

**Operating Paper:  
Advisory Council to Center for Service-Learning and Volunteerism  
Southern Illinois University Carbondale**

Adopted June 27, 2012

**1. MISSION:**

The Center for Service-Learning and Volunteerism (CSLV) at Southern Illinois University at Carbondale (SIUC) seeks to support and foster the university mission of service by preparing students to be engaged, aware and responsible citizens. Co-curricular and course-based opportunities for service and reflection allow students to be active learners, connect to peers, faculty, and the community and thus contribute to the service mission of the university. Students learn in a holistic environment that prepares them for leadership in a diverse society.

**2. FUNCTION:**

The Advisory Council advises CSLV staff on strategic planning, funding, and relationships with community partners. The advisory council may assist staff on special projects like trainings, or specific programs.

**3. MEMBERSHIP:**

- a. The number of members on the advisory council is at the discretion of the council and staff. Membership includes at least (two) one community member, one undergraduate student, one graduate student and at least three faculty members. CSLV staff serve as ex officio (non-voting) members. Nominations for new members can come from the advisory council, staff or SIUC administration.
- b. Members serve for two-year terms that can be renewed. CSLV staff and the Associate Provost are ex-officio members of the council.

**4. MEETINGS:**

- a. The advisory council will meet at (in September and November in the fall), February and April in spring and once in the summer). At these meetings the staff will report on the previous semester and present items to be considered for future work. A quorum consists in a majority of all members present.
- b. The council will be led by a chairperson. The chairperson will be elected by the members of the council. The chair's responsibility is to develop an agenda with help from other members and run the meetings.
- c. The council as a whole will decide all actionable items by majority vote of a quorum present. Decisions will be made as far as possible by discussion and consensus by the entire council including CSLV staff. If the CSLV staff decide on a different course of action, they can explain during the meeting about their decision. The operating paper can be amended by a majority vote of the advisory council.