

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

BYLAWS

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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 Rec Board). These Bylaws are also consistent with the constitution of the University of Colorado Student Government (CUSG).

II. Purpose

The Rec 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. Rec Board Membership

The Rec 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 Rec 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:

- Rec 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 Rec Board.

- If necessary, a second interview may be made with candidates after which they will receive an invitation to join the Rec Board if more than one half of the Rec 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 Rec Board shall include seven (7) fee-paying student voting members. Four (4) shall be appointed by the incumbent board and ratified by the Legislative Council. One (1) shall be a Legislative Council Representative-at-Large, and appointed by the Legislative Council as specified in the Legislative Council Bylaws. One (1) shall be appointed from the Executive(s) as specified in the CUSG Constitution. One (1) shall be a graduate student appointed by the United Government of Graduate Students (UGGS) as specified in the UGGS Bylaws. Terms for voting members will be until resignation or graduation. Student members may not be Recreation Services employees unless provided an exception by the Legislative Council.

b. Non-students

The Rec Board shall include two (2) non-student voting members bringing total voting membership of the Rec Board to nine (9). Legislative Council approval of non-student appointments is not necessary.

- Non-student members will not vote on approval of the final budget which the Rec Board will present to the Joint Finance Board.
- In all other matters, non-student members of the Rec Board will have full franchise on the Rec Board.
- There is no term limit for non-student voting members. However, continued membership requires a majority vote of the Rec Board every two years.

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 Rec Board of their intention to proxy and to specify which form this proxy will take at least three hours prior to the Rec Board meeting.

d. Voting by Email

In the event the Rec 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 Rec 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 Rec 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 Rec Board except in the matter of votes put to the Rec Board, from which they are restricted. There is no limit on the number of non-voting members that may sit on the Rec 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 Rec Board meetings. The Chair will be elected from the current voting student membership of the Rec Board when a vacancy in the position occurs, and will serve at the pleasure of the Rec Board as long as the Chair is a voting student member. The Chair will schedule Rec Board meetings, prepare the agenda, chair meetings, and handle all routine correspondence. The Chair will keep the Rec Board informed of pertinent recreation information, and assure Rec Board action on all appropriate and timely matters. The Chair will serve as the liaison between the Rec Board and the University administration. The Chair shall appoint sub-committees when necessary, and carry out the duties as specified in these Bylaws or assigned by the Rec 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 Rec Board, and make an announcement of the vacancy to members of the Rec Board. To be eligible to run for Chair of the Rec Board, the candidate must have been on the Rec Board for at least one semester.

3) Vice Chair

The Vice Chair will be elected from the current voting student membership of the Rec Board when a vacancy in the position occurs, and will serve at the pleasure of the Rec 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 Rec 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 Rec Board, and make an announcement of the vacancy to members of the Rec Board. To be eligible to run for Vice Chair of the Rec Board, the candidate must have been on the Rec Board for at least one semester.

C. General Conduct of Board Meetings

- 1) All formal meetings of the Rec 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 Rec Board, and other documents presented to the Rec Board will be sent to all Rec 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 Rec Board.
- 4) A Rec Board-appointed member who is absent from two consecutive meetings without prior approval from the Rec Board Chair, will be presumed to have resigned from the Rec Board. The Rec Board shall be notified by the Chair. The member shall address the Rec Board regarding absence without excuse. If the Representative Council appointee, Executive appointee, or UGGS appointee miss two consecutive meetings, he/she will be considered an inactive member of the Rec Board and will not be counted towards meeting quorum requirements. The Representative Council, Executive, or UGGS appointee will become active again at his/her next Rec Board meeting appearance.
- 5) An affirmative vote of at least two-thirds of the voting members present will be required to suspend these Bylaws.
- 6) The Rec Board will make a general review of these Bylaws 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 Rec Board, that member is expected to abstain from the vote.
- 8) Rec Board members are required by law to maintain confidentiality in Rec Board discussions about personnel.
- 9) Rec Board members are expected to accept assignments from the Chair and to complete them within a reasonable amount of time.
- 10) The Rec Board may temporarily assign Rec Board responsibilities to the Director of Recreation Services in extenuating circumstances by a simple majority of the Rec Board.

IV. General Responsibilities of the Rec Board

The Rec 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 Bylaws

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