

UNIVERSITY OF NORTH TEXAS UNION BOARD OF DIRECTORS BY-LAWS

Article 1 Conduct of Business

Section 1 Article 5, Section 1 of the Constitution states the following:

The By-Laws of the Union Board of Directors give the details of the conduct of business for the Union Board of Directors.

Section 2 Officers

- A. The officers shall perform the duties prescribed by the Union Board of Director's Constitution, by these By-Laws, and by the current edition of *Robert's Rules of Order*. The Director of the University Union shall designate a member of the University Union staff to serve as secretary. The Chair shall appoint a parliamentarian, if needed.
- B. Officers shall be elected at the first meeting of the fall semester. The election shall be conducted by an officer from the preceding year: Chair and Vice-Chair. If none of the officers are continuing, the Director of the University shall conduct the election.
- C. The term of office shall be one (1) year or until a successor is elected.
- D. If a vacancy occurs in an office, the position will be temporarily filled in the order listed in Section 2b above. An election will be held at the next regular meeting to fill the remainder of the term of office.

Section 3 Meetings

- A. The Union Board of Directors shall hold regular meetings from August through November and January through April.
- B. The Union Board of Directors shall set the time and date for regular meetings at the first meeting of the fall semester. The time and date will

be reviewed at, or before, the start of the spring semester.

- C. Advance notice of at least five class days shall be given for any special meetings or cancellations.

Section 4 Voting

- A. The method of response at meetings shall be voice vote, show of hands, or by written ballots, as determined by the Chair.
- B. Emergency poll votes may be taken by e-mail, but must be first approved by formal action at the next meeting of the Union Board of Directors or by a written ballot distributed by the Chair.
- C. The Constitution and Finance Committee Chair and Vice Chair shall certify the vote when written ballots are used and report the results at the next meeting of the Union Board of Directors.

Section 5 Parliamentary Authority

Conduct of business shall be according to rules in the current edition of *Robert's Rules of Order* in all cases not covered by the Constitution and By-Laws of the Union Board of Directors.

Article 2
Committees and Area Representatives

Section 1 Article 5, Section 6 of the Constitution states the following:

The primary business of the Union Board of Directors is initiated through the executive committees and area representatives. The organization and duties of the executive committee and area representatives are more fully described in the Article 2, sections 2 through 8 of the By-Laws.

Section 2 The area representatives are as follows:

- A. Finance Representative, Associate Director, Business and Personnel
- B. Program Representative, Associate Director, Programming and Art
- C. Facilities Representative, Associate Director, Services and Operations

- D. Discovery Park Representative - Assistant Director, Center for Student Affairs at Discovery Park

Section 3 Organization of the Executive Committee

- A. The Executive Committee shall consist of the Union Board of Director's Chair, Vice Chair, the Director of the University Union, and one student representative from the Union Board of Directors, appointed by a simple majority vote of the Union Board of Directors.
- B. The Union Board of Directors Chair shall serve as Chair of the Executive Committee.
- C. The Executive Committee shall determine the time, place and frequency of meetings.

Section 4 Facilities Representative

It shall be the responsibility of the Facilities Representative:

- A. To study suggestions and recommendations concerning the Union House Guidelines, and evaluate consistency of application.
- B. To review Union House Guidelines, annually.
- C. To review and respond to requests from customers that relate to changes in the decor or space designation of the facility.
- D. To participate in planning for expansion or renovation of the facilities.
- E. To review scheduling procedures relating to the various facilities.

Section 5 Finance Representative

It shall be the responsibility of the Finance Representative:

- A. To present the to the Union Board of Directors the following financial items:
 - I. The proposed annual budget and recommendations to the Union

Board of Directors concerning approval, disapproval or amendment of all reports of audits of the University Union by the University Internal Audit Staff. Undertake discussions, as deemed necessary, with the Internal Audit Staff concerning audits of the University Union.

II. Monthly and annual financial statements, periodic statements of reserves, and any additional information required to be adequately informed about the financial affairs of the University Union.

- B. To receive recommendations from other area representatives concerning budgets for operations under their responsibilities.
- C. To receive and review all reports of consultants employed to evaluate the operations of the University Union for areas not under the responsibility of another standing committee.
- D. To review the operations of the University Union in sufficient detail to discharge other responsibilities indicated above.

Section 6 Programs Representative

It shall be the responsibility of the Programs Representative:

- A. To be informed in the following areas:
 - I. Goals and objectives relating to Union Programs and events, including the University Program Council Constitution.
 - II. Programs and events that are proposed and planned by Union Programs, Art Gallery, and University Program Council.
 - III. Programs that have potential for being controversial or libelous.
 - IV. Issues that affect the operation and events of Union Programs.
- B. To review the University Program Council constitutional changes and revisions.
- C. To review proposed changes in the University Program Council

organization/Union Program structure or budget, well in advance of budget consideration [i.e. creation and funding of a new committee; request to pay officer; plans to implement a major concert or event; request to increase admission prices for established programs such as movies].

- D. To review the annual program budget.
- E. To present program reports of Union Programs to the Union Board of Directors.

Section 7 Discovery Park Representative

It shall be the responsibility of the Discovery Park Representative:

- A. To be informed in the following areas:
 - I. Goals and objectives relating to Center for Student Affairs at Discovery Park (CSADP) programs and events.
 - II. Programs that have potential for being controversial or libelous.
 - III. Issues that affect the operation and events of CSADP.
- B. To review proposed changes in the CSADP structure or budget, well in advance of budget consideration.
- C. To review the annual program budget.
- D. To present program reports of CSADP to the Union Board of Directors.

Section 8 Executive Committee

It shall be the responsibility of the Executive Committee to address issues which do not clearly fall within the scope of responsibility of area representatives. It is also the responsibility of the Executive Committee to review and reapprove the Constitution and By-Laws for the Union Board of Directors.

Section 9 Ad Hoc Committees

Committees can be formed by the Executive Committee, as needed.

Article 3
Membership

Section 1 Article 4, Section 5 of the Constitution states the following:

If a member of the Union Board of Directors misses two (2) regularly scheduled meetings in a year, without extenuating circumstances, he/she can be dismissed by the Union Board of Directors. Procedures are more fully described in Article 3, Section 2.

Section 2 Procedures for dismissal of a Union Board of Directors member are as follows:

- A. It is not the desire of the Union Board of Directors for that any member to be dismissed for non-attendance. Restoration to active participation is preferable, when applicable.
- B. For purposes of this section, attendance during any part of the official meeting is considered attending the meeting.
- C. The Secretary of the Union Board of Directors shall notify the Chair of the Union Board of Directors of any member who has missed two (2) regular meetings.
- D. Investigation
 - I. The Executive Committee shall meet with the member to determine if there were extenuating circumstances that caused the member to miss the two (2) meetings.
- E. Dismissal
 - I. After the Executive Committee has had a discussion with the member, they will then determine if the member will continue as a representative of the Union Board of Directors. If a dismissal decision is reached, the Chair will notify the member of the dismissal action. The member can voluntarily resign at this point.
 - II. If the member voluntarily resigns, this resignation will be so noted. The resignation and resulting vacancy will then be reported to the Union Board of Directors and selection group for replacement of the former member.

III. If the member does not resign, dismissal, reasons and resulting vacancy will be reported to the Union board of directors and selection group for replacement of the former member.

F. No Action Taken

I. If after consultation, it is the opinion of the Board that the member does have good cause for missing the meetings, the Executive Committee should specify the conditions for continuing that member as a Union Board of Directors member.

Article 4

Other

Section 1 The mission and goals of the University Union shall guide the Union Board of Directors.

Section 2 The Union Board of Directors shall approve all expenditures in excess of \$5,000 not included in the budget or any expenditure to be charged directly to the Union Reserve account. This approval must be in advance, unless it is an emergency expenditure.

Section 3 When there is a vacancy in the Director of the University Union position, the Union Board of Directors shall have a delegate on the hiring committee in the search for a new Union Director of the University Union. Approval by the Union Board of Directors is included as part of the selection process. The Union Board of Directors shall participate in the selection process for any associate or assistant director of the University Union staff.

Section 4 The Union Board of Directors shall participate in and approve any significant reorganization of the University Union or any of its major areas of operation.

Section 5 Copies of the By-Laws shall be filed in the office of the Director of the University Union, the Chair of the Union Board of Directors, the Vice President for Students Affairs, through which the University Union reports, and elsewhere as directed by the President of the University.

Article 5
Amendment of By-Laws

Section 1 The By-Laws may be amended at any regular meeting of the Union Board of Directors provided notice is given at a preceding meeting and is included on the agenda for the meeting. Proposed amendments must be circulated to the members of the Union Board of Directors at least two (2) weeks prior to the meeting at which debate and voting will occur.

Section 2 The procedures for approval and review of the By-Laws, amendments and revisions thereto, of the Union Board of Directors shall be as follows:

- A. The Union Board of Directors, after approval of two-thirds 2/3 of those present and voting, shall present its By-Laws, amendments, or revisions thereto to the Vice President for Student Affairs, through which the University Union reports, for review.
- B. The Vice President for Student Affairs shall, in turn, present the By-Laws to the President of the University, for review.
- C. The Board of Regents may amend the By-Laws, amendments, or revisions at any time, for any reason.

Section 3 The Union Board of Directors By-Laws shall be reviewed and updated every 3 years.

Article 6
Enactment Clause

Section 1 The By-Laws of the Union Board of Directors shall go into effect immediately upon approval and review of this document.