

## **Article I: Name**

- 1.01 Name and Aliases:** The name of this organization shall be Student Unions at Fresno State. Business of the organization may be conducted as Student Unions.

## **Article II: Purpose**

- 2.01 Affiliation:** The organization is an operating unit of California State University, Fresno Association, Inc. (Association), a nonprofit corporation serving California State University, Fresno (University). The organization is composed of the University Student Union (USU), Satellite Student Union (SSU) and Lynda and Stewart Resnick Student Union (RSU) facilities.

The organization shall have a Student Union Board of Directors (Board) to function as an advisory committee to the Association relative to the activities of this organization.

- 2.02 Mission:** The Board provides student leaders the opportunity to represent the student voice as a liaison between students and the University; enhance college life through events and services; promote student involvement; and support and advise professional staff, programs and facilities.
- 2.03 Function:** The Board shall develop policies, budgets, and other actions for the control and management of the programs and services of the Student Unions consistent with the policies of the University and the California State University.

The Association Board of Directors (Association Board) shall review and consider for approval the policies, budgets and actions of the Board in order to determine that the laws of the State of California, applicable University and Trustee policies, Title V regulations, facility leases and bond resolutions are met.

## **Article III: Membership and Eligibility**

- 5.01 Voting Membership:** The Board shall consist of 16 voting students, administrators and faculty members. The composition shall be as follows:
- a. 10 student members selected through the application and interview process and appointed by the Board to serve a two-year term. One such member shall be elected by the Board to serve as its Chair for a one-year term. The Chair will then appoint another member to serve as the Vice Chair for a one-year term.
  - b. One student representative from Spotlight Events, the programming subcommittee, for the current year, for a one-year term;
  - c. One student representative from Campus Involvement Ambassadors, the leadership development subcommittee, for the current year, for a one-year term;
  - d. The President of Associated Students, Inc. or a student designee for the current year, for a one-year term;
  - e. One faculty member of the Academic Senate of the University appointed by the University President for the current year, for a one-year term;
  - f. The Vice President of Student Affairs and Enrollment Management or a designee; and,
  - g. The University President or a designee.
- 5.02 Non-Voting Membership:** All non-voting members shall serve a one year-term. The composition is as follows:

- a. The Associate Dean for Student Involvement (Associate Dean) or a designee, who shall be the Executive Secretary of the Board and an ex-officio, non-voting member of all standing committees;
- b. Student Unions department staff members, as designated by the Associate Dean to serve as advisors for the standing committees; and,
- c. Additional non-voting student members nominated and approved by a vote of the Board.

**5.03 Eligibility:** Student members of the Board must be officially admitted (matriculated) as a student of the University; enrolled in 12 or more undergraduate units, or 6 or more graduate units; paid the Student Union fee or is classified as exempt by the University; maintained an on-campus cumulative and semester grade point average of 2.00 or better (on a 4.00 scale); and is not on any form of probation by the University.

Undergraduate students are allowed to earn a maximum of 144 semester units and graduate students are allowed to earn a maximum of 50 semester units. Students in excess of these limits are ineligible to serve on the Board.

Individuals enrolled in Continuing and Global Education courses do not qualify to be classified as students and are ineligible to serve on the Board.

**5.04 Vacancies:** Written notice of a vacancy shall be provided to the Vice Chair who shall form and lead an ad hoc committee to nominate a candidate for approval by a vote of the Board. If there are no successful nominations within 21 days of the notice (excluding public holidays or campus closures), the Chair may fill the vacancy by appointment as long as all of the eligibility requirements are met.

#### **Article IV: Duties and Expectations**

**4.01 Selection of the Chair:** Student voting members who have served at least one full semester on the Board may be nominated for the Chair position for the following academic year each February by an ad hoc selection committee formed by the Vice Chair, or a designee in the event of a conflict of interest. A vote shall be held at the March official meeting for the individuals who have accepted a nomination. The individual approved by a majority vote shall serve as the Chair for a one-year term beginning June 1 through May 31 and may serve in this capacity for a maximum of two terms.

**4.02 Duties of the Chair:** The responsibilities of the Chair are as follows:

- a. Monitor all programs, services and areas of the Student Unions.
- b. Coordinate agendas and chair all meetings of the Board in collaboration with the Associate Dean and Student Unions staff.
- c. Attend all meetings of the Budget and Operations Committee as a voting member; may serve as a non-voting member of the other standing committees of the Board.
- d. Attend all meetings of the Association Board as a voting member and present the budget for the next fiscal year approved by the Board in order to be adopted by the Association Board and the University President.
- e. Represent or designate a representative for the Board on University committees.

**4.03 Selection of the Vice Chair:** The incoming Chair and the Dean shall appoint a student who has served at least one semester on the Board as the Vice Chair and a voting member for a one-year term beginning June 1 through May 31 and may serve in this capacity for a maximum of two terms. The Vice-Chair shall be announced at or before the May official meeting.

**4.04 Duties of the Vice Chair:** The responsibilities of the Vice Chair are as follows:

- a. Take attendance at Board and committee meetings.
- b. Coordinate and maintain a list of speakers for all Board meetings.
- c. Coordinate and lead meetings of the committee chairs.
- d. Preside over meetings and represent the Board in University functions and committees in the absence of the Chair.
- e. Support the Chair and Dean in the planning of all trainings and retreats for the Board.
- f. Attend all meetings of the Public Relations and Marketing as a voting member.
- g. Conduct any tasks as assigned by the Chair.

**4.05 Meeting Attendance, Materials and Communications:** All members must attend the four regularly scheduled meetings of the Board during each academic semester, which are open to the public. Student members must attend its standing committee meetings. Failure to provide advance notice for an absence may result in an automatic resignation.

Meetings and related materials shall be handled in a manner consistent with the laws of the State of California. A closed session may be held as deemed necessary by the Chair, provided such a closed session is permitted within the law. Members shall be notified in writing in advance of any meetings, in such time and manner as may be required by law. Such notice shall include the agenda for the meeting and shall be publically posted as required by law.

The Chair calls additional meetings of the Board as necessary. In the absence of the Chair, the Executive Secretary may call meetings. Upon written request by a majority of the voting members of the Board, the Executive Secretary and/or the Chair must call a meeting as soon as legally possible after receipt of the written request.

**4.06 Voting and Quorum:** A majority vote of the voting members present is necessary to carry any measure before the Board, except for procedural issues where Robert's Rules of Order will be used. Abstentions do not represent an affirmative vote and are included in the total number of votes cast. A quorum shall consist of any number of voting members greater than one-half of the voting membership of the Board and any Committees. Proxy votes will not be accepted for the Board or committees under any circumstances.

## **Article V: Committees**

**5.01 Standing Committees and Subcommittees:** Each student member of the Board shall be assigned to a standing committee, which shall have meetings and reports coordinated by a standing committee chair. The committee chairs shall serve as the liaison between the other standing committees. The Board is authorized to establish committees as necessary to carry out assigned functions.

Subcommittees, or programs, shall work independently toward their purpose and objectives under the supervision and direction of a program advisor and provide reports during meetings of the Board.

- 5.02 Budget and Operations (Standing Committee):** Propose and present the budget for the next fiscal year to be voted on by the Board in or before the May meeting to recommend for approval by the Association. Recommend standards for maintenance of the Student Unions facilities and communicate concerns as needed. Review requests and plans for budget revisions, capital projects and expenditures from reserve accounts in order to participate in discussions with appropriate personnel and prepare recommendations to the Board.
- 5.03 Public Relations and Marketing (Standing Committee):** Plan and execute marketing and communications projects via physical and digital tactics in order to promote the facilities, programs and services of the Student Unions in support of the mission of the Board.
- 5.04 Diversity and Inclusion (Standing Committee):** Promote diversity and inclusion by assessing programs and practices for opportunities to enhance the sense of belonging provided by the Student Unions.
- 5.05 Spotlight Events (Subcommittee):** A variety of campus traditions and events for students which are planned, promoted and executed by students under the supervision of professional staff.
- 5.06 Campus Involvement Ambassadors (Subcommittee):** Programs, events and initiatives which cultivate leadership and personal development for students through experiential learning and involvement opportunities.