I. Purpose
The Student Union Advisory Board shall serve the University of North Florida by forming a partnership of students, faculty, staff and alumni. The purpose of the Board is to ensure that the Student Union serves as an effective community center for the University of North Florida with a focus towards building relations with the campus community. The Board shall review and evaluate the mission, policies, services and facilities of the Student Union.

The Board welcomes input from all members of the University community and expects its members to take an active role in the evaluation and implementation of its policies.

II. Authority
a. The SUAB is strictly advisory in nature and holds no executive authority regarding the operations of any facilities funded solely or in part by Activity and Service Fees. The development of policies and procedures of internal administration is a facilities staff function and lies with the Student Union Director and the Associate Vice President for Student Affairs. Recommendations made by the Board are highly regarded and considered, but are not binding.

III. Responsibilities
a. The Student Union Advisory Board’s primary responsibility is advising the Director of the Student Union in his or her operation of the facilities according to the purposes by which A&S Fees may be expended.

b. The SUAB will serve as a liaison between the Student Union and Student Government, the Faculty Association, A&P Association and USPS Association.

c. The SUAB is charged with representing the interest of the community to ensure equitable policies and procedures and appropriate use of space in the Student Union.

IV. Membership & Selection
a. Appointed Members
The Student Union Advisory Board shall consist of 13 voting members:

i. Eight (8) students appointed by the SG President;

ii. Five (5) UNF Staff (A&P or USPS, other than current staff member of the Student Union Administration) – appointed by the VP for Student and International Affairs

b. Ex-Officio Members

i. The Student Union Director shall serve as the Student Union Advisory Board Chair and will vote only in the case of a tie.

ii. Student Union Office Manager (or designee as determined by the Student Union Director) – shall be non-voting.
c. **Vice-Chair**
   i. The Student Union Advisory Board shall elect the Vice-Chair, which must be a student.
   ii. The SUAB shall take nominations, those accepting nominations will give a short speech stating their qualifications for the position and then a vote by the board will be taken. The nominee receiving the most votes will be elected.

V. **Terms of Service**
   a. Board member terms will run May 1 – April 30.
   b. Students will serve a 1-year term.
   c. Staff members will serve a consecutive 2-year term.
   d. Any member desiring to resign from the Student Union Advisory Board shall submit their resignation in writing to the Chairperson, who shall present it to the appropriate appointing official (the Vice President for Student and International Affairs or the Student Government President)
   e. If any position becomes vacant, the position will be filled according to the appointment policy for that respective position.
   f. All Student Union Advisory Board members serve at the request of the VP for Student and International Affairs or Student Government President.

VI. **Officers & Duties**
   a. **Chair** – The Student Union Director will serve as the Chair of the Student Union Advisory Board. The Chair will vote only in the case of a tie. The Chair will set the meeting agendas and will preside at all meetings of the board (calling all meetings to order, determining if quorum is present and bringing business before the board according to the agenda). The Chair will conduct all votes and determine and announce the results. The Chair and the Vice-Chair shall appoint the voting members to ad-hoc committees.
   b. **Vice-Chair** – Shall serve as the student spokesperson for the board. The Chair and the Vice-Chair shall appoint the voting members to ad-hoc committees. The Vice-Chair shall serve as an ex-officio non-voting (except in the case of ties) member of all ad-hoc committees. The Vice-Chair shall preside over all meetings in the absence of the Chair.
   c. **Student Union Office Manager** – The Office Manager will be responsible for taking meeting transcription, sending and keeping of all meeting announcements and minutes and keeping records of the board actions. Also responsible for recording attendance at all meetings. Shall serve as a non-voting member.

VII. **Meetings**
   a. The Student Union Advisory Board shall meet no less than once per month during the UNF Academic Year.
   b. Special meetings may be called by the Chair or in his/her absence, the Vice-Chair. Except in the cases of an emergency, at least three (3) days notice shall be given.
   c. The SUAB meetings shall be open to the public, and shall be held in accordance with state laws governing public meetings.
d. Regular meetings will be announced at least one week prior with all available information. Notice of meeting will be sent electronically to all members. Public Notice of meeting location, time and agenda will be posted on the Student Union Website at least 2 business days prior to the meeting.

e. Regular meeting minutes shall be completed and recorded within 10 business days after each SUAB meeting and shall be posted on the Student Union Website.

f. When a Board Member is absent from a regularly scheduled meeting, it is the member’s responsibility to get updated on the business he/she missed prior to the next meeting. After two (2) absences (within the same term year), the member may be dismissed from the board by a joint decision between the Chairperson and the appropriate appointing official.

g. If a Student Union Advisory Board member is unable to attend meetings for an extended period of time (i.e., a semester), the appropriate appointing officer may recommend a substitute who shall, with the permission of the Vice President for Student and International Affairs, have voting privileges.

VIII. Voting

a. A simple majority of Student Union Advisory Board Members shall constitute a quorum. Quorum is not required to discuss matters at hand, only to vote and transact official business.

b. Each SUAB member shall have one (1) vote.

c. The SUAB Chair will not vote except to break a tie.

d. There shall be no proxy voting and no member substitutions.

e. Results of all votes shall be determined by a simple majority of voting members present (except in the case of amendments to the SUAB By-Laws, which require a 2/3 vote).