

**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 consistent with the constitution of the University of Colorado Student Government (CUSG).

II. Purpose

The Rec Board is a decision making body that establish policies, procedures, programs and facilities which assure the highest standards of recreation and wellness opportunities to all individuals at the University of Colorado Boulder. The Rec Board will approve the allocation of student fee monies for ongoing Recreation Services activities and events. The Rec Board is responsible to the student body, as represented by CUSG, and in administrative matters to the Vice-Chancellor for Student Affairs.

A. Recreation Services Mission

CU Boulder Recreation Services is a welcoming, valued campus resource that promotes healthy lifestyles through high quality, accessible experiences.

B. Vision Statement

To inspire and support the CU community in the pursuit of lifelong wellbeing.

C. Who We Are Statement

We are committed to promoting student development and success through quality engagement, experiential learning, student employment and leadership. We celebrate the power of recreation, wellbeing and inclusion. Our World Class, LEED Platinum Recreation Center symbolizes our dedication towards sustainability and innovation.

D. Our Values: Colorado Creed

As a member of the Boulder community and the University of Colorado Boulder, I agree to:

- Act with honor, integrity and accountability in my interactions with students, faculty, staff and neighbors;
- Respect the rights of others and accept our differences,
- Contribute to the greater good of this community, and;
- I will strive to uphold these principles in all aspects of my collegiate experience and beyond.

III. Governance

1. Rec Board Membership

a. The Rec Board is composed of nine (9) voting members and up to 4 non-voting members.

b. Prospective members

- i. When a position is open, students may apply to become a board member. Any student that is eligible to become a member of Rec Board must follow the application process . The selection process is as follows:
- ii. Rec Board members will review applications.
- iii. Invited applicants will be interviewed by Rec Board at the Chair's

discretion.

1. If necessary, a second interview will be conducted with potential candidates.
 2. After interviews conclude, applicants will be approved via majority vote and receive an invitation to join the board.
- iv. New members will participate in an orientation provided by the Chair, Vice Chair, or Director within three weeks of accepting the invitation to join.
1. This orientation must include but is not limited to a review of:
 - Rec Board Bylaws and Policy Manual
 - Recreation Services Budget
 - Robert's Rules Tutorial
- v. 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.

c. Voting members

- i. The Rec Board shall include seven (7) full rec fee-paying student voting members.
 1. Four (4) shall be appointed by the incumbent board and ratified by the Legislative Council.
 2. One (1) shall be a Legislative Council Representative-at-Large, and appointed by the Legislative Council as specified in the Legislative Council Bylaws.
 3. One (1) shall be appointed from the Executive(s) as specified in the CUSG Constitution.
 4. One (1) shall be a graduate student nominated by the United Government of Graduate Students (UGGS) as specified in the UGGS Bylaws and appointed by the Rec Board.
- ii. No more than (2) student voting members may be student employees of Recreation Services.
- iii. Terms for voting members will be until resignation or graduation.

d. Non-student Voting Members

- i. The Rec Board shall include two (2) non-student voting members bringing the total voting membership of the Rec Board to nine (9). Legislative Council approval of non-student appointments is not necessary.
 1. Non-student members will not vote on approval of the final budget which the Rec Board will present to the Joint Finance Board.
 2. In all other matters, non-student members of the Rec Board will have full franchise on the Rec Board.
 3. There is no term limit for non-student voting members. However, continued membership requires a majority vote of the Rec Board every two years.

e. Non-voting Members

- i. Members may be students or non-students, and 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.

- ii. Non-voting members may be appointed to the Rec Board by a simple majority vote.
- iii. Rec Board will strive to maintain up to 4 non-voting student members.

f. Ex-officio, Non-voting Members

- i. Ex-officio members are professional staff members of the University of Colorado Boulder Recreation Center. These members are to advise the voting membership of issues important to the tasks of the Rec Board.
- ii. These members are not allowed to vote and cannot be designated at proxies for absent voting members.

2. Officer Descriptions and Elections

a. Elections

- i. In the case of Chair or Vice Chair resignation or end of term, the position(s) will open for the other student voting members to run.
 - 1. The Chair or Vice Chair may not be the Legislative Council Representative-at-Large Appointee. The Representative-at-Large may only assume the duties and responsibilities of the interim Chairperson when the voting and non-voting membership of Rec Board is significantly below quorum and unable to complete its responsibilities without formal leadership. In this situation, the Representative-at-Large Appointee will report to the Legislative Council President on all efforts to secure a fully functioning Rec Board.
- ii. 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.
- iii. Voting will be done after nominees are interviewed in Executive Session and the semester will end with a new Chair or Vice Chair.
- iv. The student voting member that achieves a simple majority will occupy said position.

b. Chair

- i. The Chair will preside over all Rec Board meetings.
- ii. The Chair will be elected from the current voting membership of the Rec Board when a vacancy occurs, and will serve at the pleasure of the Rec Board for a term of one year. The Chairperson may be re-elected and re-ratified as Chair, following the completion of the one year term, for a second, one year term. .
 - 1. All student rec fee paying voting members will be eligible for election to the Chair of the Rec Board. Student employees of Recreation Services will not be eligible for Chair of the Rec Board.
- iii. A student member must have at least one semester of experience as a voting member before running for the desired positions.
- iv. The Chair will schedule Rec Board meetings, prepare the agenda, chair meetings, and handle all routine correspondence.

- v. The Chair will keep the Rec Board informed of pertinent recreation information, and assure Rec Board action on all appropriate and time sensitive matters.
- vi. The Chair will serve as the liaison between the Rec Board and the Executive(s), Legislative Council, CUSG, Rec Board members, the Recreation Center Director and staff, and the University Administration.
- vii. The Chair will maintain the voting and non-voting membership of the Rec Board and is responsible for facilitation of recruiting potential Rec Board members.
 - 1. If the Chair shall require assistance with the recruitment process, they should seek assistance from CUSG, including both the Legislative Council and Executive Branch.
- viii. The Chair shall appoint sub-committees when necessary, and carry out the duties as specified in these Bylaws or assigned by the Rec Board.
- ix. 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.
- x. To resign from the position, the Chair will give a three-meeting or four - week notice to the Rec Board, and make an announcement of the vacancy to members of the Rec Board.

c. Vice Chair

- i. 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.
- ii. 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.
- iii. The Vice Chair will be responsible for all orientation and training materials needed to provide new members a working knowledge of the functions of Rec Board, CUSG, and the finances thereof.
- iv. If the Vice Chair has complied with all of the duties previously set forth, the Vice Chair may be eligible for a stipend from the Recreation Center Budget in the amount and at intervals prescribed by the actions of the Finance Board.
- v. To resign from the position, the Vice Chair will give a three-meeting or four week notice to the Rec Board, and make an announcement of the vacancy to members of the Rec Board.

d. Secretary

- i. The secretary shall be any officially recognized member of the Rec Board.
- ii. Such person shall be elected by a simple majority of the Rec Board.
- iii. Voting members, non-voting members, and ex-officio members shall be eligible to vote for the secretary of the Rec Board.
- iv. The Secretary will take minutes at Rec Board meetings and be responsible for making them public with the assistance of Rec Board Staff.
- v. Term of office shall be for one year and shall be renewable annually.
- vi. The Secretary will keep a record of all orientations, trainings, or other

- similar activities completed by the Rec Board membership.
- vii. The Secretary may assist with Rec Board communication when needed.
 - viii. If the Secretary has complied with all of the duties previously set forth, the Secretary may be eligible for a stipend from the Recreation Center Budget in the amount and at intervals approved by the actions of the Finance Board.

3. Methods of Voting

a. Voting by Proxy

- i. 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.
- ii. A voting board member may also designate another non-voting student board member 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.
- iii. 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.

4. General Conduct of Board Meetings

a. Meeting and Voting Procedures

- i. All meetings of the Rec Board will be conducted using Robert's Rules of Order, Newly Revised (newest edition).
- ii. All formal meetings of the Rec Board are open to the public except when discussing personnel matters as covered by the Sunshine Law.
- iii. Meeting Minutes 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 office manager.

b. Quorum

- i. Quorum is defined to be one half of the current voting membership of the Rec Board plus 1.
- ii. Rec Board will maintain up to 4 non-voting student members.
 - 1. If Rec Board is consistently unable to maintain quorum, the Rec Board Chair and the Director of the Recreation Services are required to contact the Legislative Council President for assistance filling these positions.

c. Continued Absences and Replacement of Members

- i. 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 of this presumed resignation. 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.

d. Suspension of Rec Board Bylaws

- i. An affirmative vote of at least two-thirds plus one of the voting members present will be required to suspend these Bylaws.

e. Amendments to Rec Board Bylaws

- i. Amendments will be incorporated into this document as needed.
- ii. The Rec Board Bylaws will be reviewed at least every year.
 1. It will be the responsibility of the Rec Board Chair and Recreation Services Director to provide Rec Board members with current document changes.
 2. It will be the responsibility of the Recreation Services Director and the Rec Board Chair to provide an updated copy of the Bylaws to all Rec Board members.
- iii. 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.
- iv. The proposed amendments will then be presented in conjunction with the Legislative Council's Representative-at-Large Appointee for final approval by Legislative Council immediately after the amendments have been approved by the Rec Board.

f. Conflicts of Interest

- i. 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.
 - ii. Rec Board members are required by law to maintain confidentiality in Rec Board discussions about personnel.
- g. Rec Board members are expected to accept assignments from the Chair and to complete them within a reasonable amount of time.
- h. 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

1. The Rec Board will:
 - a. Set and approve policy and allocate and approve appropriate funds for Recreation Services and its activities in the best interest of CU Boulder students.
 - b. Review and advise on recommendations for the acquisition, design, construction, maintenance, and rental of facilities.
 - c. Review policy for the operation of Recreation facilities.
 - d. May initiate, review and advise short and long term strategic planning and goals. Review and approve any internal or external budget transfers less than \$500 or less than 5% of the total amount budgeted to the account being transferred out of.
 - e. Review and approve any funding proposals (including but not limited to fund balance transfers, earmarks, enhancements, reserve account requests, etc.) prior to

their presentation to the Finance Board.

- i. Fund Balance requests must be approved by a 2/3rds vote prior to their presentation to the Finance Board.
- f. Review Quarterly Budget Reports prior to presentation to the Finance Board.
- g. Review, and approve the annual budget for Recreation Services.
- h. Approve requests for special funds from Recreation Services.

V. Duties of Rec Board Members

1. Attend all Rec Board and relevant committee meetings.
2. Align and advance Rec Services mission and vision.
3. Understand the structure and programs of the Recreation Services.
4. Maintain a commitment to Rec Board responsibilities.
5. Develop and maintain a partnership and dialogue with other Rec Board members and Recreation Services Staff.