

**UNIVERSITY-STUDENT UNION BOARD BYLAWS
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**ARTICLE I
Name**

The name of this organization shall be the University-Student Union Board, California State University, Los Angeles ("Board").

**ARTICLE II
Purpose**

The Board shall develop and amend policy for the University-Student Union. The purpose and responsibilities of the Board shall be to govern the operation of the Union as a student body center, for the benefit of students, faculty, staff and alumni, pursuant to an agreement to be entered into between the Board and the California State University and to conform to the policy set forth by the Trustees of the California State University and by California State University, Los Angeles.

**ARTICLE III
Membership**

SECTION 1

The membership of the Board shall consist of thirteen (13) voting members and a variable number of non-voting members. The student voting members will meet the California State University requirements for "Minimum Academic Qualifications for Student Office Holders" for a major office.

SECTION 2

The voting membership shall be elected by the Board from:

- (a) Seven (7) student members, from the list of nominees submitted by the Board of Directors of the Associated Students Inc., for a term of one (1) year. In order to become a student member of the Board of the University-Student Union at California State University, Los Angeles, a student nominee must, at the time of nomination for election, be a regular member of the Associated Students, Inc., as defined in Article I of the Associated Students, Inc. Bylaws.

Undergraduate student nominees must also have been enrolled at California State University, Los Angeles for two quarters prior to nomination, have at least a Sophomore class standing and have earned no fewer than eighteen (18) quarter units of academic credit during that year, with a 2.0 or better grade point average during the twelve (12) months immediately preceding the quarter in which the nomination or the election is made. Undergraduate student nominees must also earn a minimum of nine (9) quarter units of academic credit during the quarter in which the nomination is made, and maintain a minimum 2.0 grade point average or they will automatically be disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of nomination or election and subsequent to nomination or election.

Graduate student nominees must earn eight (8) quarter units of academic credit per quarter of continuous attendance as a new graduate student to be eligible. New graduate students who received a bachelor's degree or credential within the past three years from California State University, Los Angeles must have earned a total of 18 units during their last year as an undergraduate student to be eligible. Graduate student nominees must earn a minimum of four (4) units during the quarter in which the nomination is made, and maintain a minimum 2.0 grade point average or they will automatically be disqualified from holding office. Eligibility to hold office will be verified by the Registrar of the University at the time of nomination or election and subsequent to nomination or election. During the term of office or appointment, a student director must maintain a 2.0 or better grade point average. Undergraduate students must complete a

minimum of nine (9) units of academic credit each quarter, and graduate students must complete four (4) units each quarter, with the exception of one quarter during each 12 months of service, when student directors do not need to be registered in any courses.

An incomplete grade which would reduce the credits earned below the minimum of nine (9) quarter units for undergraduates or four (4) quarter units for graduate students can be earned in only one (1) quarter during a student director's term of office and must be removed by the end of the succeeding academic quarter or the student director will be automatically disqualified from holding office. Verification of eligibility will be performed by the Registrar of the University each quarter.

Removal of a student director for any reason will not invalidate any prior vote or actions on the part of that student director.

Student nominees and incumbents shall not be on either academic or disciplinary probation or they will be ineligible or automatically disqualified from holding office.

- (b) Two faculty members nominated by the Academic Senate for terms of two (2) years staggered to provide for election annually.
- (c) The President of the University or designee
- (d) Vice President for Student Affairs, or designee.
- (e) One (1) staff member nominated by the President of the University for a term of two (2) years, beginning in an odd numbered year.
- (f) One (1) member of the Alumni Association of California State University, Los Angeles, nominated by the Board of Directors of the Alumni Association, for a term of one (1) year. This person shall be a dues-paying Alumni Association member, who works off campus, and is a graduate of a degree program at California State University, Los Angeles.
- (g) The Board and the Associated Students, Inc. Board of Directors shall strive to recruit, appoint, and elect members to its Board and Committees that represent various ethnic, cultural, and gender groups, as well as age constituencies.

SECTION 3

The non-voting membership shall be:

- (a) The University-Student Union Executive Director, ex-officio, who shall serve as the Executive Secretary to the Board.
- (b) The Executive Director of University Auxiliary Services, Inc., California State University, Los Angeles, ex-officio or designee.
- (c) The Executive Director of the Associated Students, Inc., of California State University, Los Angeles, ex-officio.
- (d) The Chair of the Programs and Student Services Committee, ex-officio.
- (e) The President of the Associated Students, Inc., ex-officio, for a term of one (1) year, which shall run concurrent with the term of office on the Associated Students, Inc. Board of Directors.

SECTION 4

The term of service for elected members of the Board shall:

- (a) Begin with the last day of Summer Quarter.
- (b) Not exceed more than four (4) terms.
- (c) End on the last day of the Summer Quarter of their appointed term.

SECTION 5

(a) Alternates and Replacements

For periods no shorter than one (1) quarter, nor longer than one (1) year, alternate full Board rights and responsibilities may be nominated to the Board, in writing, by the nominating body, should the originally nominated person be unable to serve a portion of their elected term. Nominations must be made within thirty (30) calendar days of the effective date of vacancy. Notification of vacancy shall be in writing to the Executive Secretary or Chair.

In the event that the Board member taking a leave of absence holds a position on the Board (i.e. Chair, Vice-Chair, or committee chair), that member shall relinquish the position during the absence. The Board shall then appoint a temporary replacement to fill the vacancy from among the current members of the Board. The alternate member would serve only in the capacity of a voting member of the Board. Alternate members shall meet the same qualifications of an original member.

- (b) Upon the resignation/termination of office of a member on the Board, the Board shall immediately notify the appropriate nominating body of the vacancy. Nomination(s) for a replacement must be made within thirty (30) calendar days. In the event that the nominating body fails to nominate within thirty (30) days, an ad-hoc committee of the Board will be established. The charge of the committee shall be to advertise, interview, and nominate candidates for all vacant positions on the Board. The committee shall be chaired by the Union Board Vice-Chair.
- (c) Proxy votes may not be used
- (d) **Absenteeism**
Board members shall be removed from the Board at the conclusion of the second regularly scheduled meeting missed without notice. Notice of absence shall consist of notification to the Chair or Executive Secretary, prior to commencement of the regularly scheduled meeting. In the event of three (3) excused absences, at the conclusion of the regularly scheduled meeting, a Board member or committee member shall be asked to take a leave of absence wherein an alternate shall be appointed until matter for absences is discussed with Union Executive Director and Board Chair.

ARTICLE IV Officers

SECTION 1

The officers of the Board shall be a Chair, a Vice-Chair, of which both shall be students, and the Executive Director of the University-Student Union who shall serve as the Executive Secretary and shall perform the duties prescribed by the parliamentary authority adopted by the organization.

SECTION 2

The Chair and Vice-Chair shall be elected by the Board at its first regular meeting of its newly constituted Board, as its first order of business.

SECTION 3

The election of Chair and Vice Chair shall be by ballot from nominations made by the Board.

SECTION 4

The nominees for Chair shall be selected from among those members of the Board who have a minimum two (2) quarters of service on the Board.

The nominee for Vice-Chair shall be selected from among those student members of the Board who have a minimum one (1) quarter of service on the Board, or have served as a chair of a U-SU subcommittee for a minimum of 1 quarter.

SECTION 5

The officers elected shall serve until the end of their term. If the Chair graduates prior to the end of their term, the Vice-Chair shall assume the responsibilities as Chair Pro-Tempore. If both the Chair and Vice-Chair positions are vacant, an interim chair shall be appointed by the Board.

SECTION 6

No member shall hold more than one office at a time, and no Chair and Vice Chair shall be eligible to serve more than two (2) consecutive terms in the same office.

ARTICLE V Meetings

SECTION 1

Regular meetings shall be held on campus not less than once per quarter of the University year, the time and place to be determined by the Board at its first meeting of the University year.

Written notice of every regular meeting shall be given to each Board member at least seven (7) calendar days before each meeting. Notice may be delivered personally or by mail to the last known address of the Board member, and if mailed, is complete upon mailing. Written notice of any meeting shall also be given pursuant to this subsection of any person who requests such notice in writing.

An agenda listing the matters to be considered at each meeting shall be included in this written notice.

SECTION 2

Special meetings may be called by the Chair with the concurrence of the Executive Committee, or at the written request of any three (3) members of the Board, specifying the purpose for which the special meeting is called.

Written notice of a special meeting, its time and place shall be given to all members of the Board at least two (2) University working days prior to the meeting and delivered to their last known residence or place of business.

SECTION 3

All meetings of the Board shall be open to the public, and all persons shall be permitted to attend any meeting of the Board, provided, however that the Board may hold closed sessions during any meetings to consider those matters that may lawfully be considered in such sections under Article 2 (commencing with Section 89920) of Chapter 7 of Part 55 of the California Education Code.

SECTION 4

A majority of the voting members of the Board shall constitute a quorum for the conduct of the business of the organization.

ARTICLE VI Committees

SECTION 1

The standing committees of the Board shall be:

- (a) The Executive Committee shall establish the agenda for meetings, coordinate the activities of the committees of the Board, and act on behalf of the Board when previously authorized by two-thirds (2/3) vote of those members present at the meeting at which the request for authorization is agendized and acted upon. The Executive Committee shall consist of the officers of the Board, and the Chairs of the standing committees of the Board, and shall be chaired by the Chair of the Board. They shall serve for the term of their appointment in the specified office.

In the event the Executive Committee cannot meet, the Chair of the Board, in consultation with the Executive Director of the University-Student Union, shall determine the Board meeting agendas.

- (b) The Fiscal Committee shall recommend to the Board policies with regard to fiscal matters, including but not limited to operations, support, review of its budget and budget modifications. The Committee shall also approve the annual budget process and make recommendations to the Board regarding the annual budget. The Committee shall have seven (7) members; five (5) voting, and two (2) non-voting. The voting shall include three (3) students, one of whom shall be a student voting member of the Board and shall chair the committee. The non-voting member shall be the University-Student Union Executive Director or designee and a representative from the organization contracted to provide financial services to the University-Student Union.

In the event of a tie, the Chair will have the deciding vote.

- (c) The Personnel Committee shall develop and recommend to the Board policies in regard to personnel matters such as hiring, termination, evaluations, salaries, grievances, employee benefits of full and part-time staff and student assistants. The committee shall have seven (7) members; five (5) voting, and two (2) non-voting. The voting members shall be five (5) members of the Board. The University-Student Union Executive Director/designee and a representative from the organization contracted to provide Human Resource services to the University-Student Union shall serve as the non-voting members. The Chair of the committee shall be a member of the Board.
- (d) The Space Allocation and Building Use (SABU) Committee shall develop and recommend to the Board all policies concerning the allocation of space within the Union; general maintenance of the Union and its furniture and equipment. The Committee shall also recommend plans and programs for improvements, additions to and modifications of the University-Student Union. The committee shall have seven (7) members; six (6) voting and one (1) non-voting. Of the voting members, at least four (4) must be students, one shall be a member of the Board and shall chair the Committee. The Director of University Facilities Management or designee and the University-Student Union Executive Director shall serve as the non-voting members.

SECTION 2

The Programs and Student Services (PASS) Committee shall develop and recommend to the Board policies with regard to the presentation and provision of events and student services by assessing the needs of students, evaluating the effectiveness of programs/services, and participating in the planning of major events. The committee shall have seven (7) voting members. Of the members, at least four (4) must be students, at least one (1) must be faculty or an administrator, and at least four (4) must be members of the Board. One (1) members will serve as a representative to the Center for Student Development and Programs, and one (1) will serve as a representative to the Cross Cultural Centers.

SECTION 3

Non-Board student members of committees must meet the same eligibility qualifications for service as the student members of the Board.

SECTION 4

Ad-hoc committees may be established by the Board, at the discretion of that body, upon the approval of a majority of the members present and voting.

SECTION 5

The Chair of each standing committee shall be a student voting member of the Board, whenever possible. No standing committee shall have less than one (1) voting member of the Board, inclusive of the Chair. All Committee members with the exception of PASS shall be appointed by the Board for staggered two-year terms, beginning with the first meeting of the first month of the University year. Appointments for PASS shall be for one (1) year terms, beginning with the last day of the Summer Quarter.

SECTION 6

The Chair of the Board shall chair the Executive Committee, and shall be an ex-officio, non-voting member of all other standing and special committees.

ARTICLE VII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are inconsistent with these bylaws and any special rules of order that the organization may adopt.

ARTICLE VIII Amendment of Bylaws

These bylaws can be amended at any regular meeting of the organization by a two-thirds (2/3) vote of the total voting membership of the Board, providing that the amendment has been submitted in writing at the previous regular meeting.