



Parent Leadership Council

BY-LAWS

(Revised) 5/27/2025

Article I: Name

The name of the organization is Parent Leadership Council (PLC) (formerly known as the Parent Advisory Board) of the Franklin W. Olin College of Engineering (Olin College).

Article II: Purpose and Term

As stated in the PLC Charter, the purpose of the PLC is to serve as the organizing body for the parents and guardians of all current and former students at Olin College. The PLC serves at the pleasure of the Chief Development Officer (CDO) in the Office of Development and Constituent Relation (ODCR) and is supportive in nature. It oversees special initiatives in the best interests of Olin students, on behalf of all parents. In addition, the PLC offers service, support and counsel to the college through ODCR on issues of importance to the college. The term of PLC is Nov 1 through Oct 31, after voting at PLC Fall Alumni and Family Weekend Meeting.

Article III: Membership

Section I Composition:

The PLC is composed of a diverse and representative group of parents of at least three from each current student graduating class year, plus alumni parents, and at-large members. If replacement PLC members are needed, they will be determined during the annual PLC new member cycle or sooner if needed at the discretion of the PLC Executive Committee.

Section II Member Selection:

Members shall be selected according to a recruitment process.

- i. Any interested parent may self nominate for consideration for membership in the PLC by notifying the PLC Recruitment Team or Chair.
- ii. The PLC recruitment subcommittee will select the new PLC members; an Office of Development and Constituent Relations (ODCR) representative shall be involved with the process and will provide counsel.
- iii. At least three but no more than eight first-year parents will be selected no later than two

weeks before the Fall PLC Meeting. Selection is made by the PLC with the advice of the Director of Constituent Relations (DCR).

iv. Members of the Council with students who are enrolled at Olin College beyond a fourth year may continue to serve upon approval of the PLC with the advice of the DCR.

v. Members at large are selected by the PLC with the advice of the DCR on an as needed basis.

vi. Members, other than first year parents, are selected no later than two weeks before the Fall PLC meeting by the PLC with the advice of the DCR. The Chair and/or the PLC Recruitment Team Lead welcomes and provides orientation for these new members.

vii. Members serve for a two-year term. Terms may be renewed for another two years upon mutual agreement of the member, the Executive Committee and the DCR.

viii. Current parent member terms will end when their student graduates unless the member wishes to extend their term another year and serve as an alumni parent. The alumni parent members will serve on one-year terms renewable up to three years based on the availability of the four alumni parent slots.

ix. As current PLC members' terms expire or members resign, these vacancies are filled to the membership composition in Article III Section I, at the next election cycle or with an at-large position as needed until the next election cycle.

x. PLC membership shall be no more than 32 members. This cap may be waived by the Executive Committee and the DCR.

Section III Eligibility:

Any parent or guardian of a current Olin student or of an Olin graduate is eligible to serve on the PLC.

Section IV Financial Support:

As the PLC demonstrates its support of Olin's shared mission and commitment to Olin, and to demonstrate leadership to its fellow Olin parents, part of that commitment is to participate in Olin's advancement initiatives. It is expected that each PLC member will donate a gift, of any amount, to Olin College.

i. The period of accountability shall be the same as the PLC membership year, from Nov 1 to Oct 31 of the following year, matching the year of PLC service.

ii. The gift or pledge is preferred to be committed by September 30th so that it can be said during the October Alumni and Family Weekend that the PLC leads by example with 100% participation in Olin giving. If Olin College has a Fall Giving Campaign the gift or pledge could also be made during the giving campaign.

iii. Under no circumstances is this requirement meant to stipulate the amount of giving. It is understood that PLC members from time to time can suffer personal financial difficulties; it is the intent of this Section to ensure 100% participation.

Section V Membership Termination:

It is understood that the college depends on active volunteer involvement from PLC membership. Just as every gift makes a difference, so does every volunteer. If there's a conflict with the volunteers' daily schedule, the PLC member will make a good faith effort to participate as they are able. If there is anything in the PLC members background, behavior, action (or inaction) that could impact the reputation of Olin College, that person's PLC membership may be terminated by vote of the PLC, and upon consultation with ODCR.

Article IV: Executive Committee

Section I Composition:

The PLC is led by an Executive Committee, composed of three to four officer positions: Chair, Chair-Elect, Secretary, and Chair-Emeritus if they chose to remain on the board the year following the year they are Chair.

Section II Leadership:

- i. Each year a new Chair-Elect is elected from current PLC members. Because the PLC is intended primarily to represent the interests and viewpoints of parents of enrolled students, it is desired that the Chair-Elect be the parent of a rising sophomore or junior. A parent of a current senior student or alumnus/alumna may be Chair-Elect if a parent of a junior or below student is not able or willing to serve or if otherwise deemed in the best interests of the PLC and the College. If no one is willing to fill the Chair-Elect position because they are not willing to become Chair the following year, then the Chair-Elect position may be temporarily filled by someone who is only willing to serve as Chair-Elect until someone who is willing to meet the complete two-year commitment is found.
- ii. If a Chair-Elect is unable to fulfill or is ineligible for the Chair position, a special election is held with a new timeline defined by the DCR.
- iii. The Executive Committee shall strive to develop board positions and programs to best serve the shifting availability and interests of the college and PLC members.
- iv. Committee leads and rising leads may be selected as needed by the Executive Committee.

Section III Eligibility:

To be elected as an officer of the Executive Committee, it is preferred that the candidate has served as a PLC member for at least one year. Should special circumstances dictate, the candidate may be a new PLC member.

Section IV Chair, Chair-elect, and Chair Emeritus:

- i. The Chair serves as chairperson for the PLC.

- ii. The Chair is responsible for calling, presiding over, and creating agendas for the PLC, and for overseeing PLC projects.
- iii. The Chair-Elect serves for at least two years and up to three years, progressing through the positions of Chair-Elect, Chair, and Chair-Emeritus [the immediate past chair].
- iv. The Chair-Elect assumes all duties of the Chair during the Chair's absence.
- v. The Chair-Emeritus advises the Chair and Chair-Elect, shares historical information, and helps with planning and other executive committee tasks.

Section V Secretary:

- i. The responsibilities of the Secretary include recording and distributing minutes from PLC meetings.
- ii. The Secretary serves for one term, which may be extended by the DCR.

Section VI Staff Support:

The DCR provides staff support to the PLC and its Executive Committee on a reasonable as-needed basis.

Article V: Meetings

Section I Meeting Schedule

The PLC will hold an on-campus/hybrid meeting once each fall in conjunction with Alumni and Family Weekend, and will hold an additional minimum of 3-4 meetings via videoconference during the year. Additional meetings may be called on an as-needed basis. When possible, current PLC members are encouraged to attend the annual on-campus meeting, as schedules and budgets allow. Travel expenses for meeting attendance is the responsibility of the members.

Section II Communications

Telephone calls or e-mail communications are used to conduct business outside of the spring and fall meetings mentioned above. When a regular schedule of additional meetings is established, those meetings should be conducted online.

Section III Quorum

The quorum for the PLC meetings is a minimum of a simple majority of the PLC members.

Article VI: Project Groups

Section I Creation

PLC project groups are created based on need, identified by the PLC as a whole and approved by the Chair upon consultation with the DCR. The Chair is responsible for overseeing all project groups. Each project is led by a Project Lead. See Article IV, Section II concerning selection of those project leads.

Section II Structure

Project group structure will be reviewed by the Executive Committee at the end of each year that ends in an odd number and may additionally be revised by the Executive Committee at any time. New projects may be formed and old projects may be revised as necessary to balance workload and to better serve the Olin community.

Section III Selection of Leads

Notwithstanding the foregoing, and unless otherwise decided by the DCR, each year, the Executive Committee shall be charged with proposing a slate of candidates to fill the ballot referred to in Article IV, Section II.

Article VII: Amendments

Section I Proposal of Amendments

Any member of the PLC may propose an amendment to the PLC Charter or By Laws. This amendment is presented, discussed and voted on by the PLC. The amendment is then presented to the DCR to obtain final approval.

Section II Expiration

These PLC By-laws expire at the end of odd number years by year end. The Executive Committee is responsible to draft a revision during the PLC term preceding that date, with final approval by the PLC completed by the Fall PLC meeting.

(Expires 12/31/2027)