

## **ARTICLE I: NAME**

The name of this body shall be the University Centers Advisory & Policy Board (UCAPB).

## **ARTICLE II: PURPOSE**

The UCAPB will provide a positive atmosphere for the University Centers by addressing or initiating change regarding issues presented to the board.

## **ARTICLE III: RESPONSIBILITIES**

The responsibilities of the UCAPB will include, but not be limited to:

- Support of the University Centers' mission: to provide service, environment, education and renewal
- Advocacy for issues affecting the University Centers' community
- Policy formation and review
- Budget review and fiscal policy

## **ARTICLE IV: CHAIRPERSON**

### **SECTION 1**

The only officer of the board shall be a chairperson, nominated by the board and elected by a majority vote of eligible voting members when a quorum is present. The Chairperson must be a student of UWSP possessing a cumulative GPA of at least 2.0.

### **SECTION 2**

The Chairperson maintains the responsibility of insuring that the body complies with the open-meeting statutes of the State of Wisconsin.

### **SECTION 3**

The Chairperson or UCAPB designee of the chair shall attend any meetings of which his/her presence is requested.

### **SECTION 4**

If, for any reason, the board deems the Chairperson's actions unsatisfactory, the Chairperson can be recalled by a 3/4 vote of the total membership. A written vote is required. The Chairperson cannot be removed for any reason that violates UWSP's employment policies.

## **SECTION 5**

In the case of the Chairperson's absence, the Chairperson must designate a UCAPB student member to chair the meeting. All members of the board should be notified of the Chairperson's absence, and the identity of the temporary designee. The Chairperson must provide the designee with an outline to follow in conjunction with the agenda. If the Chairperson's absence is unanticipated, an appointee shall be selected by the board.

## **SECTION 6**

In the event the Chairperson of the UCAPB cannot fulfill his/her term, a new Chairperson shall be selected through the election procedures mandated in Article IV, Section 1.

## **SECTION 7**

A full term will begin with the last meeting of the semester in which the election takes place and a new chair is elected. The term will run for one calendar year and will generally be from May of the election year to May of the following year. The outgoing chair shall preside at the first meeting following the election and the new chair shall preside at the last meeting of the semester. If there is an unanticipated vacancy that requires an election at a time other than the end of the semester, the newly elected chair shall hold that seat until the end of the academic year the election is held.

## **SECTION 8**

The Chairperson is responsible for ensuring that an audio recorder, provided by University Centers Administration, is present and operational at each UCAPB meeting. The Chairperson or designee will operate the recorder and ensure that all recordings are archived with the Centers Administration for 3 years plus the current year.

## **SECTION 9**

The Chairperson may not hold two concurrent shared governance leadership positions.

## **ARTICLE V**

A paid student secretary shall record and transcribe minutes of the board. The position shall be paid according to the University Centers student employee wage scale.

## **ARTICLE VI MEMBERSHIP**

The board shall consist of three categories of members;

### Voting/Chairing

(Must be students at UWSP who have a cumulative GPA of at least 2.0)

- Residence Hall Association representative appointed by RHA
- Student Government Association representative appointed by SGA
- Centertainment representative appointed by Centertainment
- Inter-Greek Council representative appointed by IGC
- Student representative appointed by the Director of Multicultural Affairs
- University Center Student Employment Coordinator, or designee
- Non-traditional student at large appointed by UCAPB Chairperson
- Student representative appointed by the Coordinator of the Disabilities Services office
- Policy and Advisory Committee for Student Organizations representative appointed by PACSO
- Dining Advisory Board representative appointed by DAB
- Recreational Advisory Council representative appointed by RAC

#### Voting/Non-chairing

- Alumni representative to be chosen by the Alumni Association through its Board of Directors
- Full-time Centers Staff representative
- Faculty Senate representative

#### Non-voting/Advising

- Director of the University Centers or full-time Administrative designee

## **ARTICLE VII: ELECTIONS/APPOINTMENTS**

### **SECTION 1**

All areas being represented are responsible to fill the seats of the UCAPB. The procedure of filling these seats is left to the discretion of the areas being represented. It is recommended that each represented area adopt an open membership policy when selecting its representative.

### **SECTION 2**

All newly appointed members will be seated by the second meeting of the fall semester.

### **SECTION 3**

Term of office for each member of the UCAPB shall be for a minimum of one academic year.

### **SECTION 4**

Vacancies occurring during the term of office shall be filled by appointees selected by the represented groups. If a board member intends to be absent, a proxy may be sent from the group which they represent, so long as the Chairperson is notified before the meeting.

## **ARTICLE VIII: ATTENDANCE**

Members of the UCAPB must attend all scheduled meetings. If a member/members are unable to attend, he/she must inform the Chairperson. Unexcused absences from two meetings shall result in a notification to the group that member is representing. Three unexcused absences will result in the expulsion of the member from the UCAPB. Actions must then be taken by the group being represented to immediately fill the vacant spot.

## **ARTICLE IX: AD-HOC COMMITTEES**

The board may, at its discretion, establish special committees for purposes it deems necessary.

### **SECTION 1**

The ad-hoc committee may consist of: members of the UCAPB, non-members of the UCAPB, appointed/nominated by the board, or a combination of members and non-members

### **SECTION 2**

Both members of UCAPB and non-members have full voting privileges within that ad-hoc committee.

### **SECTION 3**

The ad-hoc committee membership is terminated when the UCAPB no longer requires its services.

### **SECTION 4**

A standing committee shall be selected each year for the selection and purchase of art.

## **ARTICLE X: MEETINGS**

### **SECTION 1**

Meeting times will be determined by the UCAPB Chairperson with the consent of the board.

## **SECTION 2**

The Chairperson may call an emergency meeting of the UCAPB at which attendance policy is enforced. The Chairperson of the UCAPB is responsible for notifying all board members regarding the emergency meeting. There must be a quorum present to vote on an issue.

## **SECTION 3**

All meetings shall be conducted in accordance with the Wisconsin Open Meeting Law.

## **SECTION 4**

Any document distributed to the board regarding agenda items must be approved by that representative's sponsoring organization. If the document is not approved, it must contain the author's name of that document, as well as a statement clearly indicating that the document has not been approved. Any document not meeting these standards cannot be distributed at the meetings and will not be taken into consideration during discussion.

# **ARTICLE XI: AMENDMENTS TO THE CONSTITUTION**

## **SECTION 1**

Amendments must be presented in final form and then voted on at the following meeting. Amendments to the bylaws shall be adopted by a 3/4 majority of the total voting membership (Proxy votes prohibited).

## **SECTION 2**

When an amendment is passed, the constitution must be revised, dated, distributed to all members and posted to the University Centers' Web site. Minutes should reflect the change, but should not be the only record of the change.

## **SECTION 3**

The board shall establish an ad-hoc committee to review the UCAPB constitution on odd numbered years.

## **ARTICLE XII: QUORUM**

Quorum for the UCAPB will be 50% + 1 of the voting members. If quorum is not met, it is up to the Chairperson, with the consent of the board, whether or not to proceed with the meeting. If quorum is not met, the Chairperson, with consent of the board, may determine whether to proceed with an informal meeting of the group.

## **ARTICLE XIII: JURISDICTION**

### **SECTION 1**

The UCAPB will send all policy, policy changes, and recommendations concerning the University Centers to the Director of the University Centers. The actions the UCAPB takes will be implemented unless otherwise stated by the Director of the University Centers.

### **SECTION 2**

If the Director of the University Centers does not implement the actions of the UCAPB, the UCAPB may then seek approval from the Vice Chancellor of Student Affairs. If the action is approved by the Vice Chancellor of Student Affairs, the University Centers must implement the action.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

The rules of order for this board shall be governed by Robert's Rules of Order (current edition). The Chairperson is to use these procedures to enhance the efficiency and effectiveness of this board. The Chairperson will establish the degree of flexibility or strictness for application of the rules.

## **ARTICLE XV: POLICY DECISIONS**

All policy decisions to be implemented are to be distributed to all members, areas directly affected, the Director of the University Centers, and to the Vice Chancellor of Student Affairs.

All UCAPB policies will be maintained and updated by the Director of University Centers or designee

## **ARTICLE XVI: FINANCES**

Necessary expenditures of UCAPB shall be completely financed through University Centers' Administration funds. Expenditures are to be pre-authorized by the UCAPB Chairperson and the UCAPB advisor.

Updated April 2010  
Tollefson