Clean Water Institute of Calvin College Bylaws

I Purpose of the Clean Water Institute of Calvin College
Driven by a Christian response to fundamental human needs, the Clean Water Institute of Calvin College (CWICC) is devoted to improving drinking water conditions in developing global regions. CWICC focuses on improving community health by advancing the understanding and practices for providing appropriate drinking water solutions, with primary emphasis on the protection, development, treatment, and delivery of drinking water supplies in developing global regions. CWICC focuses on teaching, learning, scholarship, and service at all levels of undergraduate education, acting as a catalyst to gather and synergise students, academics, professionals, church congregations, and business partners for work with global communities to enhance their understanding and delivery of clean water.

II Activities of the Clean Water Institute of Calvin College
A. Funding and staffing a dedicated course focused on Water and Sanitation. This course normally will be taught by the CWICC director and will be designed to be broadly accessible to Calvin students in all majors.
B. Offering support for service-learning courses and projects focused on improving drinking water supplies in developing regions of the world.
C. Sponsoring and engaging in research to promote access to safe and abundant water. Research endeavors may range in focus from basic to applied; they may advance fundamental knowledge of the field and/or develop and deliver applied solutions for clean water.
D. Collaborating with partners internal and external to Calvin College.
   1. Learning partnerships enable scholarly study that is collaborative, multi-disciplinary, and designed to produce practical guidance, presentations, papers, and peer-reviewed publications with students as co-authors.
   2. Experiential partnerships support student and faculty involvement in clean water projects overseas and in developing regions.
   3. Agency partnerships allow collaborations with external entities that share a common mission (e.g., churches, NGOs, . . .)
   4. Community partnerships build on the resources and expertise of local professionals and businesses interested in supporting and sharing the Institute’s work; alternatively, these partnerships may connect Calvin College to international communities where the work of the Institute may provide synergy and mutual benefit.

III Administration: Director and Staff
A. Duties of the director of the Institute:
   1. Initiate and administer the programs of the Institute, with the advice and consent of the Governing Board.
   2. Hire and supervise staff of the Institute.
   3. Seek to secure external funding for the Institute.
   4. Serve as chief liaison between the Institute and its Governing Board.
   5. Serve as budget officer for the Institute and oversee the budget of all Institute activities.
6. Recommend to the Governing Board any allocations of grant funds to be awarded by the Institute.

7. Implement all policies, plans, and budgets approved by the Governing Board.

8. Provide an annual report, to be submitted first to the Governing Board for review, and then to the reporting dean. The director shall submit a summary of the annual report to Faculty Senate for information.

9. In consultation with the Governing Board chair, prepare the agenda and necessary materials for meetings of the Governing Board. These materials are to be submitted to the secretary of the Board for distribution.

10. Attend all Governing Board meetings except when the chair calls for an executive session (e.g., for the purpose of evaluation of the director by Board members).

11. Normally, the teaching of a water-related course will fall under the director's 0.5 FTE workload; however, an alternative arrangement for staffing such a course may hold in any given semester if it has prior approval of the governing board and the provost.

B. Status of the Director of the Institute

1. The Director shall hold faculty status in an academic department of Calvin College, with Institute responsibilities constituting a workload of 0.5 FTE.

2. The Director will receive one month of summer salary (i.e., $9 of non-burdened academic year salary) for partial support of work completed outside of the academic calendar.

3. The Director shall not serve as the chair of the Governing Board.

4. The Director shall not serve as department chair during his or her term as director.

C. Selection and Oversight of the Director of the Institute

1. Selection of the Director
   a. The provost shall appoint a committee appropriate to the mission of the Institute. Search committee composition will include at least one member of an academic department with natural ties to the Institute and at least one member of the Governing Board. Typically, it will also include the reporting dean.
   b. The search committee will make a recommendation to the provost, who will make a recommendation to the Professional Status Committee.
   c. If Departmental approval is necessary, this approval should be part of the recommendation to the Professional Status Committee, so that the PSC decision is final, not pending.

2. The director shall be appointed by the Professional Status Committee for a three-year term. The director may be reappointed at the discretion of the Governing Board and Professional Status Committee after a thorough performance review.

D. Evaluation of the Director

1. By the beginning of the third year of the director’s three-year term, the provost shall oversee an evaluation of the director’s performance. The evaluation will be conducted by the reporting dean, incorporating input from the board. The reporting dean shall submit a recommendation regarding reappointment to the Professional Status Committee.

IV Administration: Governing Board
A. Composition
   1. The Institute Director.
   2. A senior Calvin academic administrator designated by the provost (normally the dean for research and scholarship).
   3. Two college faculty members from departments positioned to contribute needed perspectives, expertise, and guidance in support of the Institute’s work. Both of these members will be appointed by the college’s Committee on Governance. One will serve as the chair of the Governing Board.
   4. Two people knowledgeable and passionate about clean water in developing global regions, not employees of Calvin College, who have significant experience or involvement in the development and delivery of clean water for developing global regions. These members are to be chosen by the Calvin faculty serving on the Governing Board and are not subject to term limits.
   5. Two Calvin students from different departments, serving for terms not exceeding three years. These members are to be appointed by the Calvin faculty serving on the Governing Board.

B. Selection
   1. As specified in IV.A.3, two college faculty members of the Board will be appointed by the normal Committee on Governance process for committee assignments. Other Board members will be selected as described above.

C. Committee service
   1. Membership on the Institute Governing Board shall be applied to community service requirements according to governance rules.

D. Administrative Support
   1. A Board secretary shall be appointed by the Governing Board for a one-year term, which is renewable. Administrative support for the governing board (e.g., a secretary for governing board meetings) can be appointed from existing staff of the Institute, with any such person(s) holding ex officio, non-voting status on the governing board.
   2. No limit shall be placed on the number of consecutive terms the Board secretary may serve.
   3. The board secretary shall arrange and distribute materials for meetings and submit minutes to the appropriate college entities.

E. Terms for Governing Board members other than the director and dean
   1. When necessary, the Committee on Governance will stagger faculty members’ service.
   2. After completing a term of service, a Calvin faculty member may be reappointed to the Governing Board, normally after a two-year hiatus.
   3. Terms of student members shall be flexible but shall not exceed three years.
   4. Terms of the two non-Calvin-employee members shall not be limited.

F. Frequency of board meetings
   1. The director shall convene a meeting of the Board at least once each full semester.
2. The chair will convene additional meetings at the request of three or more members of the Board. A quorum must be present at all meetings.

G. The Chair
1. The chair of the Governing Board shall be appointed by Committee on Governance for a two-year term.
2. The Chair may be reappointed by the Committee on Governance but may not serve for more than two consecutive terms.

H. Powers of the Governing Board
1. The Board shall have powers of advice and consent with regard to the operation of the Institute, holding the director accountable to the founding document and the policies of Calvin College.
2. The Board shall offer advice to the director on questions of initiatives, policies, and procedures of the Institute.
3. The Governing Board shall approve a ceiling on the dollar amount of grant awards that can be made by the Director of the Institute without the consent of the Governing Board.
4. The Director of the Institute may seek funding from foundations and grant agencies outside Calvin College. Awarded grants, however, require approval of the Governing Board prior to the acceptance of the grant monies. The acceptance of such funding by the Governing Board carries with it the board’s approval of the distribution of the funds specified within the parameters of the grant.
5. Any reallocation among the various budget lines in excess of 10 percent of the total approved budget for that year requires the approval of the Governing Board.
6. The board shall approve the next year’s budget and expenditures in advance of the fiscal year.
7. The board shall receive routine financial statements at least once per full semester.
8. The provost shall maintain the prerogative of mandating external reviews, which may focus on the director’s performance and/or the Institute’s programs.

V Hiring Policies
A. All College policies relating to hiring and reviewing of employees shall be followed.
B. Employee position descriptions must be approved by the college’s Job Evaluation Committee; title and wages should be consistent with Human Resources policies.

VI Amendment
A. These bylaws may be amended by a two-thirds vote of the entire Governing Board. The powers of the Governing Board shall be exercised in accord with the Bylaws.
B. Amendments approved by the Board then go to the Committee on Governance for approval and to Faculty Senate for information. In consultation with the director and the governing board, the Committee on Governance may recommend substantial changes be sent to Faculty Senate for approval.

Approved by the Clean Water Institute of Calvin College (inaugural) Governing Board: May 2016
Approved by the Committee on Governance: July 2016