

## WERNER UNIVERSITY CENTER ADVISORY COMMITTEE BYLAWS

### **Purpose**

The purpose of the Werner University Center Advisory Committee is to advise the Director, Student Engagement on policies, procedures and operations of the Werner University Center (WUC). This committee will examine all aspects of the operation of the WUC and make recommendations to the Werner University Center Director.

### **Section I. Membership**

- A. Membership for student members is for a one-year term. Membership for staff and faculty positions are for two-year terms with two positions expiring in even numbered years and two positions expiring on odd numbered years.
- B. Student membership will include the following:
  - a. 3 students appointed by the ASWOU President or designee
  - b. 1 WUC Student Building Manager
  - c. 1 Other Student Engagement Operations student employee
  - d. 1 Campus Dining student employee
  - e. 1 MSU/MSSP student representative
  - f. 1 Residence Hall Association Student Appointment/Representative
  - g. 1 Abby's House student representative
- C. One faculty member appointed through the Faculty Senate.
- D. One staff member of the Service Learning & Career Development Office.
- E. One staff member from the Multicultural Student Services & Programs Office.
- F. One staff member appointed through the WOU Staff Senate.
- G. The following people will serve as ex-officio members:
  - a. The Director, Student Engagement
  - b. The WOU Campus Dining Manager supervising the WUC operations
  - c. The Wolfstore Director
  - d. The Assistant Director, Student Engagement
  - e. The Director of Abby's House
- H. Appointments to the WUC Advisory Committee should be done to recognize the diverse nature of WOU's student body. Additional student members may be appointed upon 2/3 majority vote of the WUC Advisory Committee members.
- I. Student members of the WUC Advisory Committee should be confirmed by the WUC Advisory Chair no later than the end of Fall term each academic year.
- J. Incidental Fee Committee (IFC) members are not eligible for membership in the WUC Advisory Committee because of possible conflict of interest.
- K. In the absence or departure of any member of the committee, the appointing body or department must have a replacement selected within four weeks of receiving official, written notification of a position vacancy.
- L. Any member who has two unexcused absences during an academic year will be subject to removal from the committee through a 2/3 vote of the committee.

### **Section II. Quorum and Voting**

- A. Quorum shall be a majority of the voting membership of the committee.
- B. If a voting member of the committee cannot attend a scheduled meeting of the WUC Advisory Committee, the member may appoint a proxy to represent the member on the committee for the purposes of establishing quorum and to vote on the business of the committee.
- C. The voting committee member shall notify the WUC Advisory Committee Chair of their proxy representative prior to the meeting they cannot attend.
- D. Ex-officio members are considered to be voting members on the WUC Advisory Committee and can be counted for consideration of quorum.

- E. The Director, Student Engagement will have limited voting rights. Passage of business will be a majority vote. In the event of a tie, the Director, Student Engagement vote will make the decision.

### **Section III. Officers**

#### **A. Chair**

- a. The Chair of the WUC Advisory Committee shall be the Director, Student Engagement.
- b. Responsibilities include:
  - i. Convening and presiding over all committee meetings
  - ii. Preparing and distributing agenda and materials to committee members
  - iii. Representing the committee to the campus community and WOU institutional President
  - iv. Recording and distributing minutes of committee meetings and maintain archives of committee proceedings
  - v. Submitting the WUC Budget to the WUC Advisory Committee for examination

#### **B. Vice Chair**

- a. Assumes responsibilities of the WUC Advisory Committee chair in the chair's absence
- b. The Vice Chair must be a student member of the committee
- c. Responsibilities include:
  - i. Representing the WUC Advisory Committee to the university as requested by the chair
  - ii. Actively soliciting student input and feedback on WUC Advisory Committee decisions and/or policies

#### **C. Officer Selection**

- a. Officers for the WUC Advisory Committee must be nominated and voted upon through a majority vote of the membership.
- b. Officers must be selected no later than the second regular meeting of the WUC Advisory Committee for the academic year.
- c. Vacancies in officer positions will be filled the meeting subsequent to official notification of vacancy of the office.
- d. Additional officer positions may be created by a 2/3 majority vote of the Committee through amendments to these Bylaws.

### **Section IV. Meetings**

- A. Meetings of the WUC Advisory Committee must occur at least a minimum of once each academic term (i.e. Fall, Winter and Spring terms.)
- B. Additional meetings may be convened at the discretion of the WUC Advisory Committee Chair or by majority vote of the WUC Advisory Committee members.
- C. The Committee will observe all Oregon open meeting laws and utilize parliamentary procedure guidelines for conducting votes and meetings.

### **Section V. Subcommittees**

- A. Subcommittees may be created by the WUC Advisory Committee on an ad hoc or permanent basis as voted upon by 2/3 vote of the WUC Advisory Committee members.

### **Section VI. Bylaws Revisions**

- A. Adoption of recommended changes or revisions to these Bylaws may be made with a 2/3 vote of the WUC Advisory Committee members.

**Approved 09/27/2000**  
**Ratified 11/17/2006**  
**Revised 4/23/2008**  
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