclusion of the meeting. All appointments must be honored.
- E. The responsibilities of each team are outline in subsections F, G, and H.
- F. The responsibilities of the Membership Team are as follows:
 - i. Execute the new member application according to the requirements, timeline, and process outlined in the Appendix.
 - ii. Review application of each applicant and submit recommendations for membership to those applicants that seem qualified for the Council to the New Student & Family Programs representative.

Courtney Pearson, Dean of Students Coordinator

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- iii. Participate in applicant interviews and submit recommendations for membership to those applicants that seem qualified for the Council to the New Student & Family Programs representative.
- iv. In collaboration with the Communications Manager, ensure the appropriate promotion of new member application availability via various means (ie: social media).
- v. Participate in informing the FSU community about Family Connection and the Family Connection Volunteer Assembly.
- vi. Coordinate volunteer opportunities for Volunteer Assembly by sharing Family Connection opportunities with the appropriate regional or other sub-group of the Volunteer Assembly.
- vii. Create and facilitate FAQ session (online) for potential new Volunteer Assembly or Council members.
- viii. This Team shall be responsible for providing an orientation for all new Council members upon their acceptance to the Council in conjunctions with the DOS Representative and NSFP representative (prior to Fall in-person meeting).

G. The responsibilities of the Sponsorships and Development Team are as follows:

- i. Coordinate the fundraising activities for Family Connection and the Family Fund, including but not limited to the Garnet & Gold Silent Auction and the Great Give.
- ii. Provide reports at each Council meeting on the monies generated during the past year.
- iii. Maintain records regarding how monies were collected.
- iv. Manage an online database for all silent auction donations.
- v. Contact all corporate and local sponsors for silent auction.
- vi. Assign each Team member silent auction donation responsibilities.
- vii. If requested by the DOSC, assist with acquiring sponsorships for Family Connection benefits such as, but not limited to t-shirts, hotel discounts, car decals, etc.

Courtney Pearson, Dean of Students Coordinator

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- viii. If requested by the DOSC, assist with acquiring sponsorships for Family Connection events and regional roundups.
- ix. In collaboration with the Communications Manager, produce communication plans (for social media and email, etc.) for soliciting for development programs such as, but not limited to, the Garnet and Gold Silent Auction and the Great Give.
- x. Assist with the selling of all Family Connection merchandise (ie: calendars, books, etc.) at all fundraising events and additional Family Connection opportunities.

H. The responsibilities of the Engagement and Programming Team are as follows:

- i. This Team is responsible for creating and implementing supportive and engaging activities in both Tallahassee and regional locations for family members that may also serve as a membership or fundraising campaign event, with the assistance of the Dean of Students Coordinator and New Student & Family Programs representative.
- ii. This Team will assist in coordinating logistics (dates, time, locations, etc) for various New Student & Family Programs Events and Engagement opportunities such as, but not limited to:
 - a) Mentoring Programs & Regional Roundups
 - b) Parents' Weekend social
 - c) Move-In Receptions
 - d) Family Orientation Lounge during orientation, and
 - e) Regional Service projects
- iii. Submit events to Membership Team requesting participation from the Volunteer Assembly.
- iv. Produce communication plans (for social media and email- in collaboration with the Communications Manager) for promoting each event and engagement opportunity.

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- v. Each member of this team will coordinate regional roundups (at least 1 per semester) and submit to New Student & Family Programs representative for approval.
- vi. After receiving approval from the New Student & Family Programs representative, the member will execute the regional roundups.
 - i. NOTE: Family Connection Council members do not have the authority to sign contracts or commit payments. Should any monies be needed, the designed New Student & Family Programs representative should be contacted to complete the transaction.



Section V: Taskforce

- A. The Family Connection Council will also include taskforce groups to assist with special projects on an as-needed basis for programs and services provided by New Student & Family Programs.
- B. Specific taskforce groups will not be named in this document, as they are only activated as needed/if necessary.
- C. The Dean of Students Coordinator will organize the taskforce as-needed/required.

Section VI: Elections and Voting

- A. All elections and voting from the Council will be prearranged by the Dean of Students Coordinator.
- B. To hold a vote, approval from the Dean of Students Coordinator is required.
- C. Quorum is required for simple elections, constitutional amendments, and other business at hand that requires a vote. Quorum consists of 2/3 the voting membership in attendance. For action to be implemented a simple majority is required.
- D. The Council Chair/Co-Chairs and DOSC will decide the type of vote format prior to each election.
- E. The Chair or Co-Chairs are non-voting member/s except for in times of a split decision.
- F. The Dean of Students Coordinator and other New Student & Family Programs staff representatives are always a non-voting member.
- G. All voting, unless in person, shall be online and managed through an online process approved by the DOSC.
- H. Though two individuals may fill a seat, only one vote is allowed per seat in regards to elections, constitutional amendments, and/or other business.
- I. Except for elections and constitutional amendments, other issues can be brought to a vote at times other than at in-person meetings, but must follow above procedure. An attempt must be made to contact all Council members for discussion and voting. Quorum must be met to hold an election, votes may only be submitted electronically and require a simple majority for the matter of interest to be passed.

Courtney Pearson, Dean of Students Coordinator

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- J. Nominations for the Council Chair or Co-Chair positions will begin in September (every other year) or as needed by the Council should a Chair resign or be removed from office. The nominations process is outlined in the Appendix of this document.
- K. A vote is required for the following:
 - i. Election of Chair/Co-Chairs,
 - ii. Election of Leadership positions, and
 - iii. Amendments to any governing document
- L. The Vice President for Student Affairs or Dean of Students Coordinator may make amendments to the governing documents based on the needs of the institution or veto a change if they believe the change to be in direct conflict with the mission of the University, the welfare and the benefit of the University students or family members, or to the detriment of the solvency of Family Connection or Family Connection Council.
- M. Notification via email will inform the Council of all amendment changes and/or vetoed changes to the Constitution and/or Policy Manual.

Section VII: Meetings

- A. Attendance at all Council meetings is required.
- B. At least two in-person meetings shall be held per calendar year but no more than one in-person meeting per semester (3 per calendar year). Generally, such meetings will be announced at least 4 months prior to the meeting date.
- C. In-person meeting dates and times will be set forth by the Dean of Students Coordinator and the Chair/Co-Chair.
 - i. Attend all required in-person meetings set forth by the Council. At least two in-person meetings shall be held and considered required but no more than one in-person meeting per semester (3 per calendar year). Generally, such meetings will be announced at least 4 months prior to the meeting date.
 - 1. The Fall Parents' Weekend meeting is required.

Courtney Pearson, Dean of Students Coordinator

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2. A Spring and Summer in-person meeting will be announced by the DOSC. Council members are required to attend at least 1 of these meetings.
 - a. Committing to either the Spring or the Summer meeting is required within 30 days of their announcement.
- D. Additional meetings may be held at the discretion of the Family Connection Chair or Co-Chairs and/or the Dean of Students via phone, online, or e-mail.
- E. The agenda for the Council meetings shall be set forth by the Dean of Students Coordinator and the Chair/Co-Chair.
- F. The agenda will include, but not limited to:
 - i. Updates and reports from the Dean of Students and New Student & Family Programs,
 - ii. Additions/revisions to programs and services offered by Family Connection and/or New Student & Family Programs,
 - iii. Appointments of new members (if any),
 - iv. Chair or Co-Chairs elect-nominations and elections,
 - v. Discussion and vote of any amendments to governing documents,
 - vi. Planning for the next 6-12month period,
 - vii. Team reports, and
 - viii. Fundraising Campaign reports.
- G. Attendance at the member's designated Team meetings is required. These meetings will be via phone or other technological device.
- H. Team meetings will be set forth by the Team and the New Student & Family Programs representative.
- I. The Team Leader will provide the Team meeting schedule to the Dean of Students Coordinator and the Chair/Co-Chair.
- J. A NSFP representative should be present at all Team meetings, unless otherwise approved by the DOSC.

Courtney Pearson, Dean of Students Coordinator

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Family Connection Policy Manual Appendix

Chapter 1: Definitions

- A. Academic Year: August to July
- B. Council: Family Connection Council
- C. Donate: to make a gift of; to present as a contribution
- D. DOS: Dean of Students
- E. DOSC: Dean of Students Coordinator; directly manages Family Connection Council
- F. FCC: Family Connection Council
- G. FSU: Florida State University
- H. Fundraise- the process of gathering voluntary contributions of money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies
- I. NSFP: New Student & Family Programs
- J. NSFP Representative: member of the New Student & Family Programs staff that directly works with a team; Can be identified as Director, Coordinator I, Coordinator II, Graduate I, Graduate II, and/or Intern I, Intern II

Chapter 2: Family Connection Council Membership Requirements & Application

Article I: Requirements

- a. Applicants interested in membership on the Family Connection Council shall meet the following requirements:
 - i. All requirements addressed in Section II: Membership
 - ii. Must have a current undergraduate or graduate student at Florida State University in Tallahassee, Florida. Status of student will be verified at the beginning of each semester.
 - iii. Must be willing to dedicate time (at least a minimum of 35 hours annually) though this number is not divided up evenly throughout the year) and talents to the council through meetings, Team assignments, Family Connection events and programming, and other duties and responsibilities as needed.
 - iv. Must be willing to meet the responsibilities and expectations outlined in Section II, Article A.
 - v. Must exhibit humility and commitment to service to Florida State University and Family Connection.

Courtney Pearson, Dean of Students Coordinator

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- vi. Must express interest in the needs and programs for transitioning students and family members.
- vii. Must be able to fulfill financial commitment of \$250 either by monetary/article donation or monetary/article fundraising.

Article II: Application Timeline

- a. Applications will be posted online via the dos.fsu.edu/family website.
- b. The application will include requirements, timeline, membership responsibilities and expectations as well as the application interview process.
- c. Applicants will accept or decline their invitation within 48 hours in writing.
- d. Applicants will be expected to participate in new member orientation for their acceptance.
- e. Applicants will be expected to attend the first in-person meeting following their acceptance.
- f. For a Council Membership Drive in the summer:
 - i. Applications will open at the same time as the first FTIC orientation session.
 - ii. Applications will close at the last FTIC orientation session.
 - iii. Applicants will participate in a phone interview during July.
 - iv. Applicants will be notified no later than the first day of the Fall semester their selection (or rejection).
- g. For Council Membership Drive in the Spring:
 - i. Applications will be open January and close in late January.
 - ii. Applicants will participate in a phone interview the first week or two in February.
 - iii. Applicants will be informed of their acceptance (or rejection) by the end of February.

Article III: Application

- a. The online application shall include, but not be limited to, the following:

Courtney Pearson, Dean of Students Coordinator

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**FAMILY
CONNECTION**
FLORIDA STATE UNIVERSITY

- i. Applicant's contact information (full name, mailing address, physical address—if different from mailing address, e-mail address, two phone numbers)
 - ii. Applicant's student's information (full name, date of birth, and expected graduation year)
 - iii. List of applicant's professional experiences and relevant involvement with other organizations.
 - iv. An uploaded a letter of interest outlining the following (we encourage a 2 page minimum):
 1. Why the applicant's student decided to attend Florida State University?
 2. Why the applicant is interested in serving on the council?
 3. What unique talents can the applicant contribute to the council?
 4. What experience does the applicant possess in fundraising and programming?
- b. The phone interview process shall be as follows:
- i. Will be conducted by the Membership Team, a Co-Chair, and a member of the New Student & Family Programs staff.
 - ii. Each interview will be no longer than 30 minutes.
 - iii. Applicants should be prepared to discuss major issues impacting students and family members during college transition.
 - iv. Applicants will have an opportunity to ask any questions at the conclusion of the interview.

Courtney Pearson, Dean of Students Coordinator

This document has been voted upon & approved by the Family Connection Council on October 1, 2016.



Chapter 3: Family Connection Volunteer Assembly

Volunteering is an excellent way to serve Florida State University.

In order to be more engaged with Family Connection and the Family Connection Council interested family members may choose to join the Volunteer Assembly. The Volunteer Assembly is a great way to get involved with and support the activities sponsored and supported by the Family Connection without the responsibility of managing the day-to-day activities of the entire Council.

Interested family members may choose to join the Volunteer Assembly in order to be more engaged with Family Connection and the Family Connection Council. The Volunteer Assembly is a great way to get involved with Family Connection

The Volunteer Assembly will be called upon to represent Family Connection at various events in Tallahassee, Florida as well as regionally.

Each member of the Volunteer Assembly must participate in an online training module aimed at ensuring you are equipped to be the best representative of Florida State University and the Family Connection Council.

The following are potential volunteer opportunities:

1. Representing Family Connection at Florida State University sponsored events could include, but is not limited to:
 - I. Orientation sessions (Summer, Fall, or Spring)
 - II. Family Recruitment Orientation (sponsored by Fraternity & Sorority Life)
 - III. New Student Convocation
 - IV. New Student Preview
 - V. Parents' Weekend
2. Coordination and fundraising for the annual Garnet & Gold Silent Auction which supports the Family Fund.
3. Representing Family Connection at regional events, like send-off parties sponsored by the FSU Alumni Association/Seminole Clubs.
4. Providing content for any of the various social media or communications forums New Student & Family Programs provides to FSU families.

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Interested family members may sign up here:

<https://docs.google.com/forms/d/e/1FAIpQLSfcXRr1cNFUSDu2Du-Dz482-TEaHPNlzM5yxORAMY40b-f2xg/viewform>

Courtney Pearson, Dean of Students Coordinator

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Chapter 4: Chair/Co-Chair Timeline

Spring 2016

Sheryl & Sabrenia (CC1)

Fall 2016

Sheryl & Sabrenia (CC1)

Spring 2017

Sheryl & Sabrenia (CC1)

Accepting Nominations (CC2)

Fall 2017

Sheryl & Sabrenia (CC1)

In-Person Election (CC2)

Spring 2018

Thank You: Sheryl & Sabrenia (CC1)

Welcome: CC1

Fall 2018

CC2

Spring 2019

CC2

Accepting Nominations

Fall 2019

CC2

In-Person Election

Spring 2020

Thank you: CC2

Welcome: CC3

Fall 2020

CC3

Spring 2021

CC3

Accepting Nominations: CC4

Fall 2021

CC3

In-Person Election

Spring 2022

Thank You: CC3

Welcome CC4



Chapter 5: Chair/Co-Chair Responsibilities, Qualifications, Nominations, and Voting

Article I: Responsibilities

- a. In collaboration with the Dean of Students Coordinator, the Family Connection Council shall be managed by one Chair or two Co-Chairs.
- b. The Chair or Co-Chairs will serve a term of at least two years.
- c. The duties of the Chair or Co-Chairs are stated in Section III.C

Article II: Qualifications

- a. The Family Connection Council Chair or Co-Chairs must have served on the Family Connection Council for at least six (6) months; however, the preference is for nominees to have at least one (1) year of experience.
- b. The Chair or Co-Chair must exhibit extraordinary leadership and dedication to the Family Connection Council.
- c. The Chair or Co-Chair must uphold the mission and vision of Florida State University, the Division of Student Affairs, the Dean of Students Department, New Student & Family Programs, Family Connection, and the Family Connection Council.
- d. The Chair or Co-Chairs must uphold and adhere to all member responsibilities and expectations as listed in Section II, Article A

Article III: Nominations & Election

- a. The DOSC will manage the nomination process for Chair or Co-Chairs.
- b. Nominations will be accepted biennially in the spring semester.
- c. To nominate a council member for the position of Chair or Co-Chairs, the nominator shall complete the online nomination form that will be received via email at the time of nominations addressing the following:
 - i. First and Last name of nominee(s)
 - ii. Email address of nominee(s)
 - iii. A narrative (no longer than 500 words) elaborating on the service and leadership of the nominee(s)
- d. The DOSC will review the qualifications of each nominee(s).

Courtney Pearson, Dean of Students Coordinator

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- e. The DOSC will notify nominee/s.
- f. The nominee(s) will be required to accept or decline the nomination prior to voting.
- g. Nominee(s) will provide a 1-2minute address during the following in-person meeting.
- h. Following the nominee(s) address, the Council will vote via online link provided by the DOSC.
- i. The Dean of Students Coordinator will announce new Chair/Co-Chairs.

Courtney Pearson, Dean of Students Coordinator

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