

Western Washington University

Viking Union

Fall 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 management of the Viking Union and its leadership, as charged by the Vice President for Enrollment and Student Services.
- b. The Board's role is to help provide community leadership, voice, and vision to the Viking Union in support of its Facilities, Services, and Operations.
- c. The Student Union Advisory Board shall be the primary student board providing fee level advisement and recommendations with regard to the Viking Union, to the Viking Union leadership and to the Vice President for Enrollment and Student Services.

Commented [GM1]: Community "leadership" seemed confusing along with the idea that this series seems to overinflate the responsibility. IT was suggested to use "community representation, voice, and vision."

2. Scope:

- a. Provides feedback and prioritization about resources, budgets, and fees within the VU Facilities.
- b. Reviews and provides feedback for policies, guidelines, and procedures related to VU Facilities and Services.
- c. Makes recommendations about space use and lease contracts (i.e., Vendors Row, other tenants).
- d. Reviews and provides advisement about the allocation of space for new programs and organizations.
- e. Provide support in collecting user input and developing innovative ideas for programs and operations to support the WWU community
- f. Addresses student issues and concerns.

Commented [GM2]: Can we distinguish "space use" more from "space allocation"?

Commented [GM3]: "what does the committee review...proposals plans, etc.? We could just remove the "reviews"

3. Membership

- a. The Board shall consist of voting representatives with 1-year appointments.
- b. At the end of their term, members may request their appointment be extended by one year.
- c. Members

Commented [GM4]: Can the sitting VP for student activities request an appointment extension if their position is term limited?

- i. AS VP for Activities (or designee from the AS Executive Board)
 - ii. Three (3) students at-large appointed by the AS Executive Board
 - iii. One (1) Faculty representative as appointed by the Provost or Faculty Senate.
 - iv. One (1) Outreach and Continuing Education representative appointed by the Vice Provost of Outreach and Continuing Education
 - v. One (1) ESS rep appointed by the Vice President for Enrollment and Student Services
 - vi. One (1) BFA rep appointed by the Vice President for Business and Finance
 - vii. Two (2) student employees appointed by the Executive Director for Student Engagement based on recommendations from ESS Directors.
 - viii. One (1) representative from the Multicultural Center
 - ix. One (1) Board admin support (non-voting)
 - x. Executive Director for Student Engagement (non-voting)
 - xi. Assoc. Dir. of Viking Union Facilities and Services (non-voting)
- d. An appointed member of the SUAB may be removed from the committee by a two-thirds majority vote of the membership OR if they fail to attend a majority of the meetings in a given quarter without reasonable cause. The Board Chair, in consultation with the Viking Union Administration, shall rule upon what constitutes “without reasonable cause,” but their decision shall be appealable to the full Board on the motion of any voting member.
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).
5. Voting
- a. All appointed members have one vote

Commented [EA5]: We may want a different appointment structure. Maybe it is an application process? Either way, we will be responsible for recruitment.

Commented [GM6R5]: @Eric Alexander I agree we would be responsible for recruitment. I though it was in the AS Board Charter that their role in campus governance was to appoint students, i guess that may have changed?

Commented [EA7R5]: I think that is TBD this year

Commented [GM8]: BIG QUESTION: What does student involvement look like in this committee. As written, it feels like more of the same with limited engagement/participation.

There were questions and a request for a clear and present incentives for student participating in the committee.

- b. The Board shall operate on a consensus model for approval. However, should consensus not be achieved, a majority vote may be called.
 - c. 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.
 - d. Motions may not pass unless it receives a minimum of 6 affirmative votes
 - e. In certain situations, online/email based voting may need to occur at the discretion of the Chair.
6. Officers
- a. Chair: The Chair or Co-Chairs shall be selected by the board at the first meeting of the academic year
 - b. Vice-Chair: The Vice-Chair shall be selected at the discretion of the board and acts in the absence of the Chair.
7. 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.
 - b. Ad Hoc committees must have a defined scope, membership, and deliverable for the Student Union Advisor Board
 - c. The Student Union Advisory Board can appoint members to an Ad Hoc Committee
8. Meetings
- a. Meetings shall be called by the Chair 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.
 - b. The SUAB shall convene at least one (1) times per quarter during fall, winter, and spring terms.
 - c. When the SUAB is not seated, any item needing to be voted on by the Board shall be decided by the Viking Union Leadership.
 - d. Items may be placed on the agenda for a Board meeting by any member of the Board. Items shall be submitted in writing or via email to the Chair and the Board Administrative Support at least one week preceding a regularly scheduled meeting. This stipulation may be waived by the Chair when the business is of a spontaneous nature.
 - e. Board meetings are open to the public; however, non-member participation shall be at the discretion of the Chair.

Commented [EA9]: should we have any standing committees. I like this language at UW: Each Committee is to be Co-Chaired by a representative on the HUB Board of Representatives and a HUB staff representative

Commented [GM10R9]: Maybe not yet...standing committees seems overly granular for a first go

Commented [EA11]: Do you think we even need a clause like this given the advisory nature of the SUAB?

Commented [GM12R11]: @Eric Alexander I don't think we need this being advisory in nature.

If anything I do think it gives a false impression that there would be items that can't happen without their vote.

- f. Meetings of the Board shall be conducted according to these Bylaws and, in matters for which they do not provide clarity, the Board shall devise a solution for the matter.
- g. Minutes of the Board's meeting shall be posted on the web as part of the Viking Union's web page.

9. Amendments

- a. Amendments to the Student Union Advisory Board bylaws can be made if approved by two-thirds of the appointed voting members and the VP for Enrollment and Student Services.
- b. Updated: 11/12/2021

Commented [EA13]: This was from the UW...I think there is some good info here to add. Here is a link to some brief Strugis rules we could borrow from Humboldt (seems appropriate):
<https://senate.humboldt.edu/sites/default/files/senate/documents/ParliamentaryProcedureGuide.pdf>

Commented [GM14R13]: @Eric Alexander here are my thoughts on this section

i) I don't know if I am fan of having minimum # of meetings in the bylaws but I don't have a strong objection.

ii) Rather than sending agenda items to the chair and a position could we say Notifying the chair and posting a notice to the committee (I envision this being a group mailbox in Teams).

iii) Why use sturgis and not the modified Roberts that we use here, I think it makes sense to be consistent especially if the AS VP chairs

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