

STUDENT ADVISORY COUNCIL – CAMPUS STORE (SACCS)

BY-LAWS

Purpose:

This committee serves in an advisory capacity to the Vice President for Administration and Finance and the Associate Vice President for Business Operations on all matters pertaining to campus store services. The base purpose of the council includes the following:

The Student Advisory Council – Campus Store (SACCS) is to work with various constituent groups, in a proactive way, to ensure there is support for future campus store offerings and operational plans, new program initiatives, and other issues, which affect satisfaction, quality, and service orientation.

Campus Store

1. To serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the council and the campus store contractor on matters pertaining to campus store services.
2. Providing advice and assistance regarding policy and procedures related to textbook pricing, buy-back rates and policies, and reviews the timeliness of textbook orders.
3. To participate, as needed or dictated, in Ad hoc, Sub Council or Selection Committee activities of the SACCS in a capacity that provides input and advice pertinent to campus store operations as needed.

Voting Members:

- UHCL Student Representative Volunteers (a minimum of 2) - (1 graduate & 1 undergraduate preferred)
- UHCL Student Government Representatives (a minimum of 2) appointed by Student Government Association (SGA)
- Faculty Members (2) appointed by the Faculty Senate
- Staff Members (2) appointed by University Staff Association President

Non-Voting Members:

- President SGA
- Vice President SGA
- Executive Director for Auxiliary Services or Designee

- Associate Vice President for Business Operations or Designee
- Representative from Student Affairs
- Representatives from University Bookstore Contractor

Council Chair and Vice Chair:

Elected annually, the chair at the last meeting of the school year, and the vice chair at the first meeting of the school year and both shall be a representative of students, faculty or staff voting members.

Optional Secretary:

A secretary may be appointed to help the Chair and Vice-Chair prepare the agenda, minutes, update the website, schedule meetings, and send out written notices for voting issues as needed.

Term:

One (1) year commitment beginning the month after election and ending after twelve (12) months.

Term Limits:

Each position comes with a two (2) year term limit; extensions may be granted unless challenged, in which case a one (1) year break must be observed before seeking another term.

Ex-Officio Appointing Authority:

Executive Director, Auxiliary Services

Support for the Council shall be provided by:

Vice President of Administration and Finance

SACCS Organization:

1. SACCS shall organize itself in September or the first meeting of the school year, with the Chair providing orientation for the new members, and a Vice Chair shall be elected from among its voting membership. Meetings must be held at least 2 times per long semesters and 1 time during the summer semester.
2. In the absence of the Chair, the Vice Chair shall preside with the full authority of the Chair.

3. At least three (3) voting members must be present at a meeting to establish a quorum.
4. If quorum is met, any voting would need two-thirds (2/3) approval of voting members present to pass.
5. These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of SACCS, provided a quorum has been met and that written proposed amendments are presented to SACCS members via the Chair at least two weeks prior to the meeting.
6. Approval of previous meeting minutes may take place if at least two voting members are present at a meeting. Meeting minutes may be edited even after being approved, however any corrections/edits must be noted and shared at the next meeting and approved again.

Meeting schedule:

During the academic school year, the council shall meet at least twice per semester in the fall and spring and once during the summer. A tentative schedule will be proposed at the first meeting of each school year and the next meeting date and time will be confirmed at each meeting throughout the year.

SACCS Pre-Meeting Procedures:

1. An orientation will be held for all council members during the first meeting of the year.
2. The Chair, Vice Chair, Representatives from the Campus Store Contractor, and Auxiliary Services shall meet (in person, virtually or by email) prior to the council meeting to develop an agenda for the meeting in advance.
3. SACCS members shall have the right to request items to be included in the meeting agenda for the council to review.
4. An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Council, and appropriate administrative personnel not less than 24 hours prior to the meeting.

SACCS Meeting Procedures

1. Council chair shall ensure that council follows a formal process which includes calling meeting to order, ensuring established quorum is met, gaining approval for prior meeting minutes, eliciting formal votes when applicable, and adjourning meeting. Each council meeting shall end with an open forum, which will allow members of the University constituency to address the council.
2. SACCS shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.

3. Meeting minutes should reflect any action(s) taken by the Council.

Executive Session:

The voting membership of the SACCS through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the University Campus Store Contractor if deemed appropriate and necessary.

Town Hall Meeting:

The SACCS will host a Town Hall meeting in the spring semester of every academic year. The town hall meetings will be held to present upcoming new and innovative methods for providing educational content to the campus community. The town hall meeting may be undertaken as a separate meeting or in conjunction with a Student Government Association meeting.

To ensure the maximum amount of participation, the meetings will be held during a time mutually agreed upon by all representatives on the council. All questions from the audience will be properly recorded and answered during the town hall if time permits. If time does not permit, the questions will be answered by the council and posted on the official SACCS website.

Items Requiring Action by Campus Store Provider:

All agenda items presented at SACCS meetings that entail action or resolution, shall require the University Campus Store Contractor to respond in writing, within 3-5 business days of the meeting with a plan of action that shall be submitted to the SACCS, through the Chairperson. Said action plan shall be reviewed and recommendations from the Advisory Council shall accompany the report to the Vice President for Administration and Finance for review and/or execution within 5-10 business days of receipt.

Reporting:

After each monthly meeting the agenda, meeting minutes, presentations (if any), and attendance record shall be posted to the official council website to support information sharing and collaboration among university councils and the community as a whole. All documents will be posted no later than one week after each meeting.