

**BYLAWS FOR THE
RECREATIONAL SPORTS ADVISORY BOARD
OREGON STATE UNIVERSITY**

ARTICLE I: NAME

This board shall be known as the Recreational Sports Advisory Board of Oregon State University (Advisory Board).

ARTICLE II: PURPOSE

Recreational Sports Advisory Board shall serve the following purposes for the benefit of Oregon State University (OSU) students:

1. Review and make recommendations regarding proposed increases in the annual budget of the Department of Recreational Sports (DRS).
2. Recommend the student fee amount required to support the Recreational Sports annual budget request to the DRS Director.
3. Recommend any DRS student fee increase request for the upcoming fiscal year to the Associated Students of Oregon State University's (ASOSU) Student Incidental Fee Committee (SIFC).
4. Review DRS programs and services and make recommendations to staff to support and enhance the wellbeing and success of OSU students.
5. Advise DRS of needed additions and/or improvements to recreation facilities.
6. Serve as a sounding board for the leadership of DRS.
7. Serve as a liaison between the ASOSU, SIFC and DRS.

ARTICLE III: BOARD MEMBERSHIP

Section A: Eligibility

1. All currently enrolled OSU students paying incidental fees are eligible for nomination and appointment to Advisory Board.
2. *Oregon State University aspires to be a collaborative, inclusive and caring community that strives for equity and equal opportunity in everything we do; that creates a welcoming environment and enables success for people from all walks of life; and that shares common, fundamental values grounded in justice, civility and respect while looking to our diversity as a source of enrichment and strength.*

Section B: Method of Selecting Members

1. The members of the Advisory Board shall be selected and appointed through open application and recommendation processes.
 - a. The Appointment Committee shall consist of three (3) non-returning Advisory Board student representatives and shall be overseen by the Advisor. In the event that the Board has less than three (3) non-returning student representatives, the Board may select one (1) faculty/staff representative to serve on the appointment committee.
 - b. At-large student members shall be selected through an open application process. Interested OSU students must complete a formal application by the published deadline to be considered. Potential at-large members may also be nominated and sent an application to consider applying to the Advisory Board.
 - c. Students recommended for the designated positions must complete the formal application by the deadline to be appointed.
 - d. The Appointment Committee shall complete the selection process by conclusion of Week 5 of the Spring Term and submit the recommendations for those appointed to the Board for approval at the next regularly scheduled meeting.
 - e. The newly appointed Advisory Board will formally take office at the last regularly scheduled meeting of the Spring Term or specially called meeting.
 - f. The Advisor is responsible for timely communications to the campus community of the

- Advisory Board recruitment and appointment timelines.
- g. Any student vacancy shall be filled by the Executive Committee of the Recreational Sports Advisory Board.
 - h. Any faculty/staff vacancy will be filled by recommendation for Advisor and appointed by Vice Provost of Student Affairs.
2. The Recreational Sports Advisory Board shall have eleven (11) student members each member will serve one academic year appointment:
 - a. Two (2) at-large undergraduate students shall be selected and appointed through the established Advisory Board application process.
 - b. Two (2) at-large graduate students shall be selected and appointed through the established Advisory Board application process.
 - c. The Director of Residential Education, University Housing and Dining shall recommend one (1) undergraduate student residing in an OSU residence hall for appointment.
 - d. The Director of Diversity and Cultural Engagement shall recommend one (1) undergraduate student for appointment.
 - e. The Director of International Student Advising and Services shall recommend one (1) undergraduate student for appointment.
 - f. The Director of the Center for Fraternity and Sorority Life shall recommend one (1) undergraduate student for appointment.
 - g. The Director of Disability Services shall recommend one (1) undergraduate student for appointment.
 - h. The Director of Recreational Sports shall recommend one (1) undergraduate or graduate student employee of Recreational Sports for appointment.
 - i. Vice-President of ASOSU or designee.
 3. The Recreational Sports Advisory Board shall have five (5) faculty/staff members as appointed by the Vice Provost of Student Affairs will serve a three academic year appointment.
 - a. Two (2) at-large faculty/staff members.
 - b. One (1) faculty/staff member from the Division of Student Affairs.
 - c. One (1) faculty/staff member from the College of Public Health and Human Sciences.
 - d. One (1) faculty/staff member from Intercollegiate Athletics.
 4. The Recreational Sports Advisory Board shall have two (2) ex-officio members:
 - a. Ex-Officio is the Director of Recreational Sports.
 - b. Advisor is the designated Associate Director of Recreational Sports.

Section 3: Types of Members

1. The eleven students and five faculty/staff members of the Advisory Board are all active members with full voting rights.
2. Proxy members are allowed under the circumstances where a member is unavailable to be present and quorum is needed for a vote.
 - a. A proxy must be of the same departmental affiliation as the person they are representing.
 - b. In the event a proxy is used, prior to the meeting the proxy must be briefed and up to date on the history of discussion and impact of the motion.
 - c. If a proxy is used the member must still meet the criteria for unexcused absences of the Advisory Board.

Section 4: Methods of Revoking Membership

1. The Advisory Board shall review the status of any member with two consecutive unexcused absences. Membership shall be revoked upon 2/3 vote of the Advisory Board at any scheduled meeting constituting a quorum.
2. To retain membership on the Advisory Board: a. Residence Hall student representative must

continue to live in the residence halls. b. Greek life student representative must retain active chapter membership.

ARTICLE IV: BOARD OFFICERS

Section A: Listing of Officers

1. The officers of the Recreational Sports Advisory Board shall be Chair, Vice Chair and Student Incidental Fee Representative/Secretary.

Section B: Powers and Duties of Officers

1. The Chairperson chairs Advisory Board meetings; shall represent the Advisory Board at meetings and functions of the University as requested; formal liaison with other student advisory boards within Student Affairs; in consultation with the Advisory Board officers and advisor prepare the agenda for each regularly scheduled meeting; designates the Appointment Committee in consultation with Advisor; and assist with the SIFC presentation.
2. The Vice Chair substitutes for the Chair at meetings and functions in the absence of the Chair; formal liaison with DRS staff; makes all committee assignments and supervises committee work; assist with the SIFC presentation and initiates special projects on behalf of the Advisory Board.
3. The Student Incidental Fee Representative/Secretary shall be the formal liaison with the SIFC on behalf of the Advisory Board; the lead presenter of the formal presentation of the DRS student fee request to SIFC; responsible for minutes of any Executive Committee meeting; and coordinate the completion of the minutes with Advisory Board Advisor.

Section C: Election

1. Qualifications of Officers
 - a. All officers shall be active members with full voting rights of the Advisory Board.
2. Nominating Procedure
 - a. Candidates may be self-nominated or nominated from the floor.
3. Election of officers shall be done by secret ballot and will be decided by simple majority.
4. Term of Office
 - a. An officer shall serve a one-year term. Election of officers shall occur at the last regularly scheduled meeting of spring term or specially called meeting.

Section D: Procedure to Fill Vacancies

1. Vacancies in office shall be filled by the recommending body.

ARTICLE V: ORGANZATIONAL STRUCTURE

Section A: Executive Committee and Duties

1. The Executive Committee shall be comprised of the Chair, Vice Chair and SIFC Representative/Secretary and the Advisory Board Advisor.

Section B: Other Committee and Duties

1. Standing committees shall liaise with all areas of DRS: Adventure Leadership Institute, Aquatics and Safety, Communications and Outreach, DRS Leadership, Facilities, Fitness and Wellness Services, Services and Operations, and Sports and Special Programs. The Chair may appoint Ad Hoc committees.
2. The committee reporting schedule shall be determined at the time of committee assignment.

ARTICLE VI: Ex Officio and Advisor

Section A: Advisor

1. The Advisor shall have the responsibility of assisting the Advisory Board, and shall be available on a day-to-day basis for consultations. The Advisor shall attend all Advisory Board meetings.

2. The Adviser shall have a vote on the Executive Committee. If there are two or more advisors on the committee only one shall have voting authority.
3. The Advisor to the Recreational Sports Advisory Board shall be a Recreational Sports Professional Staff member and be appointed annually by the Director of Recreational Sports.
4. The Director may appoint one or two advisors.

Section B: Ex Officio

The Director of Recreational Sports shall serve as an ex-officio member of the Advisory Board.

ARTICLE VII: Rules of Procedures

Section A: Attendance

1. All members are expected to attend and participate in all scheduled meetings and events. Excused absences shall be granted to members who notify any officer or advisor for the following reasons: medical/family emergency, academic priority, university event, or out of town travel. The Advisory Board shall review all other reasons.

Section B: Frequency of Meetings

1. Meetings shall be held monthly during the academic year.
2. Additional meetings shall be scheduled as needed during the month of January to make recommendations for the student fee setting process.
3. Any member of the Executive Committee or any three members may call special meetings.

Section C: Public Meetings Rules of Conduct

1. All meetings are open to the public pursuant to the Oregon Public Meetings Law.
2. The Robert's Rules of Order (Newly Revised) shall guide meetings, at the discretion of the Chair.

Section D: Quorum

1. One over fifty (50) percent of the membership shall constitute quorum. A quorum is necessary to conduct official business of the Advisory Board.

Section E: Minutes

1. Official minutes shall be completed by DRS support staff and verified by the Secretary prior to distribution for approval by the Advisory Board.
2. Minutes are to be forwarded to Advisory Board members no less than two (2) days prior to the next scheduled meeting.
3. Approved minutes shall be distributed electronically to DRS staff and available upon request to any member of Recreational Sports.

Section F: Use of Recognized Authority

1. An Advisory Board member speaks for his/herself unless a statement of decision is approved by a vote of the Advisory Board.

ARTICLE VIII: Amendments

The Bylaws of the Recreational Sports Advisory Board may be amended by a 2/3 vote of the Advisory at any scheduled meeting constituting a quorum. The proposed amendments shall be submitted in writing and read to the Advisory Board at a regularly scheduled meeting; the vote will be taken at the next regularly scheduled meeting following the reading.

ARTICLE IX: Effective Date of Bylaws

The Bylaws shall go into effect Month Date, Year.

Previous Effective Dates of Bylaws:

Revision April 20, 1993

Revision October 4, 1996

Revision January 7, 2005

Revision. May 10, 2009

Revision November 16, 2015

Revision January 22, 2016

Established September 15, 1972