

ASCWU STUDENT UNION BUILDING BOARD

Constitution

1-0.0 THE CONSTITUTION OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT UNION BUILDING BOARD

No significance is placed on the singular or plural designation or the use of masculine, feminine, or neuter in this constitution. Each designation is to be construed to include others where appropriate.

1-0.1 Preamble

We the ASCWU Student Union Building Board of Central Washington University, hereby affirm and establish this constitution to support Union operations and the needs of our students.

1-1.0 NAME

The name of the association shall be the "Association Students of Central Washington University Student Union Building Board." Hereafter, it will be referred to as the Union Board.

1-2.0 MEMBERSHIP

1-2.1 Non-Discrimination

The Student Union Building Board will not discriminate in its membership on the basis of race, age, sexual orientation, gender, religion, national origin, physical disability, or marital status.

1-3.0 MEMBERS

1-3.1 Chairperson

The chairperson of the Student Union Building Board shall be the Vice President for Student Life and Facilities from the ASCWU Board of Directors.

1-3.2 Members

All members of the Student Union Building Board are to be appointed by the ASCWU Board of Directors.

Members will represent one of the following groups:

- One (1) Non-Traditional Student to represent students defined as such.
- One (1) Commuter Student representing student representing students traveling to campus from outside the Ellensburg area.
- One (1) On Campus representing the on campus population.
- One (1) Off Campus Student representing the off campus population in the Ellensburg area.
- One (1) Student SUB Lead Building Manager representing the "In-house" operation.
- One (1) Member at Large representing the general student vote.
- One (1) Advisor, being the Associate Director of Student Union Operations, this position is an ex-officio, non voting position.
- One (1) Ex Officio Non-Voting Member, being the Student Union Operations

Building Coordinator.

ASCWU STUDENT UNION BUILDING BOARD

Constitution

1-3.3 Parliamentary Procedure

The Student Union Building Board shall follow Roberts Rules of Order under the discretion of the Chair.

1-4.0 TERM OF OFFICE

1-4.1 Chairperson

The chairperson of the Student Union Building Board shall take office the last day of final's week of spring quarter of the academic year.

1-4.2 Members

The seven (7) appointed members of the Student Union Building Board shall take office the meeting following their appointment by the ASCWU Board of Directors. Appointments will be made during Fall quarter of the year of their appointment.

1-5.0 MEETINGS

1-5.1 Regular Meetings

Meetings of the Student Union Building Board shall be held every other week, fall, winter, and spring quarters, provided school is in session. The meeting dates and times shall be set by the Chairperson, on a quarterly basis.

1-5.2 Additional Meetings

Additional Meetings will be held if the Student Union Building Board Chairperson or members consider it necessary, with at least 24 hours notice via email.

1-5.3 Quorum

A majority of the currently seated members of the Student Union Building Board shall constitute a quorum. Quorum must be present to address voting items.

1-6.0 REFERENDUM

Any member of the Student Union Building Board may introduce referential input to the Student Union Building Board for consideration. Referendums shall be presented to the chairperson two (2) days in advance of the Student Union Building Board meeting. A two-thirds majority vote is required from the Student Union Building Board. Referendums shall then be passed to the ASCWU Board of Directors for consideration. The Student Union Building Board reserves the right to take further action regardless of the ASCWU Board of Directors' decision on the matter. This action will be in the form of a ballot vote to the student body in the next election.

1-7.0 BY-LAWS

1-7.1 Establishment of By-Laws

By-Laws shall be established to include rules, duties of the members, task forces, committees, appropriations, and matters of which clarification is required.

ASCWU STUDENT UNION BUILDING BOARD Constitution

1-8.0 AMENDMENTS

1-8.1 Amending the Constitution

Proposals to amend this constitution require a three-fourths affirmative vote of both the Student Union Building Board and the ASCWU Board of Directors and the ASCWU Council of Probity.

1-8.2 Amending the By-Laws

Proposals to amend the By-Laws of this Constitution require a two-thirds affirmative vote of both the Student Union Building Board and the ASCWU Board of Directors.

1-9.0 SUSPENSIONS

1-9.1 Suspending the Constitution

The Constitution shall not be suspended under any circumstance. Changes to the Constitution shall only be by amendment.

1-9.2 Suspending the By-Laws

Proposals to suspend the By-Laws of this Constitution require an announcement of intentions at a Student Union Building Board meeting. In order for the suspension to take place a two-thirds vote of all recognized members is required.

1-10.0 ENACTMENT

This constitution shall have full effect following a three-fourths affirmative majority vote by the Student Union Building Board and a three-fourths affirmative majority vote of the ASCWU Board of Directors. This Constitution shall supersede and replace all previous Student Union Building Board Constitution and By-Laws.

BY-LAWS OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT UNION BUILDING BOARD

No significance is placed on the singular or plural designation or the use of masculine, feminine, or neuter in these By-Laws. Each designation is to be construed to include others where appropriate.

2-1.0 THE ASCWU STUDENT UNION BUILDING BOARD MEMBERS

2-1.1 The Duties of the ASCWU Union Board Chairperson Shall Include:

- a. Serve as a chairperson in directing the Student Union Building Board meetings and serve as a voting member.
- b. Issue an initial agenda and have it available to the public no less than 24 hours prior to a regularly scheduled meeting.
- c. Serve as liaison between the Student Union Building Board and the ASCWU Board of Directors.
- d. Create committees, task forces, and other such bodies deemed necessary by the chairperson or majority of the Student Union Building Board
- e. Follow the Student Union Building Board guidelines and policies for members.
- f. Interpret and enforce the provisions of the Constitution and By-Laws.
- g. Act as or designate a public spokesperson for the Student Union Building Board. The chairperson shall report such statements at the first Student Union Building Board meeting after the comments become public.

2-1.2 The Power of Appointment with The Student Union Building Board's Consent.

- a. It shall be the responsibility of the Chairperson to appoint members of the Student Union Building Board to all Committees, task forces, and other such bodies deemed necessary by the chairperson or by the majority of the Student Union Building Board.
- b. If a Student Union Building Board member misses four meetings in a quarter, unless they are extenuating circumstances or excused, that Student Union Building Board member will be dismissed.
- c. It shall be the responsibility of the Chairperson to fill any vacancies when a member resigns or fails to attend meetings on a regular basis. **Regular Basis: To be defined by the Student Union Building Board at their first regular meeting.

2-2.0 THE DUTIES AND RESPONSIBILITIES OF THE MEMBERS

2-2.1 Duties of the Members Shall Include:

- a. Serve as a voting member of the Student Union Building Board
- b. Vote on behalf of the represented student population. A member is allowed one vote and may only represent one student population at any given time
- c. Serve as a liaison between the student population s/he represents and the Student Union Building Board.
- d. Serve on any committees, task forces, and other such bodies as directed by the chairperson and/or the Student Union Building Board.
- e. Follow the Student Union Building Board Guidelines for Members.

2-2.2 Duties of the Advisor:

- a. Serve as a voting member and the primary administrative advisor to the ASCWU Student Union Building Board and be, or be appointed by, the Senior Director of Campus Life and Student Union.
- b. Serve as a resource to the Chairperson and advise that person when the need arises.
- c. Provide proper training and information for the appointed Student Union Building Board members.
- d. It shall be the responsibility of the Advisor to provide the Student Union Building Board with updated information detailing the financial state of the SUCC on a monthly basis every other month or by the request of the Board.
- e. It shall be the responsibility of the Advisor to bring the Service and Activity Fees (S&A) budget request before the Student Union Building Board for final change and approval. This shall be done before it is submitted to the S&A Committee for review and allocation.
- f. It shall be the responsibility of the Advisor to bring any expenditure beyond the S&A allocation to the Student Union Building Board for approval. Additionally, all charges in room allocation and/or policy within the SUBB will be brought to the Student Union Building Board for approval.
- g. The Student Union Building Board grants the Advisor, in correspondence with the Senior Director for Campus Life and Student Union, and the ASCWU Vice President for Student Life & Facilities, the ability to make these decision on an emergent-need-basis in the event of the Union Board's inability to meet (ie: The roof caves in over winter break). However, the Advisor must bring the action to the Chair of the Student Union Building Board immediately following the decision and to the Student Union Building Board at the next regular meeting for confirmation of the action.
- h. The Advisor shall be responsible for acting on the decisions made by the Student Union Building Board regarding the SUBB if they are in compliance with university policy and state law.
- i. The Union Board affirms the responsibilities of the Advisor, It is understood that the Director must have the authority to manage on a day to day basis unencumbered by this constitution. The Advisor has the authority and responsibility to make decisions regarding daily expenditures, personal matters, policy interpretation, and problem solving. It is further understood that the Advisor reports indirectly through the Vice President for Student Affairs & Enrollment Management through the Senior Director of Campus Life and Student Union and has administrative responsibilities to the administrative team,

2-3.0 DUTIES OF THE ASSOCIATED STUDENTS OF CENTRAL WASHINGTON UNIVERSITY STUDENT UNION BUILDING BOARD

2-3.1.1 The Duties of the ASCWU Student Union Building Board Shall Include:

- a. Decide the policy of the Student Union Building with regard to issues affecting student use of the building. The Student Union Building Board may reserve the right to pass such decisions to the ASCWU Board of Directors. Such policy shall be printed and placed in file for future reference.
- b. Create ASCWU standing committees, agencies, and task forces, on behalf of the Student Union Building Board,
- c. Confirm, reject or remove appointments made by the Chairperson on Student Union Building Board recognized agencies, committees and task forces as set up by the Student Union Building Board.
- d. Set policies or procedures for the Student Union Building Board whether on to itself as a whole or for individual members of the Student Union Building Board. Such policies must comply with university policy and state law. All policies set shall be printed and placed on file for future reference.
- e. Approve or disapprove recommendations from the Advisor regarding building policy, room allocation, or expenditures not included in the S&A allocation. The Student

Union Building Board reserves the right to approve recommendations with revisions, or disapprove the request.

- f. Confirm, change, or reject the S&A budget request for the upcoming biennium as presented by the Advisor.
- g. The Student Union Building Board will take into consideration that in the enactment of its duties the SUBB is financially supported by student money and that students must always be the first priority.
- h. The Student Union Building Board will have ongoing input regarding the future planning of the building.
- i. The Student Union Building Board will approve or disapprove SUB Exception Policy Applications.
- j. The Student Union Building Board will take charge over the Board/Case Ownership process following the defined policies on a quarterly basis.

2-3.1.2 This article shall be in no way construed to limit the power of the Student Union as set forth in the Union Board's Constitution, By-Laws; ASCWU Constitution, By-Laws; Washington State Administrative Code; and the Revised Code of Washington.

2-4.0 ASCWU STUDENT UNION BUILDING BOARD GUIDELINES

2-4.1.1 Eligibility for Student Union Building Board Members

- a. Be a student, enrolled in at least one credit at Central Washington University in academic good standing.
- b. Be of the student population in which you will be appointed to represent.

2-4.1.2 Restrictions for Student Union Building Board Members

- a. No single member can represent more than one student population
- b. Members must continue to be of the student population appointed to represent throughout the academic year
- c. No member, excluding the Chair, shall serve on the ASCWU Board of Directors or Council of Probity.

2-4.2 Responsibilities of Student Union Building Board Members

2-4.2.1 Responsibilities of members shall include the following:

- a. Individual members shall conform to the laws of the State of Washington and those of the United States of America.
- b. Individual members shall conform to the rules, policies, guidelines, and regulations of CWU, the ASCWU Board of Directors and the Student Union Building Board
- c. Individual members shall consider themselves representatives of the Student Union Building Board and this University at all functions.

Procedures for Terminating a Member

2-5.1.1 Termination of a Student Union Building Board member, Except for the Chairperson, will occur when:

- a. A Student Union Building Board member is placed on academic probation for two consecutive quarters.
- b. A Student Union Building Board member's accumulative GPA drops below 2.5 at CWU.

- c. A Three-Fourths majority vote of the Student Union Building Board to terminate a member after one month's notice has been given to the Chairperson to rectify the carrying out of their duties and responsibilities.

2-5.1.2 The termination of the Chairperson shall be in accordance with the ASCWU Constitution and By-Laws

2-5.2.0 Resignation of a Student Union Building Board Member

2-5.2.1 The resignation of a Student Union Building Board member will occur when:

- a. A Student Union Building Board member submits a letter of resignation to the Chairperson. Such letter shall be unconditional with the exception of an exact listing of a calendar day when such resignation takes effect.
- b. After receiving acceptance from the Student Union Building Board. Rejection shall occur only when a letter does not conform to 2-5.1.0 Section 1.1 A or termination procedures have begun.

ASCWU Student Union Building Board Subsidiary Bodies (Committees)

2-6.1 The Student Union Building Board shall have the power to create any subsidiary body it deems necessary.

- a. The Subsidiary body shall be created upon a two-thirds majority vote of the Student Union Building Board.
- b. The Student Union Building Board must approve the policies and procedures of such bodies prior to their existence.

ASCWU Student Union Building Board Judicial Procedures

2-7.1.1 Council of probity shall have jurisdiction over the Student Union Building Board as follows.

- a. All disputes concerning the interpretation of the Union Board Constitution and By-Laws will be examined by the Council of Probity.
- b. All disputes between the Union Board, the Chairperson, or the Advisor shall be heard by the Council of Probity to determine if the Union Board Constitution and By-Laws have been followed.

2-7.2.0 Council of Probity's power of review.

2-7.2.1 The Council of Probity's power of review over constitutional and policy decisions made by the Union Board shall be as follows:

- a. The Council of Probity shall have the right to review motions and new policies passed by the Union Board to determine if such motions are within the scope of it's power, stated or implied.
- b. The Council of Probity shall have the right to review policy decisions that have been made by the Union Board, the Chairperson, or the Advisor. This shall include the right to review any conflicts between a member and the Union Board, the Chairperson, or the Advisor when an appeal is made to the Council of Probity.

The Council of Probity shall settle disputes of the Union Board related to policy and procedure as follows:

- a. The Council shall obtain all relevant policy passed by either the Board of Directors or the Student Union Building Board.
- b. The Council, after hearing the case and reviewing the appropriate policy, shall issue a ruling explaining how the policy applies and the appropriate action will be taken by parties involved.
- c. If no policy is applicable, the Council of Probity will issue an advisory opinion concerning the matter. The parties involved shall not be bound by advisory opinions. At no time shall the Council of Probity create or amend policy.

The Council of Probity shall resolve conflicts between the Union Board, the Chairperson, or the Director of the SUB in the following manner:

- a. Conduct an informational meeting with parties involved.
- b. Issue in writing a letter agreeing that such action was within the scope of the Constitution, stated or implied.
- c. Issue in writing a letter explaining why the action taken was not within the scope of authority or power accorded by the Constitution, stated or implied. The case will then be returned to the Union Board for revision. The case will again be heard by the Council of Probity to determine if the revision is now in line with the Constitution. This shall continue until the action taken by the Union Board is determined constitutional.