



UNIVERSITY RECREATION
CENTRAL WASHINGTON UNIVERSITY

PURPOSE

The purpose of the University Recreation Advisory Board is to represent the recreational interests and needs of the students and the university community. The primary function of the board is to advise the Department of University Recreation regarding programmatic issues and the strategic directions within Intramural Sports, Group Fitness, Personal Training, Outdoor Pursuits & Rentals, Collegiate Sport Clubs, Youth Programs as well as the Recreation Center, Challenge Course and all other indoor and outdoor recreational facilities.

The primary duties of the board shall be to review, advise, prioritize, recommend and be informed regarding:

- * Recreation Center Dedicated Fee
- * Program development and expansion
- * Program assessment
- * Facility scheduling and operating hours
- * Eligibility for use of facilities and programs
- * Capital projects and improvements
- * Major equipment purchases

Additional other duties of the board shall include:

- * Annual review of the goals and objectives accomplished as they relate to the department's strategic plan.
- * Poses an understanding of University Recreation's multiple funding sources including S&A allocations and user fee revenue.

Section I – Definitions

1.1 DEFINITIONS

- 1.1.1 "Student" means a CWU student currently paying a Recreation Center fee at the Ellensburg campus.
- 1.1.2 "Freshman" means a first year Central Washington University student who has completed fewer than 45 credits at the time of their appointment.



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1.2 UNIVERSITY RECREATION

University Recreation serves our student body and campus community with the following programs and services:

- Recreation Center Operations
- Group Fitness
- Intramural Sports
- Outdoor Pursuits & Rentals
- Personal Training
- Climbing Wall
- Special Events
- Collegiate Sports Clubs
- Summer Kids Camp
- Challenge Course

Each of the aforementioned programs consists of many facets and varying activities to attract the interests of a diverse student body.

Section II – Board Operational Structure

2.1 BOARD COMPOSITION

The Board shall consist of seven (7) voting members.

2.2 STUDENT SEATS

Seven (7) of the voting Board members shall be students. Of the seven (7) student seats, no more than 1 seat shall be occupied by an ASCWU Board member, at least one (1) shall be held by a Graduate/Professional student, and at least one (1) shall be held by a freshman student. When all student Board members have progressed beyond freshman class standing, the next available undergraduate vacancy will be filled by a freshman student.

Of the remaining five (5) student Board members, one (1) shall be an ASCWU executive officer (Vice-President for Student Life and Facilities) or their undergraduate student appointee. Student appointments shall be for as long as the appointees continuously remain a student, or in the case of the student government seat, for as long as the student holds office as the Vice-President for Student Life and Facilities.



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2.3 LENGTH OF TERMS

All Board members will serve a Term from the start of Fall Quarter to the start of the following Fall Quarter. All members are expected to serve for the entire year. All members are required to notify the Chair by May 15 of each academic year regarding their summer availability. Those members not available to serve past the last day of Finals week Spring Quarter will be removed from the board and new members will be appointed.

2.4 EX OFFICIO MEMBERS

The Director, University Recreation will serve as a permanent Ex Officio member of the Board and serve as the Board Advisor. The Board will request the attendance at meetings of those individuals, who by their position, are deemed necessary to assist the Board in its functioning. These ex officio members may give reports to the Board at each meeting or as requested by the Board. Action items can be brought to the Board for a vote by the ex officio members, with the approval of the Chair or any member of the Board.

2.5 EXECUTIVE COMMITTEE

The Executive Committee shall be composed of all voting members of the Board.

2.6 SUMMARY OF STRUCTURE

- * Ex Officio – Director of University Recreation
- * Chair – ASCWU Vice President for Student Life and Facilities or their undergraduate student appointee
- * Seat 1 – Student at large
- * Seat 2 – Student at large
- * Seat 3 – Student at large
- * Seat 4 – Student employee of University Recreation
- * Seat 5 – Student-must be a Freshman Student residing in the Resident Halls
- * Seat 6 – A graduate student

2.7 ABSENCES

The Chair must be notified of an intended absence no later than 24 hours prior to the Board meeting. Excessive absences, as determined jointly by the Chair, shall result in a recommendation for removal from the Board. Board members that miss more than 1 meeting per quarter will be considered inactive and will be subject to 2.8.



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2.8 REMOVAL

Student members may be removed from the Board with a 2/3 affirmative vote. Special circumstances may be obtained on an individual basis to excuse an absence by receiving a majority vote by the board.

Section III – Officers

3.1 CHAIR

3.1.1 Selection Process - The Chair shall be the ASCWU Vice President for Student Life and Facilities or their appointee as described in 2.6.

3.2 DUTIES OF THE CHAIR

The Chair presides over the Board's meetings, acts as the official representative of the Board, will maintain communication with the Director, University Recreation and will perform other duties deemed necessary to the Board's purpose as determined by the executive committee of the Board. The Chair shall not vote on matters except to break a tie vote on issues other than the election of the Chair. The Chair will also serve as "The Finance Liaison" and will maintain regular contact with any persons necessary in order to stay up-to-date with the status of the budget.

3.3 VICE CHAIR

3.3.1 Selection Process - The Vice Chair will be elected by the committee as defined by section 2.5 with a majority vote provided the individual nominated is willing to accept the position.

3.3.2 Qualifications - The Vice Chair must be a current voting member of the committee as defined by section 2.5.

3.3.3 Duties of the Vice Chair - The Vice Chair will assume the duties of the Chair as defined by section 3.2 when the Chair is not available to serve in their appointed role.

Section IV – Board Positions

4.1 POSITIONS

The Board shall have the following positions: Finance Liaison, Operating Guidelines Coordinator and Policies Liaison.



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4.1.1 Selection Process - The Board Chair shall serve as the Finance Liaison. The Operating Guidelines Coordinator and Policies Liaison shall be appointed by the Board Chair. Selection of these positions will occur no later than the second Board meeting each academic year.

4.2 RESPONSIBILITIES

4.2.1 Board Membership Coordinator - The Executive Vice President of the ASCWU will be responsible for communicating with the ASCWU Board of Directors for coordinating recruitment and appointment to the University Recreation Advisory Board in a timely fashion.

4.2.2 Operating Guidelines Coordinator - The Operating Guidelines Coordinator will be responsible for evaluating the Operating Guidelines whenever needed but at a minimum of once per year during spring quarter.

4.2.3 Policies Liaison - The Policies Liaison will maintain communication with the University Recreation staff and the University Recreation Advisory Board regarding policies that need to be amended. He/she will sit on the appropriate committees to ensure that the policy changes are properly instituted.

4.2.4 Reports - All Board positions will prepare a report for the Board as needed.

Section V – Board Procedures

5.1 OPERATIONAL PRINCIPLES

The Board shall use Roberts Rules of Order as the operational principles for conduct of Board meetings.

5.2 QUORUM

A majority of the seated Board shall be necessary to constitute a quorum.

5.3 MEETINGS

Meetings of the Board will be held at least once per month during the academic year pursuant to a schedule established annually by the Board with consideration of University Recreation Staff members. The Chair may call for and schedule special sessions as deemed necessary to carrying out the business of the Board. During a scheduled meeting, the Board may take action to either cancel or reschedule the next scheduled meeting.



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5.4 AMENDMENTS

The Operating Guidelines may be amended by a two-thirds vote.

5.5 VOTING PROCEDURES

Unless otherwise specified in these Operating Guidelines, action or decisions by the Board shall be by a majority vote of the voting members present. The exception to this shall be votes on recommending Recreation Center fee increases and capital projects shall require a 2/3 affirmative vote of the members present to pass.

Section VI- Board Operations (Summer)

6.1 DEFINITION OF SUMMER

Summer shall be defined as the period between the last day of the spring quarter and the first day of the fall quarter each year.

6.2 SUMMER UNIVERSITY RECREATION ADVISORY BOARD

6.2.1 Chair - The Chair of the Summer University Recreation Advisory Board shall be a student (undergraduate or graduate) Board member who will be on-campus during the summer period as defined in Section 6.1. The Chair shall have the duties and responsibilities as provided in Section 3.2 during the summer period. The Chair shall be selected at the last regular meeting of the Board during the academic year. The summer Chair shall serve until the beginning of the academic year for the fall quarter or until replaced by vote of the Board.

6.2.2 Summer Board Members - The Summer Board shall be comprised of those Board members from the academic year Board who are available and willing to attend Board meetings during the summer months as defined in Section 6.1.

6.2.3 Summer Quorum - A minimum number of 5 members will be required to constitute the summer quorum (4 voting and 1 Chair). If the established quorum is not present to decide on issues before the Board, voting on those issues by the Board, as a whole, may take place via email.

6.2.4 Board Report - The Chair of the Summer Board shall give a report to the full Board of the actions of the Summer Board, when the full Board convenes for the first meeting during the fall quarter of the academic year.