

## **University-Based Child and Family Policy Consortium Operating Principles**

This document lays out the Operating Principles that Consortium Members will be guided by and that the Host (SRCD) agrees to in hosting the Consortium. New Members will agree to abide by these Operating Principles. This document goes into effect November 1, 2016.

### **1. Mission and Activities of the Consortium**

- a. The mission of the University-Based Child and Family Policy (CFP) Consortium is to inform social policy that optimizes child and family wellbeing.
- b. The goal of the Consortium is to enhance the respective programs of child and family policy at each Member institution by conducting activities for their mutual benefit.
- c. The Consortium will engage in activities including, but not limited to, the following:
  - Facilitating collaborative, basic, applied and policy research among Members;
  - Helping Members to maximize the impact of their work on state, local and federal child/family policy;
  - Developing the capacity of the next generation of child/family policy scholars and leaders who work at the intersection of policy and research; and
  - Providing technical assistance and capacity-building to Members.
- d. Involvement in any Consortium activity is at the discretion of each Member.

### **2. Eligibility for Membership in the Consortium**

- a. Any college- or university-based program, institute, or department is invited to join the Consortium if it meets the following requirements, and such other terms and conditions as may be established by the Consortium:
  - i. Have and maintain a program focused on child and family policy;
  - ii. Agree to contribute the annual Membership fees, as established by the Consortium Steering Committee;
  - iii. Agree to such other terms and conditions of Membership in the Consortium as may be established by the Steering Committee; and
  - iv. Be approved for membership
- b. The annual Membership fee is One Thousand and no/100 U.S. Dollars (\$1,000.00), payable once a year. A Member may request permission to pay the annual fee in up to four installments. The Consortium Steering Committee is authorized to increase annual Membership dues. Upon doing so, it must inform all Members existing at the time of the increase and must modify this agreement to reflect the new annual fee prior to new Members joining the Consortium. The Consortium's fiscal year begins on July 1 and Members receive an invoice at the beginning of the fiscal year.
- c. In order to remain eligible for participation in the Consortium, each Member shall:
  - i. Pay the annual Membership Fee, as established by the Steering Committee;
  - ii. Continue to maintain a program focused on child and family policy;

- iii. Agree to abide by such other terms and conditions of participation as may be established by the Steering Committee.
- d. Failure to abide by the requirements for Membership, including payment of the annual fee, may result in termination of Membership.
- e. A Member institution may terminate its Membership at any time.
- f. In the event that membership in the Consortium is terminated, a Member shall not be entitled to a refund of any fee paid.

### 3. Financial and Administrative Management

- a. The Steering Committee shall select a Fiscal Agent/Host, with responsibility for maintaining the financial records of the Consortium as well as managing the funds collected by the Consortium from any source for the general uses and purposes of the Consortium. As of December 2015, SRCD shall serve as the Consortium's Fiscal Agent/Host.
- b. As administered by SRCD (the current Host/Agent) the Consortium functions as a SRCD activity, following the guidelines of SRCD committees. SRCD will appoint one ex officio Governing Council representative to the Consortium Steering Committee. The Consortium reports to Governing Council, providing an annual report on activities of the past year, anticipated activities for the coming year, and plan for use of any budget surplus in the coming year. Governing Council has final review and oversight of the activities of the Consortium. Consortium activities are managed by SRCD staff, including a Consortium Coordinator, a Consortium Assistant, and a Senior Advisor. Dues collected from Consortium Members, as noted below, are used to cover the costs of Consortium activities and the costs of staff time to carry out these activities.
- c. Because the Consortium is now a collaboration with SRCD and administered by SRCD, SRCD members will be informed of and invited to participate in Consortium activities (such as webinars) when appropriate.
- d. The Consortium Steering Committee and SRCD agreed on a level of support SRCD would need to take over Consortium functions. Any surplus beyond the agreed upon level will go back to Consortium activities. The Consortium Steering Committee will decide each year how the surplus will be spent and Governing Council will review this plan. SRCD will review the overall expenditures for the Consortium each year to determine if there is a need to adjust the level of funds needed for the administration of activities.
- e. Both the Consortium and the Host (SRCD) should have the option to terminate the relationship, giving at least 6 months notice.

- f. An annual financial report shall be provided to the Consortium Steering Committee and to SRCD's Governing Council by Consortium staff.
- g. In the event of the dissolution of the Consortium, SRCD on behalf of the Consortium shall remit to the Members any funds remaining after payment of any outstanding obligations, with the amount refunded to each Member based on the number of months remaining in their membership for that year. SRCD shall retain a small amount of the funding to cover handling of the reimbursements.
- h. The Steering Committee will authorize the appropriate representative of the Host Institution to represent the Consortium and sign for the Consortium on all Consortium agreements in accordance with the policies and procedures of the Host Institution.

4. Steering Committee

- a. Consortium Members shall establish a Steering Committee composed of a minimum of eight and maximum of ten members (including at least one early career member and one student representative from a Member institution).
- b. Nominations to the Steering Committee may be made by any "director" of a Member institution or the director's designee.
- c. All faculty and staff of Member institutions are eligible for nomination to Steering Committee.
- d. The director (or designee) of each Member institution votes for members nominated to the Steering Committee. Voting may take place by e-mail.
- e. Steering Committee members are elected to two-year terms, and may serve three consecutive terms (totaling six years).
- f. Early Career representatives must be less than seven years post doctorate and must commit to a two-year term as an early career representative.
- g. The student member is elected to a two-year term by Consortium member directors. Graduate students are eligible to run if they can commit to a two-year term and are only allowed to serve one term as the student representative.
- h. Steering Committee Chair and Vice Chair are elected by the Steering Committee to two-year terms, and can renew one time to serve a total of four years as Chair or Vice Chair; a Steering Committee member is eligible to be elected Chair or Vice Chair after serving at least one year on the Steering Committee. Special exception could be made to extend Chair and Vice Chair terms, but must be approved by Steering Committee and the Host's Governing Council.

- i. After three consecutive terms (or six years) on the Steering Committee, Steering Committee members must rotate off the Steering Committee for at least one year (unless serving as Chair or Vice Chair).
- j. Steering Committee will provide their mission statement and an annual written report, using the format required for committees, to SRCD's Governing Council.
- k. In appointing members to the Committee for Policy and Communications (CPC), SRCD's Governing Council will appoint one member who is a Consortium member and will serve as a liaison between the CPC and the Consortium Steering Committee. Steering Committee will encourage self-nomination for this role. A member can become CPC liaison after serving at least one year on the Steering Committee, and can serve two terms (four years) as the CPC liaison.
- l. In coordinating the activities of the Consortium, specific SRCD staff members will support the Consortium in the following roles: Consortium Coordinator, Assistant, and Senior Advisor. In these roles, the SRCD staff members will work closely with the Consortium Steering Committee in:
  - Serving as liaisons to Members in order to facilitate collaboration among Members;
  - Coordinating Consortium activities;
  - Overseeing enhancements to the Consortium's web site as a tool for supporting the Consortium's mission and goals;
  - Reporting to the Steering Committee and Members on the progress of Consortium work;
  - Working with the Steering Committee and other Members to raise funds to support Consortium work;
  - Preparing an annual report of the Consortium's accomplishments and activities for SRCD's Governing Council, the Membership, and funders.

## 5. Intellectual Property

- a. Any work, subject to copyright protection, specifically developed by the Consortium in furtherance of its collective mission shall be made available to all Members. The copyright shall be held by the Fiscal Agent/Host for the benefit of the Consortium.
- b. Works developed by a Member or Members and provided to the Consortium shall remain the work of the Member(s) submitting the work, in accordance with that Member's policies.
- c. The Steering Committee shall develop, for approval by a majority of the Members, additional guidelines with respect to ownership of intellectual property, as may be warranted. If additional guidelines are developed, the Consortium will take into account the intellectual property policies of its Members.

## 6. Relationship Between the Participants

- a. The Members are independent parties. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relation between or among the Members, nor shall SRCD or any Member be liable for the acts or omissions of any other Member.
- b. Nothing in this Agreement shall in any way restrict the ability of a Member, or any group of Members, to engage in any activity or to enter into any agreement or arrangement with any other Member, with SRCD, or a third party in furtherance of any Member's educational, scholarly and research mission.

7. Lobbying

The Consortium, as a whole, will not engage in lobbying activities as described in the Internal Revenue Code. This prohibition, however, does not affect the ability of any Member to engage in lobbying activities as may be permitted in accordance with its own policies and procedures.

8. General Provisions

These Operating Principles may be modified only upon mutual written agreement of the Steering Committee and Host (SRCD), which must notify the entire Membership within 30 days of any modification that may have an impact on individual Members.