

**UNIVERSITY OF COLORADO BOULDER
CUSG JOINT BOARD ON RECREATION**

BY-LAWS REVISED OCTOBER 30, 2014

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I. Introduction

This document defines the purpose, general policies, area of operations, composition and accountability of the Joint Board on Recreation Services (hereafter referred to as the Board or Recreation Board). These By-Laws are also consistent with the constitution of the University of Colorado Student Government (CUSG).

II. Purpose

The Recreation Board is a policy and decision making body whose effort is directed toward the development of policies, procedures, programs, and facilities which assure the highest standards of recreational excellence to all individuals, especially students, at the University of Colorado Boulder and to guide the master planning of facilities and strategic planning of services.

A. Recreation Services Mission

The mission of Recreation Services is to promote overall student wellness. We accomplish our mission by providing organized as well as informal programs designed to engage the body and mind for the purposes of fun, fitness, social interaction, competition, skill acquisition, and adventure.

B. Vision Statement

Recreation Services will continue to offer premier recreation, education, and fitness & wellness programs, while investing in new and improved facilities to meet the needs of our highly active campus community.

C. Core Values & Goals

- Build Campus Community
- Provide Safe, Healthy Programs and Facilities
- Emphasize Sportsmanship and Buff Pride
- Promote Fun, Fitness and Competition
- Build a Climate of Respect and Trust
- Serve with Honor, Integrity and Accountability

III. Governance

A. Recreation Board Membership

The Board is composed of nine (9) voting members and a variable number of non-voting members.

1) Prospective members

If a position is open, students can apply to become a board member. Any student that is eligible of becoming a member of the Recreation Board will follow the proper application process in order to be considered. The student will fill out the proper application offered on the CUSG website as well as send in the proper documents if needed. Selection will be as follows:

- Recreation Board members will review prospective members' applications and determine who is best qualified for the position.
- Qualified members will be contacted by the Chair and brought in for an interview with the other qualified voting members of the Board.

- If necessary, a second interview may be made with candidates after which they will receive an invitation to join the Board if more than one half of the Board votes in favor of their membership.

New members will be given an official orientation by the Chair, Vice Chair, or Director within three weeks of accepting the invitation to join.

Before being ratified, elected members will thoroughly read the Joint Board on Recreation Services Bylaws as well as the Joint Board on Recreation Services Policy Manual, and make sure they understand the documents.

2) Voting members

a. Students

The Recreation Board will include seven full fee-paying student voting members. Three to be appointed by Legislative Council; three to be appointed by the Recreation Board with Legislative Council ratification; and one to be appointed by the executive, with Legislative Council approval, from the Representative Council each session. Terms for voting members shall be for two years from the date of ratification or until resignation or graduation. If the Legislative Council Appointments Committee is not in session, the Board will recommend candidates to Legislative Council. Student members may not be Rec Center employees, unless provided an exception by Legislative Council.

b. Non-students

The Recreation Board may include two non-student voting members bringing total voting membership of the Board to nine. Legislative Council approval of non-student appointments is not necessary.

- Non-student members will not vote on approval of the final budget which the Board will present to the Joint Finance Board.
- In all other matters, non-student members of the Board will have full franchise on the Board.

c. Voting by Proxy

In the event of their absence, voting board members may submit a paper or email proxy dictating their vote, but these proxies will not count toward quorum. A voting board member may also designate another board member (or the secretary) in order to vote on their behalf. This absent voting member should arrange to receive a copy of the minutes prior to the next meeting. These physical proxies will count toward quorum. Voting board members must notify the Chair of the Recreation Board of their intention to proxy and to specify which form this proxy will take at least three hours prior to the Recreation Board meeting.

d. Voting by Email

In the event the Board is not able to meet or more time is needed to vote on a motion, the Chair may approve an email vote. The Chair will email the motion to all Board members; discussion can occur via the "reply-all" function. The Chair must specify the timeframe for both discussion and at what time the votes are due. If any member objects to the email vote, the motion must be voted upon in a scheduled meeting.

3) Non-voting Members

The Recreation Board may also appoint non-voting members as it deems appropriate. These members may be students or non-students. These members have full franchise on the Board

except in the matter of votes put to the Board, from which they are restricted. There is no limit on the number of non-voting members that may sit on the Board. Non-voting members are welcome in Executive Session at the discretion of the Chair.

B. Officers

1) Elections

In the case of a Chair or Vice Chair resignation, or at the end of the current Chairperson term, the position will be open for the other student voting members to run for. The student voting member who wants to run for any of the office positions will notify the current Chairperson within two weeks of the call for nominations. Voting will be done after nominee interviews in Executive Session the following meeting and the semester will end with a new Chair or Vice Chair to fulfill the appropriate position. The student voting member that achieves a simple majority will occupy said position. A student voting member willing to run for any of these positions must have at least one semester of experience as a voting member before running for the desired positions.

2) Chair

The Chair will preside over all Board meetings. The Chair will be elected from the current voting student membership of the Board when a vacancy in the position occurs, and will serve at the pleasure of the Board as long as the Chair is a voting student member. The Chair will schedule Board meetings, prepare the agenda, chair meetings, and handle all routine correspondence. The Chair will keep the Board informed of pertinent recreation information, and assure Board action on all appropriate and timely matters. The Chair will serve as the liaison between the Board and the University administration. The Chair shall appoint sub-committees when necessary, and carry out the duties as specified in these By-Laws or assigned by the Board. The Chair will receive a stipend from the CUSG budget in the amount and at intervals prescribed by the actions of the joint Finance Board. To resign from the position, the Chair will give a three-meeting or three-week notice to the Board, and make an announcement of the vacancy to members of the Board. To be eligible to run for Chair of the Board, the candidate must have been on the Board for at least one semester.

3) Vice Chair

The Vice Chair will be elected from the current voting student membership of the Board when a vacancy in the position occurs, and will serve at the pleasure of the Board as long as the Vice Chair is a voting student member. The Vice Chair will preside over meetings and otherwise serve as Chair in the event of the Chair's absence. The Vice Chair will perform duties as assigned by the Chair and the Board. The Vice Chair will not receive a stipend. To resign from the position, the Vice Chair will give a three-meeting or three-week notice to the Board, and make an announcement of the vacancy to members of the Board. To be eligible to run for Vice Chair of the Board, the candidate must have been on the Board for at least one semester.

C. General Conduct of Board Meetings

- 1) All formal meetings of the Board are open to the public except when discussing personnel matters as covered by the Sunshine Law.
- 2) Copies of minutes of meetings as approved by the Board, and other documents presented to the Board will be sent to all Board members, the Director of Recreation Services, and the CUSG Joint Boards Secretary.
- 3) Quorum is defined to be one half of the current voting membership of the Board.
- 4) A member who is absent from two consecutive meetings, except the Representative Council appointee, without prior approval from the Board Chair, will be presumed to have resigned from the Board. The Board shall be notified by the Chair. The member shall address the Board regarding absence without excuse. If the Representative Council appointee misses two consecutive meetings, he/she will be considered an inactive member of the Board and will not be

counted towards meeting quorum requirements. The Representative Council appointee will become active again at his/her next Board meeting appearance.

- 5) An affirmative vote of at least two-thirds of the voting members present will be required to suspend these By-Laws.
- 6) The Board will make a general review of these By-Laws at least every two years. Amendments must be made at regularly scheduled meetings. Notification of proposed changes must precede the meeting during which action is taken by at least one week. Amendments will require approval of two-thirds of the voting members.
- 7) If a voting member feels that there is a possible conflict of interest in a vote or proposal before the Board, that member is expected to abstain from the vote.
- 8) Board members are required by law to maintain confidentiality in Board discussions about personnel.
- 9) Board members are expected to accept assignments from the Chair and to complete them within a reasonable amount of time.
- 10) The Board may temporarily assign Board responsibilities to the Director of Recreation Services in extenuating circumstances by a simple majority of the Board.

IV. General Responsibilities of the Recreation Board

The Recreation Board will:

- A. Set policy and allocate funds for Recreation Services and its activities in the best interest of CU Boulder Students.
- B. Review all recommendations for the acquisition, design, construction, and maintenance of facilities and areas under control of Recreation Services, with an emphasis on users' safety.
- C. Establish policy for the operation of facilities under the jurisdiction of Recreation Services.
- D. May initiate, and will have the responsibility for, review and/or approval of immediate and long-range plans to meet recreational needs of the CU Boulder students.
- E. Review, finalize and allocate the annual budget for Recreation Services.
- F. Approve requests for special funds from Recreation Services.

V. Changes to the By-laws

Amendments will be incorporated into this document as needed. The Recreation Board By-Laws will be reviewed at least every two years. It will be the responsibility of the Recreation Services Director to provide Board members with current document changes. It will also be the responsibility of the Recreation Services Director, in conjunction with the Board Chair, to provide an updated copy of the By-laws to all new Recreation Board members after CUSG ratification and before their first meeting as a voting member.