California Polytechnic State University
San Luis Obispo, CA 93407

UNIVERSITY UNION ADVISORY BOARD OPERATION CODE

1. Responsibilities of the University Union Advisory Board

The Associated Students, Incorporated (ASI) is one legal entity that serves as the leaseholder of the Julian A. McPhee University Union, Recreation Center, and the Cal Poly Sports Complex. The University Union Advisory Board (UUAB) is designated to assist the University President and ASI Executive Director in maintaining the integrity of the Student Body Center fee by honoring the applicable governing agreements:

> The Student Body Center fee is specifically associated with the buildings, operations, and programs of the University Union, the Recreation Center, and the Sports Complex. This fee is governed by Title V, the CSU Auxiliary Organization Manual of Policies and Procedures, Bond Covenants, the ASI/UU Policy Manual, Recreation Center Management Guidelines, Sports Complex Management Guidelines and the University President.

The purpose of the University Union Advisory Board Operation Code is to establish the UUAB and to outline operational procedures for the UUAB.

1.1. The UUAB will provide recommendations to the University President regarding operations of Student Body Center fee funded facilities (University Union, Recreation Center, and Sports Complex), programs, and services as follows:

1.1.1. Review and recommend action regarding operation of Student Body Center fee funded facilities to include alterations, expansion, major repairs, and capital outlay. The committee will work collaboratively with the Recreation Center Use Committee and Sports Complex Use Committee in accordance with separate management guidelines.

1.1.2. Review and recommend action on the annual University Union budget. The UUAB shall forward a University Union budget proposal to the University President for action by approximately May 1st of each fiscal year.

1.1.3. The UUAB shall be provided a Mid-Year financial report, presented by the ASI Executive Director or designee to insure that use of funds is in accordance with the purpose and desire of the bond covenants, the University President, and the UU Long Term Plan.

1.1.4. Annually review fiscal and operational UU policies to insure that they remain current and continue to meet the needs of students, faculty, staff, and alumni.

1.1.5. Review commercial subleases and recommend action to the University President via the Executive Director.

2. Legal Structure

2.1. There shall be a committee established whose mission is to advise through review and comment to the University President and ASI Executive Director regarding operation of Student Body Center fee funded facilities, programs, and services. The committee shall be known as the University Union Advisory Board (UUAB).

2.2. The establishment of the University Union Advisory Board (UUAB) shall not diminish and/or replace the executive authority of the University President, established by Title V, to make direct management decisions regarding the operation of Student Body Center fee funded programs and facilities.

2.3. The UUAB shall be an advisory body to the University President and ASI Executive Director as it relates to Student Body Center fee funded facilities, programs, and services.

2.4. The Committee shall meet all legal requirements of the State of California.

2.5. All authority and responsibility vested in the UUAB shall comply with applicable State law and CSU Trustee policy.

2.6. Bond Covenants will be honored at all times.

3. UUAB Membership

3.1. The UUAB student membership shall be comprised of the Chair of the University Union Advisory Board, Vice Chair of the UUAB, one student member from each College (including the Vice Chair), one Board of Directors representative, and the ASI President or designee.

3.2 The UUAB non-student membership shall be comprised of the University President's representative, Alumni representative, and a Faculty representative appointed by the Academic Senate.

3.3 The UUAB shall have two advisors including the Vice President for Administration and Finance or designee, and the ASI Executive Director or designee.

3.4 The following positions shall be appointed from within the UUAB student membership by the Chair of UUAB: Vice Chair of the UUAB, ASI Personnel Committee representative, ASI/UU Internal Review Committee representatives (2), ASI Bylaws and Policy Review Committee Representative, ASI Budget Review Committee Representative (1), and Recreational Sports liaison.

3.5 Student members of the UUAB shall be nominated for two-year terms and approved by the committee. Following completion of the two-year term student members may be nominated and re-appointed for an additional one-year term contingent upon approval of the UUAB. The Board of Director's representative is appointed by the Chair of the Board on an annual basis. The ASI President or Designee shall be appointed annually.

3.6 The terms of the University President's representative, Alumni representative, Faculty representative, and advisors are not limited.

3.7 **University Union Advisory Board Representation**

Representation on the full committee of the University Union Advisory Board shall be as follows:

Student Members
Chair of the UUAB
Vice Chair of the UUAB
Student Members (6 including the Vice-Chair) – (1 representatives from each College)
ASI President or Designee (cannot be a Director from the ASI Board)
ASI Board of Directors Representative

Non-Student Members
Faculty Representative (nominated by the Academic Senate Chair)
Alumni Representative (Director of Alumni Relations, or designee)
University President Representative (nominated by the University President)

Advisors
Vice President of Administration & Finance or Designee (Advisor)
ASI Executive Director or Designee (Advisor)

4. Member Responsibilities

4.1. Chair of the UUAB

4.1.1. The Chair of the UUAB shall be elected by a simple majority vote of the UUAB student members each spring quarter. The election shall occur during the meeting prior to the ASI Student Government general election in accordance with the ASI Bylaws.

4.1.1.1 Candidates for the Chair of the UUAB cannot run for two corporate officer positions in a single election period in accordance with the ASI Bylaws.

4.1.2. The Chair position shall be open to any currently enrolled Cal Poly student who meets UUAB membership requirements (Section 5) and meets the ASI Bylaws requirements for ASI membership.

4.1.3. The election shall be publicized a minimum of three weeks prior to the election, in order to provide students who are not current members of the UUAB an opportunity to participate in the election.

4.1.4. Any currently enrolled Cal Poly student may submit the name of an eligible student for nomination at the two scheduled UUAB meetings where nominations are accepted. These are the meetings in which the election occurs and the meeting prior.

4.1.5. In the event that the current UUAB chair runs for re-election, the Chair of the ASI Board of Directors will step in to facilitate the elections process.

4.1.6. In the event that no nominee receives a majority of the votes cast in the election, a runoff shall be held between the two candidates with the greatest number of votes until one candidate receives a majority of the votes cast. There will be no proxy voting.

4.1.5. If the newly elected Chair holds a seat on the UUAB, that seat becomes an open seat and a new member is appointed to fill the seat vacated through the election.

4.1.6 A Chair who is not re-elected but is eligible for an additional year of service recaptures a seat as a student representative on the Committee. If a student representative seat from the Past-Chair's college is not vacant, s/he will serve as a *"Past-Chair Representative."* If an appropriate college representative seat is vacated at any time during the term, the Past-Chair captures the seat automatically.

4.1.7. The Chair of the UUAB:

4.1.7.1 Shall be the official representative and spokesperson for the UUAB.

4.1.7.2 Serves as an officer of the ASI Corporation.

4.1.7.3 Is responsible for calling, planning, and facilitating UUAB meetings.

4.1.7.4. Shall be responsible for communication related to UUAB decisions among Committee members, the University President, the ASI Executive Director, ASI Board of Directors, Vice President of Administration & Finance, Vice President of Student Affairs and the campus community.

4.1.7.5. Shall represent the UUAB on the Cal Poly Athletics Governing Board, ASI Personnel Committee, ASI Board of Directors, and Recreation Center Use Committee (Chair).

4.1.7.6. Shall be eligible to receive a stipend as determined by the ASI Personnel Committee, recommended by the UUAB, and approved by the University President.

4.1.7.7. Shall identify and develop ad hoc committees as necessary.

4.1.7.8. Shall perform other duties as directed by the UUAB, ASI Officers, and University President and/or designee.

4.1.7.9. Shall advise through review and comment and submit University Union business via the ASI Executive Director to the University President.

4.1.7.10. Shall vote only in the event of a tie.

4.1.7.11. Shall appoint UUAB members as lead contacts for the following areas.

4.1.7.11.1 UU Facility Planning & Policies
4.1.7.11.2 UU Budget Review
4.1.7.11.3 Shall identify and develop additional lead contacts as necessary.

4.2. Vice-Chair of the UUAB

4.2.1. The Vice-Chair of the UUAB shall be a member of the UUAB and shall be appointed from the student membership by the Chair and approved by a 2/3 majority vote of the student members of the UUAB.

4.2.2. While serving as the Vice-Chair, the appointed member retains a seat as a student representative.

4.2.3. The Vice-Chair of the UUAB:

4.2.3.1. Will perform the duties of the Chair of the UUAB in his/her absence, at the direction of the Chair of the UUAB.

4.2.3.2. Shall become the Chair of the UUAB in the event the office becomes vacant.

4.2.4. Shall maintain communication between the Chair of the UUAB, members of the UUAB, and ad hoc committees.

4.2.5. Shall provide oversight of ad hoc committees by developing and reviewing guidelines.

4.2.6. Shall be eligible to receive a stipend as determined by the ASI Personnel Committee, recommended by the UUAB, and approved by the University President.

4.2.7. Shall perform other duties as directed by the Chair of the UUAB and the UUAB membership.

4.3 Recreational Sports Liaison

The Recreational Sports Liaison shall be a member of the UUAB and shall be appointed from the student membership by the Chair. While serving as the Recreational Sports Liaison, the appointed member retains a seat as a student representative. The Recreational Sports Liaison shall:

4.3.1. Meet with the Director of ASI Programs on a regular basis.

4.3.2. Serve as the UUAB representative to the Cal Poly Athletics Governing Board (pending ASI President approval), Recreational Center Use Committee, and Sports Complex Use Committee.

4.4 Members at Large

4.4.1. All student members and non student representatives of UUAB are eligible to vote on UUAB actions.

4.4.2. Non student representatives of UUAB are not eligible to vote for the Chair or Vice Chair of UUAB (see Section 4.1and 4.2.1.).

4.4.3. The UUAB shall be considered an active functioning committee throughout the year. During Summer quarter, provided regular meetings are not scheduled, special meetings may be called and shall have the minimum attendance of the Chair of UUAB, Vice Chair of UUAB, one student member, and ASI Executive Director or Designee.

4.4.4. All members of the UUAB are expected to attend every meeting. If for some reason a member is unable to attend a meeting, the member is expected to notify the Chair in advance.

4.4.5. Any student member who in one quarter accumulates more than one unexcused absence will be dismissed from the Committee and replaced with a new member.

4.4.6. The Chair of UUAB must provide written notification of dismissal to any member who accumulates more than one unexcused absence in one quarter. After providing written notification of the dismissal, the Chair will proceed with the process to fill the vacancy as detailed in Section 5.

5. Student Member Appointments

5.1. Eligible student members of the UUAB shall have a cumulative 2.3 GPA upon appointment to the UUAB. Membership on the UUAB is contingent upon maintaining full-time student enrollment with a quarterly 2.0 GPA during the term of office.

5.2. All members except the Chair will be selected through an application and interview process. Every effort will be made to inform College Councils so that they may support recruiting efforts; however, nomination of an applicant by the College Council is not required.

5.3. The UUAB must approve all students recommended for membership on the UUAB.

5.4. When a vacancy occurs on the UUAB, the Chair of the UUAB will initiate a selection process for the open position(s).

5.5. An announcement advertising the opening(s) will be posted for no less then 2 weeks. Interviews will be granted after that period. The openings will remain posted until the vacancy(ies) is filled.

5.6. If there is only one academically qualified applicant and an open position for the applicant's college exists that applicant will fill the position. The applicant is still required to complete the application and interview process.

5.7. The open position(s) will, at minimum, be announced at UUAB meetings, Board of Directors meetings, on the ASI Web Page, and to the College Council Chair of the respective colleges. The position should also be advertised outside of ASI and the University Union.

5.8. The following ad-hoc committee will coordinate the selection process:

5.8.1. Chair of UUAB or designee (Committee Chair)
5.8.2. UUAB Student Representatives (2)
5.8.3. ASI President or Designee
5.8.4. ASI Executive Director or Designee

ASI/UU Human Resources staff will be available to assist and advise the member selection process.

5.9. Written criteria used to evaluate applicants must be established and available to applicants at the time the position is posted. At a minimum the criteria will include:

5.9.1. Applicants must be full-time students.
5.9.2. Applicants must have a minimum of three quarters of full-time enrollment remaining at Cal Poly at the time of appointment.
5.9.3. Applicants must meet the academic eligibility guidelines in Section 6.1.

5.10. Selection recommendations of the ad-hoc committee will be submitted to the full UUAB for approval.

6. Faculty, Alumni, and University President Representative Appointments

6.1. The University Faculty, Alumni, and University President Representative positions are intended to provide input and advice regarding the operations, programs, and services, of Student Body Center fee funded facilities from the perspective of faculty, alumni, and University President respectively.

6.2. The Academic Senate Chair shall appoint the Faculty Representatives. The Director of Alumni Relations shall appoint an Alumni Representative (must be a Cal Poly Alumnus). The University President shall appoint the University President Representative. These voting positions on the UUAB exist to provide these users of the facilities direct input into programs, services, and operations.

7. Conflict of Interest

7.1. Any member of the UUAB, who is a member of a Cal Poly club, an ASI or UU program, or an employee of an ASI or UU program that is agendized at a UUAB meeting, must announce the affiliation to the UUAB during open forum and prior to the items introduction to the UUAB. Announcements must occur during all meetings that refer to that entity.

8. Leave of Absence

8.1. Members are permitted to take an extended leave of absence from their position, not to exceed one quarter. The request for a leave of absence must be made in writing to the Chair. During the leave of absence, an alternate will fill the temporarily vacated position. The alternate will be selected through the appointment process detailed in Section 6 and will have voting privileges during their term.

8.2. Upon return from a leave of absence the member is required to inform the Chair in writing of his/her intent to return to the UUAB. If the member does not notify the Chair in writing of his/her intent to

return within two weeks of the date of return, the alternate will become a permanent member of UUAB.

9. Quorum

9.1. Quorum for the UUAB shall consist of 50% plus one member. Actions approved by a majority vote of the eligible members present at any UUAB meeting at which quorum is present is an action of the UUAB.

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