

BYLAWS OF THE STUDENT CENTERS POLICY BOARD

ARTICLE I: RULES OF ORDER

In all matters not covered by the constitution and bylaws, this body shall be governed by the latest edition of Robert's Rules of Order as led by the Chairperson.

ARTICLE II: ORDER OF BUSINESS

The order of business shall be:

- A. Approval of Agenda
- B. Approval of Minutes
- C. Chairperson's Report (Information Items)
- D. Committee Reports (Information Items)
- E. Student Centers Staff Reports (Information Items)
- F. Old Business (Action Items)
- G. New Business (Introduction Items)
- H. Announcements
- I. Adjournment

ARTICLE III: OFFICERS

Regular election of officers of the Student Centers Policy Board will be held at the first regularly scheduled meeting of the Student Centers Policy Board each academic year.

Section I: Chairperson

The Chairperson shall be elected from among the student members of the Student Centers Policy Board by a majority of the voting membership of the Student Centers Policy Board. Should all student members decline election, a non-student member of the Student Centers Policy Board will be elected by a majority of the voting membership of the Student Centers Policy Board. The Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Prepares agendas along with Office Coordinator or designee support staff.
- 2) Presides over all Student Centers Policy Board meetings.
- 3) Serves as a member of all committees or assigns Vice Chairperson in his/her absence.
- 4) Maintains a close working relationship with the Executive Director of Student Centers.
- 5) Coordinates, in conjunction with the Executive Director of Student Centers, the establishment and implementation of annual goals and objectives of the Student Centers Policy Board with periodic reviews and an annual summary.

Section II: Vice Chairperson

The Vice Chairperson shall be elected from among the members of the Student Centers Policy Board by a majority of the voting membership of the Board. The Vice Chairperson shall be responsible for the following duties, as well as other duties as necessary:

- 1) Presides over meetings in the absence of the Chair.
- 2) Takes over all responsibilities of the Chairperson in his/her absence.
- 3) Any other duties as assigned by the Chair, including but not limited to serving as a member of selected committees by the chair.

Section III: Secretary

The Executive Director of Student Centers shall provide a Secretary (Office Coordinator or designee support staff) for the purpose of keeping minutes and maintaining the Student Centers Policy Board files. The Office Coordinator or designee support staff shall assist the Chairperson in checking the minutes and setting up meeting agendas.

ARTICLE IV: ADDRESSING THE Student Centers Policy Board

The Student Centers Policy Board, at the discretion of the Chairperson, may allow any person so desiring, the privilege of addressing the Student Centers Policy Board. If a member objects to the Chairperson's decision, a majority vote of the body shall sustain the Chairperson's decision. Any person having been granted the privilege of addressing the Student Centers Policy Board shall conform to and be subject to all rules and regulations created by this body for governing the conduct of its members.

ARTICLE V: AMENDMENTS

Amendments to these bylaws may be proposed by the Student Centers Policy Board whenever a majority of the present and voting membership to the Student Centers Policy Board deems it necessary, provided that the proposed amendment is presented in writing to the Student Centers Policy Board at a regular meeting, and will be voted on no sooner than the following meeting. The Student Centers Policy Board may approve and amend these bylaws by simple majority vote.

ARTICLE VI: REPORTING

Policy resolutions and meeting minutes, as signed by the Student Centers Policy Board Chairperson, will be transmitted to the Executive Director of the Student Centers and to the Assistant Vice President for Student Affairs. A copy of all resolutions and meeting minutes will be made available online following the passage of the resolution or meeting minutes.

ARTICLE VII: MEETINGS AND VOTING PROCEDURES

Section I: Regular Meetings

The Student Centers Policy Board will meet at least twice during both the Fall and Spring semesters at a time and place designated by the Chairperson. A minimum of one week's notice shall be given as to time and place. A minimum of one day's notice shall be given for agenda items.

Section II: Special Meetings

Special meetings may be called by the Chairperson at any time or at the request of at least three (3) Student Centers Policy Board members. If there is a waiver of the seven (7) day notice period by an absolute 2/3 majority of the Student Centers Policy Board, the meeting may occur with only two (2) days' notice.

Section III: Voting

A simple majority of the total voting membership of the Board shall constitute a quorum (7 members, at least 50% of the Student Centers Policy Board voting membership, rounded up to the nearest whole number). Upon request by at least one member, votes will be conducted by ballot. Voting by proxy will not be permitted. The Student Centers Policy Board shall vote on action items during any scheduled meeting.

In addition, during times when the Student Centers Policy Board is unable to meet regularly (such as over the summer and winter breaks) the Student Centers Policy Board can conduct voting via e-mail. E-voting can also be used for time-sensitive projects. E-votes can be cast before the given deadline or the member's vote is noted as a non-vote. The same quorum shall be required, with a majority of the total voting membership of the Student Centers Policy Board submitting votes being required to constitute a valid vote. Any request for an E-vote will include a method of discussion and a contact for more information regarding the project under consideration.

ARTICLE VIII: PROCEDURE FOR TAKING ACTION

The Student Centers Policy Board shall only take action during the Old and New Business sections of its meetings. The Student Centers Policy Board may also take limited action under Article II.A and Article II.B in terms of approving the agenda and minutes.

ARTICLE IX: SPECIFIC RESPONSIBILITIES OF THE Student Centers Policy Board

- A. Contracts. It shall be the responsibility of the Student Centers Policy Board to make recommendation on the content of all lease agreements made between the University of Houston and lessees of the Student Centers. The Student Centers Policy Board shall recommend a member(s) to participate in the review of contract proposals and the selection of vendors. In addition, the Student Centers Policy Board, whenever possible, shall have the opportunity to review contractors' Pricing Structure, Hours of Operations and overall Financial Viability (service

vs. Square Footage of contractor/service) on an annual basis. Appropriate Student Centers' staff shall represent the Student Centers Policy Board in the actual contract negotiations.

- B. Lease Operations. The Student Centers Policy Board may also make recommendations concerning Student Centers lease operations to the Director, Student Centers, with the focus and evaluation techniques used to be determined by the Executive Director, Student Centers or his/her designee.
- C. Personnel. The Student Centers Policy Board shall have the opportunity to be represented on all search committees for professional and supervisory staff positions in the Student Centers. Final approval shall be the responsibility of the appropriate persons in the University Administration.
- D. Policies and Procedures. Major changes in operating policies and procedures shall be presented to the Student Centers Policy Board for their review and comment.
- E. Renovation/Construction/Maintenance. Major/On-Going changes to the Student Center North or South shall be presented to the Student Centers Policy Board for their approval and comment.
- F. Student Organization Carrel and Office Space Allocation. Annual assignment of carrel and office spaces designee for student organizations shall be determined by the Student Centers Policy Board for their approval and comment.
- G. Art/Sustainability. The Student Centers Policy Board shall appoint a member(s) to participate on these committees. It shall be the responsibility of the member(s) to comment on recommendations presented to the respective committees.

ARTICLE X: STANDING AND SPECIAL COMMITTEES

Section I

At the first regularly scheduled meeting following his/her election the Chairperson shall appoint the membership for each of the standing committees and their Committee Chairperson. The Student Centers Policy Board Chairperson's nominees need a simple majority vote of the Student Centers Policy Board to be approved. Compositions shown below include the Student Centers Policy Board Chair, who is a member of each committee.

- A. Facilities Use and Policy Committee.
 - 1. This Committee will focus on the Facility Use Policy for the Student Centers and on the general allocation, optimization, and evaluation of space and space usage.
 - 2. This Committee shall be composed of:
 - a. A minimum of two (2) student members of the Student Centers Policy Board.
 - b. A minimum of one (1) non-student member of the Student Centers Policy Board.
 - c. The Assistant Vice President for Student Affairs – Student Life or his/her designee.
 - d. The Director, Student Centers or his/her designee.
- B. Lease Operations & Student Organization Space Committee
 - 1. Through this Committee's discussion and interactions with the campus community, the lessees in the Student Centers will be informed of the campus' needs and desires. This committee will address the issues of pricing, service, service evaluation, and review potential lease concepts and bid specifications.
 - 2. Additionally, this Committee will be responsible for evaluating and recommending assignment of student organizations to specific carrel and office spaces through an orderly application for reservation, presentation, and appeal process. If the process of evaluating and recommending student organization space assignments is conducted after the final Student Centers Policy Board Meeting of the year, the committee at large will participate in the recommendation as directed by the Chairperson.
 - 3. This committee shall be composed of:
 - a. A minimum of two (2) student members of the Student Centers Policy Board.

- b. A minimum of one (1) non-student member of the Student Centers Policy Board.
- c. The Assistant Vice President for Student Affairs – Student Life or his/her designee.
- d. The Executive Director, Student Centers or his/her designee.
- e. The Director for the Center for Student Involvement or his/her designee
- f. The Director of the Cougar Involvement Ambassadors and his/her designee.

C. Long Term/Current Projects Planning Committee

- 1. This Committee will be responsible for formulating and recommending long-term goals associated with the Student Center North or South and/or the Student Center Satellite facilities, and developing recommendations associated with on-going projects and initiatives.
- 2. This committee shall be composed of:
 - a. A minimum of two (2) student members of the Student Centers Policy Board.
 - b. A minimum of one (1) non-student member of the Student Centers Policy Board.
 - c. The Assistant Vice President for Student Affairs – Student Life or his/her designee.
 - d. The Executive Director, Student Centers or his/her designee.

Section II

A. Food Service Advisory Committee

- 1. This committee services in an advisory capacity to the Executive Vice President for Administration and Finance and the Associate Vice President for Administration with regard to the University’s retail, residential food/beverage program and vending program.
- 2. Two members shall be appointed to the committee.

B. Art Committee

- 1. This committee services in an advisory capacity to the Director of Student Centers and will be responsible overseeing the acquisition of art produced by University of Houston students, alumni, faculty, or staff.
- 2. One member shall be appointed to this committee.

C. Sustainability Committee

- 1. This committee will focus on the Student Centers sustainability initiatives and help connect sustainability efforts across the university.
- 2. One member shall be appointed to this committee.

Section III

The Chairperson shall have the power to create such special committees as may be necessary and to reorganize or abolish existing committees with consent of the Student Centers Policy Board. The assignment of all special committee Chairs and members shall be made by the Student Centers Policy Board Chairperson and subject to the approval of the entire Student Centers Policy Board.

Section IV

The organization of the areas of responsibility for any special committee shall be determined by the Student Centers Policy Board.

Revised: October 5, 2016

Revised: March 31, 2017

Revised: October 20, 2017

Revised: September 21, 2018

Revised: February 25, 2022