

HIGHLANDER UNION GOVERNING BOARD OPERATING CODE AND BYLAWS

Section I - Charge

By authority of and the direction of the Vice Chancellor Student Affairs, the Highlander Union Governing Board shall recommend policy consonant with regulations for the operation of the Center as an auxiliary enterprise of the University. The responsibility of the Board shall include the fiscal integrity of the Highlander Union, the assignment and use of space and such other matters as may directly involve overall operations of the Highlander Union. The Highlander Union Board shall ensure that the services and facilities of the Highlander Union fittingly meet the needs of the social and intellectual community of the University.

Section II - Membership

- A. The Board shall be appointed by the Vice Chancellor Student Affairs and shall have a two year term of office. The student members may be reappointed and should reflect different class levels in order to ensure continuity on the Board. The term of office-commences on October 1 and continues through September 30. ASUCR or the Graduate Student Association will make temporary appointments to complete terms vacated by graduating students whose term ends on the last day of the quarter in which they graduate. ASUCR and GSA may make recommendations of single year appointments at their discretion.
- B. Selection of the Board will be as follows:
 1. Seven undergraduate students as recommended by ASUCR.
 2. Two graduate students as recommended by the Graduate Student Association.
 3. One member of the faculty as recommended by the Academic Senate.
 4. One member of the staff as recommended by the Vice Chancellor Student Affairs.
 5. The Highlander Union Director, ex-officio without vote, as recommended by the Vice Chancellor Student Affairs.
 6. The Chancellor or a designated representative ex-officio without vote

- C. A student Chairperson of the Highlander Union Board of Governors shall be elected by all the Board Members at the June meeting of each academic year and will serve as Chair-elect through September 30 at which time they assume the role of Chair. The Chair will have served one previous term on the Board if possible.
- D. A student Vice Chairperson of the Highlander Union Board of Governors shall be elected by all the Board Members at the first meeting of the academic year.
- E. Any member absent from a meeting shall forfeit without recourse their voting right for that meeting. A member absent in excess of two consecutive meetings may be subject to request from the Highlander Union Board that the Vice Chancellor Student Affairs remove them.
- F. Undergraduate student members may be removed by a two-thirds vote by Associated Students Senate requesting that the Vice Chancellor Student Affairs remove the member. Graduate members may be removed by a two-thirds vote by the Graduate Student Association requesting that the Vice Chancellor Student Affairs remove the member.
- G. The student voting members of the Board shall be eligible to receive an honorarium of \$150 per month for each month served including summer months and the Chair shall be eligible for an honorarium of \$175 per month. Honoraria will be reviewed every two years.
- H. If no meeting is held during any given month, then no honorarium shall be given for that month.

Section III - Meetings

- A. The Board shall meet at least bi-monthly during the fall, winter, and spring quarters of the academic year and/or at the call of the Chairperson. The first meeting of the academic year will be called by the Highlander Union Director so a Chair can be elected.
- B. Upon petition of six of the voting membership of the Board, the Board shall meet at additional times.
- C. All regular meetings shall be open to the public except for personal discussions.

D. Official notice of all regular meetings shall be sent out by the Executive Secretary to the following interested organizations no later than one week before said meeting:

1. The members of the Highlander Union Board of Governors
2. The Vice Chancellor of Student Affairs
3. The Associated Students
4. The Graduate Student Association
5. The Highlander
6. KUCR
7. All residents in the Highlander Union

E. Government

The Highlander Union Board of Governors shall abide by the rules, regulations, and procedures as set forth in Robert's Rules of Order, revised with the following noted exceptions:

1. The Chair is allowed to vote on all matters.
2. Exceptions designated otherwise in the Board's Operating Code and Bylaws.

The Rules of Order may be suspended by the Chairperson.

F. Agenda

The Chairperson of the Board shall prepare an agenda for each meeting to be available at the Highlander Union Front Desk 48 hours before the meeting.

1. All topics for discussion or requests for action shall be scheduled on the agenda of the Board of Governors prior to each meeting.
2. Agenda topics must be submitted 72 hours in advance by a member of the Highlander Union Board of Governors or the Executive Secretary.
3. Topics introduced spontaneously under the section designed as New Business may be initiated only by members of the Highlander Union Board of Governors or the Highlander Union Director. Major policy issues not included in the advance agenda should be voted on at the following meeting.

4. The Chairperson shall reserve the right to disallow any discussions or requests not consistent with the agenda schedule.

G. Voting

1. Seven-elevenths of the Board shall constitute a quorum. Five of the seven must be students. In July, August and September a reduced quorum shall consist of three undergraduate students, one graduate student.
2. There shall be no voting by proxy on the Board.
3. Contracts and other obligations shall be entered into in accordance with established University policies. Long-range contracts, concessions, and services shall require prior review before voting by the Highlander Union Board.

H. Minutes

1. One complete set of minutes shall be held by or sent to the Executive Secretary, Graduate Student Association, Associated Students, and shall be available upon request to any registered student of UC Riverside. The most recent agenda and approved minutes shall be available at the Highlander Union Front Desk within five working days after the meeting.
2. Minutes of the Board meetings shall be presented for approval at the next meeting of the Board.

Section IV - Subcommittees

- A. The Chairperson of the Highlander Union Board of Governors may establish subcommittees as it is deemed necessary for the efficient conduct of the business of the Board.
- B. Members of the subcommittee shall be appointed and removed by the Highlander Union Board of Governors. Each Highlander Union Board member is expected to serve on at least one subcommittee.

- C. Each subcommittee shall elect a Chairperson for that subcommittee, preferably a student. The Subcommittee Chairperson is responsible for calling the next subcommittee meeting and reporting subcommittee actions at each Highlander Union Board meeting.
- E. Subcommittee meeting notices shall be sent to all student board members within 48 hours of the meeting. All subcommittee meetings are open to all board members.
- D. Minutes shall be taken at each subcommittee meeting. One copy shall be kept by the Executive Secretary, one copy shall be sent to the Highlander Union Board Chairperson, and one copy shall be sent to each subcommittee member.
- E. Finance Subcommittee
 - 1. A Finance Subcommittee shall be established at the beginning of the fall quarter. This subcommittee shall consist of at least two student board members and the Highlander Union Director.
 - 2. The Finance Subcommittee shall be responsible for developing and reviewing the budget in coordination with the Highlander Union Director under the direction of the Vice Chancellor of Student Affairs. The Highlander Union Board shall review the budget no less than once a quarter.
 - 3. The Finance Subcommittee shall also be responsible for evaluating and approving major maintenance and equipment replacement projects no less than once a year.
 - 4. A year-end financial statement showing the financial condition of the Highlander Union shall be made available to the organizations listed in Section III D.

Section V - Officers

- A. The Chairperson of the Highlander Union Governing Board shall be elected by all the Highlander Union Board. The Vice Chair shall be elected to serve in the absence of the Chairperson.
- B. Duties of the Chairperson:
 - 1. The Chairperson shall call all meetings of the Highlander Union Governing Board.

2. The Chairperson shall prepare an agenda for each Highlander Union Board meeting and then notify the Highlander Union Director to send a meeting notice along with the agenda to the organizations listed in Section III D.
3. The Chairperson shall preside at all meetings of the Highlander Union Board.
4. The Chairperson shall have the authority to establish any subcommittee necessary to efficiently conduct business of the Highlander Union Board.
5. The Chairperson shall call a subcommittee's first meeting and ensure that a subcommittee chairman is elected at that meeting.

Section VI - Personnel

A. Duties of the Highlander Union Director

The Highlander Union Director shall:

1. Coordinate activities with the Highlander Union Board, keeping them informed of planning activities, ongoing projects, and the financial posture associated with the Highlander Union complex.
2. On a continuing basis originate, plan, and execute projects within the direction and guidelines established by the Highlander Union Board.
3. Perform administrative duties necessary to sustain the functional operations of the Highlander Union complex within the basic guidelines established by the Highlander Union Board.
4. Bring ongoing complaints or problems, which have policy implications to the Highlander Union Board. Initial responsibility for referral of complaints concerning Highlander Union operations rest with the Highlander Union Administration.
5. Assist in developing department policies and procedures to implement Highlander Union policy.
6. Be responsible for sending out an agenda, prepared by the Chairperson, no later than one week prior to a Highlander Union Board meeting.

7. Send a memo to all Highlander Union Board members no later than the first week in each quarter regarding schedules in order to determine meeting day and time convenient for all.
8. Review financial statements on a monthly basis and provide the Finance Subcommittee with financial statements of the auxiliary enterprises and status/cost reports of projects to be reviewed at Highlander Union Board meetings.
9. Serve on the Finance Subcommittee and assist with the development of budgets and staffing levels.
10. Assist the Finance Committee in drafting a letter regarding the need for major maintenance and equipment replacement projects on an annual basis. Responses will be distributed to the Finance Committee for recommendations to be submitted to the Highlander Union Board for approval.
11. Calculate service and utilities costs that are billed to Highlander Union tenants.
12. Periodically review rental rates for on- and off- campus users and recommend guidelines/policies regarding use of facilities to the Highlander Union Board.
13. Serve on subcommittees, upon appointment of the Highlander Union Board, that are established by the Board on expansion, subcontract negotiations, space usage, rental rates or policies, and any other subcommittees that may result from issues needing subcommittee review before going to the Highlander Union Board.
14. Respond to other requests from the Highlander Union Board members.
15. Develop and convene a Board orientation program.

B. Department Managers

Department Managers shall operate their various units within overall policy guidelines concerning facility usage as established by the Highlander Union Board.

C. Employees

All personnel policies and procedures shall be set in accord with established University practice. No person employed by or seeking employment with the University shall be

discriminated against because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, medical condition, status as a Vietnam-era veteran or disabled veteran, or within the limits imposed by law or University regulations because of age or citizenship.

Section VII – Conflict of Interest

- A. No contractor or vendor to the Highlander Union, during the period of the contracts, shall be on the Highlander Union Board of Governors or shall be on any other board or committee that has a financial interest in the operation of the Highlander Union.
- B. No employee of the Highlander Union Board, nor any employee of a contractor or vendor to the Highlander Union, shall be on the Highlander Union Board during the period of such employment.

Section VIII - Amendments

- A. A two-thirds vote of the total voting membership of the Highlander Union Board shall be required for the adoption or amendment of the Operating Code and Bylaws.
- B. Amendments adopted by the required vote shall take effect immediately, upon approval of the Vice Chancellor Student Affairs, unless otherwise specifically provided for in the Operating Code and Bylaws or in the proposed amendment.

APPROVED BY COMMONS BOARD OF GOVERNORS 6/14/90
APPROVED BY EXECUTIVE VICE CHANCELLOR FLEISHER 7/5/90

APPROVED BY COMMONS BOARD OF GOVERNORS 8/23/93 & 9/21/93
APPROVED BY INTERIM EXECUTIVE VICE CHANCELLOR SHERMAN 1/12/94

APPROVED BY COMMONS BOARD OF GOVERNORS APRIL 26, 1994
APPROVED BY EXECUTIVE VICE CHANCELLOR WARREN MAY 12, 1994 & MAY 29, 1994

APPROVED BY COMMONS BOARD OF GOVERNORS FEBRUARY 5, 1996
APPROVED BY EXECUTIVE VICE CHANCELLOR WARREN FEBRUARY 12, 1996

APPROVED BY COMMONS BOARD OF GOVERNORS JUNE 3, 2005
APPROVED BY VICE CHANCELLOR OF STUDENT AFFAIRS SANDOVAL

APPROVED BY STUDENT COMMONS FACILITY GOVERNING BOARD 12/4/07
APPROVED BY VICE CHANCELLOR OF STUDENT AFFAIRS SANDOVAL 12/6/07

APPROVED BY STUDENT COMMONS FACILITY GOVERNING BOARD 4/20/09
APPROVED BY STUDENT COMMONS FACILITY GOVERNING BOARD 6/10/09
APPROVED BY VICE CHANCELLOR OF STUDENT AFFAIRS SANDOVAL 10/26/09

APPROVED BY HIGHLANDER UNION GOVERNING BOARD 12/1/09
APPROVED BY VICE CHANCELLOR OF STUDENT AFFAIRS SANDOVAL 12/10/09

APPROVED BY HIGHLANDER UNION GOVERNING BOARD 4/1/14
APPROVED BY VICE CHANCELLOR OF STUDENT AFFAIRS SANDOVAL 4/27/14