

University of California, San Diego

UNIVERSITY CENTERS ADVISORY BOARD CHARTER

ARTICLE I: PURPOSE

The purpose of the University Centers Advisory Board, hereinafter referred to as UCAB, is to assure that the University Centers, Price Center and Student Center and satellite facilities, will achieve their mission and be a unifying force among students, faculty and staff for social, cultural, intellectual activities, and services and to provide opportunities to broaden interpersonal relationships and self-enhancement within a large University.

ARTICLE II: DELEGATION OF AUTHORITY

- Section 1: The UCAB operates under this charter with the approval of the Vice Chancellor-Student Affairs, the Associated Students Council, and the Graduate Student Association Council.
- Section 2: UCAB actions/advice during academic breaks, shall be made by the UCAB Chair after attempting to contact all voting Board members and confirmed by the Director, University Centers. These actions will be reported to the UCAB by the Chair at the next regular UCAB meeting or within forty-eight hours of the action by email to the Board, whichever comes first.
- Section 3: The Director shall have the responsibility for the day-to-day operations of the University Centers, and shall act in accordance with this Charter, policies recommended by the UCAB and approved by the Vice Chancellor of Student Affairs, and UCSD Policies and Procedures. The Director shall be responsible for all aspects of personnel administration of the staff, such as appointment and supervision, in accordance with UCSD policies and procedures. The UCAB shall participate on the search committees for the appointment of University Centers unit managers.
- Section 4: The UCAB shall participate in the annual evaluation of the performance of the Director and make recommendations to the Vice Chancellor of Student Affairs, or designee.
- Section 5: The Director, University Centers, shall update the UCAB at each meeting and shall work closely with the UCAB Chair, Vice Chair, and UCAB. The University Centers Director shall serve as chief staff advisor to the UCAB.

ARTICLE III: MEMBERSHIP OF THE UNIVERSITY CENTERS ADVISORY BOARD

- Section 1: The UCAB shall consist of the following members:

Clause 1: Voting Members

- a. A Chair shall be elected by the membership of the Board by week 8 of spring quarter, or at such time that the position otherwise becomes available. The Chair shall be a registered undergraduate student or graduate student, and in good standing at the time of his/her election, and remain so during the term of office. A registered student in good standing is defined by the Registrars office guidelines. Once elected as Chair, the Board member shall no longer serve as the representative to their respective constituency, and said constituency will select a replacement. No Chair will be allowed to serve more than two (2) one (1) year terms. Chair votes only in case of a tie. The Chair's term shall be from the time of election until the official UCSD-approved end of the next academic year. The Chair-elect shall shadow the current Chair until the end of the current academic year, or at such time that the position otherwise becomes vacant.
- b. A Vice Chair shall be elected by the membership of the Board by eighth week of Spring quarter, or at such time that the position otherwise becomes vacant. The Vice chair shall be a registered undergraduate student or graduate student in good standing at the time of his/her election, and remain so during the term of office. A registered student in good standing is defined by the Registrars office guidelines. Once elected as Vice Chair, the Board member shall no longer serve as the representative to their respective constituency, and said constituency will select a replacement. No Vice Chair will be allowed to serve more than two (2) one (1) year terms. The Vice Chair's term shall be from the time of election until the official UCSD-approved end of the next academic year. The Vice Chair-elect shall shadow the current Vice Chair until the end of the current academic year, or at such time that the position otherwise becomes vacant.
- c. One representative selected/appointed by the ASUCSD Council.
- d. Two representatives selected/appointed by the GSA Council.
- e. One representative selected/appointed by from each college student government representative body, i.e., college council.

- f. One representative to be selected/appointed by the Student Affirmative Action Committee.
- g. Two members-at-large selected through a process developed and approved by the Board. This selection process shall take place during spring quarter and be conducted by an ad hoc appointments committee.
- h. One graduate student member-at-large selected through a process developed and approved by the Board. This selection process shall take place during spring quarter and be conducted by an ad hoc appointments committee.
- i. A faculty member appointed by the Academic Senate.
- j. A staff member appointed by the UCSD Staff Association.
- k. An alumni member appointed by the UCSD Alumni Association.

Clause 2: All positions shall have a term of one year, subject to review by the respective appointing body. In the event that a member resigns or is removed, a replacement selected/appointed by the appropriate appointing body shall fulfill the remainder of the term.

Clause 3: Representatives must be selected/appointed by the fifth week of the Winter Quarter. Terms begin on the date specified in the written notification by the constituency to the Chair of the University Centers Advisory Board.

Clause 4: Non-voting Ex-Officio Members:

- a. The Director of the University Centers.
- b. Liaison member, Vice Chancellor Student Affairs, i.e., Assistant Vice Chancellor Student Programs and Facilities.

Clause 5: The UCAB Chair and Vice Chair shall receive a stipend as recommended by the Board and approved by the University Centers Director.

ARTICLE IV: DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1: The UCAB Chair shall be responsible for the following duties:

- a. Acts as a key student liaison regarding the services and operations of the University Centers.

- b. Presides over all UCAB meetings.
- c. Communicates with the Director regarding all operations of the University Centers.
- d. Prepares the agendas.
- b. Informs new members of the functions of the UCAB and their responsibilities as members.
- c. Ex-officio member on all UCAB subcommittees.
- d. Votes in case of a tie.
- e. Delegates Board-related duties.
- f. Informs college councils of their responsibilities.
- g. Notifies appointing body if member is negligent in performing his/her duties.
- h. Facilitating an annual Orientation meeting with principal members of the Co-ops during Fall Quarter, to review the Master Space Agreement.

Section 2: The UCAB Vice Chair shall be responsible for the following duties:

- a. Presides over meetings in the absence of the Chair.
- b. Coordinates all ad-hoc committee meetings and designates meeting times.
- c. Chairs the Space Allocation Committee, and advises the Board on status and facts regarding all space allocation matters.
- d. Coordinates with CSI-registered student organizations requesting tech fee subsidies, and presenting a recommendation for a tech subsidy amount at general UCAB meetings.
- e. Becomes Chair in the event of Chair removal or resignation.

ARTICLE V: DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY CENTERS ADVISORY BOARD

Section 1:

- a. The UCAB shall participate in hiring the Director of the University Centers by interviewing finalists for the position and making recommendations to the Assistant Vice Chancellor-Student Life. Before appointing the Director, the Assistant Vice Chancellor-Student Life shall inform the UCAB of his or her choice for the position. If the UCAB disagrees with the candidate proposed for hiring, within three (3) business days of being notified by the Assistant Vice Chancellor-Student Life, the UCAB must submit the reasons for its disagreement in writing to the Assistant Vice Chancellor-Student Life. In that case, the final hiring decision will be made by the Vice Chancellor-Student Affairs after consideration of the UCAB's written submission.
- b. The UCAB shall participate in the annual evaluation of the Director. All individual UCAB members shall submit a collective UCAB or individual written evaluation(s) and recommendation(s) to the Assistant Vice Chancellor-Student Life. UCAB has the authority to raise concerns regarding the performance of the Director to the Assistant Vice Chancellor-Student Life and the Vice Chancellor-Student Affairs.

Section 2: University Centers Budget

- Clause 1: The UCAB shall advise the Director on the development of an annual budget for the University Centers.
- Clause 2: The UCAB shall forward a copy of the Centers annual budget to constituencies of the Board no later than the sixth week of the spring quarter.
- Clause 3: The Vice Chancellor Student Affairs shall not implement the budget for the upcoming fiscal year without the opportunity for review of the proposed annual budget by the UCAB.
- Clause 4: During the fiscal year, the UCAB shall review the budget of the University Centers including the University Centers Fee income, payments on bond, negotiation of financial terms and any revenues generated by the University Centers.

Section 3: Space Allocation

- Clause 1: The Space Allocation Committee, defined within this Charter, shall recommend a space allocation process, including appeals, to be approved by the UCAB. The process shall

begin not later than the third week of spring quarter. In addition, it shall recommend assignment of any space that becomes available to the UCAB.

Clause 2: The Chair of the Space Allocation Committee is charged with announcing space allocation assignments subject to approval by the UCAB.

Clause 3: Each student organization space allocation assigned by the UCAB shall be executed by the Director, provided such assignments are consistent with University rules, policies, and regulations. Each space allocation other than student organization space allocations recommended by the UCAB must be reviewed, approved, and executed by the Director, University Centers.

Clause 4: The UCAB shall recommend the appropriate rent, utilities, facilities fees and other direct cost reimbursements for all student-run businesses and services, and other revenue generating entities housed within the University Centers and all satellite facilities.

Section 4: Facilities Supervision

Clause 1: The UCAB recommends and reviews for compliance with established policies in areas such as, but not limited to, the following:

- a. Custodial standards and building maintenance
- b. Building security and access
- c. Landscaping
- d. Space utilization
- e. Energy management
- f. Capital improvements
- g. Equipment purchases and maintenance
- h. Building hours and availability of services
- i. Student Information Services

Clause 2: The UCAB must approve all major capital improvements before they are executed. A major capital improvement is a structural change to any facility that is estimated to exceed \$1 million in cost. Notwithstanding the foregoing, UCAB approval will not be required if the major capital improvement is proposed based on the University's good faith belief that it is necessary to comply with the law or with University policies. In such cases, the UCAB shall nevertheless be informed of, and consulted on, the major capital improvement.

Section 5: Other Services

Clause 1: The UCAB shall provide advice and make recommendations regarding the operation of such services as are deemed necessary to the student body, and which are consistent with the establishment of the University Center Fee. These services shall be subject to annual review by the UCAB. In addition, they shall be staffed primarily by students when feasible.

Section 6: Vendor Contract/Services

Clause 1: With regard to leases and vendor contracts pertaining to the occupancy of space, the Director shall submit all space leases and occupancy contracts, agreements, obligations, renewals, and extensions to the UCAB for comment and advice. In the event the UCAB disagrees with the Director's decision regarding any such agreement, the UCAB shall state the reasons for its disapproval in writing, and submit its statement to the Assistant Vice Chancellor-Student Life for a final decision.

ARTICLE VI: OPERATING PROCEDURES

Section 1: Meetings

Clause 1: The Board shall meet regularly during the academic year. Meeting times shall be determined by majority vote of the Board.

Clause 2: An emergency meeting may be called by the Chair with reasonable notice to all Board members (at least forty-eight hours).

Clause 3: Meetings shall be open to all students except when the UCAB meets in Executive Session to discuss personnel, legal, or investment matters. Executive Session shall only be open to Board members and those persons not prohibited by UCSD Policies and Procedures, and who are approved by majority vote of the Board.

Section 2: Quorum

Clause 1: No meeting shall be held without quorum.

Clause 2: Quorum shall consist of a simple majority of voting members, with at least half being student members. There must be at least four voting members present to continue to conduct business if a quorum is not maintained once the meeting has started.

Section 3: Agenda

Clause 1: The Agenda shall consist of:

- a. Call to Order
- b. Public Input (20 minute maximum, five minutes per speaker. These time periods may be extended by majority vote of the Board)
- c. Approval of Minutes
- d. Special Presentations
- e. UCAB Chair Report
- f. UCAB Vice-Chair Report
- g. UCEN Director's Report
- h. Old Business
- i. New Business
- j. Open Forum
- k. Member Reports
- l. Announcements
- m. Adjournment

Section 4: Parliamentary Authority

Clause 1: Robert's Rules of Order, Revised, will be the official authority on parliamentary procedure, subordinate to this Charter.

Section 5: Voting and Motions

Clause 1: Only members of the UCAB shall be allowed to make and second motions.

Section 6: Conflict of Interest

Clause 1: In the event that a member of the UCAB will directly benefit or personally gain from an action of the UCAB, that member must abstain from participating in any discussion or actions on the matter, including but not limited to, voting, due to his/her conflict of interest.

Clause 2: This section does not preclude a member's right to participate in debate on any issue in which there is no conflict of interest.

Section 7: Removal Procedures

Clause 1: The UCAB Chair shall notify the appointing body if a member has more than two unexcused absences in a row or three per quarter or is negligent in performing his or her duties. A member may only be removed by his/her respective constituency.

Clause 2: If a UCAB member is removed or resigns it is the responsibility of the appropriate constituency to identify a replacement member within a two-week period.

Clause 3: The Chair may be removed, for cause, by a 3/4 vote of the UCAB.

Clause 4: The Vice Chair may be removed, for cause, as Vice Chair by a 3/4 vote of the UCAB.

ARTICLE VII: COMMITTEES OF THE UNIVERSITY CENTERS BOARD

Section 1: Ad-Hoc Committees may be established by the UCAB Chair at any time, with majority vote of the Board.

Section 2: The Space Allocation Committee is a standing committee and shall consist of at least three (3) voting members of the Board.

Section 3: Committees shall not conduct business on behalf of the University Centers or the UCAB, rather they shall make recommendations to the UCAB.

ARTICLE VIII: AMENDMENTS TO THE CHARTER OF THE UNIVERSITY CENTERS ADVISORY BOARD.

Amendments to this charter must be accepted by a two-thirds (2/3) vote at two consecutive meetings of the UCAB and submitted to the Associated Students Council, Graduate Student Association Council, and the Assistant Vice Chancellor-Student Life for approval. The decision of the Assistant Vice Chancellor-Student Life may be appealed to the Vice Chancellor-Student Affairs for a final decision.

ARTICLE IX: BYLAWS

Section 1: Bylaws may be adopted by the UCAB to supplement this Charter.

Section 2: Bylaws to this Charter must be accepted by a two-thirds (2/3) vote of the UCAB.

Section 3: UCAB bylaws must comply with UCSD Policies and Procedures and with the provisions of this Charter. This Charter takes precedence in case of a conflict between this Charter and the bylaws.

UNIVERSITY CENTERS ADVISORY BOARD CHARTER

BY LAWS

Article I: Executive Advisory Committee

Clause 1: The Executive Advisory Committee (EAC) is established to provide advice and counsel to UCAB on University Centers' strategic plan and financial performance, to assure that University Centers' activities are fully integrated with other campus measures, and to anticipate and minimize potential impacts to University Centers from external economic factors.

Clause 2: The EAC is chaired by the UCAB Chair. All members other than UCAB members are appointed by her/his department at the request of the chair and shall not be voting members of UCAB. Membership shall consist of:

- a. UCAB Chair
- b. UCAB Vice Chair
- c. UCAB Student Members (2)
- d. Bookstore Director

- e. Campus Planning representative
- f. Rady School of Management representative (faculty)
- g. Budget Office representative
- h. University Centers MSO/Chief Business Officer
- i. University Centers Director
- j. VCSA representative
- k. Real Estate representative AVC Student Life
- l. Housing, Dining, and Hospitality representative

Clause 3: EAC shall convene at least once a quarter, and more frequently as deemed necessary. Quorum shall be seven members with a minimum three student UCAB members including the UCAB Chair.

Clause 4: UCAB members not appointed to the committee may attend meetings as ex-officio.

Clause 5: Meeting minutes shall be taken and reported to UCAB, copying VC Student Affairs.