

CONSTITUTION of the University of Houston Children's Learning Centers Advisory Board

PREAMBLE

The mission of the Children's Learning Centers (CLC) is to facilitate an inclusive learning environment that celebrates diversity as well as promotes a professional commitment to impacting our community and supporting student success, through the provision of a nationally accredited early childhood educational program for the children of University of Houston (UH) students, staff, and faculty.

Established in 1975 as a result of a group of forward thinking students, CLC has a history of providing a nurturing educational environment for children. A primary goal is for children to feel safe and secure. In addition, the Center supports a learning environment which fosters respect for cultural diversity and utilizes an eclectic approach to education which allows for optimal growth and development of young children. CLC strives to maintain Texas licensing standards and national accreditation criteria.

An advisory body, composed of a group of dedicated parents, students, faculty and staff members, has been established to help CLC fulfill its goals. As a result of its founding as a student service, students have, and will continue to play a significant role in the policies, procedures and development of CLC through involvement on the Advisory Board.

ARTICLE I: NAME

This group will be known as the University of Houston Children's Learning Centers (CLC) Advisory Board (hereafter referred to as "The Board").

ARTICLE II: PURPOSE

The Board will be the primary policy recommending body for CLC. Policy considerations will encompass all phases of CLC operations exclusive of compensation and employment decisions.

ARTICLE III: INTERRELATIONSHIP

Section I: Review and Approval

The Board may approve and/or amend its constitution and bylaws with a two-thirds (2/3) vote of the voting membership.

The actions of the Board will be reported to the Associate Vice President for Student Affairs and Dean of Students through the Director of CLC.

Section II: Coordination

The Board will keep parents and teachers fully informed of its plans and actions prior to recommending any item for decision to the Associate Vice President for Student Affairs and Dean of Students. This will be accomplished by the distribution of the minutes of the Board to these interested parties by the Director of CLC.

ARTICLE IV: MEMBERSHIP

Section I: Members

The Board will be composed of twelve voting members and three ex-officio, non-voting members. Specific requirements for membership and methods of membership selection are as follows:

1. Student members: Two student members are appointed by the Vice President for Student Affairs and Enrollment Services upon the recommendation of the Student Government Association. Each will serve one two-year term. Terms of these members will be staggered.
2. Staff members: Two staff members are appointed by the Vice President for Student Affairs and Enrollment Services upon the recommendation of the Staff Council. Each will serve one two-year term. It is recommended, but not mandatory, that one of these two appointments currently have or have had a child enrolled in the CLC within the last five years at the time of appointment. Terms of these members will be staggered.
3. Faculty members: Two faculty members are appointed by the Vice President for Student Affairs and Enrollment Services upon the recommendation of the Faculty Senate. Each will serve one two-year term. It is recommended, but not mandatory, that one of these two appointments currently have or have had a child enrolled in the CLC within the last five years at the time of appointment. Terms of these members will be staggered.
4. CLC Parents: Six parents of children currently enrolled in the CLC are appointed by the Vice President for Student Affairs and Enrollment Services, as elected by their peers in a simple election. Three of these parents must be student-parents. Any other eligible parent can fill the other three slots.
5. Ex-officio, non-voting members:
 - a. The Director of the CLC or his/her designee.
 - b. CLC Staff: Two staff from CLC as elected by their peers. CLC staff are ineligible to serve on the board as voting members.

Section II: Elections

Elections for CLC parents are held annually. Parents are notified in advance. Those interested in running for the Board must agree to the CLCAB Election Code* and write a brief introduction of themselves with a summary of the objectives they would like to accomplish should they be elected. The Election Code is as follows:

* In choosing to run for election to the CLCAB, you are making a commitment and promise to have read and appropriately understand:

- The Texas Department of Family Protective Services (www.dfps.state.tx.us/) *Minimum Standards* for child care licensing
- The National Association for the Education of Young Children (www.naeyc.org) Accreditation Program Standards and the *Code of Ethical Conduct*
- CLC teaching philosophy (www.uh.edu/clc)

You also further agree to tour at least one early childhood learning facility in the Houston area prior to being seated as a formal member of the CLCAB.

Nominations are to be received by the Director of the CLC by the first Friday in July. Elections are to be completed by the third Friday in July each year.

Parents will be presented with a link to an online ballot where they vote for six parents (three student parents and three other eligible parents). A subcommittee of the Board, consisting of three people, will count the votes and certify the election. In the event of a tie, a run-off will take place within five business days of the original vote tabulation.

Section III: Voter Eligibility

Those parents or guardians listed on the CLC contract are eligible to vote. Regardless of the number of children enrolled at the CLC, each parent or guardian will only be allowed to vote once.

Section IV: Terms

The term of office begins the first day of September and ends the last day of August.

ARTICLE V: OFFICERS

The election of Board officers will occur during the first scheduled meeting of the Board in September.

Section I: Chair

The Chair will be elected from among all voting members by a majority of the voting membership of the Board. The Chair will preside over all meetings and set agendas.

Section II: Vice Chair

The Vice Chair will be elected from among all voting members by a majority of the voting membership of the Board. The Vice Chair will assume the responsibilities of the Chair in the Chair's absence.

Section III: Secretary

The Secretary will be elected from among all voting members by a majority of the voting membership of the Board for the purposes of recording and distributing minutes and assisting the Chair in setting up meeting agendas.

ARTICLE VI: MEETINGS

Section I: Regular Meetings

The Board will meet at a time and place designated by the Chair at least once a month or as warranted by the needs of CLC. All regular meetings of the Board are open to members of the CLC community and other interested parties. A minimum of one week's public notice will be given regarding time and place.

Section II: Special Meetings

The Chair may call special meetings at any time or at the request of at least three Board members. If there is a waiver of the five business days notice period by a two-thirds majority of the board, the meeting may occur with only two business days notice.

Section III: Voting

A simple majority of the total voting membership of the Board will constitute a quorum. Upon request by at least one board member, votes will be conducted by ballot.

ARTICLE VII: COMMITTEES

Section I: Optional Ad-Hoc Committees

At the first regularly scheduled meeting following the election, the Board may appoint ad-hoc committees such as:

1. Fundraising
2. Events
3. Teaching and Curriculum
4. Operations
5. Facilities and Equipment
6. Elections

Section II: Special Committees

The Board will determine the organization of the areas of responsibility of any special committee.

Section III: Committee Assignments

The Board with a majority vote will make the assignment of all committee chairs and members.

ARTICLE VIII: EXPULSION OF MEMBERS

If any member is absent from two meetings within one academic year, the Board may recommend he or she be removed. The Director of the CLC will notify the Vice President for Student Affairs and Enrollment Services to request a replacement member as specified in Article IV, Section I.

ARTICLE IX: OFFICIAL CONSTITUTION AND MINUTES

Section I: Official Constitution

A copy of this constitution will be filed at the CLC Administration Office and kept up-to-date.

Section II: Meeting Minutes

Two copies of the minutes will be filed as official minutes: one in the CLC Administration Office and one with the Associate Vice President for Student Affairs and Dean of Students. Copies of the minutes will also be distributed by e-mail to interested parties.

ARTICLE X: EXECUTION OF POLICY

The execution and interpretation of CLC policies is the responsibility of the Director of the CLC or his or her designee.

ARTICLE XI: AMENDMENTS

All amendments to this constitution will be enacted following approval in the manner prescribed in Article III, Section I, provided that the proposed amendment is presented in writing to the Board at a regular meeting and is voted upon no sooner than the following meeting.

ARTICLE XII: RATIFICATION CLAUSE

The University of Houston Children's Learning Centers Advisory Board Constitution will go into effect upon approval in the manner prescribed in Article III, Section I.