

**Lock Haven University
Linda J. Emanuel Teaching and Learning Center
Constitution and By-Laws**

Article 1. Name

The organization shall be called the Linda J. Emanuel Teaching Learning Center (TLC)

Article II Mission and Purposes

MISSION: The mission of TLC is to enhance teaching effectiveness and teaming. This mission includes the following:

- support for teachers' efforts to improve their expertise in content areas and in pedagogy
- support for improving students' inquiry and learning skills
- support for systems and procedures that improve teaching
- creation of processes, procedures, and groups that support teacher and student learning at high levels.

Because improving teaching and learning involves interactive dialog, the TLC supports interactive exchanges, with teachers and students helping each other through a collective inquiry process. Therefore, the TLC seeks to provide the following:

- A. Opportunities for continuous dialogue among faculty, administrators, staff, and students regarding the pedagogical development of faculty and the enhancement of student learning skills (workshops, discussion groups, peer coaching, invited speakers, etc.);
- B. Opportunities to share resources such as pedagogy expertise, workshops, speakers, materials, etc. relating to the enhancement of pedagogy and student learning (web page links, speakers, net discussion groups, teleconferencing, etc.);
- C. Opportunities to collect publications and archival materials on college teaching in general and in specific disciplines on pedagogical issues;
- D. Opportunities for the study and development of recognition and reward systems, educational programs, and other methods to increase the quality of pedagogy and student learning;
- E. Opportunities to experiment with and share new forms of instruction and learning (interdisciplinary and team teaching, internet methods, interactive video, computer-assisted instruction, instructional support methods for at-risk students, learning group scheduling, authentic instruction, service learning promotion, etc.);

- F. Opportunities for association with other pedagogy and learning organizations around the SSHE, the state, country, and the world (membership in AAHE, POD, etc.)

Article III. Membership

- A. Active membership shall include all faculty and administrators who have been involved in, or contributed to, a TLC activity within the last two years, such as attendance at workshops or other events, completing TLC surveys, as well as team service. Students may serve as "student associate" members and be appointed to specific TLC student-faculty joint teams.
- B. Officers shall include a President, Vice President, Secretary, and Treasurer who shall serve on the Executive Committee (See Article IV below).
- C. The President shall call and conduct all meetings and act as chief officer of the organization. The President shall work with the Executive Committee to devise goals and procedures for the organization, identify strategies to achieve purposes and objectives, monitor their implementation, and evaluate all achievements. The President shall act as representative of the organization in all formal matters and issue reports as needed to the membership and interested external bodies.
- D. The Vice-president shall act for the President in his/her absence and shall accede to the Presidency when and if the President shall resign for personal reasons before the end of a term;
- E. The Secretary shall keep all minutes and records of the organization and shall assist the President in all mailings. The Secretary shall be responsible for an annual updated list of active members of the organization. This list shall include active member names, addresses, phone and fax numbers, email addresses, and such other information deemed appropriate by the organization.
- F. The Treasurer shall be responsible for all fiscal matters of the organization and shall be prepared to issue detailed financial reports to be distributed with minutes at scheduled meetings.
- G. The terms for President, Vice President, Secretary, and Treasurer is three years. Team leaders will serve one-year terms, subject to re-appointment by the Executive Officers for successive terms.
- H. Membership may include students nominated to participate in activities and conferences. The Executive Committee will ratify these student associates.

Article IV. Executive Committee

- A. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the Past President, as well as all Team Leaders or the leader's designee.

- B. The duties of the Executive Committee shall be to assist the President in any and all matters pertaining to the organization, such as planning, executing, monitoring, and assessing organizational activities, and to assist in the appointment of team chairs.

Article V. Meetings

- A. Meetings will be held at the discretion of the Executive Committee and President.
- B. The President will call special meetings.

Article VI. Voting

- A. The President, Vice-President, Secretary, Treasurer will be first nominated from the list of active members and then elected by a vote of active members.
- B. All faculty may vote on matters pertaining to the decisions of the organization which are deemed important by the Executive Committee to be relevant for a school-wide vote. All other matters will be decided by the Executive Council, or by a majority vote of active members at special meetings called at the discretion of the President.
- C. A majority vote is required to pass any motion, and a quorum rule must first be satisfied with a quorum being one more than one half of the organization's team members.

Article VII. Teams

- A. Standing Teams will be composed of a Team Leader selected by the Executive Committee plus four or more members, also selected from a list of volunteers by the Executive Committee.
- B. Team Leaders will be responsible for convening the team, holding regular meetings, fulfilling the team's charge, providing an ongoing list of active TLC participants to the TLC Secretary, and writing a yearly summary of the Team's activities and expenditures.
- C. Although the Executive Committee may modify yearly the list of teams and their charges, possible teams with suggested charges may be found in the Appendix.
- D. Ad Hoc Committees: The President, with the endorsement of the Executive Committee, may appoint any Ad Hoc committee relevant to the business and furtherance of the organization.

Article VIII. Amendments

This constitution and these by-laws may be amended by a two-thirds vote of the voting members who vote. This vote may be taken in a general meeting of voting members or by electronic ballot.

APPENDIX

Program Team:

1. Research possible topics for workshops and conferences by polling faculty, contacting other TLC organizations, reading professional journals, and finding information from other sources as appropriate.
2. Find possible speakers for workshops and conferences by similar research techniques.
3. After consulting with the TLC Executive Committee, establish links speakers and finalize a contract.
4. Organize and conduct the workshop and conference.
5. Plan other campus TLC events as deemed appropriate by the Program Team.
6. Coordinate with TLC Treasurer and for budget approvals.
7. Coordinate with other TLC Teams.
8. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Grants Committee:

1. Advertise and disseminate travel grant forms to faculty.
2. Evaluate and award travel grants for conferences focusing on teaching.
3. Coordinate with TLC Treasurer for budget approvals.
4. Coordinate follow-up presentation of faculty member.
5. Perform other tasks deemed appropriate by the Team.
6. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Awards Committee:

1. Advertise and conduct searches for candidates for TLC awards: teaching and mentoring.
2. Finalize recipients in committee.
3. Coordinate with TLC Treasurer for budget approvals.
4. Arrange for payment of awards and making of plaques to be presented at Fall Convocation.
5. Perform other tasks deemed appropriate by the Team.
6. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Technology Team:

1. Develops technology enhancement plans.
2. Coordinate TLC technology training and activities.
3. Coordinate with Program Team on workshops and conferences on campus.
4. Coordinate with TLC Treasurer for supply approvals.
5. Perform other tasks deemed appropriate by the Team.
6. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Acquisitions Team:

1. Poll faculty and other TLC organizations for collection suggestions.
2. Coordinate with TLC Treasurer for budget approvals.
3. Order new additions to the TLC collection.
4. Perform other tasks deemed appropriate by the Team.
5. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Web Team:

1. Using the TLC Web page, publicize TLC activities, including writing articles, sending out announcements and email messages.
2. Coordinate with Program and Grants Teams to advertise TLC workshops, conferences, and presentations.
3. Develop and update the TLC web page.
4. Coordinate with other TLC Teams.
5. Perform other tasks deemed appropriate by the Team.
6. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Liaison Team:

1. Establish liaisons with AAHE, POD and other faculty development organizations.
2. Establish and maintain liaisons with other State System University TLC organizations.
3. Attend conferences and workshops as necessary, using TLC Travel Grant funds.
4. Perform other tasks deemed appropriate by the Team.
5. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

Service Learning and Community Based Research Team:

1. Coordinate service learning activities on the LHUP campus.
2. Promotes service learning by holding workshops, coordinating with the Program Team.
3. Attends conferences and workshops as necessary, using TLC Travel Grant funds.
4. Represent LHUP in SSHERVE.
5. Coordinate with the Americorps Director.
6. Promote CBR on campus.
7. Coordinate with CBR regional and national organizations.

8. Attend CBR conferences and bring ideas to campus.
9. Develop CBR projects in the community at large.
10. Distribute CBR grants.
11. Perform other tasks deemed appropriate by the Team.
12. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

TLC Assessment Team:

1. Plan and execute assessment procedures for the TLC
2. Coordinate with Program Team for assessments of TLC workshops, conferences, and presentations.
3. Coordinate with other TLC Teams.
4. Perform other tasks deemed appropriate by the Team.
5. Provide minutes and/or record of Team decisions to the TLC Executive Committee.