

**BYLAWS FOR THE
STUDENT/PARENT ADVISORY BOARD
ADOPTED SEPTEMBER 2012**

ARTICLE I: NAME

This committee shall be known as the Student/Parent Advisory Board of Oregon State University (hereinafter "SPAB" or "the Board").

ARTICLE II: AUTHORITY

By the Student Incidental Fees Committee, the Student/Parent Advisory Board is empowered to allocate the Our Little Village funds according to the Board's mission and bylaws. The Board has sole discretion on the use of the funds with the exception of Student Incidental Fee Committee approval and no other agency or group can lay claim or influence over the funds.

ARTICLE III: PURPOSE

In order to actively work to remove barriers from the paths of student parents in their efforts to attain higher education, the SPAB shall serve the following purposes for the benefit of Student Parents and the Associated Students of Oregon State University (hereinafter "the ASOSU"):

- A. Evaluate and approve proposed budgets of Our Little Village (hereinafter "OLV").
- B. Recommend the OLV fee to the ASOSU Student Incidental Fee Committee.
- C. Evaluate and recommend changes to OLV programs and services, based on the best interests of student parents in the context of the greater OSU student community.
- D. Identify initiatives that promote a family friendly University community.
- E) Act as a liaison between the University and childcare provider contractors.
- F) Vote on issues pertaining to significant financial issues (non-student fee funds) or policy changes that have an impact on the OSU community related to child care issues.
- G) Advise in major child care facility matters.
- H) Establish and maintain a five-year plan to direct the use of student fee funds on behalf of student parents.
- I) Work with the Childcare and Family Resources Coordinator to ensure that the above objectives are met.

ARTICLE IV: COMMITTEE MEMBERSHIP

Only student members may vote on Student Fee budget matters. In all other instances, all members of the board may vote.

- A. Student members should include, at a minimum:
 - 1) One (1) student at-large
 - 2) One (1) graduate student representative
 - 3) One (1) international student
 - 4) One (1) ASOSU representative
 - 5) One (1) student parent

B. Non-Student Members

- 1) The non-student membership of this committee shall consist of faculty/staff designees from the Vice-Provost's office.
- 2) There will be other regular committee participants, involved on an ad hoc or ex-officio basis upon invitation from the Chairperson.
- 3) The number of non-student members may not exceed the number of student members.

C. Appointments

- 1) Individual appointments to the committee shall be made without regard to gender, race, religion, age, sexual orientation, marital status, disability, political viewpoint, national origin, ethnic background or any other extraneous consideration.
- 2) The overall composition of the Board is intended to reflect the diversity of campus viewpoints and it is the charge of every board member to actively recruit a variety of students in order to achieve this goal.

D. Vacancies

- 1) In the event of a vacancy in a student member position on the Board, the Chair and Childcare and Family Resources Coordinator shall collaborate to find a replacement as soon as possible.
- 2) In the event of a vacancy in a staff/faculty member position on the Board, the SPAB chair or designee will contact the Vice Provost for Student Affairs to request a replacement.

E. Removal

- 1) Any member of the Board with two or more unaccounted for meeting absences per term may be removed from the Board for non-fulfillment of duties by a simple majority vote.
- 2) In the event of an anticipated meeting absence, members are responsible to notify the chair or designee in advance of the meeting date.

ARTICLE V: COMMITTEE OFFICERS:

A. Chairperson

- 1) An at-large student will be elected Chairperson of the Board by a simple majority vote of all members, in person or via email.
- 2) The Chairperson shall preside at all Board meetings.
- 3) The Chairperson's duties are outlined in the position description.
- 4) The Chairperson or designee shall represent the Board to the campus community.
- 5) The Chairperson will be responsible for monitoring member absences and will present concerns about absences to the entire Board for consideration.

B. Vice Chairperson

- 1) The Vice Chairperson shall be a student member, elected by a simple majority vote of all members, in person or via email.
- 2) The Vice Chairperson may be the intended Chairperson of the following year.
- 3) The Vice Chairperson will preside over meetings in the absence of the Chairperson.

C. Childcare and Family Resources Coordinator

- 1) The Childcare and Family Resources Coordinator will maintain SPAB records and have them present for each board meeting.
- 2) Miscellaneous duties include but are not limited to the following:
 - Work with the Chairperson to prepare an agenda prior to each scheduled meeting.
 - Encourage new membership until committee is complete.
 - Determine meeting times/dates to best fit the majority of the members' schedules.
 - Send email announcements and reminders of upcoming meetings and agendas.
 - Ensure that minutes are recorded, distributed, amended, approved, and saved for future reference.
 - Ensure that email listservs are updated and available to members.
 - Work with the Chairperson to welcome new members and provide them with information about the committee.
 - Maintain and distribute membership list with contact information to members.

ARTICLE VI: DUTIES OF THE COMMITTEE:

A. Determination of the Our Little Village fee operating budget, which encompasses the childcare subsidy and all operating expenses:

1) The Childcare and Family Resources Coordinator shall initiate the budgeting process early enough for committee members to have thoughtful discussion, debate and deliberation. This process will be in concordance with the Student Incidental Fee Committee budgeting schedule.

2) The SPAB will recommend a proposed annual fee rate to the Student Incidental Fee Committee.

B. Subcommittees: Subcommittees will be formed as needed at the discretion of the Chairperson.

C. Services Oversight

- 1) The committee is responsible for reviewing OLV needs assessment information. This data will be used to formulate program & service recommendations to OLV.
- 2) The committee is responsible for overseeing and reviewing the operation of OSU's childcare centers when necessary.
- 3) The committee is responsible for overseeing and reviewing the operation of OLV satellite site(s).

D. Operation and Conduct

- 1) The SPAB shall operate and conduct its business in a manner consistent with these bylaws under the authority of the Oregon Revised Statutes, Oregon Administrative Rules, and any applicable SIFC regulations.

ARTICLE VIII: COMMITTEE MEETINGS:

A. Quorum

- 1) A quorum for budgetary matters pertaining to student fee funds shall be the majority (51%) of members in good standing, including the Chairperson.
- 2) A quorum for non-budgetary matters shall be the majority (51%) of board members in good standing.

B. Public Meetings

- 1) Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law.
- 2) Meetings will be conducted twice monthly, and on an ad hoc basis as needed.

C. Order

- 1) Meetings shall be conducted at the discretion of the Chair.

ARTICLE VIII: AMENDMENTS:

- A.** Bylaws may be amended or revised with a 2/3 majority vote of the entire Board membership.

- B.** Amendments and revisions of bylaws require at least one-week advance notice to the Board for a vote to be valid.