

ADVISORY BOARD OF CAMPUS RECREATION

BYLAWS

Created, October 2016

Updated, November 2023

I. INTRODUCTION

The bylaws of the Advisory Board (Board) of Campus Recreation, of the University of Colorado Colorado Springs (UCCS) serve as the governing documents on the purpose, responsibilities, and authority of the Board.

II. STATEMENT OF PURPOSE

The purpose of the Campus Recreation Advisory Board is to enhance the role of the Campus Recreation Department as UCCS's campus recreation program, service, and facility authority. It is also serves to endorse Campus Recreation (as active and passive recreation, and wellness providers) for all members of the UCCS community (students, faculty, staff, alumni, those eligible for a Campus Recreation membership, and invited guests of UCCS). It shall be the responsibility of the Board to continually review and provide feedback on policies and procedures and proposed policies and procedures pertaining to Campus Recreation programs and services to the UCCS administration in order to better enhance the mission of Campus Recreation.

It is also the purpose of this Board to provide a student development opportunity for students and allow for meaningful involvement and engagement in university matters, in particular those related to the operations of Campus Recreation. In addition, involvement on this Board also facilitates faculty, staff, and alumni to play a meaningful role in the operations of Campus Recreation.

The Board shall develop, in cooperation with the Director of Campus Recreation, long-range goals and short-term objectives which will help to provide the operational framework of Campus Recreation in accordance with the mission of UCCS and the Laws of the Board of Regents. The Board shall review and recommend the allocations of resources and the implementation of new services, programs or activities, and facilities it advises necessary to achieve the goals and objectives of Campus Recreation.

The mission of Campus Recreation is:

Campus Recreation inspires lifelong wellness by providing transformative educational and recreational opportunities that enhance the UCCS experience.

The values of Campus Recreation are:

- Build Community through Authentic Relationships
- Cultivate Leadership through Experiences
- Foster Development through Education
- Inspire Well-being through Involvement
- Enrich Diversity through Engagement and Inclusion
- Achieve Innovation through Creativity
- Promote Health & Safety through Accountability

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

The statement of inclusion for Campus Recreation is:

Campus Recreation strives to create a welcoming and inclusive environment. We believe a healthy, active, and engaged lifestyle is a right afforded to everyone. As such, we are dedicated to providing safe services, programs, and facilities that are welcoming to all individuals regardless of race, ethnicity, religion, spirituality, gender, gender identity/expression, age, sexual orientation, ability, socioeconomic status, or national origin.

III. GOVERNANCE

A. Membership

The Board shall be composed of eleven (13) voting members and a variable number of ex-officio members. All terms shall be renewable, given that they are re-ratified by membership established bodies.

1. Voting Member

a. Students

- i. There shall be seven (7) student members. Two (2) shall be appointed by UCCS Student Government Association (SGA). Two (2) shall be appointed by the incumbent Board as at large students. Two (2) shall be approved by the division's Vice Chancellor or his/her designee. These two (2) appointees shall be appointed from a pool of students who participate or are actively engaged with Campus Recreation. One (1) shall be a Campus Recreation student employee appointed by the department.
- ii. Terms for all student appointments shall be for a minimum of one academic year with reappointment.

(1) Eligibility of student members. Any member of the SGA (currently registered fee-paying student) is eligible for membership appointment to the Board.

(2) In the event of an absence, voting members of the board may submit by email to the Board President or appoint a non-Campus Recreation employed Ex-officio Member of the Board to cast their vote by proxy. The President must be notified of the appointment prior to the Call to Order of the meeting.

b. At-Large Non-Student Representatives

- i. There shall be six, three (3) staff with one staff member from the Wellness Center, (2) faculty, and one (1) community or alumnus voting members appointed by the Board for two-year terms.
- ii. There are no term limitations on At-Large Non-Student Representatives, and they may be reelected to multiple two-year terms. Ideal representatives will

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

be those that are strategic partners of Campus Recreation that have a vested interest in the campus culture of well-being.

- c. If any position cannot be filled by the appropriate designated representative, the Campus Recreation Board can substitute another classification of voting member to ensure a complete Board.
- d. The membership structure is intended to recognize that the membership of the Board should reflect the diverse nature of the student body and campus community.
- e. To reach a variety of students, advertising for Board vacancies shall be done through applicable current and social media outlets.

2. Non-Voting Members

There may be ex-officio (by virtue of or because of an office) members of the Board including:

- a. The Director of Campus Recreation shall be a permanent ex-officio member and shall serve as advisor to the Board.
- b. The Director of Campus Recreation, or by vote of the members of the board, may appoint additional advisors who would become ex-officio members of the Board.
- c. Other ex-officio members may be chosen by a majority vote of the voting members of the Board. The process for becoming an ex-officio member shall be by written request for appointment to the Board.
- d. Ex-officio members can vote in committee meetings.
- e. Ex-officio members (non-Campus Recreation proper employees) can vote as proxies.

B. Officers

1. President

- a. Eligibility, Election, Term.
 - i. The presiding officer of the Board is the President. He/she/they shall be a voting student member of the Board and shall serve a one-year term. The President must be ratified by the division's Vice Chancellor or his/her/their designee. The President must be a voting member for one semester before becoming President (except for the inaugural semester the board is formed).
 - ii. The President sits at the pleasure of the Board and can be censured or impeached by a vote of two-thirds of the total voting membership of the Board.
 - iii. In the case where a qualified student is not available and there is not a quorum, the Bylaws shall be temporarily suspended so that members of the

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

Board may appoint a qualified staff or faculty voting member to serve as President until such time as a qualified student can be identified. This process and the decision must be approved by the division's Vice Chancellor or his/her/their designee.

- iv. The President cannot serve for more than three consecutive one-year terms as Chair, excluding their term as a regular student-voting member, serving a maximum of three years.
- v. The President or in collaboration with other Board Officers shall schedule regular meetings of the Board, call special meetings, prepare the agenda, chair meetings, handle all routine correspondence, keep the Board informed of all pertinent information regarding Campus Recreation, appoint members to committees, and represent the Campus Recreation Advisory Board before all formal and informal gatherings regarding Board matters.
- vi. The President or the Director of Campus Recreation on behalf shall send to the Board membership both minutes from the previous meeting and the agenda for the upcoming Board Meeting at least 24 hours before the next Board Meeting.

2. Vice President

a. Eligibility, Election, Term

- i. The Vice President shall be a voting student member of the Board. He/she/they shall serve for a one-year term or at the pleasure of the Board.

b. Duties

- i. The Vice President shall preside and otherwise serve as President in the event of the President's temporary absence or incapacity or until a new President can be elected by the Board.
- ii. The Vice President will coordinate the educational and training process for new members.
- iii. The Vice President will coordinate Board retreats.

3. Secretary

a. Eligibility, Election, Term

- i. The Secretary shall be a voting student member of the Board. He/she/they shall serve for a one-year term or at the pleasure of the Board.

b. Duties

- i. The Secretary shall keep the minutes and perform other administrative duties as assigned by the Board.

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

C. General Conduct and Policies of the Board

1. Frequency of Meetings

- a. The Campus Recreation Board shall meet no less than monthly during the fall and spring semesters but may meet more often if deemed necessary by the Board. The Campus Recreation Board may meet during the summer semester but is not required to.

2. Standing Committee or Work Group

- a. The Campus Recreation Board shall create committee(s) or work group(s) as deemed necessary to support the work of the Board.
- b. If a committee or work group is created members shall include voting members of the Board, ex-officio members, members of the Campus Recreation staff, and other interested individuals.
- c. There shall be a committee or work group chairperson appointed by the Board President. The Chair of the committee or work group will report to the Board.

3. Open to the Public

- a. All meetings of the Board and committees shall be open to the public.
 - i. The Board may move into executive session to discuss matters of a sensitive nature.
 - ii. A vote of 2/3 majority of the voting members present is necessary to move into and out of executive session.
 - iii. Executive sessions shall be used sparingly, are not open to the public and minutes taken during the executive session are not made public.

4. Open Records

- a. All official actions of the Board shall be a matter of public record. The Director of Campus Recreation or his/her/their delegate shall be responsible for assuring that copies of the minutes of meetings as approved by the Board shall be kept on file and distributed to Board members and made available upon request from the division's Vice Chancellor or his/her/their designee, and other such offices as may be deemed appropriate by the President.
- b. Board minutes as well as the Board agendas shall be posted on the department's website in a timely fashion. In addition, the President shall assure that copies of pertinent minutes and prior notification of pertinent meetings are sent to the persons and organizations concerned with specific Board actions.

5. Special Meetings

- a. In calling special meetings, the President or Director of Campus Recreation on behalf is responsible for informing members at least 24 hours in advance. A special meeting is any which convenes at an irregular time and/or on short notice.

6. Quorum

- a. A quorum shall consist of a majority of its current voting members and shall be the basis for all votes requiring a majority of supermajority.

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

7. Vacancies

- a. When a current member announces their intention to resign from the Board, the Board will attempt to obtain a new member three weeks prior to the date of resignation. The Board shall not be required to fill such vacancy until the Board sees fit to do so, and during the continuance of any vacancy or vacancies, the remaining Board members shall possess and exercise all the duties vested in these bylaws. The person appointed to fill such vacancy shall serve as a full Board member for the remaining unexpired term of his/her/their predecessor.

8. Expectations of Members

- a. An absence from a meeting shall be an excused absence:
 - i. If the President or Director of Campus Recreation are notified of the absence at least one hour in advance of the meeting, or
 - ii. If an email to the President of intent to continue working on the Board (not to be confused with an excuse) is presented to and accepted by the Board at the following scheduled meeting. Acceptance shall be indicated by a simple majority of the Board present at said meeting.
- b. If any student, voting or non-voting, misses more than four meetings within a semester, a review of their membership shall be brought before the board. This shall consist of but not limited to the members stating reasons for their absences. The Campus Recreation Board may also exercise the right to remove said member for attendance infractions or other offenses.
- c. Should the Board at any time feel that a member or members have undertaken actions inappropriate to a member of the Board, he/she/they may be censured or impeached by a vote of two-thirds of the voting membership of the Board.
- d. This removal process does not apply to the faculty, staff or community/alumni members as their removal process is handled administratively by the division's Vice Chancellor or his/her/their designee. A request to remove a faculty, staff or community/alumni member shall be brought to the division's Vice Chancellor or his/her/their designee by the President of the Board for their consideration.

9. Conflict of Interest

- a. Board members shall refrain from voting on matters which affect the organization of which they are a member. Upon request, Board members shall submit in writing to the public a record of the organizations in which they are members or in which they participate. Board members shall sign a conflict-of-interest form stating that they will recuse themselves from voting on matters that are a conflict of interest.

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

10. Equal Opportunity and Affirmative Action

- a. The Board, in accordance with its statement of purpose and with University Policy, shall conduct its business and make its appointments in compliance with the intent of equal opportunity and affirmative action guidelines.

11. Bylaw Changes

a. Suspension

- i. A vote of at least two-thirds of the total current voting membership of the Board shall be required to set aside these Bylaws or any section thereof in a particular instance.

ii. Amendments

- 1. The Board shall make a general review of these Bylaws at least every two years. Any amendment must be made at a regularly scheduled meeting.
- 2. Notification of proposed changes must precede by at least one week the meeting during which action is taken.
- 3. Any amendment shall require approval of two-thirds of the total voting membership of the Board.
- 4. Amendments to these Bylaws may be reviewed by the division's Vice Chancellor or his/her/their designee at their discretion.

12. Policy Manual

- a. The Department of Campus Recreation will bring to the Board any new or changes to Campus Recreation policy for review, comment, and approval. Approval shall require a majority vote of the voting membership.
- b. Revisions to the Policy Manual may be reviewed by the division's Vice Chancellor or his/her/their designee at their discretion.

13. Robert's Rules of Order

- a. In general, the conduct of the Board business shall follow Robert's Rules of Order, Revised or at the discretion of the President, a modified version of Robert's Rules of Order, Revised.

IV. RESPONSIBILITIES OF THE BOARD

- A. The Board shall, in cooperation with the Director of Campus Recreation, review and recommend, policies (except in pricing and personnel matters, as long as these areas remain consistent with general policy guidelines) and enhancements regarding the quality, quantity and nature of Campus Recreation services, programs, facilities, and activities.
- B. The Board shall, in cooperation with the Director of Campus Recreation, review and recommend the annual budget for Campus Recreation services, programs, facilities, and activities.

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23

- C. The Board shall continuously review and recommend the policies of Campus Recreation as established in these Bylaws and in the Policy Manual and in accordance with the mission of UCCS and the Laws of the Board of Regents.
 - D. The Board shall review and recommend all requests for continuing space assignments within the Campus Recreation consistent with university policies.
 - E. The Board shall continuously and conscientiously seek guidance from the student body, faculty, staff, and the community and recognizing its diverse nature, serve as a conduit for student opinion regarding Campus Recreation and its programs, services, facilities, and objectives.
- V. ACCOUNTABILITY
- A. The Board serves in an advisory capacity and is administratively responsible to the division's Vice Chancellor or his/her/their designee and any action of the Board is subject to the division's Vice Chancellor's or his/her/their designee's review and approval. The Board shall attempt to be responsible to the student population and campus community to reflect student and campus community needs.

Adopted: 11/21/17

Updated: 2/8/17, 2/28/23, 11/28/23