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 sixteen (16) members. The members of the Advisory Board will consist of 13 student members which will be eight (8) undergraduate students and five (5) graduate students, one (1) UHCL alumni member, one (1) UHCL faculty member, and one (1) UHCL staff member. The Director of Campus Recreation and Wellness shall serve as an advisor, ex-officio, non-voting member to the Board. The Assistant Director of Campus Recreation shall serve as an advisor and non-voting member to the Board. The Campus Recreation Coordinator for Business and Member Services shall serve as the secretary for the Board.
   a. Eight UHCL undergraduate student members
   b. Five UHCL graduate student members
   c. One UHCL alumni member
   d. One UHCL faculty member
   e. One UHCL staff member
   f. Director of Campus Recreation – will serve as an advisor, ex-officio, and is a non-voting member.
   g. Assistant Director of Campus Recreation - will serve as an advisor and is a non-voting member.
   h. Coordinator for Business and Member Services – will serve as secretary to the board and is a non-voting member.
B. Each full member of the Advisory Board will have one vote. To establish a quorum, nine (9) members are required, six (6) of which must be students. A majority vote carries any issues in all Advisory Board business.

C. 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 associated organizations after the 2017-2018 session.

**Article 4: Board Member Length of Term**
All Advisory Board member positions will last from June 1 – May 31.

**Article 5: Application Period for Board Members**
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.

**Article 6: Selection of Advisory Board Members**
Advisory board members will be selected using the following processes:

- **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). Starting in May 2018, the current board will review applicants and make selections for student positions.

- **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 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.

- **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.

- The Advisory Board Representatives:
  - Shall serve one year terms which begin June 1 and end on May 31 of each year.
  - Members in good standing may be selected for subsequent one year terms. Members are required to reapply.
  - Solicitation of new members and the dissemination of application process will be done throughout the year, with additional marketing and recruitment during February, March, and April of each year.
  - All student candidates must formally apply to the Advisory Board during an application period to be determined by the Board.
  - The current Advisory Board will be responsible for the screening and “interviewing” process, and will make its recommendations to the Advisor via majority vote.
  - The UHCL Faculty Senate is responsible for selecting a representative and/or replacement.
  - UHCL Staff Association is responsible for selecting a representative and/or replacement.
  - UHCL University Advancement is responsible for selecting a representative and/or replacement.
In the event an 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. Recommend guidelines/procedures pertaining to departmental programs, services, facilities, and fees.
2. Provide recommendations relevant to program content and direction.
3. Recommend guidelines/procedures relevant to facility utilization and eligibility.
4. Advising Campus Recreation staff of participant/user concerns.
5. 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 allocations.
6. 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.
7. Participate and engage in Campus Recreation programs and events.
8. Make recommendations and vote on approval of Advisory Board representative candidates.

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, and the Assistant Director of Campus Recreation and Wellness or her/his designee.
   ii. Shall serve as the chief executive of the Advisory Board.
   iii. Shall preside over 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 establish meeting agendas.
   vi. Shall notify Advisory Board members of meeting dates, times, locations and meeting agendas.
   vii. Shall appoint standing and ad-hoc committee chairs as needed.
   viii. Shall, in conjunction with department staff, consider all council recommendations and take appropriate actions.

2. The Secretary of the Board or Departmental Designee
   i. Shall be the Coordinator for Business and Member Services of the Department of Campus Recreation
   ii. Shall record the minutes of each meeting; coordinate distribution of the minutes to all members prior to and following each meeting.

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. Each of the sixteen (16) representatives has equal voting privileges.

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.

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 for submission to and for consideration by the departmental functional areas
- 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

In addition, the Board shall:
- Ensure department goals and objectives are aligned with the University’s strategic plan, the Division of Student Services 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

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A. A budget review will be undertaken by the full board. At the end of the review the budget committee shall write a summary of board review noting processes and items of discussion. The final report shall be submitted to the Director of Campus Recreation for review.

B. 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 notice of absence is provided.
- Encourage sportsmanship, equal opportunity and fair treatment.
- Have a basic foundation and understanding of the Council for the Advancement of Standards (CAS) Guidelines for Recreational Sports Programs.
- Actively participate in all Advisory Board meetings.
- Attend Campus Recreation 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 Article 2: Campus Recreation Board Membership
The Advisory Board will consist of the following voting members:
- Eight undergraduate students – elected by Board Membership, one term, renewable once.
- Five graduate students – elected by Board Membership, one term, renewable once.
- One UHCL Faculty member
- One UHCL staff member
- One UHCL Alumni member

The Advisory Board will consist of the following non-voting members:
- Director of Campus Recreation and Wellness (and/or designee)
- Assistant Director of Campus Recreation and Wellness (and/or designee)
- Coordinator for Business and Member Services of Campus Recreation (secretary for the board)

Consultants
- The Advisory Board may choose to ask colleagues to be involved in Board discussions. Consultants would provide expertise and information when requested and appropriate.
- Ad hoc committees will be established as needs and interests are identified.

By-law 3: Advisory Board Committees
A. Standing Committees
   a. Member Selection
   b. Budget review
   c. Member services
d. Programming development and expansion  
e. Facility improvements and enhancement  

B. 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 current Board members.  
C. A new Board Member Orientation shall take place no later than May 31 of each 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 located on the UHCL Campus Recreation website.  
   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 Board Members, qualified student candidates will be selected. The Board may schedule meetings with potential candidates, host a “meet and greet,” or invite candidates to a board meeting, if desired. The purpose is to give candidates the opportunity to experience a board meeting and in addition to give current members the opportunity to interact with candidates.  
   f. Following the meeting or “meet and greet”, all board members will deliberate, vote, and elect student candidates.  
   g. A standing-committee will be in charge of the selection process and onboarding.  
   h. To fill any open Advisory Board positions outside of the normal selection process, the Selection 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.  
B. Agendas  
   a. Meeting agendas will be created by the Advisor(s). Topics can be submitted to the Advisors prior to the meeting through email. Topics can also be submitted from the UHCL community.  
C. Public Meeting
a. Meetings shall be open to the public and the Committee shall publicize and hold at least one public meeting during its consideration of the budget recommendation.

D. Frequency of meetings.
   a. The Advisory Board shall meet monthly during the academic year or at additional times as deemed necessary by the Co-Chairs or asked by Director.

E. Summer Meetings
   a. The Board will make every effort to meet over summer term to conduct business. A schedule will be agreed upon no later than the conclusion of the May meeting.

F. Meeting Notice
   a. The Board shall be given a minimum of a 48 hours’ notice of the date, time, and meeting place of the next meeting.

G. 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
- Acceptance of new student board members (approval of majority of quorum)
- Removal of board members (approval of majority of quorum)
- Amendments of bylaws (approval of 2/3 of total board membership)

**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 need a consensus by the Board.