



Committee for the Advancement of Grants

in Oklahoma Community Colleges and the Technology Education System

Charter

Article I: Name and Purpose

Section 1: The name of this organization shall be the “Committee for the Advancement of Grants.”

Section 2: The purpose of the Committee for the Advancement of Grants is to offer support and resources to facilitate grant project development and program management across Oklahoma community colleges and the career and technology education system.

Article II: Membership and Meetings

Section 1: Full membership is open to all sponsored program staff or management personnel at community colleges and the career and technology education system in the State of Oklahoma. Full membership includes voting rights and the right to hold office.

Section 2: Affiliate membership is open to sponsored program officers at Oklahoma public/independent universities as well as to emeritus members of the Committee for the Advancement of Grants and the Coordinator for Grants and External Funding Assistance at the Oklahoma State Regents for Higher Education.

Affiliate members do not have voting rights and cannot hold office.

Section 3: The Committee for the Advancement of Grants shall meet quarterly. Specifically, the Committee shall meet at the Oklahoma Association of Community Colleges annual conference, twice with Council on Grantsmanship and Research and one at large.

Section 4: Action taken by the Committee shall require a majority vote of those members present.

Section 5: The Chair (or his or her designee) shall provide email notice of the time and place of all meetings of the Committee to each members of the Committee no later than seven days prior to the meeting, together with an agenda of the items for which action may be taken.

Section 6: Regular attendance (in person or via distance) of committee members is expected in order for the Committee to function effectively.

Article III: Officers

Section 1: The officers of the Committee for the Advancement of Grants shall include a Chair and a Secretary. The Chair and Secretary are selected based on the simple majority affirmation of the members present.

Section 2: The terms of the Chair and the Secretary shall be for two years.

Section 3: The Chair shall be responsible for facilitating meetings, organizing content and coordinating ongoing business of the Committee.

Section 4: The Secretary shall prepare minutes for the Committee's approval at quarterly meetings.

Article IV: Admendments

Section 1: Amendments to this Charter may be proposed by the Chair or a member present at any quarterly meeting. Proposed amendments shall be ratified by a two-thirds majority of the members present.

Article V: Ratification

Section 1: This Charter shall become effective upon its ratification by a majority of the membership present at any quarterly meeting.

Adopted 1/16/2014