

## **BYLAWS OF THE CAMPUS RECREATION ADVISORY BOARD**

### **ARTICLE I: RULES OF ORDER**

In all matters not covered by the constitution and bylaws, this body shall be governed by the latest edition of Robert's Rules of Order, Revised.

### **ARTICLE II: ORDER OF BUSINESS**

The order of business shall be:

- A. Call to Order
- B. Review of Quorum
- C. Approval of Agenda
- D. Approval of Minutes
- E. Chairperson's Report (Information Items)
- F. Committee Reports (Information Items)
- G. CR Staff Reports (Information Items)
- H. Old Business (Action Items)
- I. New Business (Introduction Items)
- J. Comments and Announcements
- K. Adjournment

### **ARTICLE III. OFFICERS**

Regular election of officers will be held at the first regularly scheduled meeting of the CRAB each academic year.

#### ***Section I. Chairperson***

The Chairperson shall be elected from among the student members by a majority of the voting membership of the CRAB. Should all student members decline election, a non-student member of the CRAB will be elected by a majority of the voting membership of the CRAB. The Chairperson shall be responsible for the following duties, as well as other duties as necessary:

1. Prepares agendas.
2. Presides over all CRAB meetings.
3. Serves as a member of all committees.
4. Maintains a close working relationship with the Director of Campus Recreation.
5. Coordinates, in conjunction with the Director of Campus Recreation, the establishment and implementation of annual goals and objectives of the CRAB with periodic reviews and an annual summary.

#### ***Section II. Vice Chairperson***

The Vice Chairperson shall be elected from among the members of the CRAB by a majority of the voting membership of the Board. The Vice Chairperson shall be responsible for the following duties, as well as other duties as necessary:

1. Presides over meetings in the absence of the Chair.
2. Takes over all responsibilities of the Chairperson in his/her absence.
3. Any other duties as assigned by the Chair.

***Section III. Secretary***

The Director of Campus Recreation shall provide a Secretary for the purpose of keeping minutes and maintaining the CRAB files. The Secretary shall assist the Chairperson in checking the minutes and setting up meeting agendas.

**ARTICLE IV: ADDRESSING THE CRAB**

The Campus Recreation Advisory Board (CRAB), at the discretion of the Chairperson, may allow any person so desiring, the privilege of addressing the CRAB. If a member objects to the Chairperson's decision, a majority vote of the CRAB shall sustain the Chairperson's decision. Any person having been granted the privilege of addressing the CRAB shall conform to, and be subject to all rules and regulations of this body for governing the conduct of its members.

**ARTICLE V: AMENDMENTS**

Amendments to these bylaws may be proposed by any member of the CRAB provided that the proposed amendment is presented in writing to the CRAB at a regular meeting, and will be voted on no sooner than the following meeting. The Campus Recreation Advisory Board may approve and amend these bylaws by simple majority vote.

**ARTICLE VI: REPORTING**

Board activities, resolutions, and meeting minutes will be transmitted to the Vice President of Student Affairs through the Assistant Vice President for Health and Wellness.

**ARTICLE VII: MEETINGS and VOTING PROCEDURES**

***Section I: Regular Meetings***

The CRAB will meet at least twice during both the Fall and Spring semesters at a time and place designated by the Chairperson. A minimum of one week's public notice shall be given as to time, place and major agenda items.

***Section II: Special Meetings***

Special meetings may be called by the Chairperson at any time or at the request of at least three (3) CRAB members. If there is a waiver of the seven (7) day notice period by an absolute 2/3 majority of the CRAB, the meeting may occur with only two (2) day notice.

***Section III. Voting***

A simple majority of the total voting membership of the CRAB shall constitute a quorum (5 members, at least 50% of the CRAB voting membership, rounded up to the nearest whole number). Upon request by at least one member, votes will be conducted by ballot. Voting by proxy will not be permitted. The CRAB shall vote on action items during any scheduled meeting.

In addition, during times when the CRAB is unable to meet regularly (such as over the summer and winter breaks) the CRAB can conduct voting via e-mail. The same quorum shall be required, with a majority of the total voting membership of the CRAB submitting votes being required to constitute a valid vote.

**ARTICLE VIII: PROCEDURE FOR TAKING ACTION**

Once quorum is established, the CRAB may take action on Old and New business items (excluding Bylaw and Constitution amendments). Passage of action items requires a simple majority (50% +1) of those present and voting.

**ARTICLE IX: SPECIFIC RESPONSIBILITIES OF THE CRAB**

It is the responsibility of the CRAB to serve in an advisory capacity to provide support and guidance on any aspect of the Department of Campus Recreation operation, programs, or services and make recommendations as needed.

- A. Policies and Procedures. Major changes in operating policies and procedures shall be presented to the CRAB for their review and comment.
- B. Renovation/Construction/Maintenance. Major changes to the Campus Recreation and Wellness Center or Recreation Fields shall be presented to the CRAB for their review and comment.

**ARTICLE X: COMMITTEES**

The CRAB may establish Ad-Hoc committees as needed.

## **CONSTITUTION OF THE CAMPUS RECREATION ADVISORY BOARD**

### **PREAMBLE**

The Department of Campus Recreation provides facilities, programs and services dedicated to enhancing holistic health, fitness and wellness by contributing to the quality of life for the campus community.

### **ARTICLE I: NAME**

This organization shall be known as the University of Houston, Campus Recreation Advisory Board (CRAB).

### **ARTICLE II: PURPOSE**

The Campus Recreation Advisory Board shall be the primary policy recommending agency for the Department of Campus Recreation. Policy considerations shall encompass all phases of CRWC and outdoor facility operations, programs, and services exclusive of compensation and employment decisions.

### **ARTICLE III: AMENDMENTS**

Amendments to this constitution may be proposed by any member of the CRAB provided that the proposed amendment is presented in writing to the CRAB at a regular meeting, and will be voted on no sooner than the following meeting. The CRAB may approve and/or amend the constitution by a two thirds (2/3) vote of the voting membership.

### **ARTICLE IV: MEMBERSHIP**

*Section I: Members* Membership on the CRAB will be selected as follows:

#### **1. Nine Appointed Representatives (Voting)**

- Two undergraduate students (with at least one being a commuter student) recommended by SGA
- One graduate student recommended by SGA
- One residence hall student recommended by Residence Hall Association
- One faculty member recommended by Faculty Senate (CRWC member)
- One staff member recommended by Staff Council (CRWC member)
- Two at large student members appointed by the VC/VP for Student Affairs (one each of a 3-year term and a 2-year term).
- One Alumni (CRWC member) appointed by the VC/VP of Student Affairs

#### **2. Two ex-officio Members (Non-Voting)**

- Assistant Vice President for Health and Wellness (or designate)
- Director, Campus Recreation

#### *Section II: Terms*

- SGA and Residence Hall Association appointments shall be a 1-year term, September 1 through August 31.
- Faculty Senate and Staff Council appointments shall be a three year term, September 1 through August 31.
- VC/VP for Student Affairs appointments for at-large students will be one 3-year term and one 2-year term and the Alumni appointment shall be a 2-year term, September 1 through August 31.

#### *Section III: Vacancies*

Should a vacancy occur, the position shall be filled by the original appointment process for the unexpired term.

Revised 8/20/2013

***Section IV: Expulsion of Members***

If any member is absent from two meetings and has not given prior notification to the Chair, he/she shall be removed and replaced. In the case of a non-student member the Faculty Senate or Staff Council shall be notified. The member is then allowed five working days in which to file an appeal with the Chair.

**ARTICLE V: OFFICIAL CONSTITUTION AND MINUTES**

A copy of this constitution, by-laws and all meeting minutes shall be filed in the Campus Recreation Administration Office and kept up to date.

**ARTICLE VI: EXECUTION OF POLICY**

Execution and interpretation of policy is the responsibility of the Director of the Department of Campus Recreation or his/her designate.

**VII. AMENDMENTS**

All amendments to this constitution shall be enacted following approval of a simple majority of voting members of the CRAB, provided that the proposed amendment is presented in writing to the CRAB at a regular meeting and is voted upon no sooner than the following meeting.

**VIII. RATIFICATION CLAUSE**

The Campus Recreation Advisory Board Constitution shall go into effect upon approval in the manner prescribed in Article III.

Original Approval Date: