

**UNION BOARD OF  
DIRECTORS BY LAWS**  
Revised 2019

**Article 1**  
**Conduct of Business**

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

The Bylaws of the Union Board of Directors give the details of the conduct of business for the Union Board of Directors.

**Section 2** Elected Officers

- a. The Executive Committee includes the following elected officers: the Chair, the Vice Chair and a student representative as elected by the Union Board of Directors voting members by a simple majority vote.
- b. Elected officers shall perform the duties prescribed by the Union Board of Directors Constitution, by these Bylaws, and by a lenient version of *Robert's Rules of Order* established by the Chair. The Chair may appoint a parliamentarian, if needed.
- c. Elected officers shall be elected at the first meeting of the fall semester. The election shall be conducted by the Executive Director of the University Union or by their proxy.
- d. The term of office shall be one (1) year.
- e. If a vacancy occurs in an office 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 may be reviewed at, or before, the start of the spring semester.
- c. Advance notice of at least five business days shall be given for any special meetings.

**Section 4** Voting

- a. The method of response at meetings shall be voice vote, show of hands, or by written ballots.
- b. Emergency votes may be taken by e-mail, but must be first approved by the Chair. The Chair and Vice Chair shall certify the vote 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 of a lenient version of *Robert's Rules of Order* in all cases not covered by the Constitution and Bylaws 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 Committee and area representatives.

**Section 1** Organization of the Executive Committee

- a. The Executive Committee shall consist of the Union Board of Directors Chair, Vice Chair, the Executive Director of the University Union, and one student representative from the Union Board of Directors, appointed by a simple majority vote.
- b. The Union Board of Directors Chair shall serve as Chair of the Executive Committee.

**Section 2** The area representatives are as follows:

- a. Facilities Representative, Director, Union Maintenance and Operations
- b. Finance Representative, Director, Department Budget and Operations
- c. Program Representative, Director, Union Programs and Arts
- d. Event Planning and Scheduling Representative, Director, Conference and Event Services

**Section 4** Area Representatives

It shall be the responsibility of the Area Representatives:

- a. to attend Union Board of Directors' meetings or provide a proxy.
- b. to provide perspective area reports to include:
  - i) monthly budget updates
  - ii) potential capital project proposal
  - iii) changes to hours of operation
  - iv) suggested changes to House Guidelines
  - v) plans for potential expansion or renovation
  - vi) plans to increase the Union student fee
  - vii) programs and events that are proposed and planned by Union Programs, Art Gallery, University Program Council, and Discovery Park
- c. to present additional information as requested
- d. to answer questions pertaining to the operations of their perspective areas

**Section 5** 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.

**Section 6** 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, they may be dismissed by the Executive Committee

**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 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 clerical assistant of the Union Board of Directors shall notify the Chair and the Executive Director of any member who has missed two (2) regular meetings.
- d. 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, then dismissal, reasons and resulting vacancy will be reported to the Union Board of Directors and selection group for replacement of the former 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 capital projects and 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 Executive Director of the University Union position, the Union Board of Directors shall have an opportunity to participate in the selection process.

**Section 4** Bylaws shall be filed in the office of the Executive Director of the University Union, and will be made accessible on the University Union website.

**Article 5**  
**Amendment of Bylaws**

**Section 1**      The Bylaws 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 Bylaws, 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 Bylaws, amendments, or revisions thereto to the Vice President for Student Affairs, through which the University Union reports, for review and approval.

**Section 3**      The Union Board of Directors Bylaws shall be reviewed annually by the Executive Committee.

**Article 6**  
**Enactment Clause**

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