

Western Washington University

Viking Union

May 2021 Version

Student Union **Advisory** Board Bylaws

1. Function

- a. The Student Union Advisory Board (SUAB) shall serve in an advisory capacity to the Viking Union with direct ties to the Assistant Director of Viking Union Facilities and Services and the Executive Director of Student Engagement. The Board's role is to help provide leadership, voice, and vision to the Viking Union Facilities and the services and operations it provides the WWU community. Working with the Viking Union staff, the SUB will offer advisement and decision making that support the Viking Union facilities as critical social, cultural, and community focused centers for WWU.

2. Scope:

- a. Reviews and makes suggestions about the allocation of space for new programs and organizations
- b. Provide feedback and prioritization about resources, budgets, and fees within the VU Facilities.
- c. Address student issues and concerns
- d. Reviews and provides feedback for policies, guidelines, and procedures related to VU facilities and services.
- e. Make determinations about reservations based in VU Reservation policies (NEED TO DEVELOP POLICIES THAT RELATE)
- f. Make recommendations about space use and lease contracts (i.e. Vendors Row, other tenants)
- g. Provide support in collecting user input and developing innovative ideas for programs and operations to support the WWU community.

3. **Membership**

- a. The Board shall consist of voting representatives, with 1-year appointments or 2 year appointments beginning in the Fall term and ending two weeks before the end of the spring term.
 - i. Representatives for one year appointments are as follows:
 1. AS VP for Activities
 2. One (1) AS Senator

Commented [GM1]: Do we need to name this as advisory or just union board?

Commented [GM2]: How does this advisor group connect to matters like the VU strategic plan that encompasses both engagement and Facilities and Services?

Commented [GM3]: Pre Approvals for space use is concerning

Commented [GM4]: Who would be providing support, probably not a board assistant? Is there an advisor to the committee?

Commented [KK5R4]: Likely the Executive director of Student engagement

Commented [KK6]: Look at whether this would be beneficial

3. Two (2) VU Facilities & Operations Students
4. One (1) representative from the Multicultural Center
5. One (1) student at large
6. One (1) representative from AS offices
7. One (1) Faculty Senate representative
8. One (1) Outreach and Continuing Education representative
9. One (1) ESS rep
10. One (1) BFA rep

Commented [GM7]: We don't have "facilities and Services" as a defined term

- ii. Representatives for two year appointments are as follows:
 1. One first year/second year student
 2. Staff member from Viking Union Facilities & Services
 3. Assistant Director of Viking Union Facilities or Services or the Executive Director of Student Engagement (position changes after 2 years)

4. Quorum

- a. A majority of the voting membership shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour.
- b. A member must be present in order to vote. On-line or virtual attendance may be employed as a means for meetings to occur (for some or all of the membership).
- c. The board may discuss issues as they relate to the Viking Union with any number of the members present, but voting may not take place.

5. Voting

- a. All appointed members have one vote
- b. In order for a motion to pass, it must obtain a majority of the legal votes cast. An abstention shall not count as a legal vote cast.
- c. In certain situations, online/email based voting may need to occur at the discretion of the Chair.

Commented [GM8]: Should this be by motion of the committee?

6. Officers

- a. Chair: The Chair shall be the AS Vice President of Activities. They shall convene the meetings, approve agendas, and preside at all meetings.
- b. Vice-Chair: The Vice-Chair shall be selected at the discretion of the council and acts in the absence of the Chair.
- c. Student Co-Chairs:
 - i. Unknown

Commented [KK9]: May not need Co-chairs

7. Standing Committees:

- a. Annual Budget Review Committee
 - b. Annual Services Review Committee
 - c. Space Review Committee
8. Subcommittees/Ad Hoc Committees:
- a. The Student Union Advisory Board can approve of Ad Hoc Committees that will handle the business of the board on an as-needed basis.
9. Meetings
- a. Meetings shall be called by the Chair. The SUAB shall meet once per month, with a minimum of twenty-four (24) hours' notice. Meetings may also be called by any member with the support of at least twenty-five (25%) of the seated, voting membership.
10. Amendments
- a. Amendments to the Student Union Advisory Board bylaws can be made if approved by two-thirds of the appointed voting members.

Commented [GM10]: I wonder if this is something we grow into. Do we have enough business to warrant these meetings separate from the larger group

Updated: 5/24/2021