



Bylaws of the University Student Union Board of Directors of California State University, Fresno

ARTICLE 1: NAME AND PURPOSE

- 1.1 The official name of this organization is the University Student Union (USU), of California State University, Fresno (University).
- 1.2 There shall be a USU Board of Directors (Board), whose purpose is to develop policies for the control and management of the USU programs and services consistent with California State University and campus policies. It also has the authority to establish such committees as necessary to carry out the assignment. As a not-for-profit organization, it gives student leaders the opportunity to represent fellow students, to advise and support the professional staff, and to oversee the services, programs and facilities in a business setting.

ARTICLE 2: MISSION

Section 1: Mission

- 1.1 REPRESENT the voice of students on campus on issues affecting the USU and Satellite Student Union; ENCOURAGE student involvement and leadership development; PROMOTE college life through USU Productions (USUP), providing diverse educational and social activities and entertainment; SERVE as a liaison to University faculty, students, administrators, alumni and guests; and PROVIDE a positive learning environment through programs, services and facilities that support student success by acting on ideas, research, debate and vote.

Section 2: Role

- 2.1 The Board of the California State University Fresno Association, Inc. shall review and approve the policy, actions and budget of the Board in order to determine that the laws of the State of California: appropriate Trustee and campus policies; regulations of Title V; the USU lease, and bond resolutions are met.

ARTICLE 3: COMPOSITION

Section 1: Voting Membership

- 1.1 The Board shall consist of sixteen (16) voting members. The composition shall be as follows:
 - a. Thirteen (13) students

- 1.) Ten (10) students selected through application and interview process, appointed by the Board to serve a two (2) year term
- 2.) The student Director of the USUP serving for the current year, for a one-year term
- 3.) The President of Associated Students, Inc. for the current year, for a one-year term
- 4.) One (1) student serving from the Leadership Program for the current year, for one-year term

b. Two (2) administrators

- 1). The Vice President of Student Affairs or designee
- 2.) The President of the University or designee

c. One (1) faculty member

- 1) One (1) member of the Academic Senate of the University appointed by the University President

- 1.2 One (1) student member of the Board is elected by the Board to serve as voting Chair of the Board.

Section 2: Nonvoting Membership

- 2.1 All nonvoting members serve a one-year term and include:

- a. The Board may appoint additional nonvoting members
- b. The Executive Vice President of the Associated Students, Inc. of the University, or Designee, serving the current year
- c. USU departmental staff, as designated by the USU Director
- d. The USU Director who shall serve as the Executive Secretary of the Board

ARTICLE 4: APPOINTMENT OF VOTING STUDENT MEMBERS

Section 1: Eligibility Requirements

- 1.1 Students must matriculate at the University; maintain an on campus grade point average of 2.00 or better (on a 4.00 scale) for each semester and a 2.00 or better (on a 4.00 scale) cumulative, and not currently be on university probation of any kind.
- 1.2 The term “student” as used in this handbook means an individual who has been officially admitted (matriculated) as a student at the University and is enrolled in twelve (12) or more undergraduate units or six (6) graduate units per semester and is paying the USU fee or is classified as exempt by the University. Enrollment in “Continuing and Global Education” classes does not qualify an individual as a student.
- 1.3 Undergraduate students are allowed to earn a maximum of one hundred and fifty (150) semester units, and graduate students are allowed to earn a maximum of

fifty (50) semester units. Students holding over that number of units will no longer be eligible to serve on the Board.

Section 2: Vacancies on the Board

- 2.1 In the event of vacancies, the Personnel Committee will initiate the process for filling the vacancies.
- 2.2 In the event of vacancies, and new students are not selected within three (3) weeks upon written notice of vacancy, the Chair will fill the positions by appointment.

ARTICLE 5: DUTIES OF OFFICERS

Section 1: Selection of the Chair

- 1.1 Selection of the Chair of the Board will be from the voting students on the Board, as recommended by the Personnel Committee. The Chair will also serve as a voting member of the Board. He/she shall be selected at the March board meeting with the term as Chair beginning May 15th. The Chair of the Board must have served a minimum of one (1) full semester on the Board as a voting member (prior to serving as Chair). A Board member may only serve a maximum of two terms as Chair.

Section 2: Duties of the Chair

- 2.1 Monitors all areas of the USU and its facilities.
- 2.2 Coordinates agendas and chairs all meetings of the Board, working in collaboration with the USU Director and staff.
- 2.3 Serves as a voting member of the Budget and Finance Committee and may serve as a non-voting member of other standing committees of the Board.
- 2.4 Serves as a voting member of the University Association Board of Directors and attends all meetings of the Association Board.
- 2.5 Represents the Board on campus committees, or identifies a designee to serve in that capacity.

Section 3: Selection of the Vice Chair

- 3.1 The Vice Chair will be selected by the newly selected Chair and the USU Director in the spring prior to the announcement of the new Board. The Vice Chair must have served one semester on the USU Board.
- 3.2 If a vacancy occurs, the Board Chair and USU Director will identify an eligible voting member to fill the position.

Section 4: Duties of the Vice Chair

- 4.1 Take attendance at Board and Committee meetings.

- 4.2 Keep the speaker's list at all Board meetings.
- 4.3 Coordinate and chair the Chairs' Meetings.
- 4.4 Preside over meetings of the Board in the absence of the Chair.
- 4.5 Represent the Chair at designated meetings and University Committee meetings when the Chair is unavailable.
- 4.6 Assist the Chair and the USU Director with planning of all training retreats, including the end of summer retreat, the spring semester retreat, and the end of year transition retreat.
- 4.7 The Vice Chair will sit as voting member of Personnel Committee.
- 4.8 The Vice Chair is responsible for any duties assigned by the Chair.

ARTICLE 6: BOARD SERVICE AND EXPECTATIONS

Section 1: Attendance at Meetings of the Board

- 1.1 All voting members must attend all scheduled meetings of the Board and standing Committees in any given semester. Failure to do so will result in an automatic resignation.

Section 2: Scheduled and Special Meetings

- 2.1 Regular meetings of the Board are open to any student, faculty or staff member of the University. Meetings and materials relating to meetings shall be handled in a manner consistent with the laws of the State of California. A closed session may be held as deemed necessary.
- 2.2 Meetings of the Board are called by the Chair as necessary. When classes are in session, there shall be at least four (4) meetings per academic semester. In the absence of the Chair, the Executive Secretary (USU Director/Director designee) may call meetings. Upon written request by a majority of the voting members of the Board, the Executive Secretary (USU Director/Director designee) and/or the Chair must call a meeting as soon as legally possible after receipt of the written request.
- 2.3 Members shall be notified in writing in advance of any meetings, in such time and manner as may be required by law. Such notice shall include the agenda for the meeting.

Section 3: Quorum and Voting at Meetings of the Board

- 3.1 A quorum shall consist of any number of voting members greater than one-half of the voting membership of the Board and any Committees.

- 3.2 A majority vote of the voting members present is necessary to carry any measure before the Board, except for procedural issues where Robert's Rules of Order will be used. Abstentions do not represent an affirmative vote and are included in the total number of votes cast.
- 3.3 Proxy votes will not be accepted under any circumstances for the Board or for any Committees.

ARTICLE 7: STANDING COMMITTEES

Section 1: Authority to Establish Committees of the Board

- 1.1 The Board is authorized to establish committees as necessary to carry out assigned functions.

The Board has established the following five (5) standing committees:

1. *Planning and Operations*
2. *Budget and Finance*
3. *Marketing and Public Relations*
4. *Personnel*
5. *Chair's Committee*

The Board has established the following two (2) program committees:

6. *USU Productions (USUP)*
7. *Leadership Program*

- 1.2 The USU Director shall be ex-officio, nonvoting member of all standing committees.

Section 2: Planning and Operations Committee Responsibilities and Membership

- 2.1 Recommend standards for maintenance of USU facilities and communicate concerns as needed.
- 2.2 Recommend and review policies and procedures for the use of the services and facilities of the USU.
- 2.3 Review for recommendation the USU Capital Project Plan to the Board. Meet with and discuss all proposed projects with the appropriate campus personnel and consultants.
- 2.4 Consult with the USU Budget and Finance Committee on recommended capital projects for budgetary purposes.
- 2.5 The USU Director shall serve as staff support to the Committee as a non-voting member.

Section 3: Budget and Finance Committee Responsibilities and Membership

- 3.1 Review and approve the Board Budget Principles and Values for the development of the USU budget.
- 3.2 Develop and present proposed budget to recommend for approval by the Association.
- 3.3 Review requests for budget revisions and submit a recommendation to the Board.
- 3.4 Review all expenditures from the USU reserve accounts and recommend for approval by Board.
- 3.5 The USU Director shall serve as staff support to the Committee.

Section 4: Marketing and Public Relations Committee Responsibilities and Membership

- 4.1 Market and promote the programs and services of the USU.
- 4.2 The USU Event and Program Coordinator shall serve as staff support to the Committee.

Section 5: Personnel Committee Responsibilities and Membership

- 5.1 Assist in recruiting Board members. Interview and recommend candidates for Board positions.
- 5.2 The USU Event and Program Coordinator shall serve as staff support to the Committee.

Section 6: Chair's Committee Responsibilities and Membership

- 6.1 Assist and support the Chair in functions and operations of the Board committees.
- 6.2 Review and amend, if required, the proposed Board agenda and minutes.
- 6.3 Chairs of all standing and program committees of the Board attend the Chair's Committee meetings.
- 6.4 The USU Director and the Event and Program Coordinator shall support the work of the Committee.

Section 7: USU Productions Responsibilities and Membership

- 7.1 Select and present USU programs in accordance with the mission of the Board.
- 7.2 USUP may establish sub committees or ad-hoc committees to handle specific programs or program areas. Selection process for these will be at the discretion of the USUP Director and the Event Program Coordinator of the USU.

- 7.3 The voting membership of the USUP Committee shall consist of student coordinators, who will be appointed to coordinate a programming committee, an assistant director, and a voting Director.
- 7.4 The nonvoting membership of USUP consists of:
 - a. The USU Event and Program Coordinator
 - b. The USU Secretary, who shall act as the recording secretary for the committee

Section 8: Leadership Program Committee

- 8.1 Design and deliver leadership programs consistent with the mission of the Board and Student Involvement.
- 8.2 Promote leadership involvement in co-curricular experiences through the Emerging Leaders Program.
- 8.3 Advance responsible leadership development through the Co-Curricular Leadership Certificate Program.
- 8.4 Promote student involvement and leadership through peer assistance provided by the peer mentors.
- 8.5 Develop and deliver leadership training programs to advance student leaders.
- 8.6 The USU Program Coordinator for Leadership Programs supports the work of the Committee.

ARTICLE 8: BUDGET PROCEDURE

Section 1: Budget Preparation

- 1.1 The Budget and Finance Committee and the USU Director are responsible for preparing a proposed annual budget for consideration by the Board.
- 1.2 Present the total budget proposal to the Board for their recommendation to forward to the Board of Directors of the California State University, Fresno Association.
- 1.3 Following approval to recommend by the Board, the Chair of the Board shall present the recommended version of the budget as adopted by the Board of Directors of the California State University, Fresno Association Inc. and the University President.

Approved and recommended by the USU Board of Directors: 04/09/012
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