



University of Minnesota - Twin Cities
University Recreation and Wellness

ADVISORY BOARD

CONSTITUTION

Revised November 2017

ARTICLE I: Name, Purpose and General Statements

Section 1 – Name

The name of the organization shall be the University Recreation and Wellness Advisory Board hereinafter referred to as the Board.

Section 2 – Purpose

The purpose of the Board is to advise University Recreation and Wellness (URW) on matters relating to the overall operation and programs of the department. The Board shall recommend activities which represent the expressed needs of the students, staff and faculty on the Twin Cities campus. Additionally, the Board shall provide administrative review and oversight of the annual Student Services Fees Request and Appropriation. The Director, with recommendation from the Board, shall interpret and establish policy, mission, and goals.

Section 3 – Status and Policy

The Board shall operate as a non-profit student organization. The Board shall operate in conformity with all applicable Federal, State, and Local laws and regulations as well as University policies and procedures including the Office of the Vice President for Campus Life, the Office of Student Affairs, and the Board of Regents policy on Diversity, Equal Opportunity, and Affirmative Action in regard to access and membership.

Section 4 – Dissolution

If for any reason the Board is dissolved, the remaining financial assets will be returned to URW as the sponsoring university department.

Section 5 – Internal Relationships

- A. The Board's relationship with URW is advisory in nature and should represent the needs and preferences of the constituencies it represents.
- B. The Board may advise in matters pertaining to the overall URW program by providing information which reflects the views of participants and through ongoing review of the program.
- C. URW, as a department of the Office of Student Affairs, is responsible for the overall Recreation and Wellness program, should incorporate the recommendations of the Board

into its operational policies unless they do not conform to University policies and procedures, state law or professional standards in the field.

- D. The Board's meeting agendas and minutes will provide the historical and summary information of the work of the Board for each academic year and be used in place of an annual report. The agendas and minutes will be stored electronically by URW.
- E. URW shall provide administrative support to the Board.

ARTICLE II: General Duties

Section 1 – Constituent Feedback

The Board should develop methods of evaluation and assessment, such as surveys, to determine the needs and desires of the participants. The Associate Director for Programs and Research will work with the Board on the surveys to validate and assist in administering them as the need arises.

Section 2 – Member Feedback

The Board should develop methods to encourage participants to use the Board to channel suggestions both positive and negative concerning URW.

Section 3 – Department Review

The Board will review and regularly present to URW information and advisory recommendations concerning its facilities, programs and services.

Section 4 – URW Budget

The Board will annually review the URW budget and make recommendations to the Director prior to its presentation to the Student Services Fees Committee. The Board's Finance Subcommittee will review and make recommendations to the full Board regarding the URW's proposed budget and upcoming Student Services Fees Request.

The membership of the Board Finance Subcommittee shall consist of three (3) current student Board members and one (1) ex-officio member. These members shall consist of:

- A. Current Board Chair
- B. Current Board Vice Chair
- C. One student board member appointed by the Board Chair
- D. URW Finance Manager serving as Ex-Officio

ARTICLE III: Membership

Section 1 – Voting Members

The voting membership of the Board shall consist of eight currently registered students, two faculty, and two civil service employees. These members shall consist of:

- A. Two At-Large student members selected by a Chair-appointed subcommittee and approved by the Board.
- B. Two student members selected by MSA Forum.
- C. One student member selected by Council of Graduate Students.
- D. One student member selected by the Professional Student Government.

- E. One student member selected by the Residential Housing Association.
- F. One student member selected by the Panhellenic Council
- G. One student member selected by the Interfraternity Council.
- H. One student member selected by the Office for Fraternity and Sorority Life to represent the Multicultural Greek Council.
- I. One student member selected by the Director of Student Engagement for International Student and Scholar Services.
- J. One student member selected by the Multicultural Center for Academic Excellence.
- K. Two faculty or Professional & Administrative (P & A) members appointed by the Director of Recreation and Wellness.
- L. Two Civil Service members appointed by the Director of Recreation and Wellness.

Subsection – Voting Members

- 1. All student members of the Board shall be required to be registered for at least six undergraduate credits or one graduate credit for each semester they serve on the Board. Extension students must be registered for a minimum of one credit each Semester with exception to the Summer term.
- 2. The two faculty or P & A members shall be appointed in alternate years so that there will be a veteran member serving on the Board. The same applies to civil service members.
- 3. Only student members are eligible to vote for matters regarding the student service fees.
- 4. Chair and vice chair are members with voting rights later specified.
- 5. All members shall be elected / appointed by the first Monday of September.

Section 2 – At-Large Representative Selection

- A. Recreation and Wellness will actively recruit qualified candidates for the At-Large Representative position beginning in January.
- B. Candidates must complete the application process.
- C. The Chair-appointed subcommittee will review all applicants and recommend two final candidates for each available seat.
- D. The Board will vote upon the candidates at a scheduled Board meeting.

Section 3 – Ex-Officio Members

- A. URW Director shall be an ex-officio member of the Board.
- B. The ex-officio member may designate an alternate to attend in his or her absence.

Section 4 – Representation

No person, including chair and vice chair shall sit on the Board as a representative of more than one category of membership.

Section 5 – .5 Full Time Equivalent Employment Limitations

Non-student URW employees working more than .5 FTE may not serve on the Board.

Section 6 – Removal

Members may be removed for cause.

- A. Members may be removed for cause by a two-thirds (2/3) vote of the Board after a 10-day prior notification. A call for such action may be made by the Chair or any three members of the Board.
- B. Cause includes malfeasance, misfeasance, or nonfeasance. This includes three unexcused absences during the year.
- C. Members removed for cause will be replaced by the appointing authority, or by the Minnesota Student Association in the case of student members that were elected.

Section 7 – Terms of Membership

- A. Student members shall serve one year appointments as determined by their associated group. Should a member be elected to an officer position, their term length will be extended to fulfill this role.
- B. Faculty, P & A, and Civil Service members shall serve two-year terms beginning September 1 and through August 31 with staggered appointments.

Section 8 – Vacancies

- A. The appointing bodies for all membership categories shall fill open positions. The appropriate time period for the appointing bodies to fill an open position shall be one month from the time of vacancy.
- B. In the event that Board positions are not filled within one month of vacancy, the Board will actively recruit potential new representatives and recommend them to the appointing body for approval.

ARTICLE IV: Officers

Section 1 – Status

All officers shall be student members of the Board.

Section 2 – Positions

The Board shall have a chairperson, and a vice chairperson.

Section 3 – Chairperson and Vice Chairperson

The chairperson shall preside at Board meetings, appoint sub committees as necessary with chairs, propose Board agendas, and act as primary spokesperson for the Board. The chairperson may vote only in case of a tie and perform the other usual duties of the office.

The vice chairperson will fill the chair's position in case of removal from the Board or in the event the chair is unable to perform his or her duties, e.g., sickness, bereavement, etc. The vice chairperson will also register the Board as a student group and update the Board Constitution when needed. The chairperson may appoint a vice chair to serve during the chairperson's absence in the event the vice chairperson is unable to perform his or her duties as above.

Section 4 – Election and Terms

- A. The vice chairperson shall be the chairperson for the next academic year. Should this student member be unable to serve in this role, the chairperson will be elected from the Board by a majority of the voting members.

- B. The vice chairperson shall be elected from the Board by a majority of the voting members at the last meeting of the Spring term.
- C. Elections for Board appointed positions will occur after chairperson and vice chairperson elections.

ARTICLE V: Meetings

Section 1 – Schedule

Regular meetings shall be held monthly during the academic school year at a time and place set by the Chair.

Section 2 – Quorum

Quorum is 50 percent of all eligible voting members.

Section 3 – Governance

The Board shall be governed by Roberts’ Rules of Order, Newly Revised.

Section 4 – Special Meetings

Special meetings may be called at the discretion of the Chair or upon written request of any Board member. At least five days notice must be given in advance of such meetings.

ARTICLE VI: Amendments

Vote

This Constitution may be amended by a two-thirds vote of the full Board at regular meetings if copies of the proposed amendments have been distributed at least five days notice must be given in advance of such meetings.

ARTICLE VII: Bylaws

Section 1 – Vote

Bylaws may be amended by a majority vote of the full Board at any regular meeting if copies of the proposed amendments have been distributed prior at least five days notice must be given in advance of such meetings.

ARTICLE VIII: Ratification

Section 1 – Actuation

This Constitution, initial by-laws, and amendments take effect immediately upon ratification by the Committee on Committees.