CONSTITUTION of the University of Wisconsin at Marathon County, Child Care Advisory Board

PREAMBLE

The mission of University of Wisconsin at Marathon County (UWMCC) is to provide exemplary early childhood education for the children of students, staff and faculty at the University of Wisconsin at Marathon County, by offering a model program tailored to ensure the quality of a child’s daily experiences while building a foundation for future learning.

Established in 2010 as a result of a group of forward thinking students, staff and faculty, at UWMCC who wanted to provide 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. UWMCCC strives to maintain Wisconsin licensing standards.

An advisory body, composed of a group of dedicated parents, students, faculty and staff members, will be established to help the UWMCCC 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 the UWMCCC through involvement on the Advisory Board.

ARTICLE I: NAME

This group will be known as the University of Wisconsin at Marathon County Child Care Center (UWMCCC) Advisory Board (hereafter referred to as “The Board”).

ARTICLE II: PURPOSE

The Board will be the primary policy recommending body for UWMCCC. Policy considerations will encompass all phases of UWMCCC operations exclusive of compensation and employment decisions which will be handled by an outside vendor.

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 Dean of UWMC and to the Chair of Campus Steering Committee.
**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 Dean of UWMC and to the Chair of Campus Steering Committee. This will be accomplished by the routine distribution of the minutes of the Board to these interested parties by the Chair of the UWMCCC board.

**ARTICLE IV: MEMBERSHIP**

**Section I: Members**

The Board will be composed of six voting members (2 faculty, 2 staff one which a student services representative, 1 student and 1 parent). Specific requirements for membership and methods of membership selection are as follows:

1. **Student members:** Two student members are appointed by the Student Government Association. Terms of these members will be staggered.
2. **Staff members:** Two staff members are appointed by the Steering Committee. Each will serve one two-year term. One of these two appointments must currently have or have had a child enrolled in the UWMCCC 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 Steering Committee. Each will serve one two-year term. One of these two appointments must currently have or have had a child enrolled in the UWMCCC within the last five years at the time of appointment. Terms of these members will be staggered.
4. **The Director:** The Director of the vendor that is selected to run the UWMCCC or his/her designee.

**Section II: Committee Service**

* In choosing to serve the UWMCCC, you are making a commitment and promise to have read and appropriately understand:

2. The National Association for the Education of Young Children ([www.naeyc.org](http://www.naeyc.org)) Accreditation Program Standards and the *Code of Ethical Conduct*

**Section IV: Terms**

The term of office begins the first day of September and ends the last day of August.
ARTICLE VI: MEETINGS

Section I: Regular Meetings

The Board will meet at a time and place designated by the Chair at least once a semester and as warranted by the needs of UWMCCC. All regular meetings of the Board are open to members of the UWMCCC community and other interested parties. A minimum of one week’s public notice will be given regarding time, place and major agenda items.

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

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 UHCCC will notify the Steering Committee 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 UWMCCCC Administration Office and kept up-to date.

Section II: Meeting Minutes

A copy of the minutes will be filed as official minutes and be located in the UWMCCCC Administration Office. Copies of the minutes will also be distributed by e-mail to interested parties and posted prominently and publicly at the UWMCCCC.

ARTICLE X: EXECUTION OF POLICY

The execution and interpretation of UWMCCCC policies is the responsibility of the Director of the UWMCCCC 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 Wisconsin at Marathon County Child Care Advisory Board Constitution will go into effect upon approval in the manner prescribed in Article III, Section I.

Approval Date: ______________