

**CONSTITUTION  
OF THE  
UNIVERSITY CENTER ADVISORY BOARD  
Southern Illinois University Edwardsville**

**Article I. Name**

The name of this organization shall be the University Center Advisory Board.

**Article II. Purpose of Organization**

The purpose of the University Center Advisory Board shall be to serve as the primary advisory organization of the Morris University Center at Southern Illinois University Edwardsville. It is also the purpose of this organization to provide recommendations to the Director of the Morris University Center on policies, fees, operations, evaluation, and assessment of the Morris University Center and the Student Success Center and to communicate the mission and philosophy of the Morris University Center to appropriate constituency groups.

**Article III. Composition of Organization**

***Section A. Composition***

1. The University Center Advisory Board shall consist of fifteen voting and seven ex-officio (non-voting) members (and all standing and ad hoc committee members).

***Section B. Definition of Composition***

1. The Chair of the University Center Advisory Board is an SIUE student elected by the Advisory Board at the last meeting of the spring semester.
2. Vice Chair of the University Center Advisory Board is an SIUE student elected by the Advisory Board at the last meeting of the spring semester.
3. Six Standing Committee Chairpersons, to be appointed by the Chair of the University Center Advisory Board
4. One Undergraduate Member-At-Large, to be appointed by the Student Government who is not and shall not be an active Student Senate member or Student Government staff member for the duration of his/her term
5. One Graduate Member-At-Large, to be appointed by the Student Government who is not and shall not be an active Student Senate member or Student Government staff member for the duration of his/her term
6. One Student Senator, to be appointed by Student Government and shall be an active Student Senator for the duration of his/her Advisory Board term
7. One Residence Housing Association Representative, to be appointed by the Residence Housing Association
8. One Faculty Representative, to be appointed by the Faculty Senate (max. two year term)
9. One Staff Representative, to be appointed by the Staff Senate (max. two year term)
10. One Alumni Representative, to be appointed by the Alumni Association (max. two year term)
11. Director of the Morris University Center, ex-officio

12. Associate Director of the Morris University Center, ex-officio
13. Assistant Director Morris University Center, ex-officio
14. Assistant Director Morris University Center, Director Dining Services, ex-officio
15. University Bookstore Manager of the Morris University Center, ex-officio
16. Business Manager of the Morris University Center, ex-officio
17. Administration Office support staff of the Morris University Center, ex-officio

**Article IV. Committees**

***Section A. Membership***

1. All students currently enrolled at Southern Illinois University Edwardsville are eligible to serve as committee members of the University Center Advisory Board.
2. Faculty, staff, and community members are eligible to serve as committee members of University Center Advisory Board.
3. The method of joining the University Center Advisory Board shall be by application and appointment except as stated.

**Article V. Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern the University Center Advisory Board in all cases to which they are applicable and in which they are not inconsistent with the University Center Advisory Board Constitution, By-Laws, standing rules and any special rules of order the University Center Advisory Board may adopt.

**Article VI. Amendments**

This constitution can be amended at any regular or special meeting of the University Center Advisory Board by a three-fourths vote of the total voting membership present provided notice of the amendment has been submitted to each voting member at least one week prior to the scheduled meeting.

**BY-LAWS**  
**of the**  
**University Center Advisory Board**  
**Southern Illinois University Edwardsville**

**Article I. Board Members**

***Section A. Qualifications***

1. Board Members of the University Center Advisory Board shall be students currently enrolled and in “good academic and judicial standing” at Southern Illinois University Edwardsville (as determined by the Student Code of Conduct/Dean of Students and the Office of Admissions and Records) during the fall and spring semesters of the school year.
2. Board Members of the University Center Advisory Board must maintain a Southern Illinois University Edwardsville cumulative grade point average of 2.5 during their term.

***Section B. Duties and Responsibilities***

1. To advise the Director of the Morris University Center on matters affecting policy, management, and budget of the Morris University Center
2. To create and/or abolish standing and special committees as may be necessary
3. To serve as members of subcommittees, which are appointed by the Chair of the University Center Advisory Board
4. To ratify all appointments which are made by the Chair of the University Center Advisory Board
5. To be responsible for assessment and evaluation of the Morris University Center services
6. To advise appropriate administrative personnel in the selection and/or replacement of the Director and/or Department Heads of the Morris University Center
7. To use marketing tools in order to promote the overall mission of the Morris University Center and the University Center Advisory Board
8. To insure communication with constituency groups and the administration

**Article II. Chair**

***Section A. Qualifications***

1. The Chair of the University Center Advisory Board should have served a minimum of one semester on the Advisory Board.

***Section B. Duties and Responsibilities***

1. To conduct all meetings of the University Center Advisory Board
2. To appoint and recommend students to the University Center Advisory Board
3. To appoint standing committee chairpersons
4. To provide student input in the operation of the Morris University Center by communication with department heads and to report to the University Center Advisory Board

5. To be informed on all aspects of each committee in order to properly guide the University Center Advisory Board to better fulfill its purposes
6. To interpret all policies, resolutions and official actions of the University Center Advisory Board
7. To be the representative of the University Center Advisory Board to any faculty/student committee or University function, unless he/she delegates such authority
8. To report on and clarify building policies and procedures to the University Center Advisory Board so the Advisory Board can advise and recommend policies to the Director of the Morris University Center
9. To be responsible for all official University Center Advisory Board correspondence unless he/she delegates such authority
10. To be thoroughly familiar with the Constitution, By-Laws, and rules of the University Center Advisory Board
11. To help plan and organize an annual training session for new University Center Advisory Board members
12. To recommend, to establish or abolish special subcommittees as deemed necessary by the University Center Advisory Board
13. To develop agendas for the University Center Advisory Board meetings
14. To meet with his/her staff advisor on a regular ongoing basis

### **Article III. Vice Chair**

#### ***Section A. Duties and Responsibilities***

1. To assist the Chair, and in the absence of the Chair, perform the duties of the Chair
2. To vote in all regular and special meetings only in his/her capacity as a University Center Advisory Board member
3. To take an active interest in and work closely with all standing committee chairpersons
4. To assist the Chair in the development of agendas
5. To solicit input from members of the University community and act as a reference to other departments of the Morris University Center
6. To be thoroughly familiar with the Constitution, By-Laws, and rules of the University Center Advisory Board
7. To assist the Chair in planning and organizing an annual training session
8. Become familiar with the Morris University Center Advisory Board Constitution and the policies of the Morris University Center, and suggest revisions to outdated policies and/or create policies to be discussed at University Center Advisory Board meetings

### **Article IV. Chairpersons**

#### ***Section A. Composition***

1. The University Center Advisory Board shall have six regular Standing Committee Chairpersons.

### ***Section B. Definition of Composition and Specific Responsibilities***

1. Finance Committee Chairperson - Become familiar with the Morris University Center budget and keep informed during the preparation for the next fiscal year budget, review monthly Morris University Center financial statements, and assist in the development of the annual fee review
2. Building Services and Facility Committee Chairperson - Provide advice to the Director of the Morris University Center on hours of operation, monitor maintenance of the facility and make recommendations for improvements, and assist in the development and review of deferred maintenance projects
3. MUC Programming Committee Chairperson – Become familiar with the supplemental programming efforts of the Morris University Center. Assist and advise the Assistant Director with programming efforts of the University Center to include; Freshmen First Night and any other programming initiatives. Develop an active committee to support programming efforts. Solicit feedback from SIUE students about supplemental programs to be offered in the Morris University Center.
4. Dining Services Committee Chairperson – Become familiar with the dining services provided for the University community, develop open lines of communication with Dining Services personnel and help provide focus groups to get student/faculty/staff feedback, and develop relationships with the Residence Housing Association members in order to specify other needs of resident students
5. The Cougar Store Committee Chairperson – Become familiar with The Cougar Store services provided for the University community, provide assistance and advice for development and enhancement of promotions and merchandising, and help provide focus groups to get student/faculty/staff feedback.
6. Student Success Center Committee Chairperson – Become familiar with the Student Success Center and provide advice and counsel for the continued enhancement of services provided to students through the operations of the facility and attend the Student Success Center Tenant Meetings and provide reports to the board.

### ***Section C. Qualifications***

1. Chairperson must be a student currently enrolled and in “good academic and judicial standing” at Southern Illinois University Edwardsville (as defined by the Student Code of Conduct/Dean of Students and the Office of Admissions and Records) during the fall and spring semesters of each year.
2. Chairperson members of the University Center Advisory Board must maintain a Southern Illinois University Edwardsville cumulative grade point average of 2.5 during their term.
3. When possible, the chairperson should not be an employee of his/her committee advisor.

### ***Section D. Duties***

1. To attend regular and special meetings of the University Center Advisory Board

2. To preside at all meetings of his/her committee
3. To orient committee members to the University Center Advisory Board and the principles of the college union
4. To recruit diverse committee members that will provide the committee with different viewpoints
5. To report all committee activities or projects at each regular meeting of the University Center Advisory Board
6. To be responsible for the preparation of committee reports and to initiate committee goals and complete semi-annual and annual evaluations of these goals
7. To hold regular meetings with respective departments heads of the Morris University Center
8. To attend University Center Advisory Board workshops, seminars and programs
9. To meet with his/her staff advisor on a regular, ongoing basis
10. To be familiar with and inform committee members of existing Morris University Center policies and procedures

**Article V. Committee Members**

***Section A. Qualifications***

1. Committee members shall primarily be students enrolled and in good academic standing at Southern Illinois University Edwardsville but can also include non-voting faculty, staff, alumni, and community members.

***Section B. Duties and Responsibilities***

1. To help further the image of the University Center Advisory Board within the entire campus community
2. To help plan and implement committee projects or programs
3. To attend committee meetings regularly
4. To take an active part in committee work
5. To cooperate with the committee chairperson and other committee members
6. To abide by the Constitution, By-Laws, and policies of the University Center Advisory Board
7. To research and collect data on issues as the committee is charged
8. To prepare written recommendations for consideration by the committee
9. Not required to attend University Center Advisory Board meetings

**Article VI. Meetings and Voting**

***Section A. Regular Meetings***

1. The regular meetings of the University Center Advisory Board shall be held monthly, unless otherwise directed by the Chair of the University Center Advisory Board, subject to the approval of the Advisory Board members.
2. The dates, times and locations of all regular meetings shall be determined by the Chair, in consultation with the Director of the Morris University Center.

***Section B. Quorum***

1. Fifty percent of the voting members of filled positions shall constitute a quorum for the transaction of all business, except as provided herein.
2. To pass a motion, fifty percent plus one (voting majority) is required.
3. In the absence of quorum, the Advisory Board members may receive reports and declare an adjournment.

***Section C. Special Meetings***

1. Special meetings of the University Center Advisory Board may be called by the Chair after notification to Advisory Board members.
2. The only items permitted on the agenda of a special meeting shall be those for which the special meeting was specifically called unless approved by the Chair.

***Section D. Voting***

1. Proxy votes will not be accepted.

**Article VII. Selection**

***Section A. Selection Process***

1. The method of selecting University Center Advisory Board committee chairpersons shall be by application, interview, and selection by the Chair.
2. The selection process shall take place during the spring term with the University Center Advisory Board voting members determining the specific timeline.
3. The Chair and Vice Chair will be nominated and elected from the current membership of the Advisory Board at the last meeting of the spring semester.
4. The faculty, staff, and student representatives will be appointed by their respective constituency.
5. All appointments must be approved by the University Center Advisory Board by simple majority.

**Article VIII. Vacancies, Removals and Succession**

***Section A. Removal and Succession of Chair or Vice Chair***

1. If the Chair or Vice Chair is not performing his/her responsibilities satisfactorily, any member may bring the matter to the attention of the University Center Advisory Board.
2. If the improvement is not made or the matter is not resolved, the issue will be discussed at the earliest University Center Advisory Board meeting.
3. Members of the University Center Advisory Board may call a special meeting for the removal of the Chair or Vice Chair with a simple majority of the Advisory Board.
4. A motion to remove the Chair or Vice Chair must obtain a two-thirds majority vote of the total University Center Advisory Board.
5. Upon the resignation or removal of the Chair, the Vice Chair will assume the duties of the Chair until the position is filled.

***Section B. Removal of Board Members***

1. If a member of the University Center Advisory Board is not performing his/her responsibilities satisfactorily, any Advisory Board member may bring the matter to the attention of the Advisory Board for investigation.
2. If the improvement is not made or the matter is not resolved, the issue will be discussed at the earliest University Center Advisory Board meeting.
3. If improvement is still not made, a motion for removal may be made at a regular meeting of the University Center Advisory Board. A motion to remove must obtain a two-thirds majority vote of total University Center Advisory Board voting membership.

***Section C. Vacancies***

1. If a vacancy occurs, the Chair shall have the power to appoint with approval of the University Center Advisory Board.

**Article IX. Absences**

***Section A. Unexcused and Excused Absences***

1. Any University Center Advisory Board member who receives two unexcused absences from two regularly scheduled Advisory Board meetings during any one academic term will be removed from the University Center Advisory Board.
2. Removal for absences shall be announced by the Chair of the University Center Advisory Board at the regularly scheduled Advisory Board meeting immediately following the occurrence of the third unexcused absence.
3. Any University Center Advisory Board member removed from the Advisory Board shall not be re-appointed as an Advisory Board member during the remainder of the academic term that he/she was appointed or selected to serve. A University Center Advisory Board member is considered absent if he/she is more than thirty minutes late for a meeting.
4. Any University Center Advisory Board member may be granted one excused absence during an academic term. All excused absences must be submitted to the Chair (in care of the Morris University Center Director's Office) prior to the meeting for which the request is made.

**Article X. Amendments of the By-Laws**

These By-Laws can be amended by any regular or special meeting of the University Center Advisory Board by a three-fourths vote of the total voting membership of filled positions, provided notice for the amendment has been submitted to each voting member prior to a regular meeting.