

## **Dining Advisory Council By-Laws**

### **Council Purpose**

This council serves in an advisory capacity to the Vice President for Administration and Finance and the Associate Vice President for Finance with regard to the University's residential and retail food/beverage program and the vending program. The base purpose of the council includes the following:

The Dining Advisory Council is to work with various constituent groups, in a proactive way, to ensure there is support for future food service offerings and operational plans, new program initiatives, utilization of the Hawk Card / Dining Dollars and other issues which affect satisfaction, quality, and customer service orientation.

### **Council Tasks**

- To serve as an opportunity for the exchange of information and ideas between the University communities represented by the membership of the council, and the food service contractor on matters pertaining to venues, menu selections, hours of operation, food quality and types of services offered;
- As needed or dictated, participate in Ad hoc activities of the Advisory Council in a capacity that provides input and advice pertinent to the food service contract;
- To provide the Food Service provider with action items for review and implementation;
- To review monthly reports provided by the food service operator, including best sellers, foot traffic in the venues, and other contractually obligated and requested reports.

### **Voting Members**

Commuter Student -3

Residential Student -3

Faculty Member – 2

Staff Member – 2

### **Non-Voting Members**

President Student Government Association  
Vice President Student Government Association  
Executive Director for Auxiliary Services  
Associate Vice President for Finance or Designee  
Representative from Student Housing & Residential Life  
Representative from Student Affairs |  
Representatives from University Food Service Provider

### **Appointing authority given to Executive Director, Auxiliary Services.**

### **Terms**

Terms will begin at the time of their appointment from their representative body and end on the beginning of August each year.

## **Term Limits per Appointment**

Two-year term limits or if the council member is no longer part of their respective representative body, whichever comes first.

## **Council Co-Chair's Responsibilities**

Two student representatives shall be elected to serve as co-chairs of the Dining Advisory Council for a one-year term by a majority of the voting membership. Should no student member wish to serve in the position, a non-student member may be voted upon by the council.

The Co-Chairs shall be responsible for the following duties, and any other duties deemed necessary by the council:

1. Prepare agendas along with the appropriate Auxiliary Services and Student Affairs Representatives.
2. Preside over all Dining Advisory Council meetings.
3. Maintain a close working relationship with Auxiliary Services, Student Affairs and the food service contractor.
4. Reschedule meeting times if foreseen or unforeseen predicaments occur.
5. Ensure council is following standing university council rules and regulations.
6. Council Co-Chairs shall ensure that the council follows a formal process which includes calling a meeting to order, gaining approval for prior meeting minutes, and eliciting formal votes when applicable, and adjourning the meeting.

## **Council Organization**

The Dining Advisory Council (DAC) shall organize itself in September, electing its Co-Chairs from among its membership.

These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of DAC, provided that written proposed amendments are presented to DAC members via the Co-Chairs at least two weeks prior to the meeting. A quorum is defined as five or more voting members present, as long as at least three of those present are students.

## **Council Responsibilities**

1. Members are expected to attend all meetings. If a member is absent from two meetings, they may be removed from the council.
2. Meetings shall be open to all members of the university constituency. Meeting guests should not be allowed to engage in discussion during the meeting unless there is an open forum time.
3. Meeting minutes should reflect any action(s) taken by the Council.
4. Dining Advisory Council members will be responsible for participating in a formal evaluation of food and vending operations, as part of their council service.

## **Pre-Meeting Procedures**

1. The Council Co-Chairs and Auxiliary Services/Student Affairs representative shall meet prior to the council meeting to develop an agenda for the meeting in advance.

2. DAC members shall have the right to request items to be included onto the meeting agenda for the council to review.
3. Auxiliary Services shall compile recommendations, proposals, or grievances regarding food services for Council 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.

### **Email Voting**

In the event that a recommendation must be voted upon outside a regularly scheduled meeting time or for a time sensitive matter, the Dining Services Council, at the discretion of the Co-Chairs, may conduct voting via email. E-votes may be casted before the given deadline or the member's vote is noted as a non-vote. Standard quorum will be recognized.

### **Meeting Schedule**

During the academic year the council shall meet on the date determined at the first DAC meeting of the year.

### **Establishment of Ad hoc councils**

DAC shall be privileged to establish ad hoc councils as deemed advisable under the discretion of the Co-Chairs, the request of the Food Services Provider, or as requested by constituents.

### **Administrative Support**

Administrative support for the Council shall be provided by Auxiliary Services and Student Affairs. Meeting organizer will send the council a meeting reminder at least one week in advance. Ensure that the council follows a formal process of establishing quorum and ensuring quorum is met. The person will also be responsible for taking minutes during the meeting.

### **Vending Program**

- Independent of the Food Service contract, the Council shall provide advice and input on pricing and product selection for the campus vending providers.
- As needed and dictated, members shall serve on Ad hoc Councils pertinent to the vending contracts.

### **Items Requiring Action by Food Service/Vending Providers**

All agenda items presented at Dining Advisory Council meetings that entail action or resolution, shall require the Food Service Provider to submit a plan of action to the Dining Advisory Council by the following council meeting. Said action plan shall be reviewed and recommendations can be made by the Advisory Council.

### **Changes to Food and Beverage Contracts**

The Co-Chairs of the Dining Advisory Council or their designees and the Student Government Association President should be engaged in the selection process for new vendors related to these contracts. Additionally, the Dining Advisory Council and the Student Government Association President should be apprised of any changes prior to execution of these agreements, including discussion of changes.

### **Executive Session**

The voting membership of the Dining Advisory Council, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the Food Service Providers and all university constituency if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the council for the Food Service Providers shall not be unreasonably withheld.

### **Reporting**

At the end of each monthly meeting, the agenda and meeting minutes, shall be posted to the official council website in order to support transparency and collaboration among university councils and the community as a whole.