

## Recreational Services Advisory Council Bylaws

### **ARTICLE I – Name**

The name of the organization shall be the Recreational Services Advisory Council of the University of New Mexico

### **ARTICLE II – Purpose**

The purpose of the Recreational Services Advisory Council is to represent the recreational interests and needs of the students and staff at the University of New Mexico.

The primary function of the Council is to advise the Recreational Services Department regarding programmatic issues and strategic directions within all facets of programming and facility management.

The primary duties of the Council shall be to review, advise, and make recommendations on the following:

- program development and expansion,
- program assessment
- facility scheduling and operating hours,
- program and facility use as well as eligibility,
- major equipment purchases and
- policies and rules for each programming area.

Secondarily, the council shall:

- annually review the stated goals and objectives accomplished as they relate to the department's strategic plan,
- ensure department goals and objectives are aligned with the University's strategic plan as well as meeting the needs of the students,
- annually review the department's budget,
- remain continuously informed of the services and financial operations of Recreational Services and maintain records of this information for its constituent groups and future council members and
- serve to promote student involvement in the activities and operations of the Department in recognition of the unique position of students as primary users of Johnson Center and Recreational Services' programming.

### ARTICLE III – Members

This organization will not discriminate in the selection of its members or appointments when discrimination is defined as denying individual membership or appointment to the Council on the basis of a person's age, race, national origin, color, gender, sexual orientation, creed or disability.

- Composition

The Council shall consist of eleven voting members and non-voting ex officio members as needed. Membership of the council will be comprised of representatives appointed from the following areas:

Associated Students of the University of Mexico (ASUNM)	3
Graduate and Professional Student Association (GPSA)	2
Resident Hall Advisor (RA)	1
Office of the Vice President of Student Affairs	2
Faculty Senate	1
Staff Council	1
<u>Alumni appointed by the Alumni Assoc President</u>	<u>1</u>
Total voting members	11

Ex Officio

Director of Recreational Services Department	1
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- Appointment and Term

Student Members

- The ASUNM President or designee
- The GPSA President or designee
- Resident Hall Assistant (RA) to serve one academic year
- One student senator, appointed by the ASUNM Vice President for the academic year.
- One undergraduate, at-large student appointed by ASUNM President to serve for the academic year.
- One graduate, at-large student appointed by the GPSA President to serve for the academic year.

Faculty, Alumni and Administrative Members

- One faculty member, appointed in the Spring by the Faculty Senate to serve on the Council for a one-year term.

- One staff member, appointed in the Spring by the Staff Council President to serve on the Council for a one-year term.
- The Vice President of the Office of Student affairs or designee and one staff member of the Student Affairs Division appointed by the Vice President.

#### Ex Officio

The Director of the Recreational Services Department will serve the Advisory Council as a non-voting ex-officio member. The Council may request the attendance at meetings of those individuals, who by their position, are deemed necessary to assist the Council in its functioning.

### **ARTICLE IV – Offices**

The officers of the Council shall be a Chair and a Vice Chair.

- Selection Process

The Council Chair and Vice Chair shall each be student members and shall be elected annually by the Council at the beginning of the academic year. Candidates may self-nominate or be nominated from the floor. Election of officers shall be done by secret ballot.

If the Chair becomes vacant, the Vice Chair shall fill that position for the remainder of the term. The Council shall elect a new Vice Chair as soon as possible.

If the Vice Chair becomes vacant, the vacant student position shall be filled according to the membership requirements and then the full Council shall elect a new Vice Chair.

- Removal

Each officer shall hold their office until they resign, be removed or otherwise disqualified to serve. Any officer may resign or may be removed, with or without cause, by the Council at any time by a majority vote of the Council.

- Powers and Duties of Officers

#### Chair

The Council Chair shall preside at all meetings of council members and shall have other duties as may be prescribed by the Council or bylaws of the Council.

The Council Chair shall prepare and distribute a meeting agenda to all Council members at least twenty-four hours before the scheduled meeting.

The Council Chair shall establish committees and make all necessary appointments to the committees.

Vice Chair

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall have other powers and duties as prescribed by the Council Chair, by the Council or by the bylaws of the Council.

## **ARTICLE V – Committees**

The Advisory Council shall have two standing committees; the Marketing Committee, and the Space Allocation Committee. The Council Chair may establish other committees as needed and appoint members to those committees.

Appointments to the standing committees shall be made by the Council Chair at the first meeting of the new academic year and shall serve until their replacements are appointed at the beginning of the next academic year.

- **Facility Usage Committee**

The Facility Usage Committee shall consist of a minimum of three members. The majority membership of the Facility Usage Committee shall be student members.

The Facility Usage Committee will investigate ways to enhance the services and programs available to students as primary users of the recreation facility. The Committee shall review the current use of the facilities and make recommendations to the Council for more efficient and effective use of the facility.

- **Marketing Committee**

The Marketing Committee shall consist of a minimum of three members. The majority membership of the Marketing Committee shall be student members.

The Marketing Committee will investigate ways to promote the services and programs available to students as primary users of the recreation facility. The

Committee shall review the current marketing materials and plans to make recommendations to the Council.

## **ARTICLE VI – Rules of Procedure**

- Quorum

Quorum for any Council meeting will be a majority of the membership. Of that number at least one half must be student representatives

- Meetings

The Council shall meet twice during the Fall Semester and twice during the Spring Semester. Additional meetings may be held as needed and at the discretion of the Council. The Council may meet during the Summer Semester if urgent business must be conducted. Any changes approved by less than a full quorum during the summer must be approved by a full quorum during the academic year.

All meetings shall be open to the public. Unless announced otherwise, meetings will be held in Johnson Center.

- Minutes

A record of each meeting shall be kept and minutes recorded. Minutes shall be distributed in a timely manner to all council members.

The office of the Recreational Services Department will provide professional, clerical and technical support for the Council and serve as the permanent depository of Council records.

- Voting

All Council members with the exception of ex-officio member shall have the authority to vote on all matters before the Council. .

Roberts's Rules of Order, the most recent edition, shall be used in conducting meetings.

Actions or decisions by the Council shall be by a majority vote of the voting members present, with the exception of bylaw amendments.

- Amendments

Recommendations for changes in the bylaws must be presented and acted upon by the Council at a regularly scheduled meeting. A vote by the Council

membership to amend the bylaws will be taken at the next regularly scheduled meeting.

Recommendations for changes to the bylaws may only be brought before the Council during the Spring or Fall Semesters.

Bylaws may only be amended by a two-thirds vote of the voting membership of the filled Council.

The Advisory Council shall present the new proposed amendments to the Director of the Recreational Services Department for approval and implementation.

- Conflict of Interest

Any member of the Council having private interest in matters before the Council shall disqualify himself or herself from discussion and voting on these matters.