

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

ARTICLE I: NAME

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

ARTICLE II: PURPOSE

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

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

ARTICLE III: BOARD MEMBERSHIP

Section A: Eligibility

1. All currently enrolled OSU students paying incidental fees are eligible for nomination and appointment to Recreational Sports Student Advisory Board.
2. When considering eligibility, the following statement will be considered heavily:
 - a. 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 Recreational Sports Student Advisory Board shall be selected and appointed through open application and recommendation processes.
 - a. The Student Advisory Board is comprised of thirteen (13) voting student seats, and four (4) voting faculty/staff seats.
 - b. Voting members of the Student Advisory Board will be selected by the Appointment Committee.
 - i. 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.
 - ii. 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. At large members may not be elected ASOSU Officials holding the following positions: President, Vice President, Speaker of the House, Speaker of the House Pro Tempore.

- iii. Students recommended for the designated positions must complete the formal application by the deadline to be appointed.
 - c. The appointment process must be completed, and the formal slate approved by the Student Advisory Board by May 1st.
 - d. The newly appointed Student Advisory Board will formally take office on February 1st and conclude on January 31st the following year, except for the SFC representative who will formally take office on June 1st and conclude on May 31st the following year.
 - e. The Student Advisory Board and Advisor are responsible for timely communications to the campus community of the Board's recruitment and appointment timelines.
 - f. Any student vacancy shall be filled by the Executive Committee of the Recreational Sports Advisory Board.
 - g. Any faculty/staff vacancy will be filled with another faculty/staff member from the same area of the university and selected by the Unit Director, the Budget Manager, or their designee.
2. The Recreational Sports Advisory Board is comprised of thirteen (13) student members, and each member will serve a one 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 Executive Director of the Educational Opportunities Program shall recommend two (2) undergraduate students 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 Executive Director of Recreational Sports shall recommend one (2) undergraduate or graduate student employee of Recreational Sports for appointment.
 - i. The Vice President or other representative appointed by the ASOSU.
 3. The Student Advisory Board shall have four (4) faculty/staff members as appointed by the Budget Manager serving a two (2) academic year appointment. In the case of a faculty member taking a sabbatical during their term, a recommended alternate may serve the Student Advisory Board during absence.
 - 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 Health.
 4. The Student Advisory Board shall have two (2) ex-officio members:
 - a. Ex-Officio is the Director of Recreational Sports.
 - b. Advisor can be designated by the Director of Recreational Sports.

Section 3: Types of Members

1. The thirteen (13) students serving on the Student Advisory Board shall be active members with full voting rights, with the exception of any conflicts of interest.
2. Faculty/staff members on the Student Advisory Board will be active members with full voting rights with the exception of Student Fee Committee process business.

Section 4: Methods of Revoking Membership

1. The Student 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 Student Advisory Board:
 - a. Residence Hall student representative must continue to live in the residence halls.
 - b. Fraternity and Sorority Life student representative must retain active chapter membership.

ARTICLE IV: BOARD OFFICERS

Section A: Listing of Officers

1. The officers of the Student Advisory Board shall be Chair, Vice Chair, University Budget Committee Representative, and Student Fee Committee Member.

Section B: Powers and Duties of Officers

1. The Chair shall have the following duties:
 - a. The Chair presides over the Student Advisory Board meetings
 - b. Shall represent the Student Advisory Board at meetings and functions of the University as requested
 - c. Act as the formal liaison with other Student Advisory Boards within Student Affairs
 - d. In consultation with the Student Advisory Board officers and advisor, prepare the agenda for each regularly scheduled meeting
 - e. Shall assist with the SFC presentation.
2. The Vice Chair shall have the following duties:
 - a. The Vice Chair shall substitute for the Chair at meetings and functions in the absence of the Chair
 - b. Shall be the formal liaison with unit staff
 - c. Shall assist with the SFC presentation
 - d. Initiate special projects on behalf of the Student Advisory Board
3. The University Budget Committee Member shall have the following duties:
 - a. Be the formal liaison with the UBC on behalf of the Student Advisory Board
4. Shall attend all UBC and Student Advisory Board meetings
The Student Fee Committee Member shall have the following duties:
 - a. Shall serve as a member of the Student Fee Committee and meet all committee expectations, after being confirmed by a vote of the ASOSU Senate.
 - b. Be the formal liaison with the SFC on behalf of the Student Advisory Board
 - c. Shall attend all SFC and Student Advisory Board meetings
 - d. Shall lead the annual SFC presentation

Section C: Election

1. Qualifications of Officers
 - a. All officers shall be active members with full voting rights of the Student Advisory Board.
 - b. All the officers must be students that are paying student fees
 - c. The University Budget Committee Member must meet the following additional qualifications:
 - i. If they are an undergraduate student:
 1. They must maintain a 2.0 OSU cumulative GPA
 2. They must be enrolled in at least 6 credits
 3. They must be in good standing with the University
 4. They must be the Recreational Sports Representative for the student advisory board.
 - ii. If they are a graduate student:
 1. They must maintain a 3.0 OSU cumulative GPA
 2. They must be enrolled for at least 5 credits
 3. They must be in good standing with the University
 4. They must be the Recreational Sports Representative for the student

advisory board.

- d. The Student Fee Committee Member must meet the following additional qualifications:
 - i. If they are an undergraduate student:
 1. They must maintain a 2.0 OSU cumulative GPA
 2. They must be enrolled in at least 6 credits
 3. They must be in good standing with the University
 4. They must be the Recreational Sports Representative for the student advisory board.
 - ii. If they are a graduate student:
 1. They must maintain a 3.0 OSU cumulative GPA
 2. They must be enrolled for at least 5 credits
 3. They must be in good standing with the University
 4. They must be the Recreational Sports Representative for the student 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 prior to May 1st or a specially called meeting.
 - b. The SFC Member will be selected prior to May 1st to be formally appointed by the ASOSU President and then confirmed by the ASOSU Senate.

Section D: Procedure to Fill Officer Vacancies

1. Vacancies of an office shall be filled by election from within the Student Advisory Board.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section A: Executive Committee and Duties

1. The Executive Committee shall be comprised of the Chair, Vice Chair, UBC member, SFC member and the Advisory Board Advisor.

Section B: Other Committee and Duties

1. Standing committees shall liaise with all areas of DRS: Adventure Leadership Institute and Safety, Aquatics, Marketing and Events, DRS Leadership, Facilities, Fitness and Wellness Services, Recreation Operation and Student Initiatives, and Sport Programs. The Chair may appoint Ad Hoc committees.
2. The committee reporting schedule shall be determined at the time of the 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 Student 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 Student 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 to make recommendations for the student fee setting process.
3. Any member of the Executive Committee or any three members may call special meetings.
4. All regular business meetings of the Student Advisory Board must be advertised publicly and broadly for a minimum of 48 hours in advance.

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 a quorum. A quorum is necessary to conduct official business of the Student Advisory Board.

Section E: Minutes

1. Official minutes shall be completed by DRS support staff and distributed for approval by the Student Advisory Board.
2. Minutes are to be forwarded to Student 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 fee-paying student at Oregon State University or 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 Student Advisory Board 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 April 26,2021.

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

Revision November 18, 2016

Revision October 26, 2017

Revision April 26, 2021
Revision March 10, 2022
Revision January 21, 2026

Established September 15, 1972