

Student Union Advisory Board Constitution



PURPOSE

The purpose of the Student Union Advisory Board is to represent the Student Union & Recreation Center as an organized assembly. The primary action of the board is to review any activities taking place in the Student Union & Recreation Center to assure a positive and safe environment for the students and community members.

The primary duties of the board shall be to review, advise, prioritize, recommend, create and be informed on all Student Union policy.

Section I — Board Composition

1.1 MEMBERSHIP

1.1.1 The Student Union Advisory Board will not discriminate in its membership based on race, age, sexual orientation, gender, religion, national origin, physical disability, or marital status.

1.2 MEMBERS

1.2.1 All members of the Student Union Advisory 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) On Campus representing the on-campus population.

One (1) Off Campus student representing the off-campus population.

One (1) Student SURC Building Manager representing the "In-house" operation.

Two (2) Members at Large representing the general student vote.

One (1) Advisor, being the Director of Student Union, this position is ex-officio, non-voting position.

One (1) Ex Officio Non-Voting Member, being the Student Union Building and Events Supervisor.

Section II — Board Operational Structure

2.1 AMENDMENTS

A two-thirds vote may amend the Operating Guidelines.

Student Union Advisory Board Constitution



2.2 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.

2.3 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.

Of the seven (7) 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.

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.

2.5 ABSENCES

The Chair must be notified of an intended absence no later than 24 hours prior to the Board meeting. Excessive unexcused absences, as determined jointly by the Chair and Advisor, shall result in a recommendation for removal from the Board. Board members that miss more than 2 meeting per quarter will be considered inactive and will be subject to 5.1.

Student Union Advisory Board Constitution



Section III — Responsibilities

3.1 CHAIR

Selection Process - The Chair shall be the ASCWU Vice President for Student Life and Facilities or their appointee as described in 2.5.

3.2 DUTIES OF THE CHAIR

- a. Serve as a chairperson in directing the Student Union Advisory 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 Advisory Board and the ASCWU Board of Directors.
- d. Create committees, task forces, and other such bodies seemed necessary by the chairperson or majority of the Student Union Advisory Board
- e. Follow the Student Union Advisory 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 Advisory Board. The chairperson shall report such statements at the first Student Union Advisory Board meeting after the comments become public.

3.3 DUTIES OF THE ADVISOR

- a. Serve as a non-voting member and the primary administrative advisor to the ASCWU Student union Advisory Board.
- 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 Advisory Board members.
- d. It shall be the responsibility of the Advisor to provide the Student Union Advisory Board with updated information detailing the financial state of the SURC on a monthly basis every other month or by request of the Board.
- e. It shall be the responsibly of the Advisor to bring any expenditure beyond the S & A allocation to the Student Union Advisory Board for approval. Additionally, all charges in room allocation and/or policy with the SURC will be brought to the Student Union Advisory Board for approval.

Student Union Advisory Board Constitution



- f. The Student Union Advisory Board grants the Advisor, in correspondence with 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 (i.e.: the roof caves in over winter break). However, the Advisor must bring the action to the Student Union at the next available meeting time.
- g. The Advisor shall be responsible for acting on the decisions made by the Student Union Advisory Board regarding the SURC if they are in compliance with university policy, state and federal law.
- h. It is understood that the Advisor 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 through the Associate dean of Student Life and has administrative responsibilities to the administrative team.

Section IV — Board Positions

4.2 RESPONSIBILITIES

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 Advisory Board
- c. Individual members shall consider themselves representatives of the Student Union Advisory Board and this University at all functions.

Student Union Advisory Board Constitution



Section V — Board Procedures

5.1 TERMINATION

Termination of a Student Union Advisory Board member, Except for the Chairperson, will occur when:

- a. A Student Union Advisory Board member is placed on academic probation for two consecutive quarters.
- b. A Student Union Advisory Board member's accumulative GPA drops below 2.0 at CWU.
- c. A Three-Fourths majority vote of the Student Union Advisory 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. Or after they are recommended for removal after 2 unexcused absences in the quarter.

5.2 QUORUM

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

5.3 MEETINGS

5.3.1 Regular Meetings

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

5.3.2 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.