

# UNIVERSITY RECREATION ADVISORY BOARD OPERATING GUIDELINES WASHINGTON STATE UNIVERSITY

## PURPOSE

The purpose of the WSU University Recreation Advisory Board is to represent the recreational interests and needs of the students and the university community. The primary function of the board is to advise the Department of University Recreation regarding programmatic issues and the strategic directions within Aquatics, Intramural Sports, Fitness and Educational Development, Outdoor Recreation, the Sport Club Federation, as well as the Student Recreation Center and all other indoor and outdoor recreational facilities.

The primary duties of the board shall be to review, advise, prioritize and make recommendations on:

- Student Recreation Center Fees
- Program development and expansion
- Program assessment
- Facility scheduling and operating hours
- Program and facility use eligibility
- Capital projects and improvements
- Major equipment purchases

Additional other duties of the board shall include:

- Annual review of the goals and objectives accomplished as they relate to the department's strategic plan.
- Ensure department goals and objectives are aligned with the University's strategic plan as well as meeting the needs of the students of WSU.
- Present University Recreation S&A and S&A Facility Fee requests to the S&A Committees.
- Provide oversight function and support for the Sport Club Federation and Sport Club Council

## Section I – Definitions

### 1.1 DEFINITIONS

1.1.1 “Student” means a WSU student enrolled for classes at the Pullman campus.

1.1.2 “Freshman” means a first year Washington State University student who has completed fewer than 30 credits.

1.1.3 “Full-time Student” means a student taking at least 10 credit hours per semester.

### 1.2 UNIVERSITY DEPARTMENT ORGANIZATION

The Department of University Recreation is made up of the following entities (subject to change):

1. The Student Recreation Center
2. Intramural Sports
3. Outdoor Recreation Center
4. Open Recreation
5. Aquatics
6. Fitness and Educational Development
7. Sport Club Federation

## Section II – Board Operational Structure

### 2.1 BOARD COMPOSITION

The Board shall consist of sixteen (16) voting members.

### 2.2 STUDENT SEATS

Eleven (11) of the voting Board members shall be students. Of the eleven (11) student seats, at least one (1) shall be held by a Graduate/Professional student, and at least one (1) shall be held by a freshman student. When all student Board members have progressed beyond freshman class standing, the next available undergraduate vacancy will be filled by a freshman student pursuant to Section 5.2 of these Operational Guidelines.

Of the remaining nine (9) student Board members, one (1) shall be an ASWSU executive officer (either President or Vice-President) or their undergraduate student appointee and one (1) shall be a GPSA executive officer (either President or Vice-President) or *their* graduate student appointee. If a GPSA executive officer or appointee position is unable to be filled after the second Board meeting, the UREC Board will fill this position with a graduate/professional student. The appointee would fill this position for one academic year. Student appointments shall be for as long as the appointees continuously remain full time students, or in the case of the two (2) student government seats, for as long as the students hold office as either President, Vice-President, or Senator (GPSA only) of their respective organizations.

### **2.3 NON-STUDENT VOTING SEATS**

Four (4) of the five (5) voting seats will be held by members of the Washington State University, (hereinafter WSU or University), administration. One (1) of these four (4) seats will be filled by a representative of the President's office, one (1) will be filled by a representative of the Office of Student Affairs Equity & Diversity, one (1) will be filled with a representative of the Office of Business Affairs, one (1) shall be filled by a representative of Academic Affairs. These seats shall be filled annually at the beginning of each academic year or within thirty (30) days of any seat becoming vacant. The seats will be appointed by the President, the Vice-President for Student Affairs Equity & Diversity, Vice-President for Business Affairs, and the Provost's Office, respectively. The remaining one (1) seat will be designated as Alumni/Open Division seat will be appointed by the University Recreation Board through an application process. This seat will be for a 2 year term (with possible options for extension).

### **2.4 EX OFFICIO MEMBERS**

The Board will request the attendance at meetings of those individuals, who by their position, are deemed necessary to assist the Board in its functioning. These ex officio members may give reports to the Board at each meeting or as requested by the Board. Action items can be brought to the Board for a vote by the ex officio members, with the approval of the Chair or any member of the Board.

### **2.5 EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of all voting members of the Board.

### **2.6 SUMMARY OF STRUCTURE**

Seat 1 – Student

Seat 2 – Student

Seat 3 – Student

Seat 4 – Student

Seat 5 – Student

Seat 6 – Student

Seat 7 – Student

Seat 8 – Student-must be a Freshman Student

Seat 9 – Student-must be a Graduate/Professional student

Seat 10 – ASWSU President or Vice President or their undergraduate student appointee

Seat 11 – GPSA President or Vice President, graduate student appointee, or a graduate/professional student.

Seat 12 – President's Office Representative

Seat 13 – Student Affairs Equity & Diversity Representative

Seat 14 – Business Affairs Representative

Seat 15 – Academic Affairs Representative

Seat 16 - Alumni/Faculty/Staff Representative

## **2.7 UNIVERSITY RECREATION ADVISORY BOARD STANDARDS OF CONDUCT**

In fulfilling member obligations, University Recreation Advisory Board members shall:

- Conduct themselves, professionally and remain unbiased, impartial, and court in all communication while interacting with participants, guests, spectators, or other member of the board of University Recreation staff
- Actively promote sportsmanship, fairness, and equal treatment of all
- Maintain the integrity of the department by adhering to the department's mission, policies, procedures, rules, and safety policies at all times
- Notify the chair of an intended absence no later than 24 hours prior to the board meeting. Excessive absences, as determined jointly by the Chair and Vice Chair, shall result in a recommendation for removal from the Board

While not performing professional obligations, University Recreation Advisory Board members shall:

- Display the highest standard of conduct while attending or participating in any University Recreation event
- Conduct themselves professionally while formally or informally representing University Recreation at any event, on campus or off campus
- Adhere to Washington Administrative Code and Revised Code of Washington

## **2.8 REMOVAL**

Student members may be removed from the Board with a 2/3 affirmative vote. A recommendation to the appointing body to replace a non-student voting member may be made by a 2/3 affirmative vote of the Board.

## **Section III – Officers**

### **3.1 CHAIR AND VICE CHAIR**

#### **3.1.1 SELECTION PROCESS**

The Chair and Vice Chair shall each be student members and shall be elected at the end of each academic year or as vacancies occur. All voting members will vote first for the Chair position with the member receiving the majority of votes being elected Chair. All voting members will then vote for the Vice Chair who shall also be elected by majority vote. If the Chair becomes vacant, the Vice Chair shall fill that position for the remainder of that term. The Board shall elect a new Vice Chair as soon as possible. Any voting member of the Board may nominate any other student member for the Chair or Vice-Chair positions.

#### **3.1.2 QUALIFICATIONS**

The Chair must have served on the Board for a minimum of one full year prior to election and must also be a full-time undergraduate student of WSU. The Vice chair must be a student at WSU.

### **3.2 DUTIES OF THE CHAIR**

The Chair presides over the Board's meetings, acts as the official representative of the Board, will maintain communication with the University Recreation Director, and will perform other duties deemed necessary to the Board's purpose as determined by the

executive committee of the Board. The Chair shall not vote on matters except to break a tie vote on issues other than the election of the Chair.

### **3.3 DUTIES OF THE VICE CHAIR**

The Vice Chair serves as Chair in the absence or unavailability of the Chair. The Vice Chair will perform other duties deemed necessary to the Board's purpose.

## **Section IV – Board Positions**

### **4.1 POSITIONS**

The Board shall have the following positions: Finance Liaison, Board Membership Coordinator, Operating Guidelines Coordinator and Policies Liaison.

#### **4.1.1 SELECTION OF BOARD POSITIONS**

The Board Chair shall serve as the Finance Liaison.

The Board Vice-Chair shall serve as the Board Membership Coordinator.

The Operating Guidelines Coordinator and Policies Liaison shall be appointed by the Board Chair. Selection of the Operating Guidelines Coordinator and Policies Liaison will occur no later than the second Board meeting each school year.

### **4.2 RESPONSIBILITIES**

#### **4.2.1 FINANCE LIAISON**

The Finance Liaison will maintain regular contact with any persons necessary in order to stay up-to-date with the status of the budget. He/she will also be involved with the Service and Activities Fee Budget submission for University Recreation.

#### **4.2.2 BOARD MEMBERSHIP COORDINATOR**

The Board Membership Coordinator will be responsible for coordinating recruitment for the student seats of the University Recreation Advisory Board in a timely fashion.

#### **4.2.3 OPERATING GUIDELINES COORDINATOR**

The Operating Guidelines Coordinator will be responsible for updating the Operating Guidelines whenever needed but at a minimum of once per year during the spring semester.

#### **4.2.4 POLICIES LIAISON**

The Policies Liaison will maintain communication with the University Recreation staff and the University Recreation Advisory Board regarding policies that need to be amended. He/she will sit on the appropriate committees to ensure that the policy changes are properly instituted.

#### **4.2.5 REPORTS**

All Board positions will prepare a report for the Board at a minimum of once per semester.

## Section V – Board Procedures

### **5.1 OPERATIONAL PRINCIPLES**

The Board shall use Roberts Rules of Order as the operational principles for conduct of Board meetings.

### **5.2 QUORUM**

A majority of the seated Board shall be necessary to constitute a quorum provided that in no case will there be a quorum where the majority of voting members present are not student members.

### **5.3 MEETINGS**

Meetings of the Board will be held at least once per month during the school year pursuant to a schedule established annually by the Board. During a scheduled meeting the Board may take action to either cancel or reschedule the next scheduled meeting.

### **5.4 AMENDMENTS**

The Operating Guidelines may be amended by a two-thirds vote.

### **5.5 VOTING PROCEDURES**

Unless otherwise specified in these Operating Guidelines, action or decisions by the Board shall be by a majority vote of the voting members present. The exception to this shall be votes on Student Recreation Center fee increases and capital projects shall require a 2/3 affirmative vote of the members present to pass.

## Section VI- Board Operations during Summer

### **6.1 DEFINITION OF SUMMER**

Summer shall be defined as the period between the last day of the spring semester and the first day of the fall semester each year.

### **6.2 SUMMER UNIVERSITY RECREATION ADVISORY BOARD**

#### **6.2.1 CHAIR**

The Chair of the Summer University Recreation Advisory Board shall be a student (undergraduate or graduate) Board member who will be on-campus during the summer period as defined in Section 6.1. The Chair shall have the duties and responsibilities as provided in Section 3.2 during the summer period. The Chair shall be selected at the last regular meeting of the Board during the academic year. The summer Chair shall serve until the beginning of the academic year for the fall semester or until replaced by vote of the Board.

#### **6.2.2 VICE-CHAIR**

The Vice Chair serves as Chair in the absence or unavailability of the Chair. The Vice-Chair of the Summer University Recreation Advisory Board shall be a student

(undergraduate or graduate) Board member who will be on-campus during the summer period as defined in Section 6.1. The Vice-Chair shall have the duties and responsibilities as provided in Section 3.3 during the summer period. The Vice-Chair shall be selected at the last regular meeting of the Board during the academic year. The summer Vice-Chair shall serve until the beginning of the academic year for the fall semester or until replaced by vote of the Board.

### **6.2.3 SUMMER BOARD MEMBERS**

The Summer Board shall be comprised of those Board members, students and non-students alike, from the academic year Board who are available and willing to attend Board meetings during the summer months as defined in Section 6.1.

### **6.2.4 SUMMER QUORUM**

The number of voting members to constitute the summer quorum will be established in a Board meeting at the end of each academic year, provided that in no case will there be a quorum established where the majority of voting members present are not student members. If the established quorum is not present to decide on issues before the Board, voting on those issues by the Board, as a whole, may take place via mail or email.

### **6.2.5 BOARD REPORT**

The Chair of the Summer Board shall give a report to the full Board of the actions of the Summer Board, when the full Board convenes for the first meeting during the fall semester of the academic year.

## **REVISED AND ADOPTED 01/14/08**

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