By-Laws
Governing
The
CCTAP Student Advisory Board
Revised: April 2007

The mission of CCTAP is to recruit and support students and student parents enrolled at UW-Madison.

The goals of CCTAP are to:
• Improve the quality and continuity of child care children receive while the student parent(s) is working, studying or attending classes to attain degree completion;
• Provide financial assistance to income eligible student parents who have the greatest need for child care;
• To increase support and availability of needed services to student parents; and
• To enhance the education of students and student parents via pre-service teaching, research and outreach opportunities in child development, early education and related fields of study.

The Child Care Tuition Assistance Program (CCTAP) is guided by a program advising group called the CCTAP Advisory Board. This board will be composed of a minimum of 10 members, 80% (8) student volunteers at the University of Wisconsin-Madison and 20% (2) from the following: Dean of Students office, UW Office of Child Care and Family Resources, Student Financial Services office or the CCTAP Administrator.

MEMBERSHIP
The CCTAP Advisory Board is comprised of students who volunteer their time to be a member of the advisory board. Each student member will serve for two academic year terms if possible; one year terms are acceptable with meetings in September, January, and March/April of each year. Efforts shall be made to ensure that appointments are staggered to allow 4 members to rotate off each academic year-end. The CCTAP Advisory Board student volunteers should represent a mix of majors with interest in child care, finance and advocacy interests.

The CCTAP Advisory Board should strive to include:
• students who are parents
• students who are not parents
• graduate students
• undergraduate students
• TAA represented (student parents holding either PA or TA appointments)
• single parent students
• dual student parents
• international students

The CCTAP office will maintain a list of student parents who wish to serve on the CCTAP Advisory Board by indicating their interest through the CCTAP recruitment process. As
vacancies arise on the CCTAP Advisory Board, this list will serve as a basis to supply the needed replacements.

A chair person will be elected each spring for the following academic year. Efforts will be made to ensure a two-year term for the chair, with a co-chair appointment during the second year to take over to ensure continuity.

Every effort will be made to ensure a diverse student advisory board, both culturally, educationally and in terms of college career.

**MEETINGS AND ATTENDANCE**

A CCTAP Advisory Board member must be able to attend 3-4 meetings each year. Attendance is required at a minimum of three (3) meetings each year, September, January, and March. A fourth meeting will be scheduled in April should there be additional business and/or appeals.

Attendance and a quorum are established at all meetings and are required in order to conduct business. The CCTAP Advisory Board’s role is essential to advising the Child Care Tuition Assistance Program. Failure to attend scheduled meetings without 24 hour advanced notice will result in dismissal from the CCTAP Advisory Board. Meetings occur as follows:

**September**
- Orientation to CCTAP, including current fiscal year budget, award structure and priorities for funding identified in prior fiscal year.
- Review summer programming and awards.
- Overview of parent support activities.
- Hear any appeals, if needed.
- Other business identified by members.

**January**
- Review total expenditures/services for summer and fall.
- Review anticipated expenditures for spring.
- Hear any appeals, if needed.
- Review and approve proposed budget for next academic year in preparation for February presentation to SSFC.
- If budget cannot be approved at this meeting, and additional meeting will be called for approval prior to February hearing.

**March/April meeting**
- Review and identify funding priorities for the next academic year.
- Review student outreach and parent support and education activities for academic year.
- Hear any appeals, if needed.
- Vote on CCTAP Advisory Board chair and co-chair for upcoming academic year.

**IN addition, CCTAP Advisory Board members:**
• Serve as advocates for student parents with testimonial presentations to student
government (SSFC).
• Work with other student parents (ongoing).
• Support outreach activities within campus child care centers, encouraging student
participation in a range of activities to promote learning in the fields of early
education, child development, finance and programming/communication issues.
• The advisory board adheres to the formula for granting awards as developed
through the expertise of the Student Financial Services and the OCCFR.

**VOTING**
A minimum of 2/3 votes (6) will be necessary to develop new policy, create an exception
to a policy already in place, or review and hear any issues.

The CCTAP Administrator will record the minutes of each meeting. Voting on appeals
and matters of policy will be recorded by consensus vote.

**APPEALS**
Appeals to decisions made by the CCTAP office should be made in writing, and will be
presented to and voted on by the CCTAP Advisory Board at the scheduled meetings. The
CCTAP Administrator will record the votes of individual advisory board members into a
consensus vote. Voting will be tabulated by the CCTAP Administrator, who will inform
the student and the advisory board of the decision. The CCTAP Administrator will inform
the student filing the appeal of the outcome by email. The CCTAP Advisory Board
members are not subject to individual communication by the appealing students—the
board acts as a whole and hears appeals within scheduled meetings.