

# Student Unions & Activities

UNIVERSITY OF MINNESOTA

## **Board of Governors** **Constitution**

### **Preamble**

We, the students of the University of Minnesota - Twin Cities, in order to form an organization to effectively oversee the programs, facilities, and services offered by the Student Unions & Activities located on the Twin Cities campus establish this constitution for such Student Unions. The purpose of the Student Unions is to serve students and the campus community by providing facilities, programs, services, leadership, and involvement opportunities that enhance the social, educational, recreational and cultural environment of the University of Minnesota.

### **Article I. General**

#### **Section 1. Name**

The name of the Student Unions on the Twin Cities campus shall be Student Unions & Activities (SUA). The name of the SUA governing board shall be the Student Unions & Activities Board of Governors (hereafter referred to as "BOG"). The Minnesota Programs and Activities Council (hereafter referred to as "MPAC") is a sub-committee of the Student Unions & Activities Board of Governors. The Minnesota Programs and Activities Council, is intended to further the cultural, educational, social, entertainment and recreational needs of the students of the Twin Cities campus community. The Council and its programming committees shall be responsible for initiation, developing and implementing diverse activities for the Twin Cities campus community. Further, the Minnesota Programs and Activities Council, through its structure and programming committees, intends to provide program planning skills, leadership experience, and interpersonal development to participating students.

#### **Section 2. Role**

##### **A. BOG**

The BOG is a campus life student organization and shall operate as a non-profit entity. It is a part of the Student Unions and Activities, a department of the University of Minnesota - Twin Cities. As such, the Student Unions & Activities and BOG shall abide by all the applicable rules, regulations, policies and agreements of the University of Minnesota in conjunction with the purpose and goals of the Unions, the board shall have the power to:

1. Represent students, faculty, staff and alumni served by Student Unions and Activities.
2. Review and approve a Student Unions & Activities budget and prepare presentation of the annual fee request.
3. Review and approve policies and goals for Coffman Memorial Union (CMU), St. Paul Student Center (SPSC), and West Bank Skyway programs, services and facilities.
4. Conduct evaluations of programs, services and facilities as needed, based on priorities established by the BOG.

5. Participate in the search committee(s) and interview process when hiring a Director. The board may conduct an annual review of the Director, based on the Director's success in implementing goals and policies established by the BOG.
6. Take other actions, as it deems necessary, to fulfill the role of a responsible board.

## **B. MPAC**

The purpose of MPAC, in conjunction with the missions and goals of Student Unions & Activities and the University of Minnesota, shall be:

1. To serve as the programming body for the Twin Cities campus and to develop and present regular programs for the students
2. To, when at all possible, cooperate with other units of the University of Minnesota to program and implement events;
3. To provide opportunities in the university community for students to initiate, develop, plan, implement and participate in activities conducive to personal, professional and social development as committee chairs and participants;
4. To serve as a unifying force in the university community and to connect and support the greater community by providing a diverse array of programs and activities.

### **Section 3. Management**

The Student Unions & Activities shall be operated in accordance with the policies and budgets established by University of Minnesota and the BOG. It shall be managed as a department of the University under the leadership of the Director of the Student Unions & Activities who shall receive authority from the Office for Student Affairs.

### **Section 4. Resolution of Disagreement**

Disagreement between the BOG and the Director should first be attempted to be resolved internally. In the event that an agreement cannot be reached, the BOG will seek resolution through consultation with the Director's immediate supervisor.

## **Article II. Financial Matters and Responsibilities**

### **Section 1. Use of Funds**

The Student Unions & Activities student service fee, together with the income generated from the Unions' enterprises, shall be used as follows:

- A. In such amounts as may be necessary for current general expenses, personnel, programs and equipment of CMU, SPSC, and West Bank Facilities.
- B. Extraordinary operating and maintenance needs of the organization.
- C. The expansion and equipping of additional building space when such space is needed or becomes available.
- D. Future union facilities construction on the Twin Cities campus.
- E. Other purposes related to the mission of the organization, operation and maintenance of its facilities and growth of the Unions including, but not limited to:
  - The promotion of the idea, purpose and role of the Student Unions & Activities at the University of Minnesota.
  - Public relations activities that advance the purpose of the organization.
  - The general welfare of the University community.
  - Cooperative ventures with other University departments, units and organizations.
- F. Payment of debt service which may be incurred by the organization.

- G. All dissolution procedures set forth by the Student Activities Office shall be followed, in the event that this organization is to be dissolved. In addition, any remaining funds in any accounts opened on behalf of this organization should be paid to the Student Unions and Activities
- H. The capital, operating, and bond repayment budgets of SUA shall represent Coffman Memorial Union, the St. Paul Student Center and the West Bank Facilities.
- I. The BOG shall be given a complete written evaluation of finances once each semester.
- J. The Executive Committee shall aid in the preparation of budgets, and any financial tasks pertaining to the SUA.
- K. The BOG shall give final approval of all budgets and fiscal policies during each fiscal year

**Article III. Membership**

**Section 1. Composition**

The membership of the BOG shall consist of a total of thirteen student members and one non-student member as indicated below. All voting members shall have equal and full voting rights. All non-voting members shall have equal and full rights except for the right to participate in votes of the board. Non-voting members shall not be considered for purposes of establishing a quorum.

**A. BOG Members**

Base Representation	Rep(s)	Comments
President	One	Selected by BOG and staff
Vice-President	One	Selected by BOG and staff
MPAC Chair	One	Selected by MPAC and staff
At-Large	Eight	Selected by BOG and staff
Minnesota Student Association	One	Appointed by MSA
Graduate and Prof. Student Assembly	One	Appointed by GAPSA
SUA Director	One	Ex-officio (non-voting)

The membership of MPAC shall consist of a minimum of twenty student members and one non-student member. Additional members may be selected by the MPAC executive committee in consultation with the Board.. All voting members shall have equal and full voting rights. All non-voting members shall have equal and full rights except for the right to participate in votes of the board. Non-voting members shall not be considered for purposes of establishing a quorum.

**B. MPAC Members**

Base Representation	Rep(s)	Comments
MPAC Chair	One	Selected by MPAC and staff
MPAC Vice-Chair	One	Selected by MPAC and staff

Committee Chairs	Min. 18	Selected by MPAC and staff
Assistant Director- Student Activities	One	Ex-officio (non-voting)

## **Section 2. EEO Statement**

Membership is open to all without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation. The goal of the BOG and MPAC is to have a membership composition, which reflects the diversity of the University community.

## **Section 3. Eligibility and Terms of Service**

**All members of the BOG and/or MPAC must adhere to the following:**

- A. Each student member of the BOG and/or MPAC shall be a current fee-paying student at the University of Minnesota, registered for a minimum of 6 credits per semester or if a graduate student, making progress towards a degree as defined by their department.
- B. No voting member may be an employee of the Student Unions & Activities while serving on the BOG. Although MPAC positions receive a stipend, they are not considered employees of the Student Unions & Activities
- C. Student members shall take office at the last regularly scheduled meeting at the end of the spring term.
- D. The term of the membership shall be one year. The term of office for all members on the BOG and/or MPAC ends with the end of the academic year. Members may be appointed for successive terms.
- E. The President/Chair and Vice President/Vice Chair of the BOG and MPAC shall have served as a member of the BOG and/or MPAC for a minimum of one year prior to holding office, unless there is no interest among those who are eligible.
- F. Opportunities to serve on BOG and MPAC are open to any student who currently pays student services fees and is enrolled in 6 or more credits, maintains a minimum 2.5 GPA, or is a graduate student making progress towards their degree as defined by their department. If the GPA falls below 2.5, a plan for improvement will be implemented by the student and/or their Advisor.

## **Section 4. MSA/GAPSA Vacancies**

If a position is not filled by the represented organization, the BOG shall adjust quorum accordingly until the position is filled.

## **Section 5. Mid-year appointments to At-Large positions**

In the event an at-large position on the BOG becomes vacant during the year, the BOG may appoint an at-large representative to fill the position. This procedure shall only be used when the regular spring selection process does not result in full BOG membership, or when a BOG member resigns, is removed, or becomes ineligible.

- A. Candidates for mid-year appointments shall receive a nomination by a current member of the BOG at a regularly scheduled meeting.
- B. Upon nomination, candidate(s) shall be introduced at a regular meeting of the BOG.

- C. The BOG shall hold a confirmation hearing at the following general meeting. Additional candidates may be nominated anytime prior to the hearing. The BOG shall consider each candidate's qualifications and conduct a secret ballot election. A simple majority vote shall be sufficient to complete the appointment.
- D. Upon appointment, the candidate immediately assumes the privileges and obligations of BOG membership.
- E. Members appointed in this manner serve until the end of the current academic year.
- F. In lieu of this procedure, the BOG may direct the Communications Committee to conduct a midyear, competitive application process. Candidates for selection through this process shall follow all applicable guidelines.

**Section 6. Removal from BOG and/or MPAC**

Any member may be removed from the BOG and/or MPAC for misconduct, failure to perform duties, unethical behavior, misuse of funds or misrepresentation of actions of the BOG and/or MPAC, or for violations of the University of Minnesota Student Conduct Code. The member shall be given seven days written notice from the Executive Committee and shall be guaranteed the right to have a hearing before the BOG and/or MPAC at which time the member shall have the opportunity to refute the allegations. A two-thirds majority vote of the BOG and/or MPAC is required to remove a member.

**Article IV. Officers of the BOG and MPAC**

**Section 1. BOG**

The officers of the BOG shall be comprised of the president, vice president and chairs of the MPAC, Finance, Communications and Policies committees.

**Section 2. MPAC**

The officers of the MPAC shall consist of the chair and vice-chair.

**Section 3. Selection**

The current membership of the BOG, MPAC and SUA staff shall select the officers of the BOG and MPAC. Newly selected officers will preside over the BOG at the final meeting of the current academic year and shall hold office for one calendar year. Selections shall follow the subsequent procedure:

- A. The President shall form a Selection Committee comprised of outgoing Members, Advisors, and the Executive Committee. Interested students shall complete an application and submit it to the Selection Committee. The Selection Committee shall interview and make selections for the positions of the Executive Council, and all Committee Chairs. This process shall take place prior to the end of Spring Semester. Any vacant positions shall remain open until filled.

**Section 4. Eligibility**

Officers must be student members in accord with the constitution for BOG/MPAC.

**Section 5. Duties of BOG officers**

The duties of the BOG officers shall be as follows:

- A. **The President of the BOG shall:**
  - Be the spokesperson for the BOG

- Work with the Director in handling all external communications
  - Be responsible for running all Board meetings and should have basic knowledge of Roberts' Rules
  - Be able to actively engage the entire board in discussion of issues and involvement on committees
  - Be responsible to express views and opinions of the entire BOG, with the understanding that his/her own personal opinions/views should not bias the outcome of any board decisions
  - Serve as a liaison between the administration and the BOG
  - Serve as a liaison between other student organizations and the BOG
  - Be responsible for reading and responding to student union issues in the *Minnesota Daily*
  - Be comfortable with public speaking
  - Attend weekly Executive Committee meetings
  - Attend weekly meetings with the Director of the SUA
  - Be flexible with schedule and ready to attend meetings on short notice
  - Be a member of the finance committee
  - Attend all BOG meetings
  - Vote in the event of a tie
- B. The Vice President shall:**
- Be responsible for running all Executive Committee meetings
  - Oversee BOG committees to make sure work is completed and issues are addressed in a timely manner
  - Handle internal board communication with committee chairs and the BOG
  - Represent the BOG and/or run BOG meetings in the absence of the President
  - Attend weekly Executive Committee meetings
  - Be flexible with schedule
  - Be a member of the policy committee
  - Attend all BOG meetings
  - Monitor and enforce attendance at full board meetings
- C. The MPAC Chair shall:**
- Serve as spokesperson and primary liaison for MPAC to BOG
  - Be responsible for meeting regularly with their advisor
  - Hold regular meetings with their committee members
  - Be responsible for accomplishing the tasks assigned to the committee
  - Attend Executive Committee meetings
  - Monitor and enforce attendance at MPAC meetings
- D. The Finance Chair shall:**
- Responsible for advising staff on bi-annual student services fees request
  - Responsible for assisting with presentation of student services fees request
  - Shall provide the SUA BOG with financial overview fall and spring semester
- E. The Policies Chair shall:**
- Review SUA House Policies bi-annually or as needed
  - Handle the student organization office space allocation process annually
  - Shall review all policy matters and make recommendations to the SUA BOG
- F. The Communications Chair shall:**
- Responsible for recruitment and selection process of SUA BOG members
  - Review and report to SUA BOG on SUA assessment
  - Shall be responsible for all SUA BOG social and recognition events
  - Assist with planning the annual BOG/MPAC retreat

## **Article V. Committees**

### **Section 1. Guidelines**

#### **A. Manner of Appointment:**

Membership of committees shall be composed of voting members. Guests are welcome at the discretion of the committee chair, however, they are not allowed a vote on decisions to be forwarded to the Executive Committee. The Committee chair may also choose to close the committee meeting when discussing potentially controversial or confidential topics. Members may choose to serve on the specific committee in which their interests lie. The executive committee reserves the right appoint members to specific ad hoc committees

#### **B. Meetings:**

Standing committees of the BOG shall meet bimonthly, or as needed, opposite the general body meetings, to discuss business relevant to the respective committee, during the academic year. If this time does not work for committee members, individual committees may arrange for an alternate meeting time so long as it is agreeable to that committee's members.

#### **C. Order of business:**

Each committee must provide an oral report of business conducted within each committee, and report to the Executive Committee prior to the next meeting. All recommendations shall be included within the report, and the Executive Committee shall review the processes and business presented. There may be many exchanges of business between the two committees, on a given topic at the discretion of the Executive Committee. When the Executive Committee feels proper investigation and due process have been given to a particular topic, it will be forwarded to the BOG or MPAC for final action.

### **Section 2. BOG**

#### **A. BOG Executive Committee**

An Executive Committee shall be established to include the officers of the BOG. All shall have full and equal voting rights. In addition, the Executive Committee shall include the Student Unions and Activities' Director as an ex-officio member, who does not have voting privileges.

#### **B. Ad-Hoc Committees**

The BOG shall establish any Ad-Hoc committees it finds useful to efficiently and effectively conduct the business of the BOG and shall dissolve such Ad-Hoc committees when it finds they no longer serve the interests of the BOG. The Executive Committee will appoint ad hoc chairs. An Ad Hoc chair must be a sitting member of the BOG.

#### **C. Empowerment of BOG Executive Committee**

The Executive Committee shall be empowered to act in the place of the full BOG during the summer break period, vacation periods, and in case of emergency when the BOG cannot be called into session in sufficient time. Actions of the Executive Committee, which are taken in place of the BOG, shall be subject to BOG approval.

### **Section 3. MPAC**

## **A. MPAC Executive Committee**

- An Executive Committee shall be established to include the officers of MPAC. All shall have full and equal voting rights. In addition, the Executive Committee shall include the Student Unions and Activities' Assistant Director as an ex-officio member, who does not have voting privileges.

## **B. Areas of Focus**

MPAC is responsible for providing programming in areas of reported student interest. This will be based on continual assessment efforts, survey data and information gathered through student web polls. MPAC Committees will be defined around areas of student interest and where resources need to be devoted. MPAC has the authority to determine the number of committees and chair positions allocated to each area (minimum of one). MPAC may assume responsibility for additional areas of programming, consistent with its mission and demonstrated student interest.

Each MPAC committee will be given a specific charge that specifies the number of programs, as well as the type of programs the committee is expected to plan each semester. This charge shall be based on previous years' program attendance, evaluations conducted at events, input from current committee chairs, campus climate/trends, and national trends.

**Quiz Bowl** – The Quiz Bowl team competes in and hosts campus-wide, local, regional and national tournaments putting their skills to the test in “the varsity sport of the mind.” The Quiz Bowl team holds weekly practices in order to prepare the teams for these tournaments.

**Whole Music Club** – Students assist with all aspects of bringing local and national bands to campus and managing the Whole Music club. This committee plans, implements, and publicizes a number of concerts throughout the year. Members select artists, plan advertising and facilitate stage production for events showcasing local, regional and national talent.

**Films** – The Films Committee provides a wide variety of films and cinematic presentations and related events. This committee will provide regular, free film showings for students within Coffman and the St. Paul Student Center.. .

**Late Night Programs** – Gophers After Dark is the late night programming initiative for the University of Minnesota-Twin Cities that provides free or low cost activities every Friday and Saturday night. The GAD Chairs are expected to collaborate with other Committees, including the Whole Music Club and Films Committee as well as Goldy's Gameroom. A Chair of GAD will act as a liaison to each of these areas to unify the efforts of late night programs on the weekends.

**Special Events** – This Committee handles large scale events and events which do not fall in the scope of other committees. In particular, this committee is responsible for implementing Spring Jam. This committee may also handle concerts/presentations/lectures, performing arts, and other campus-wide events.

**St. Paul Programs** – This committee handles event programming on the St. Paul Campus. It is also responsible for special events in St. Paul, such as the annual fall Super Fantastic Week.

**Visual Arts** – The Visual Arts Committee presents exhibitions of national, regional and local artists in the Paul A. Whitney Larson Art Gallery located in the St. Paul Student Center and the Coffman Union Gallery located on the first floor of Coffman Memorial Union. Visual Arts Committee members learn the theories and practices of museum work by gaining hands-on experience in exhibition design, lighting, installation, and general arts administration.

**C. Ad-Hoc Committees**

MPAC shall establish any Ad-Hoc committees it finds useful to efficiently and effectively conduct the business of MPAC and shall dissolve such Ad-Hoc committees when it finds they no longer serve the interests of MPAC. Summer programming by MPAC will be handled by an ad-hoc committee. The Executive Committee will appoint ad hoc chairs. An Ad Hoc chair must be a sitting member of MPAC.

**D. Empowerment of MPAC Executive Committee**

The Executive Committee shall be empowered to act in the place of the full MPAC during the summer break period, vacation periods, and in case of emergency when the MPAC cannot be called into session in sufficient time. Actions of the Executive Committee, which are taken in place of MPAC, shall be subject to MPAC approval.

## **Article VI. Removal**

### **Section 1.**

In the event that a member shall call for the removal of another member or of an officer, the following shall take place:

- A. The member(s) shall in writing explain just cause that the officer or member should be removed and will have the right to present the issue to the full BOG or MPAC for action.
- B. The officer or member in question has the right to appeal the claim, and a right to speak in defense of him/herself.
- C. The question can be called for a vote. It takes a 2/3 vote of all current voting members to remove any member or officer.
- D. A seven-day minimum will be in place between the motion to remove and the vote to remove a member.
- E. In the event that the President or MPAC Chair is removed, the Vice President or Vice Chair shall take over all duties of the former president, and the seat/position of vice president shall be called before the BOG or MPAC for selection.
- F. In the event that the Vice President or Vice Chair is removed, the senior most committee chair shall assume all duties of the former Vice President or Vice Chair until selection of a new Vice President or Vice Chair occurs. If seniority is debatable then the Executive committee will decide who shall serve in the temporary position.
- G. All other vacancies shall be called before the BOG or MPAC for selection.
- H. If an officer is removed, the removal results in loss of general BOG or MPAC membership.

## **Article VII. Meetings**

Attendance at meetings, full board and committee, by all current voting membership shall be mandatory. In the event that a member must miss a meeting for any foreseeable reason the following must occur:

1. Full Board and/or MPAC
  - a. Every member must notify via email the President or Chair of his/her absence 2 calendar days prior to the meeting, unless an emergency or illness arises.
  - b. It is at the discretion of the President or Chair to accept or decline the excuse from the member.
  - c. The member may appeal the decision of the President or Chair to the Executive Committee in writing.
  - d. The Executive Committee may overturn the decision of the President or Chair by a 2/3 vote of all current voting membership.
  - e. Any member that has three or more unexcused absences in any one academic year shall be asked to resign by the President or Chair.
2. BOG Ad Hoc Committee Meetings
  - a. Every member must notify via email the Committee Chair of his/her absence 2 calendar days prior to the meeting, unless an emergency or illness arises.
  - b. It is at the discretion of the Committee Chair to accept or decline the excuse from the member.
  - c. Any member that has three or more unexcused absences in any one academic year shall be asked to meet with the President and Committee Chair for further review.

3. Fall Orientation/Retreat
  - a. The retreat at the beginning of the academic year shall be mandatory by all members. In the event of an emergency, the member must notify the President of his/her absence.
  - b. It is at the discretion of the President to accept or decline the excuse from the member as well as to schedule a make-up orientation/retreat session with that member.

## **Section 1. BOG**

### **A. Regular Meetings**

A regular meeting shall be held biweekly, as determined by the BOG, during the regular academic year. Special meetings may be called by the Executive Committee, the BOG President, the SUA Director, or at the request of one-third of the voting members of the BOG. Two U of M business days must be provided between the announcement and the day such a meeting would convene.

## **Section 2. MPAC**

### **A. Regular Meetings.**

MPAC shall meet weekly. The actual dates and times shall be established by MPAC Executive Council as early as possible prior to the start of each academic semester.

## **Section 3. Quorum**

A quorum shall be present in order for the BOG and/or MPAC to conduct official business of the organization. A quorum shall consist of a simple majority, 50% plus one, of the current voting BOG and/or MPAC membership.

## **Article VIII. Voting**

### **Section 1. Eligibility**

All seated committee chairs or representatives may vote at meetings. The President or Chair shall not have a vote unless in the event of a tie, in which the President or Chair must vote to break the tie.

### **Section 2. Motions**

All motions, except those dealing with amendments to the Constitution or dismissals, shall require a simple majority of those present to pass.

### **Section 3. Quorum (Meetings)**

A quorum shall consist of 50% plus one of all eligible voting members. Business cannot be conducted at a meeting when quorum is called and fails. Any business conducted at a meeting when quorum was not present and not called may be subject to review and repeal

### **Section 4. Conflict of interest**

On a motion pertaining to another group in which a member is involved, the BOG member must abstain from voting

### **Section 5.**

Business of the BOG shall be conducted in the following order:

A. All matters brought before the BOG for consideration shall be routinely submitted to the Executive Committee. The Executive Committee shall then refer matters to the proper committee, if necessary. The committee will bring its recommendations to the Executive Committee for action by the BOG. The Executive Committee will present its recommendation to the BOG for final consideration and action. The order of business shall be as follows:

1. Approval of agenda
2. Approval of minutes
3. President's report
4. Director's report
5. Committee reports
6. Other reports
7. Old business
8. New business
9. Announcements
10. Good of the order

#### **Section 6.**

All business shall be conducted as a business meeting, except as modified by the BOG or MPAC. All present voting members must vote on every question, except when excused. All meetings shall be open to the public unless a simple majority votes to hold a closed session. The BOG and MPAC shall remain mindful that it is in our best interest to be an open body.

#### **Section 7.**

Minutes shall be kept at all meetings of the BOG. Minutes shall be taken by the SUA Office Manager, or their designee.

### **Article IX. Email Use**

#### **Section 1. Definition**

Email will be considered an acceptable method for committee discussion when it is not feasible for the group to meet in person and time constraints demand timely action. The committee may vote via email if called for by the committee chair. All committee members, the advisor, and executive members must be included or copied on all related emails.

#### **Section 2. Voting**

In regard to voting, the following procedure will be in place:

- A. Response time will be a minimum of two U of M business days.
- B. Committee recommendations will be referred to the Executive Committee.
- C. If one committee member objects to using email, a vote will not be conducted online. Objections must be raised within two business days of email receipt.

#### **Section 3. General Discussion**

General discussion is welcome when email is sent to all BOG members and advisors.

#### **Section 4. Executive Use**

If an Executive meeting cannot be called, proof of an attempt to set a meeting time must be provided before an email meeting takes place.

**Article X. Changes to the Constitution**

**Section 1. Procedure for Changes**

Notification of proposed changes shall be provided in writing to the Executive Committee. The Executive Committee shall review the proposed changes and may bring them forward to the BOG. Constitution changes must be approved by a 2/3 majority of the voting members present and become effective immediately upon approval.

**Approved by SUA BOG on 04/28/2008**

**Ratified by \_\_\_\_\_ Date: \_\_\_\_\_**

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