

GUIDELINES OF THE UCI STUDENT CENTER BOARD OF ADVISORS

UNIVERSITY OF CALIFORNIA, IRVINE

Proposed May xx, 2013

Article I: Name

The name of this organization is the “UCI Student Center Board of Advisors,” hereinafter referred to as “Board.” All references to the UCI Student Center shall be understood to apply to the UCI Student Center and its satellite facilities. The UCI Student Center shall hereinafter be referred to as the “Center.”

Article II: Role of the Board

Section I: Relationship to the University

The Board shall be advisory to the Director of the Student Center. The Board’s recommendations shall be in accordance with:

- A) University Policies and Procedures.
- B) University of California Nondiscrimination Policy.
- C) University of California Affirmative Action Policy.
- D) Policies Applying to Campus Activities, Organizations and Students.

The Board’s recommendations shall be made to the Director of the Student Center. The Board shall be notified of any recommendations that are not accepted.

Section II: Purpose and Duties

The purpose of the Board is to provide: (a) advice regarding the Center, Center events, Center-operated tenants, and Center construction and (b) uphold the identity of the Center. The Board shall make recommendations that ensure the fiscal soundness and efficiency of the Center. Simultaneously, the Board’s recommendations shall ensure that the Center serves the diverse needs of the campus community by encouraging quality social, cultural, and intellectual activities and support service. Any issue regarding the Center, except those regarding individual Center personnel, may be brought before the Board at the request of a Board member.

Details of the duties of the Board are contained within Subsections 1 through 7.

Subsection 1: Operating Policies and Procedures

The Board shall review proposed changes to the Center’s operating policies and procedures and at least once each year, review all Center operating policies and procedures. The Director shall maintain an updated copy of the Center’s operating policies and procedures.

The operating policies and procedures shall include, but are not limited to the following:

- A) Purpose statement of the Center.

- B) Reservation, scheduling and use of Center conference rooms, patios, and other reservable space, including:
 - i. Facility use policies and procedures
 - ii. Authorized groups
 - iii. Reservation priority
 - iv. Time line for reservations
 - v. Specific room scheduling policies
 - vi. Deposits
 - vii. Cancellations
 - viii. Space use charges to groups
- C) General maintenance and building supervision policies.
- D) Food service philosophy, types of food service, and designation of food consumption areas.
- E) Smoking policy.
- F) Posting of literature policy.
- G) Programming policy.
- H) Consumption of alcoholic beverages policy.

Subsection 2: Hours of Operation

The establishment and modification of the hours of operation of the Center building and Center-operated tenants shall come before the Board for a recommendation. The hours of operation for non-Center tenants shall be reviewed by the Board when there is a conflict with the approved building hours.

Subsection 3: Board's Budget

The Board's annual budget, budget adjustments, and transfers of specific allocations shall be brought before the Board for review and recommendation prior to submission through the Director of the Student Center and/or designee for campus approval. The Board shall receive budget performance reports at least once each quarter.

Subsection 4: Center's Long-Range Planning

The Board shall annually review the Center's long-range plans (e.g. financial, building expansion, space usage).

Subsection 5: Relationships with Tenants

The Board shall review and provide recommendations regarding the establishment or modification of tenant contracts, rent assessments, allocation of space, and capital improvements and modifications of the functions of tenants.

Subsection 6: Construction

The Board shall review and provide recommendations regarding the following aspects of Center construction and modification of existing facilities:

- A) Project budget.

- B) Construction schedule.
- C) Selection of the Executive Architect and Interior Design Architect.
- D) Project Planning Guide.
- E) Detailed Project Plan.
- F) Final Bid Documents.
- G) Interior Design.
- H) Name of the facility.

The UCI Student Center Building Advisory Committee shall include members from the Board. The Committee shall participate in aspects of the project development including, but not limited to, review of the following:

- A) Original contract amounts and associated liens-expenditures.
- B) Field order and non-scope change orders.
- C) Budgeted overhead amounts and associated liens-expenditures.

Article III: Multicultural Philosophy

The Board appreciates and recognizes that UCI is a multicultural community of people from diverse racial, ethnic, and cultural backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. The Board shall be unwavering in its commitment to affirm and foster an environment where the campus community strives to learn from each other in an atmosphere of positive engagement and mutual respect. The Board, through its policy recommendations concerning Center facilities, operating policies and procedures, and programs, is committed to encouraging participation from all segments of the campus community, believing firmly that our lives are enriched by our acceptance and understanding of one another.

Article IV: Board Membership

Section 1: Responsibilities of Board Members

The responsibilities of Board members shall include:

- A) Attend no less that 80% of each quarter’s total Board meeting, unless absence is excused by the Secretary.
- B) Be active on no less than one Board committee per quarter.
- C) Make recommendations to the UCI Student Center Director regarding the improvement of Center operations.
- D) Develop operating policy recommendations for review by Board.
- E) Provide the Board and the Center Director information regarding campus views toward the Center.

Section 2: Attendance of Board Members

- A) If a board member is late after 15 minutes from call to order, it is at the Secretary’s discretion to note it as an absence.
- B) If a board member leaves 15 minutes before adjournment, it is at the Secretary’s discretion to note it as an absence.

Section 3: Composition of the Board

The Board shall be composed of 20 members as follows:

- A) 12 at-large students shall be voting members of the board.
- B) 1 student shall be a voting member of the Board, and shall be appointed by the AGS Executive Officers.
- C) 1 student shall be a voting member of the Board, and shall be the ASUCI Administrative Affairs Vice President or appointed ASUCI executive officer designee for the academic year.
- D) 3 UCI staff shall be voting members of the Board, and shall be appointed by the Director of the Student Center.
- E) 1 alumnus shall be a voting member of the Board, and shall be appointed by the Alumni Association.
- F) 1 Student Center employee shall be a voting member of the Board.
- G) The Director shall be a non-voting member of the Board. There shall be no co-seats on the Board.
- H) There shall be no co-seats on the Board.

Section 4: Nondiscrimination and Affirmative Action

Board members shall be selected and appointed in accordance with the University of California Nondiscrimination Policy, the University of California Affirmative Action Policy and the Board multicultural philosophy.

Section 5: Appointment of At-Large Members, Alternates, and Selection Committee

- A) The 10 At-Large Students and 1 Student Center student employee representative shall be selected by the selection committee. The student representative appointed by the Board shall be a member of the Board. If ASUCI and/or AGS decline to appoint representatives to the committee, the Board shall appoint a student to fill these positions.
- B) In the event an at-large board member cannot attend a meeting, an alternate may be assigned as an interim substitute.
- C) The alternate shall be selected from a list managed by the Chair, and comprised of eligible students - nominated by an active Board member.
- D) The selection committee shall be comprised of the Vice-Chair, the ASUCI Administrative Affairs VP (or designee) and 3 Board members. The 3 Board members on the committee shall be appointed by the Board with a majority vote.
- E) No student who is applying for an At-Large position on the Board may be a member of the selection committee. The appointment of the student at-large members shall require the approval of the ASUCI council and the Board.

Section 6: Term of Membership

- A) The term of membership of the at-large students shall be one year. The term of membership of the elected Chair and Vice-Chair shall be one year.
- B) The term of membership for the ASUCI and AGS representatives shall be determined based on the current ASUCI/AGS Charter.
- C) The term of membership for the Staff, Faculty, and Alumni Association representatives shall be two years.
- D) Terms shall begin the first day following the end of Finals Week Spring Quarter.

Section 7: Term Limit of At-Large Board Members

- A) There are no term limits for an at-large board member.
- B) The at-large board member may reapply, but is subject to the same application process as defined for new member selection.

Section 8: Board Vacancies

When a vacancy occurs in an ASUCI, AGS, Staff, Faculty, or Alumni Association position, the appropriate appointing authority shall be requested to make an appointment within seven calendar days of the vacancy to fill the remaining term of office. The Board may nominate possible candidates to the appropriate appointing authority. Vacancies of At-Large positions may be replaced by an alternate from a recent alternative at-large member list or by a new search as outlined under Section 5 of Article IV.

Section 9: Resignations

Any Board member may resign by submitting a written notice to the Board and their appointing unit.

Section 10: Removal of Board Members

- A) Members shall be automatically removed from the Board when they no longer comply with the status by which they were appointed (e.g. a student member is no longer a registered student, excluding summer).
- B) Board members shall be automatically removed from the Board if failing to attend 80% of all full-board and subcommittee meetings with an unexcused absence.
- C) The student appointed by AGS may be removed by a majority vote of AGS.
- D) If a member is found in violation of a Board policy, removal of an At-Large student member for any reason other than A) or B) above shall require a two-thirds affirmative vote of the entire voting membership by the Board.

Article V: Board Officers

Section 1: Board Officers

The officers of the Board shall be the Chair, Vice-Chair, Secretary, and Treasurer. The officers shall be students - undergraduate or graduate. The Board officers shall be voting members of the Board, and shall have the same privileges as other Board members to speak on any issue. The officers may receive stipends, with specific amounts approved as a part of the budget approval process. At least once a year, the Board shall review and update the job description of Board officers.

Section 2: Chair

The Chair shall:

- A) Serve as the parliamentary chair for Board meetings in accordance with Article VII.
- B) Supervise the preparation of agendas and minutes for Board meetings.
- C) Represent the Board in external affairs.
- D) Prepare correspondence on behalf of the Board.
- E) Meet regularly with the Director.

- F) Advise the Director regarding the implementation of all accepted Board recommendations.
- G) Coordinate and supervise the operation of the Board outreach activities, excluding club visitations.
- H) Other duties of the Chair shall be specified in the job descriptions as reviewed and approved by the Board.

Section 3: Vice-Chair

The Vice-Chair shall:

- A) Coordinate and supervise Board Committees.
- B) Coordinate the new member selection process.
- C) Meet regularly with the Director.
- D) Advise the Director regarding the implementation of all accepted Board recommendations.
- E) Assume the responsibilities of the Chair in the absence of the Chair.
- F) Other duties of the Vice-Chair shall be specified in the job description as review and approved by the Board.

Section 4: The Secretary

The Secretary shall:

- A) Prepare all meeting minutes and issue to the Board and Student Center IT Department after each full-board meeting. The minutes shall include the following criteria:
 - i. Date, time, location of meeting
 - ii. List of those present and absent
 - iii. List of items discussed
 - iv. List of reports presented
 - v. Text of motions presented and description of their disposition.
 - vi. Ensure the safety and accuracy of all board records
 - vii. Provide notice of meetings of the Board and/or of a committee when such notice is required
 - viii. Provide counts of voting results
- B) Assume responsibilities of the Vice-Chair in the absence of the Vice-Chair.
- C) Have full discretion on attendance procedures of all Board members.

Section 5: The Treasurer

The Treasurer Shall:

- A) Prepare and organize an accurate books of all Board activities
- B) Ensure all Board expenses adhere to the budget
- C) Give full financial reports whenever requested
- D) Meet with the finance department to maintain the Board's budget
- E) Assume all responsibilities of the Secretary in the absence of the Secretary

Section 6: Responsibility of Board Officers

The Board officers shall be responsible to the Board. The Board officers shall exercise their authority in a manner that is consistent with resolutions approved by the Board. The Board officers shall execute their duties in accordance with approved University and Center policies and procedures.

Section 7: Board Officers Term of Office

The term of office shall begin on the first day following the end of the spring quarter and continue to the last day of the following spring quarter.

Section 8: Election of Board Officers

- A) Nominations and elections for Board Officers shall be made no later than the end of the ninth week of spring quarter. Nominations should precede elections by a minimum of one week.
- B) Voting shall be conducted by paper ballot, and winners shall be announced by the Secretary when the results are available.

Section 9: Removal of the Board Officers

The Board officers may be removed by a two-thirds (2/3) vote of the entire voting membership of the Board.

Section 10: Vacancies of the Chair or Vice-Chair positions

Should the Chair or Vice-Chair position become vacant, nominations for filling the vacant position shall be made at the next regular meeting of the Board following notification of the vacancy. The election shall be held by the following regular meeting.

Article VI: The Center Director

Section 1: Operating Responsibility

The Vice Chancellor, Student Affairs or designee shall delegate operating responsibility for the Center to the Director.

Section 2: Personnel Supervision

The supervisor of the Director shall be the Vice Chancellor, Student Affairs or designee. The Director shall be responsible for the supervision of all Center career and casual employees, except for Board officers.

Section 3: Selection and Appointment

A majority of the Selection Committee for the Director shall be members of the Board and of those Board members, a majority shall be students. The appointment of the UCI Student Center Director shall be made by the Vice Chancellor, Student Affairs, or designee.

Article VII: Board Meetings

Section 1: Regular Meetings

Regular meetings of the Board shall be determined by the second meeting of each quarter by the Board Officers.

Section 2: Open Meetings

All meetings of the Board and its committees shall be open to the public except when the Board or the committee votes to go into closed meetings.

Section 3: Closed Meeting

The Board and its committees may go into closed meetings only for the purpose of addressing matters pertaining to personnel, new member selection, pending or anticipated litigation, or other legal matters. A two-thirds (2/3) vote of members present is required to go into closed meetings.

Section 4: Minutes

The minutes of all meetings of the Board will be published and open to the public with the exception of Closed Meeting minutes.

Section 5: Parliamentary Procedure

The Board shall abide by the parliamentary procedure rules as described in *Robert's Rules of Order* except when these contradict or are inconsistent with these guidelines.

Section 6: Quorum

- A) A majority of the appointed voting members of the Board shall constitute a quorum and any regular, special, or emergency member of the Board.
- B) A quorum must be present to conduct the business of the Board. No vote of the Board can be considered valid without a quorum present.

Section 7: Proxy

Voting by proxy is not allowed.

Article VIII: Board Committees

Section 1: Committees

Committees of the Board shall be established by a majority vote of the Board. The Purpose and membership of committees shall be determined by the Board.

Section 2: Representatives on Committees

Members of Board committees do not have to be Board members, but must be students, alumni, faculty, or staff of the University or Center members.

Section 3: Selection of Committee Chairs

The process by which the Chair of each committee is selected shall be approved by the Board.

Article IX: UCI Student Center Membership and the Membership Fee

Section 1: Conditions of Center Membership

All registered students shall be members of the UCI Student Center. A membership system may be established for UCI staff, faculty, and alumni.

Section 2: Benefits of Center Membership

The Board may recommend policies that differentiate charges, prices, and/or other benefits for members versus non-members.

Section 3: UCI Student Center Membership Fee

The purpose of the UCI Student Center membership fee is to pay the debt service incurred in the construction, expansions, and/or renovation of the UCI Student Center and its satellite facilities. In addition, the fee may be used to cover operating expenses of the Center as stipulated in the referendum.

Changes in the fee shall be approved in accordance with the campus "Policy for Student Fee-Funded Facilities," initially approved by the Chancellor on March 22, 1988, and any amendments thereto.

Article X: Approval of the Board Guidelines

Section 1: Review and Approval of these Guidelines and all Revisions

The Guidelines for the Board and all revisions thereto shall be reviewed by the ASUCI Legislative Council, the AGS Legislative Council, and the UCI Student Center Board of Advisors. Final approval of the UCI Student Board Guidelines and all revisions thereto shall be made by the Chancellor.

Date: _____

Approved: _____
Michael V. Drake Chancellor