

BY-LAWS of the Advisory Board for the Child Development Academy at Marshall University
Amended August 18, 2017

ARTICLE I

Mission

The mission of the Child Development Academy at Marshall University (Academy) is first and foremost to provide quality child care and education to families of the Marshall University and Huntington community with priority for children of Marshall University students. Secondly, the mission of the Child Development Academy at Marshall University is to provide high quality learning opportunities for Marshall University students. Third, the Child Development Academy at Marshall University strives for excellence in program and service and positions itself as a model of best practices for early care and education in the wider community.

Purpose

The Advisory Board (Board) shall serve in an advisory capacity to the Academy Director (Director).

ARTICLE II

Role of the Advisory Board

In order to promote the best practices for providing child care and education to children and families in the Marshall University community, learning opportunities for Marshall University students, and the professionals who serve children, families and students, the Board's responsibility shall be:

1. To serve as guide and counsel to the Director in the maintenance and growth of the Child Development Academy at Marshall University.
2. To advise upon the development and ongoing performance of the Academy in meeting its mission of service to the Huntington and Marshall University communities, including, but not limited to, review of organizational structure, policies and procedures, educational strategies, evaluation, and finance and budgetary matters.
3. To provide, as necessary and appropriate, public relations with the Huntington and Marshall University communities.
4. To designate a representative to serve on the Search Committee for the Director at the Academy.

ARTICLE III

Membership

- A. The Board shall be comprised of up to fifteen (15) and no more than eighteen (18) members. Specific requirements for membership and terms of membership are as follows:
 1. Marshall Members: Up to four (4) and no more than six (6) members.

2. Community Members: Up to three (3) and no more than five (5) members including, but not limited to, representatives from health and social services, fundraising, legal advising and accounting.
 3. Members from the field of Early Childhood education: Up to two (2) and no more than three (3) members of the community representing diverse expertise of early childhood education.
 4. Academy Parents: Up to three (3) and no more than six (6) parents in good standing.
 5. Marshall University Student Government Association (SGA): Up to one (1) current member of the SGA, to be appointed by the SGA President.
 6. Dean of College of Education, Ex-officio.
 7. Dean of Students, Ex-officio or his/her designee.
 8. Director of the Academy, Ex-officio
- B. Members shall be appointed by the Director. Board members may submit nominations for new members to the Director. Candidates for appointment shall be submitted by the Director to the entire board for a period of review (1 week) and comment.
- C. The term of a Board member is one (1) year and shall begin July 1. Membership shall be reviewed annually and may be renewed at the discretion of the Director.
- D. At the beginning of each term, new members shall attend an orientation led by the Academy Director.
- E. Officers
The officers of the Board shall consist of a Chairperson, Vice-Chairperson, and Secretary. Officers shall serve for a one-year term and may be re-appointed at the discretion of the Director.
1. Chairperson
The Chairperson shall preside over all meetings and set agendas with the Director.
 2. Vice-Chairperson
The Vice-Chairperson shall assume the responsibility of the Chairperson in his/her absence. The Vice-Chairperson shall coordinate the committee activities of the Board.
 3. Secretary
The Secretary shall assume the responsibility of recording, distributing, and filing minutes. The Secretary assures a current membership list, and conducts correspondence on behalf of the Board as directed.
- F. Officers are appointed at the June meeting and begin serving their term July 1.

ARTICLE IV

Meetings

- A. The Board shall meet the fourth (4th) Friday of August, the second (2nd) Friday of November, the third (3rd) Friday of February, and the third (3rd) Friday of May.
- B. The Chairperson of the Board and the Director shall meet monthly. Such meetings shall be scheduled by the Director.
- C. Locations of meeting shall be arranged by the Secretary. Members shall be notified by the Secretary of the time and place of each regular meeting at least thirty (30) days prior to the date of that meeting, with a reminder notice one week before the meeting.
- D. Board members are expected to attend all regularly scheduled meetings of the full body as well as assigned committees. Board members shall notify the Secretary of expected absences. An excessive number of absences without adequate notification shall result in a review of the member's service on the Board and a possible non-renewal of appointment. The Academy Director will review the absences.

ARTICLE V

Standing Committees

- A. Executive Committee
The Executive Committee shall be comprised of the Academy Director, Chairperson, Vice-Chairperson and Secretary.
- B. Finance Committee
The Academy Director shall appoint a Finance Committee chairperson.
- C. Special Project Committees
The Vice Chairperson shall serve as the coordinator of Special Project Committees to serve in collaboration with the Director. Special Project committees shall be convened as needed.

ARTICLE VI

Compensation and Reimbursement of Members

No member shall receive any salary or compensation for services in his/her capacity as members of the Board.

ARTICLE VII

Service Year

In order to coincide with the state of West Virginia, Marshall University, Marshall University Research Corporation, and Child Development Academy at Marshall University fiscal year, the Service year of the Board shall be July 1 through June 30.

ARTICLE VIII

Amendment of By-Laws

A review of the By-Laws shall be conducted every three (3) years by a special committee,. This committee shall be appointed by the Director.