

Covenant Presbyterian Church Child Development Center Governance Rules

Covenant Presbyterian Church is a dynamic Christian community that gladly invites all people into a transformational experience of faith; boldly proclaims the gospel, bravely works toward a whole and just world, and passionately nurtures discipleship.

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Revised: _____

Mission Statement

Covenant Presbyterian Church (CPC) operates the Covenant Presbyterian Church Child Development Center (CDC), a full-day child development center for children from six weeks to five years of age, on its campus in Charlotte, North Carolina. The CDC was established for the purpose of providing high quality childcare and education to children from a variety of backgrounds.

Commitment to Diversity and Inclusion

Central to preparing young students for this world and ensuring the highest quality of education is creating a diverse and inclusive classroom community within the CDC. Research shows that a diverse environment leads to better learning outcomes for all students. Therefore, the CDC seeks to serve a population of children that is diverse across socioeconomic status, race, and ethnicity.

ARTICLE I ADVISORY COUNCIL

The Session of CPC (“the Session”) has established The Covenant Presbyterian Church Child Development Center Advisory Council (“Advisory Council” or “Council”) for the purpose of recommending matters of general policy, direction and strategy for the CDC, partnering with and supporting the Managing Director of the CDC, and representing the church in ensuring the goals of the CDC are met. The Advisory Council will report to the Ministry of Administration of the Session and shall be composed of people who are passionate about children and the mission of the CDC.

Section 1 General Powers

The Advisory Council shall advise on business affairs of the CDC, oversee operations of the CDC, reach out to the broader Charlotte community and provide guidance and support to the Managing Director. The Council shall be responsible to the Session, reporting through the Ministry of Administration according to the processes described in the Operations Manual.

A member of the CPC Finance Committee shall serve as a liaison to the Advisory Council from the Finance Committee. This person is not

required to attend meetings but may do so on his or her personal initiative or as requested by the Advisory Council Chair.

Section 2 Number and Qualifications

The CDC Advisory Council shall be composed of nine voting members, as described below in Section 4. In addition, there shall be two non-voting members serving ex officio, as described below in Section 3. The immediate Past Chair may also serve ex officio, as provided below in Sections 3 and 6. Members shall serve without compensation. Council members need not be residents of North Carolina.

Section 3 Ex Officio Members

Serving ex officio shall be the Managing Director and the Church Administrator. The immediate Past Chair may serve ex officio for one year after completing his/her two-year term on the Council. As provided in these Rules, members serving ex officio may not vote on Council actions but may vote on actions taken by Council committees on which they serve.

Section 4 Voting Members of the Council

Advisory Council members must represent the diverse student population that the CDC was established to serve, in accordance with the commitment to diversity. Among the nine voting members, the following qualifications must be met (an individual may satisfy more than one of the qualifications):

- a. Four at-large community members
 - i. All of these persons must have experience living or working alongside community members the CDC aspires to serve.
 - ii. One of these persons must have experience in early childhood education.
 - iii. At least two of these persons must be from outside the CPC congregation.
- b. Five CPC members, representing the entire congregation
 - i. Two (Chair and Vice Chair) must be elders of CPC. It is preferred that these persons are active elders.
 - ii. Three shall be at-large. Of these three persons, at least one must not have a child in the CDC; this person shall serve on the Financial Assistance Committee (*see* Article V, Section 2).
- c. Of the nine voting members, a minimum of two persons must have children in the CDC.

- d. In addition to the above qualifications, it is desirable for the persons chosen to serve on the Council to have backgrounds in human resources, law, finance, marketing, or medicine.

Section 5 Selection of the Council

The Committee on Assignments of the Session shall appoint the Chair and Vice Chair.

The Executive Committee (*see* Article V, Section 3) shall select all other Council members.

Section 6 Terms of the Council

- a. Except as provided for the Initial Council Composition (*see* Article VII) the Chair and Vice Chair shall serve two-year terms as members of the Council. After completing his/her two-year term, the Chair may serve *ex officio* as Past Chair for one additional year.
- b. Except for the Initial Council Composition (*see* Article VII) the CPC at-large representatives shall serve three-year terms. After completing one term, a CPC at-large representative may serve an additional consecutive term at the discretion of the Executive Committee (*see* Article V, Section 3). After two consecutive terms, a one-year break is required before a person may again serve on the Council.
- c. At-large community members shall serve one-year terms. At the conclusion of each term, an at-large community representative may serve an additional term at the discretion of the Executive Committee (*see* Article V, Section 3). After six consecutive terms, a one-year break is required before a person may again serve on the Council.
- d. Terms of the Initial Council will be staggered to provide continuity of experience (*see* Article VII).

Section 7 Vacancies

Any vacancy must be filled in the same way by which the Council member was initially selected. Session approval is required to replace the Chair or Vice Chair. A Council member appointed to fill a vacancy shall be initially appointed to complete the unexpired term of his or her predecessor and will be eligible to serve additional consecutive terms as permitted by these Rules, at the discretion of the executive committee.

Section 8 Removal from the Council
Except for the Chair and Vice Chair, any Council member may be removed at any time with or without cause by the vote of a majority of the Council. Any member may be removed at any time with or without cause at the discretion of the Session.

Section 9 Resignation
The Chair or Vice Chair may resign by submitting his or her resignation to the Church Administrator. Other Council members may resign at any time by communicating their resignation to the Chair or Vice Chair.

ARTICLE II DUTIES OF THE ADVISORY COUNCIL

Section 1 Review of Policy and Governance Rules

- a. The Advisory Council shall conduct a regular review of and make recommendations for revisions to or adoption of CDC policies every three years, in the month of January, beginning in 2022. The Advisory Council may also recommend revisions to or adoptions of policies at other times, as may be necessary. All policy revisions or adoptions must be approved by the Session.
- b. The Advisory Council shall conduct a regular review of and make recommendations for revisions of these Rules every three years, in the month of January, beginning in 2022. The Advisory Council may also recommend revisions of these Rules at other times, as may be necessary. All revisions to these Rules must be approved by the Session.
- c. In addition, as provided in the CDC Enrollment Policy and in order to ensure the CDC operates within its commitment to diversity, the Advisory Council shall review and, when appropriate, recommend revisions to the enrollment priorities set forth within the Enrollment Policy and the marketing strategy when the CDC population begins to approach 50% or higher of CPC church members.

Section 2 General Duties

The Council shall be responsible for:

- Long range planning,
- Program evaluation,
- Marketing strategy,
- Outreach to the community, including partner agencies,
- Representing parent interests,

- Ensuring adherence to the financial model established by the Session,
- Completing annual tasks such as:
 - Approving the CDC calendar,
 - Approving changes to the parent handbook and CDC operations manual,
 - Reviewing fees and approving any change to these fees,
- Approving changes to annual tuition charges,
- Acting as a liaison between the CDC and the Ministry of Administration and CPC Planning & Evaluation Board and overseeing fundraising efforts, as permitted by the Session,
- Overseeing the Financial Assistance program of the CDC, which shall include:
 - Monitoring the status of the financial assistance seats, and
 - Adopting selection guidelines that uphold the Mission Statement and Commitment to Diversity and Inclusion of the CDC,
- With the director, making decisions regarding termination of enrollment; and
- Other duties as assigned by the Ministry of Administration.

Section 3 Other Duties

- a. One or more members of the Council shall be responsible for overseeing and advocating for community outreach activities.
- b. A CDC parent serving on the Advisory Council should be designated to represent the parents of children in the CDC and will serve in lieu of a Parent’s Council.

ARTICLE III OFFICERS

Section 1 Officers of the Council

- a. The Chair and Vice Chair shall be selected by the Committee on Assignments and may be removed from office only by the Session.
- b. Except for the Initial Council (*see* Article VII) the Vice Chair and Chair shall each serve one year in those positions, with the Vice Chair serving one year as Vice Chair and the second year as Chair. The Past Chair may serve on the Council in an *ex officio* capacity for one additional year.
- c. Each year, a secretary shall be elected by a majority vote of the Advisory Council.

Section 2 Duties

- a. The Chair shall preside at all meetings of the Council
- b. The Vice Chair shall perform such duties as may be assigned by the Chair and shall serve as the Chair in the absence of the Chair.
- c. The Secretary shall keep a record of all minutes of meetings of the Council, shall notify members of meetings, and shall ensure that all papers and records related to the history of the CDC Council are maintained.

ARTICLE IV MEETINGS OF COUNCIL AND COMMITTEES

Section 1 Meetings

The Advisory Council shall hold meetings at least once a quarter according to a schedule approved by the Council. The Chair has the authority to modify this meeting schedule as needed. The Chair may call special meetings upon notice to each member at least 24 hours before the start of the called meeting.

Committees may meet when necessary to perform the duties of the Council and will meet more frequently when the CDC first opens.

Section 2 Quorum

A majority of the voting members of the Advisory Council then serving shall constitute a quorum for the transaction of business at any meeting of the Advisory Council.

Section 3 Manner of Acting

A majority of the voting members at a properly called meeting must approve any act of the Advisory Council, including a recommendation to the Ministry of Administration and Session to establish or change a CDC policy or amend these Rules. Council members may participate in meetings and may vote in person or by conference call. Members may vote by email upon a matter that has been reviewed at a meeting and has been deferred at that meeting by a majority of the voting members for action at a later time by email.

Section 4 Conflicts of Interest

A Council member shall not participate in or attempt to influence a decision that directly impacts a child who is a family member.

ARTICLE V COMMITTEES OF THE COUNCIL

Section 1 Authority to Establish Committees

The Council may, at its discretion, establish committees within the organization as may be deemed necessary or expedient, with such power and authority as may be appropriate.

Section 2 Financial Assistance Committee

A standing Financial Assistance Committee shall be formed to oversee and administer the financial assistance program of the CDC.

a. Composition

Three persons shall serve on this committee. No member of this committee may have a child in the CDC. An exception to this rule is permitted for the Managing Director only if he or she has a child in the CDC.

i. Managing Director,

ii. A member of CPC who is not a member of the Advisory Council,

iii. A member of CPC who serves in an at-large capacity on the Advisory Council, and

iv. Notwithstanding his or her status as an ex officio member of the Advisory Council, the Managing Director is authorized to participate in decisions made by the Financial Assistance Committee.

b. Duties of the Financial Assistance committee include:

i. Determining which families qualify for financial assistance and placing their children on the Wait List for Financial Assistance Seats,

ii. Determining the amount of financial assistance to be awarded to each family within available funding sources and according to the guidelines adopted by the Council,

iii. Ensuring fee waivers are managed appropriately, and

iv. Updating the Advisory Council at each regularly scheduled meeting with the status of the financial assistance enrollment seats. All reporting should be in summary and must not identify students or families.

Section 3 Executive Committee

a. The Executive Committee shall be composed of the Managing Director, the Church Administrator, the Chair, and the Vice Chair and shall be convened at the discretion of the Church Administrator. Notwithstanding their status as ex officio members

of the Advisory Council, the Managing Director and Church Administrator are authorized to participate in decisions made by the Executive Committee.

- b. This committee is empowered to:
 - i. Review legal or regulatory matters and make recommendations to the full Advisory Council for appropriate courses of action,
 - ii. Select Council members other than those serving ex officio or those appointed by the Session,
 - iii. Make decisions on the continued service of Advisory Council voting members not appointed by the Session whose initial terms have expired, and
 - iv. Consider other matters upon request of the Session or the Planning and Evaluation Board.

ARTICLE VI GENERAL PROVISIONS

- Section 1 Fiscal Year
Shall run from January to December to align with the fiscal year of CPC.

- Section 2 Books and Records
The Council shall keep and maintain minutes of the proceedings of the Advisory Council and Executive Committee.

ARTICLE VII INITIAL COUNCIL COMPOSITION AND TERMS

- Section 1 Initial Composition and Terms
The Initial Council will be composed of a Chair, Vice Chair, the Managing Director, and the Church Administrator. CPC at-large representatives and at-large community members will be appointed once enrollment begins, to ensure that at least two parents of children in the CDC are serving on the Council.

Initial terms of service on the Council will consist of two years for the designated Chair and three years for the Vice Chair.

The three other CPC at-large representatives will serve initial terms of one, two and three years, respectively. Persons serving one- or two-year terms may serve for an additional three-year term after completing their initial term and may serve one more consecutive three-year term as permitted by the Executive Committee.

Section 2

Officers

The Chair of the Initial Council will serve for two years as Chair and may serve for one additional year on the Council in an ex officio capacity. The Vice Chair of the Initial Council will serve for two years as Vice Chair, one year as Chair, and may serve for one additional year on the Council in an ex officio capacity.