

Campus Recreation Advisory Board Overview

The Advisory Board reviews and makes recommendations regarding Campus Recreation and Wellness policies, procedures, facilities, and programs; provides annual budget input, and acts as the appeal board for decisions made related to discipline of participants and student staff. Students, faculty, staff, and alumni have an opportunity to be involved in guiding the direction of the department, assisting with decision-making, and making a difference for the UHCL community now and into the future.

Article 1: Name

The name of this organization is the Campus Recreation Advisory Board. The mission of Campus Recreation and Wellness is to provide quality, innovative and inclusive collegiate recreation programs, services and facilities that inspire healthy, active lifestyles with a commitment to excellence, learning and student success.

Article 2: Purpose of Advisory Board

The Campus Recreation Advisory Board is a recommending body. As such, it shall serve in an advisory capacity to the Director and staff of Campus Recreation and Wellness. Its purpose is to involve user groups, primarily students, in the planning, organization and administration of recreation programs and facility operations. It shall serve as a means of communication between department staff and program participants, and provides a means for input from students, faculty and staff, and alumni of University of Houston-Clear Lake.

Article 3: Membership

- A. The Advisory Board's composition includes eight (8) undergraduate students, five (5) graduate students, one (1) SGA representatives, one (1) Campus Recreation and Wellness Student Staff Leadership team member, one (1) faculty member from Faculty Senate, one (1) staff member from the University Staff Association, and one (1) alumni selected by the Alumni Association.
- B. The Director of Campus Recreation and Wellness shall serve as an advisor, ex-officio, non-voting member to the Board.
- C. Each full member of the Advisory Board will have one vote on any issue or topic that is put to a vote. To establish a quorum, at least half of the student board members must be present, at least eight (8) members must be present for any vote either in-person or virtually. A majority vote carries any issues in all Advisory Board business.
- D. All members of this Board will serve a one-year term. Candidates will be selected/appointed based on their qualifications and nominations which will be determined by the Advisory Board and/or Campus Recreation and Wellness leadership team.

Article 4: Board Member Length of Term

All Advisory Board member positions will last from June 1 – May 31.

Article 5: Membership Promotion and Applications

- A. Promotion of open positions will be announced to SGA, listed on the departmental website, posted on social media, and physical flyers in the RWC.
- B. Applications will be available on established dates between April 1 – April 30 online through the Department of Campus Recreation and Wellness website. Selection of members will take place between May 1 through May 10 with new members being notified and verified by May 15.

- C. Due to COVID-19, the promotion and selection process for the 2020-2021 academic year will be postponed until the start of classes for the Fall 2020 semester.

Article 6: Selection of Advisory Board Members

Advisory board members will be selected using the following processes:

A. Selection of student members

- Current board members who do not plan on re-applying or will not be returning will serve as a recommendation committee for applicants. This recommendation committee will review applicants and make an official recommendation to the Director for Campus Recreation and Wellness for student positions.
- **Student members** – students can apply for positions between the dates April 1 – April 30 of each academic year (actual dates are determined from year to year).
 - Due to COVID-19, the promotion and selection process for the 2020-2021 academic year will be postponed until the start of classes for the Fall 2020 semester.
- **SGA Student Representative** – SGA executive board will designate an SGA member to serve as the SGA representative. This SGA rep will bring items back to the SGA Executive Board.
- **Campus Recreation Student Staff Leadership Representative** – the Campus Rec Student Staff Leadership position will be filled by a representative from the leadership group

B. The non-student Advisory Board Representatives:

- Members in good standing may be recommended and be selected for subsequent one-year terms if they re-apply.
- All student candidates must formally apply to the Advisory Board during an application period to be determined by the Board.
- **UHCL Alumni member** – The Department of Campus Recreation will work with University Alumni Office to promote applications for the Advisory Board with UHCL alumni. The member will be selected by University Alumni administration. UHCL University Advancement is responsible for selecting a representative and/or replacement.
- **UHCL Faculty member** – The Department of Campus Recreation will work with Faculty Senate to promote the representative for the Advisory Board with UHCL faculty. The member will be appointed by the Faculty Senate. The UHCL Faculty Senate is responsible for selecting a representative and/or replacement.
- **UHCL Staff member** – The Department of Campus Recreation will work with Staff Association to promote the representative for the Advisory Board with UHCL staff. The member will be selected by the Staff Association. UHCL Staff Association is responsible for selecting a representative and/or replacement.
- In the event a non-student Advisory Council representative position is not filled via the process outlined, the Advisory Board may recommend a person to the Advisor to fill the vacant position.

Article 7: Responsibilities and Requirements

A. Responsibilities of the Advisory Board:

1. Select a chair and vice-chair to manage the normal operations of the board.
 - i. The chair and vice-chair cannot be the SGA rep, the Campus Rec student staff leadership rep, or a non-student member.
2. Recommend guidelines/procedures pertaining to departmental programs, services, facilities, and fees.
3. Provide recommendations relevant to program content and direction.

4. Recommend guidelines/procedures relevant to facility utilization and eligibility.
 5. Advising Campus Recreation staff of participant/user concerns.
 6. Review and make recommendations on budget proposals for submission to the Director of Campus Recreation and Wellness. The Director of Campus Recreation is responsible for creating and managing the annual budget request and input from the Board will assist in the annual budget process.
 7. Hold monthly meetings as well as meet, as deemed necessary by Director of Campus Recreation (advisor, ex-officio, non-voting member), for special circumstances or specific purposes.
 8. Participate and engage in Campus Recreation programs and events.
- B. Responsibilities and Requirements of Advisory Board Members:
1. The Advisor(s) or Departmental Designee
 - i. Shall be the Director of Campus Recreation and Wellness or her/his designee
 - ii. Shall serve as the chief executive of the Advisory Board.
 - iii. Shall attend all Advisory Board meetings and have authority to convene special meetings when necessary.
 - iv. Shall have non-voting status, except in cases of tie votes and Advisory Board elections.
 - v. Shall assist the chair and vice-chair to establish meeting agendas.
 - vi. Shall appoint standing and ad-hoc committee chairs as needed.
 - vii. Shall, in conjunction with department staff, consider all council recommendations and take appropriate actions.
- C. Functions/Responsibilities of Advisory Board Representatives
1. Actively represent program participants within their respective areas with regard to issues relating to recreational programs, services and facilities provided by Campus Recreation.
 2. Serve on standing and ad hoc committees as appointed by the Advisor.
 3. Vote on matters brought before the Advisory Board.
 4. Meet regularly with representatives from their respective constituencies and submit both written and oral area reports at Advisory Board meetings.
 5. Attend scheduled Advisory Board meetings. Meetings can be scheduled in-person and/or hybrid model or completely virtual. Virtual options can be created by the Director through Zoom or Microsoft Teams.
 6. Two unexcused absences from Advisory Board meetings will result in dismissal of the appointment.
 7. Perform other duties as requested by the Advisory Board.

Article 6: Vacated positions

In the event a position is vacated, a replacement shall be recommended by the Advisory Board to complete the remaining term. Candidates must formally apply to the Advisory Board.

Campus Recreation Advisory Board By-Laws

The Advisory Board reviews and makes recommendations regarding Campus Recreation policies, procedures, and current programs; provides annual budget input, and acts as the appeal board for decisions made in program areas. Students, faculty, staff, and alumni have an opportunity to be involved in guiding the direction of the department, assisting with decision-making, and learning parliamentary procedure.

Definitions:

- A “student” is defined as an individual currently enrolled in classes at UHCL.
- A “faculty member” is defined as an individual currently employed in a benefits eligible, full-time academic position with UHCL.
- A “staff member” is defined as an individual currently employed in a benefits eligible, full-time staff position with UHCL.
- An “alumni member” is defined as an individual who is a UHCL graduate and/or recipient of teacher’s certificates and is an active member of the UHCL Alumni Association.
- The “UHCL community” is defined as students, faculty, staff, alumni, and other stakeholders in the Department of Campus Recreation and Wellness.
- A “term” starts June 1 and ends May 30 or any part thereof.
- A “quorum” shall be defined as 50% plus one of the total voting membership.
- A “consensus” shall be defined as a general agreement between the Board.

By-law Article 1: Charge to the Board

The Advisory Board is not a governing (decision-making) Board. The Advisory Board shall review and advise:

- Annual budget review for overall departmental budget along with functional area specific budgets
- Program development and expansion
- Program assessment
- Facility scheduling and operating hours
- Program and facility use eligibility
- Capital projects and improvements
- Major equipment purchases
- Review and propose changes to the Mission and Vision statements of the department
- Ensure department goals and objectives are aligned with the University’s strategic plan, the Division of Student Affairs priorities, as well as meeting the needs of the UHCL community.
- Provide review and assessment of the standards from the Council for the Advancement of Standards (CAS) Guidelines for Recreational Sports Programs as needed.

By-law Article 2: Expectations of Board Members

While fulfilling Campus Recreation Advisory Board responsibilities, each member will:

- Conduct oneself in a professional and respectful manner.
- Adhere to and respect Campus Recreation mission, vision, values, policies, procedures, and safety protocols.
- Attend all monthly meetings unless 24 hours notices of absence is provided.
- Encourage sportsmanship, equal opportunity and fair treatment.
- Actively participate in all Advisory Board meetings.
- Attend Campus Recreation programming opportunities, special events and/or large-scale university events (if/when possible).

- Each member will also:
 - Maintain a professional and respectful manner while involved in Campus Rec activities.
 - Be a role model for students, faculty, staff and alumni at all times.
 - Be a promoter of the benefits of involvement and engagement with Campus Recreation and Wellness.
 - Uphold a positive image while engaging in UHCL Campus Rec activities and events.

By-law 3: Advisory Board Chair, Vice Chair positions and Board Committees

A. Chair

a. Selection process

- i. Nominations will take place for only student members; excludes SGA rep(s), departmental student staff leadership reps.
- ii. Nominations will be solicited through self-nomination during scheduled meeting in the first or second board meeting.
- iii. A vote will be scheduled for the second or third meeting of the semester to elect chair positions.

b. Term of service

- i. The chair will hold their position for the academic year in which they are elected.
- ii. The chair can be nominated and elected for multiple terms if eligible.

c. Responsibilities

- i. Meet bi-weekly (every two weeks) with the Director for Campus Recreation and Wellness
- ii. Communicate meeting times for the entire board on a regular basis.
- iii. Create agenda for Board portion of meetings.
- iv. Assist in the creation of and adherence to annual board tasks and responsibilities based on departmental administrative calendar.
- v. Solicit feedback or input from members related to programs, projects, initiatives, policies, procedures, etc. when needed.
- vi. Conduct official votes when needed.

B. Vice-Chair

a. Selection process

- i. Nominations will take place for only student members; excludes SGA rep(s), departmental student staff leadership reps.
- ii. Nominations will be solicited through self-nomination during scheduled meeting in the first or second board meeting.
- iii. A vote will be scheduled for the second or third meeting of the semester to elect chair positions.

b. Term of Service

- i. The vice-chair will hold their position for the academic year in which they are elected.
- ii. The vice-chair can be nominated and elected for multiple terms if eligible.

c. Responsibilities

- i. Meet bi-weekly (every two weeks) with the Director for Campus Recreation and Wellness
- ii. Communicate meeting times for the entire board on a regular basis.
- iii. Create agenda for Board portion of meetings.
- iv. Assist in the creation of and adherence to annual board tasks and responsibilities based on departmental administrative calendar.

- v. Solicit feedback or input from members related to programs, projects, initiatives, policies, procedures, etc. when needed.
 - vi. Conduct official votes when needed.
 - vii. Serve as the secretary for all meetings related to Board business. These minutes should be recorded in writing and prepared for distribution following any meetings. The minutes must be submitted to the Director to be stored in the departmental files for the board.
- C. Standing Committees
 - a. Member Selection
 - b. Budget review
 - c. Member services
 - d. Programming development and expansion
 - e. Facility improvements and enhancement
 - D. Ad hoc committees can be established as needs and interests are identified.

By-law 4: Board Selection Process

- A. The nomination and selection process for Board members shall take place as needed to fill positions in a timely manner. Usually, the process will begin in April.
- B. All nominated students will be approved in a timely manner by the recommendation committee members and the Director.
- C. A new Board Member Orientation shall take place no later than May 31 of each year.
 - a. COVID-19 has altered this timeframe for 2020-2021 year.
- D. Student membership requirements
 - a. Must be at minimum a sophomore classification
 - b. Cumulative GPA must be at least 2.75
 - c. Must be in good standing with university
- E. Application Process
 - a. Any eligible undergraduate or graduate student may apply for the Campus Recreation Advisory Board.
 - b. Any current non-student Campus Recreation member may apply for the Campus Recreation Advisory Board.
 - c. Candidates must complete and submit the formal application form.
 - d. At the close of the application period, applications for faculty members will be submitted to Faculty Senate, applications for staff members will be submitted to Staff Association, and Alumni applicants will be submitted to University Advancement for selection.
 - e. After a review of applications by the recommendation committee, qualified student candidates will be selected.
 - f. To fill any open Advisory Board positions outside of the normal selection process, the recommendation committee will solicit nominations or applications for open positions from students, faculty, staff, the alumni association, and/or members of the Student Rec Center. The selected individuals will be forwarded to the Board for approval before being appointed.

By-law 5: Advisory Board Meetings

- A. Meeting date, time, and location
 - a. Meetings will be scheduled based on availability of the members.
 - b. The location will be determined based on space availability.

- c. All meetings for the 2020-2021 year will be made available on Zoom or Microsoft Teams. Any in-person meetings must meet health and safety guidelines.
- B. Agendas
 - a. Meeting agendas will be created by the chair and vice-chair with assistance from the Director.
 - b. Topics can be submitted to the chair or vice-chair prior to the meeting through email.
 - c. Topics can also be submitted from the UHCL community.
- C. Public Meeting
 - a. Meetings shall be open to the public.
 - b. The board shall publicize and hold at least one public meeting during its consideration of the budget recommendation.
- D. Frequency of meetings.
 - a. Chair and vice-chair shall meet with the Director once per month (as possible and as needed).
 - i. One meeting will be only Director, chair and vice-chair
 - b. The Advisory Board shall meet monthly during the academic year.
 - c. Additional times as deemed necessary by the chairs or requested by Director.
- E. Summer Meetings
 - a. The chair and vice-chair shall meet with the Director at least once per month during the summer.
 - b. The Board will make every effort to meet at least twice during the summer term to conduct business.
 - c. A schedule will be agreed upon no later than the conclusion of the May meeting.
- F. Establishing a quorum
 - a. To establish a quorum, at least half of the student representatives must be present, at least eight (8) members must be present for any vote. A majority vote carries any issues in all Advisory Board business.
- G. Meeting Notice
 - a. The Board shall be given a minimum of a 48-hour notice of the date, time, and meeting place of the next meeting.
 - b. Virtual meetings can be scheduled by the Director if/when needed.
- H. Meeting Absence
 - a. A Board Member should give a 24-hour notice, to the Advisors, in the event that they will miss a meeting. The schedule of meetings should be posted on the Campus Rec web-site at least one week in advance of each meeting.

Advisory Board Meeting Agendas

All meetings will have a specific agenda. Items that will be on all agendas are as follows:

- Call to order
- Approval of previous meeting minutes
- Adoption of agenda
- Old business review
- New business
- Open forum
- Upcoming events overview
- Budget updates
- Committee updates
- Close of meeting

By-law 6: Voting

Voting shall use a modified Robert's Rules of Order, and shall be used in cases of:

- Requests regarding budget or fee increases
- Removal of board members (approval of majority of quorum)
- Amendments of bylaws (approval of majority of quorum)

By-law 7: Removal from the Board

Board members failing to meet the Expectations of Board Members will be brought up for discussion by the Board for possible removal upon a vote.

By-law 8: Amendments

Any amendment to these by-laws needs approval of majority of quorum by the Board.