# University of North Florida

# Student Union Advisory Board

# By-Law

## 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 SUAB shall review and evaluate the mission, policies, services and facilities of the Student Union.

The SUAB 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.

## Authority

* 1. 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 SUAB are highly regarded and considered, but are not binding.

## Responsibilities

* 1. 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.
	2. The SUAB will serve as a liaison between the Student Union and Student Government, the Faculty Association, A&P Association and USPS Association.
	3. 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.

## Membership & Selection

### Appointed Members

1. The Student Union Advisory Board shall consist of 13 voting members. Eight (8) students appointed by the Student Government President;
2. Five (5) UNF Staff (A&P or USPS, other than current staff member of the Student Union Administration) – appointed by the Associate Vice President for Student Affairs.

### Chair

* + 1. The SUAB Chair shall be a student appointed by the Associate Vice President for Student Affairs in consultation with the Student Government President and will vote only in the case of a tie.

### Vice-Chair

* + 1. The SUAB shall elect the Vice-Chair.
		2. 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 SUAB will be taken. The nominee receiving the most votes will be elected.

### Ex-Officio Members

1. The Student Union Director shall serve as a resource advisor to the Student Union Advisory Board and shall be non-voting.
2. Additional designated Student Union staff member shall be non-voting.

## Terms of Service

1. SUAB member terms will run August 1 – April 30.
2. Students will serve 1 term.
3. Staff members will serve 2 consecutive terms.
4. Any member desiring to resign from the SUAB shall submit their resignation in writing to the Chairperson, who shall present it to the appropriate appointing official (the Associate Vice President for Student Affairs or the Student Government President)
5. If any position becomes vacant, the position will be filled according to the appointment policy for that respective position.
6. All SUAB Staff members serve at the request of the Associate Vice President for Student Affairs and all students serve at the request of the Student Government President.
7. All voting SUAB members must serve on at least one SUAB Standing Committee.

## Committees

### The following committees will be made if the SUAB sees fit that they need to be made. Every year the Chair shall address with the board whether they want to have the committees.

### Standing Committees

* + 1. **Student Engagement and Traditions Committee**
			1. Generate ideas for increasing opportunities to engage students in programming and events housed at the Student Union.  Communicate and effectively market the promotion, development, and celebration of UNF traditions throughout the Student Union facility.
		2. **Space Committee**
			1. Generate ideas for Student Union spaces that align with the Student Union’s mission and goals, as well as the State University System Board of Governors metrics. Present these ideas as recommendations to the Student Union Advisory Board and Director of the Student Union for future project initiatives. Assist Student Union Administration professional staff in the implementation of the selected projects.

### Ad-Hoc Committees

* + 1. The Chair can establish ad-hoc committees as needed**.**

## Officers & Duties

* 1. Chair **–**The Chair, in consultation with the Associate Vice President for Student Affairs, will set the annual charge for the SUAB. The Student Union Director and the Chair of the SUAB will set the monthly agenda. 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 SUAB (calling all meetings to order, determining if a 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 shall appoint the voting members to committees.
	2. Vice-Chair **–** The Vice-Chair shall serve as an ex-officio voting member of all committees. The Vice-Chair shall preside over all SUAB meetings in the absence of the Chair.
	3. Designated Student Union Staff Member – The designated staff member will be responsible for taking meeting transcription, sending and keeping of all meeting announcements and minutes and keeping records of the SUAB actions. The designated staff member will also be responsible for recording attendance at all meetings and shall serve as a non-voting member.
	4. Committee Chairs **–** Committee Chairs will coordinate meetings, set agendas and preside at their respective committee meetings. The Committee Chairs will conduct all votes and will vote only in the case of a tie on their own committee. The Committee Chairs will present progress reports to the SUAB at the monthly meetings. The committee’s will be on an as needed basis.

## Meetings

* 1. The SUAB shall meet no less than three times per Academic semester.
	2. 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.
	3. The SUAB meetings shall be open to the public, and shall be held in accordance with state laws governing public meetings.
	4. 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 at least 2 business days prior to the meeting.
	5. 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 upon ADA approval.
	6. When a SUAB member is absent from a regularly scheduled meeting (including Standing Committees), 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.
	7. Standing Committees will hold two (2) regularly scheduled meetings per semester. These will be scheduled no later than 1 month following the first SUAB meeting of the semester.
	8. If a SUAB 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 have voting privileges.

## Voting

1. A simple majority of SUAB members shall constitute a quorum. Quorum is not required to discuss matters at hand, only to vote and transact official business.
2. Each SUAB member shall have one (1) vote.
3. The SUAB Chair will not vote except to break a tie.
4. There shall be no proxy voting and no member substitutions, unless as outlined in Section VIII, subsection f.
5. 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).
6. When voting via email, votes will not count unless the member responds; if a member fails to respond there will be no implied vote.