



# Bylaws of the University Student Union of California State University, Stanislaus

## ARTICLE I: NAME AND PURPOSE

- 1.1 The official name of this auxiliary organization is the University Student Union of California State University, Stanislaus, hereafter referred to as the University Student Union.
- 1.2 There shall be a University Student Union Board of Directors whose purpose is to develop policies for the control and management of the University Student Union programs and services consistent with California State University and campus policies. It also has the authority to establish such committees as necessary to carry out the assignment.
- 1.3 The University Student Union will serve as a unifying force between students, faculty and staff; a center for social, cultural and intellectual activities and services; a place to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within the University community.
- 1.4 The University Student Union shall provide experience in self-government and civic responsibility.

## ARTICLE II: COMPOSITION OF THE UNIVERSITY STUDENT UNION BOARD

- 2.1 The powers and responsibilities of the University Student Union shall be vested in a Board whose official name is the University Student Union Board of Directors, hereafter referred to as the Board.
- 2.2 The Board shall consist of fifteen (15) voting members.
- 2.3 Nine (9) students of California State University, Stanislaus are to be appointed by the Board, to serve a one (1) year term. Priority will be given to at least one Stockton representative who must have the majority or at least half of his/her classes on the CSU, Stanislaus-Stockton campus.
- 2.4 One (1) member representing ASI, which will be the president of ASI or his/her designee selected from the elected members of ASI.
- 2.5 One (1) member of the general faculty of CSU Stanislaus to be designated by the University President upon recommendation of the Speaker of the Academic Senate.
- 2.6 One (1) alumnus of CSU Stanislaus recommended and approved by the Board.
- 2.7 One (1) designee of the University President.

- 2.8 One (1) designee of the University CFO.
- 2.9 One (1) non-campus community member will be recommended and approved by the Board.
- 2.10 Ex-Officio members are non-voting members and shall serve such a period as may coincide with their terms of employment. Ex-Officio members of the Board include the Executive Director and the Associate Vice President of Student Affairs and/or his/her designee.
- 2.11 All Board members confirmed at the first meeting in May shall become voting members on June 1<sup>st</sup> of that year.
- 2.12 The Board may name additional non-voting members.
- 2.13 The Chair shall nominate candidates to fill the following positions in the event of an intermittent vacancy: student representative(s), community representative, faculty representative, and alumni representative. The Board can approve a nominee with a simple majority vote. By a simple majority vote the Board may choose to interview a nominee. A candidate, once confirmed by the Board, shall become a voting Board member effective immediately and shall serve without reapplication up to May 31<sup>st</sup> of that Board term.

### **ARTICLE III: APPOINTMENT OF VOTING MEMBERS OF THE BOARD**

- 3.1. Undergraduate candidates for office must have earned no fewer than 10 semester units of academic credit at CSU Stanislaus, with a grade point average of 2.5 or higher. Candidates must maintain a minimum of 7 academic credits and maintain a 2.5 grade point average.
- 3.2 Post-baccalaureate candidates for office must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus, with a grade point average of 2.5 or higher. Candidates must maintain a minimum of 3 academic credits and maintain a 3.0 grade point average.
- 3.3 Graduate candidates for office must have earned no fewer than 3 semester units of academic credit at CSU Stanislaus, with a grade point average of 2.5 or higher. Candidates must maintain a minimum of 3 academic credits and maintain a 3.0 grade point average.
- 3.4 Candidates and incumbents shall not be on either academic or disciplinary probation.
- 3.5 Voting board members may not be staff members (salaried, hourly, or contracted) of the University Student Union or ASI.
- 3.6 Status as a student board member automatically terminates when status as a student terminates. Intent to enroll for the fall semester will qualify a student for membership during the summer vacation.
- 3.7 The faculty representative may serve for no more than two (2) years on the Board. The representative term may be extended following a review by the Board by a 2/3rds vote of the Board every year past the two-year term.

- 3.8** The Alumni representative may serve for no more than two (2) years on the Board. The representative term may be extended following review by the Board by a 2/3rds vote of the Board every year past the two-year term.
- 3.9** The term of office shall be one fiscal year beginning on June 1 and ending on May 31.
- 3.10** The Chair and the University CFO shall review at least once every two years the latter's designee to the Board.
- 3.11** The non-campus community member may serve for no more than two (2) years on the Board. The representative term may be extended following review by the Board, by a 2/3rds vote of the Board every year past the two-year term.
- 3.12** Any voting member, other than one designated by the University President or the University CFO, may be removed with or without cause by a two-thirds vote of the total voting membership of the Board. Any voting member of the Board designated by the University President or the University CFO may only be removed by the University President or the University CFO respectively.
- 3.13** The Board shall give to a member 14 days prior notice of the removal, expulsion, suspension, or termination and the reasons therefore. The Board shall provide an opportunity for the member to be heard, orally or in writing, not less than 5 days before the effective date of removal, expulsion, suspension or termination. All notices, under this procedure shall be given by 1st class or registered mail.

#### **ARTICLE IV: APPOINTMENT PROCEDURE**

- 4.1** Applications for the nine (9) appointed student positions are to be made available upon advertising for positions.
- 4.2** Applicants are checked by the Executive Director to determine that they meet the requirements.
- 4.3** The Board will conduct all interviews and select the nine (9) student board members. Those students who are on the Board and applying for the new term will not conduct the interviews. The ASI President or their designee will be on the interviewing committee. If less than two (2) voting student members are available to conduct interviews, the Chair shall select additional students to be part of the interviewing process. If the Chair and all other student members are seeking re-election, the Executive Director of the University Student Union, or his/her designee, will select additional students to be part of the interviewing process.
- 4.4** The Board shall select those students who appear to offer the best possibility of making a significant contribution to the Board. The Board shall look for students that will best represent the diverse student population of the CSU Stanislaus campus.
- 4.5** The Board shall approve the new members by a simple majority vote at the first regularly scheduled board meeting in May.

- 4.6** The election of all Board officers shall be from nominations made by the Board. Both the current (outgoing) Board members whose terms end May 31<sup>st</sup> and the new (incoming) Board members whose terms begin June 1<sup>st</sup> will have the opportunity to nominate individuals for executive office.
- 4.7** The Board shall select Board executive officers and committee chairs by the second board meeting in May. These positions shall serve a term of one (1) year starting June 1. Both the current (outgoing) Board members whose terms end May 31<sup>st</sup> and the new (incoming) Board members whose terms begin June 1<sup>st</sup> will vote to approve/reject the nominees.
- 4.8** All new student board members shall be required to attend a series of orientation meetings prior to May 31.
- 4.9** No board member shall hold more than one board officer position.
- 4.10** All applications must be kept active and available in the University Student Union for a minimum of one year.

#### **ARTICLE V: ATTENDANCE AT BOARD MEETINGS**

- 5.1** All voting Board members except for those designated by the University President and University CFO must attend the majority of the scheduled Board meetings. Failure to attend two (2) consecutive meetings with unexcused absences, or three (3) unexcused absences total in a semester may be reason for dismissal from the Board. Excused absences must be cleared with the Chair and be recorded in the minutes.
- 5.2** All vacancies created shall be filled by the appointment procedure described in Article II, section 2.13.
- 5.3** Board members unable to meet the attendance standards established for members will be expected to resign.

#### **ARTICLE VI: ATTENDANCE AT COMMITTEE MEETINGS**

- 6.1** All voting Board members except those designated by the University President and University CFO must attend the majority of the scheduled meetings of the standing committees on which they serve. Failure to attend two (2) consecutive meetings with unexcused absences, or three (3) unexcused absences total in a semester may be reason for dismissal from the Board. Excused absences must be cleared with the chair of the committee and be recorded in the minutes. All absences must be reported by the chair of the committee to the Chair.

#### **ARTICLE VII: CONDUCT OF BOARD MEETINGS**

- 7.1** All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting of the Board provided, however, that the Board may hold closed sessions during any meeting to consider those matters that may lawfully be considered in such sessions under the Education Code, Sections 89920-89928.

- 7.2** Meetings of the Board are called by the Chair as necessary; there shall be at least four meetings per academic semester. Winter and summer term meetings will be held when deemed necessary by the University Student Union Board.
- 7.2.1** Special meetings may be called with (24) hours notice. (Education Code, Section 89922.)
- 7.2.2** No governing board or sub-board shall take action on any issue until that issue has been publicly posted for at least one week (Education Code, Section 89924). This provision is not applicable to special meetings called pursuant to Education Code, Section 89922.
- 7.3** A quorum shall consist of over 50% of the current voting members of the Board.
- 7.4** Meeting of the Board shall be conducted in accordance with Robert's Rules of Order unless another recognized system of procedure is adopted. Exceptions to Robert's Rules appearing in these bylaws will take precedence.
- 7.5** Any current student or Alumni of California State University Stanislaus shall have the opportunity to address any Board agenda item. The Chairperson reserves the right to set a speaking limit.

### **ARTICLE VIII: DELEGATION OF AUTHORITY**

- 8.1** The Board shall review and approve the policy, actions and budget of the University Student Union.
- 8.2** The Board shall have the authority to establish policy for control and management of the University Student Union subject to the authority of the CSU Board of Trustees and the University President as set forth in Education Code Section 89900 et.seq. Section 42400 et.seq. Title 5, California Code of Regulations, the Bond Indenture and applicable Trustee and campus policies.
- 8.3** The Board shall ratify contracts for all services.
- 8.4** The Board shall prepare and/or supervise preparation of annual budget for the University Student Union in accordance with these bylaws and university procedures.
- 8.5** The Board shall establish committees as necessary to carry out the mission of the University Student Union.
- 8.6** The Board shall prepare and update the bylaws to govern the operation of the Board. Interpretation of the bylaws ultimately lies with the Board.
- 8.7** The Executive Director shall be responsible for the overall supervision and management of the University Student Union. The Executive Director shall report to the Board and have a dotted reporting line to the Senior Director of Campus Life.

- 8.8** The advisor/supervisor to the University Student Union Program Board shall give at least bi-monthly reports to the Board.
- 8.9** The Chair or his/her designee shall appoint a committee consisting of the University Student Union Program Board advisor/supervisor, the Chair, and others as appropriate to interview and select the University Student Union Program Board Coordinators.
- 8.10** The Board shall approve the selection of the University Student Union Program Board Coordinators.
- 8.11** No voting member of the Board shall have administrative power over the Board. To avoid conflicts of interest, the Executive Director shall not report administratively to the member chosen as the University President's designee.
- 8.12** All salaried employees of the University Student Union shall perform duties as outlined in Board approved job descriptions.
- 8.13** The Chair shall appoint a committee no later than March 1st to complete a written evaluation of the Executive Director. The committee shall include the Chair as committee chair, the Vice Chair, and at least two other board members. Additionally the Executive Director shall complete written evaluations of the Assistant Director and Office Administrator.
- 8.14** All written evaluations shall be presented to the board in closed session, no later than the first scheduled meeting in April.

## **ARTICLE IX: DUTIES OF BOARD OFFICERS**

### **9.1 Duties of the Chair:**

- 9.1.1** The Chair is the official representative of the Board of Directors.
- 9.1.2** The Chair shall be a signatory on all purchase orders and contracts.
- 9.1.3** The Chair shall work a minimum of 10 hours per week, a minimum of which must be 5 posted office hours.
- 9.1.4** The Chair shall receive a monthly stipend of no less than \$575 per month.
- 9.1.5** The Chair shall chair the Executive Committee.

### **9.2 Duties of the Vice Chair:**

- 9.2.1** The Vice Chair shall, in the absence of the Chairperson, serve and perform all duties of the Chair. If the Chair is no longer able to fulfill his/her duties then the Vice Chair shall become the Chair.

**9.2.2** The Vice Chair shall chair the Policy Committee.

**9.2.3** The Vice Chair shall work a minimum of 10 hours per week, a minimum of which must be 5 posted office hours.

**9.2.4** The Vice Chair shall receive a monthly stipend of no less than \$460 per month

**9.2.5** The Chair shall serve as a member of the Executive Committee.

**9.3 Duties of the Vice Chair of Finance:**

**9.3.1** The Vice Chair of Finance shall, in the absence of the Chair and Vice Chair, assume the responsibilities of the Chair.

**9.3.2** The Vice Chair of Finance shall chair the Finance Committee, which oversees the financial aspects of the University Student Union.

**9.3.3** The Vice Chair of Finance shall work a minimum of 10 hours per week, a minimum of which must be 5 posted office hours.

**9.3.4** The Vice Chair of Finance shall receive a monthly stipend of no less than \$460 per month.

**9.3.5** The Vice Chair of Finance shall serve as a member of the Executive Committee.

**9.4 Duties of the Vice Chair of Operations:**

**9.4.1** The Vice Chair of Operations shall chair the Operations Committee, which oversees the facilities, marketing, and planning of the University Student Union.

**9.4.2** The Vice Chair of Operations shall work a minimum of 10 hours per week, a minimum of which 5 must be posted office hours.

**9.4.3** The Vice Chair of Operations shall receive a stipend of no less than \$460 per month.

**9.4.4** The Vice Chair of Operations shall serve as a member of the Executive Committee.

**9.6** The Board approves and keeps on file in the office of the Executive Director, job descriptions outlying duties and responsibilities for each board officer.

**ARTICLE X: STANDING COMMITTEES**

**10.1 Executive Committee:**

The Executive Standing Committee will include the Executive Director (ex-officio), Chair, Vice Chair, Vice Chair of Finance, and Vice Chair of Operations.

**10.1.1** In cooperation with the Executive Director, the Executive Committee shall serve as an advisory board.

**10.1.2** Shall establish Board agenda items and address issues which do not fall into the realm of the committees and the Board.

**10.1.3** It is the responsibility of the Executive Committee to be informed about the University Student Union Program Board in the following areas:

**10.1.3.1** To be aware of any issues which may have an effect on the operations, events and activities of the University Student Union because of the programs developed and carried out by the University Student Union Program Board.

**10.1.3.2** To be aware of and to approve University Student Union Program Board's established goals and objectives.

**10.1.3.3** To be aware of all events, activities and programs which are proposed and planned by the University Student Union Program Board in order to determine whether or not there may be the potential for controversial or libelous programming.

**10.1.4** Shall review the University Student Union Program Board annual report at the conclusion of the academic year.

**10.1.5** Shall meet at least monthly with the full-time staff member who serves as the adviser/supervisor to the University Student Union Program Board.

## **10.2 Finance Committee:**

**10.2.1** Under the leadership of the Vice Chair of Finance, the Finance Committee shall work with the Executive Director in developing the proposed budget for the University Student Union for the following fiscal year and shall present the proposed budget to the Board for consideration and approval. This committee will also consider any other financial matters that may arise and make recommendations to the Board.

**10.2.2** Shall review requests for line item transfers and submit a recommendation to the Board.

**10.2.3** Shall develop and monitor long range budget and student fee projections.

**10.2.4** Shall review and approve proposed changes in the University Student Union Program Board structure or budget well in advance of budget development and consideration.

## **10.3 Policy Committee:**

**10.3.1** Shall prepare, review, and recommend policies and procedures governing the use, servicing and maintenance of the University Student Union.

**10.3.2** Shall recommend a schedule of prices for services and facilities.

**10.3.3** Shall review annually the University Student Union bylaws.

**10.3.4** All decisions of the Policy Committee are subject to review by the Board.

**10.3.5** Shall review and approve all University Student Union Program Board bylaw changes.

**10.4 Operations Committee:**

**10.4.1** Shall work with staff to market the Student Union.

**10.4.2** Shall assist the Executive Director with various surveys and focus groups.

**10.4.3** Shall assist the Chair with the recruitment of potential candidates for the Board and its committees.

**10.4.4** Shall work with the Executive Director to develop a list of renovation and upgrade projects capable of being done within 10-15 months.

**10.4.5** Shall work with the Executive Director to update, maintain and prioritize the list of deferred maintenance e.g. roof replacement, painting, bathrooms.

**10.4.6** Shall work with the staff and the Board in the development of the University Student Union's annual long term goals and objectives prior to the development of the budget.

**10.5 Committee Membership:**

**10.5.1** The Board shall establish and control membership on all standing and ad hoc committees. A master list of all committee membership shall be kept in the University Student Union office. It is the duty of the Chair to make sure the list is updated.

**10.5.2** All student representatives serving on the Board must serve on a minimum of two committees of the Board. Serving on the Executive Committee or campus-wide committees do not count toward the total.

**10.5.3** All voting members who are not student representatives must serve on a minimum of one committee of the Board.

**10.5.4** Committee members may serve additional term (s) and may serve on any Board committee before, during or after serving on the Board.

**10.5.5** The Executive Director and the Chair shall be ex-officio, non-voting members of the various committees.

**10.5.6** Chairs of standing committees shall be Board members.

**10.5.7** Only voting members of the Board shall vote in committees unless otherwise directed by the Board.

**10.6** All standing committees of the Board should expect, during the academic year, to have at least one regularly scheduled meeting per four week period. Additional meetings may be called, if necessary, as often as one per week by the committee chair, the Executive Director, or the Chair, as applicable.

**10.7** All standing committees of the Board shall make periodic reports of their actions and plans to the Board.

#### **ARTICLE XI: AMENDMENTS AND BY-LAWS**

**11.1** Bylaws shall be amended by a majority vote of the active voting membership of the Board.

**11.2** All bylaw amendments must have two formal readings; they may be voted on at the meeting of the second reading.