

Registered Childcare Ministry Advisory Group Bylaws

Voted In April 20, 2009

The Registered Childcare Ministry Advisory Group serves to communicate provider initiatives and concerns, of both a general and unit specific nature to the Bureau of Child Care; improve general communication and address issues within the child care provider community. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their geographical areas.

1. Structure of the Committee

1.1 The committee will be composed of representatives elected from the following University component units:

Chairperson

Vice-Chair

Secretary

1.12 Officers will be elected for terms of two years.

1.2 Each geographic area, as determined by the CCR&R SDA map, will have at least one representative on the committee.

1.3 Committee members will be appointed by The Bureau of Child Care for terms of two years. Appointments will be made biannually in spring and terms will commence in August

1.4 Appointments can be held anytime during the year to replace an officer or committee member who must resign from The Committee

1.5 In the event of a member's planned absence, he or she may appoint a proxy to represent him or her at the next meeting by notifying the President in advance of the meeting.

2. Operational Procedures of the Committee

2.1 The Registered Childcare Ministry Advisory Group will elect a chair and a vice-chair at the first meeting of a new session. The vice chair will take the duties of Chair in cases where the Chair will be absent. The vice-chair cannot automatically become the Chair of the Registered Childcare Ministry Advisory Group. The Chair must be elected by the Registered Childcare Ministry Advisory Group

2.2 Meetings of the committee are set by consensus of the committee. Normally, they will be held quarterly in Indianapolis. In addition, emergency meetings may be initiated by the Chair of the committee [or by any member through the Chair. In the absence of the Chair, the committee may organize itself.] In the absence of the Chair, the vice chair may call the meetings. A member of the committee may request a meeting for special circumstances.

2.3 A quorum shall consist of five members.

2.4 Any member who fails to attend, either in person or via teleconferencing, two

meetings in one year, without sending a proxy shall be removed from the committee and a new representative will be appointed from that region.

2.5 Proxies may be counted toward a quorum, but and will not be counted toward votes.

2.6 A simple majority vote is required for action.

2.7 Votes may also be submitted by email.

2.8 Representatives of the Bureau of Child Care shall not have voting privileges.

2.9 Guest are welcome to attend and to participate in discussion but do not have voting privileges.

2.9 The Chair of the committee will submit attendance and progress reports to the Bureau at the request of the Registered Childcare Ministry Advisory Group and/or the Bureau of Child Care.

3. General Charges of the Committee

3.1 Provide a formal body whose function is to address issues of interest to Registered Childcare Ministry child care providers.

3.2 Improve the representation of Registered Childcare Ministry child care provider issues to the Bureau.

3.3 Improve general communication within the Registered Childcare Ministry Child Care community.

3.4 Disseminate information of interest to the Registered Childcare Ministry Child Care providers and communicate the concerns of Registered Childcare Ministry providers to the Bureau.

4. Amendments of the Registered Childcare Advisory Group bylaws

4.1 The Registered Childcare Ministry Advisory Group bylaws may be amended with a majority vote of the Registered Childcare Ministry Advisory Group. After approval by the committee, the changes will be sent to the Bureau for approval.