

UNIVERSITY of HOUSTON

COUGAR CARD ADVISORY COMMITTEE (CCAC) BY-LAWS

Committee Purpose:

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance, the Associate Vice President for Administration, and the Executive Director for University Services with regard to the Cougar Card program.

The Cougar Card Advisory Committee (CCAC) will work with various constituent groups, in a proactive way, to ensure there is support for future Cougar Card operational plans, new program initiatives, and other concerns which involve customer satisfaction, quality, and the provision of related services.

The base purpose of the committee includes the following:

1. To serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the committee on matters pertaining to Cougar Card fees, hours of operations, and card functionality.
2. As needed or dictated, participation in Ad hoc or Selection Committee activities by all members of the committee to provide input and advice pertinent to the services offered by the Cougar Card program.

Voting Members (13):

The role of CCAC voting members are to actively engage in all scheduled meetings; participation on any ad-hoc or subcommittees that are formed in the course of conducting committee business; engage in active information sharing by informing the CCAC of any relevant initiatives from your units and taking the information learned during the committee meetings back to your respective units to ensure adequate communication is being disseminated; and to cast your vote as required on any programs/initiatives.

Residence Halls Association (RHA) Representatives (1) appointed by RHA

Resident Assistant Council (RAC) Representatives (2) appointed by SRA

Student Government Association (SGA) Representatives (2) appointed by SGA

At Large General Student Population Representative (2) applications reviewed and selected by CCAC (one (1) residential student and one (1) commuter student) appointed by CCAC

Staff Representatives (2) appointed by Staff Council

Faculty Representatives (2) appointed by Faculty Senate

UH Department of Public Safety Administrative Staff (1) appointed by University Services

Student Housing & Residential Life Administrative Staff (1) appointed by University Services

Ex-Officio Members (Non-Voting):

The role of CCAC ex-officio non-voting members are to actively engage in all scheduled meetings; participation on any ad-hoc or subcommittees that are formed in the course of conducting committee business; and engage in active information sharing by informing the CCAC of any relevant initiatives from your units and taking the information learned during the committee meetings back to your respective units to ensure adequate communication is being disseminated.

AVC/AVP of Administration or Designee

AVC/AVP of Public Safety Security or Designee

AVP DSAES or Designee

Executive Director, University Services or Designee

Representatives from Campus Services

Representatives from Athletics Department

Committee Chair and Vice Chair:

The role of the Chair and Vice Chair is to call meetings to order, adjourn meetings, take attendance, introduce agenda items, and call for motions.

Elected annually and shall be a representative from the students, faculty or staff voting members.

Terms:

Terms begin June 1 and end May 31 of each year.

Term Limits per Appointment:

Residence Halls Association Representatives (1)

1 member will have a 2 year term limit

Resident Assistant Council Representatives (2)

1 member will have a 1 year term limit

1 member will have a 2 Year term limit

Student Government Association Representatives (2)

1 member will have a 1 year term limit

1 member will have a 2 Year term limit

At-Large General Student Population Representative (2)

1 residential member will have a 1 year term limit

1 commuter member will have a 2 Year term limit

Staff Council (2)

2 Year Term Limit

Faculty Senate (2)

2 Year Term Limit

UH Department of Public Safety Administration (1)
2 Year Term Limit

Student Housing & Residential Life Administration (1)
2 Year Term Limit

Ex-Officio Appointing Authority:

Executive Director, University Services

Administrative Support for the Committee shall be provided by:

University Services

Cougar Card Advisory Committee Organization:

1. The CCAC shall organize itself by electing its Chair (one year term), and Vice Chair (one year term) from among its voting membership and determine its time and place of meetings. Other meetings may be called as necessary.
2. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of CCAC, provided that written proposed amendments are presented to CCAC members via the Chair at least two weeks prior to the meeting. All amendments are subject to approval of the Associate Vice President for Administration.

Meeting schedule:

During the academic school year the committee shall meet at least twice during both the fall and spring semesters on the 4th Friday of the designated month or monthly as determined by committee.

Cougar Card Advisory Committee Pre-Meeting Procedures:

1. The CCAC will hold an orientation for its new and returning members. This orientation will review the accomplishments of the previous year, highlight the goals/targets for the upcoming year.
2. The Committee Chair, Vice Chair and representatives from Cougar Card shall meet prior to the committee meeting to develop an agenda for the meeting at least 3 weeks in advance.
3. CCAC members shall have the right to request items to be included onto the meeting agenda for the committee to review.
4. The Cougar Card Manager shall compile recommendations, proposals, or grievances regarding Cougar Card services for Committee review.
5. An agenda of items shall be sent to both voting and non-voting members of the Committee and appropriate administrative personnel not less than one (1) day prior to the meeting.

Cougar Card Advisory Committee Meeting Procedures:

1. Meeting organizer will send the committee a meeting reminder at least one week in advance.
2. Members are expected to attend all meetings. If a member is absent from two meetings, they may be removed from the committee.
3. Committee chair shall ensure that committee follows a formal process which includes calling meeting to order, establishing quorum and ensuring quorum is met, gaining approval for prior meeting minutes, soliciting formal votes when applicable, and adjourning meeting.
4. CCAC shall be privileged to establish any subcommittees as shall be deemed advisable.
5. Meeting minutes should reflect any action(s) taken by the Committee.

Executive Session:

The voting membership of the CCAC, through the Chairperson, shall have the authority to call executive sessions at its discretion.

Public Education Event:

The CCAC will host an educational event in the spring semester of every academic year. The events will be held to present any upcoming new and innovative campus card programs, showcase existing products and services, and provide an opportunity for engagement with the campus community.

Reporting:

At the end of each meeting the agenda, meeting minutes, presentations (if any), and sign in sheet shall be posted to the official committee website to support information sharing and collaboration among university committees and the community as a whole.