

LORY STUDENT CENTER GOVERNING BOARD BY-LAWS TO THE CONSTITUTION

ARTICLE I – EXECUTIVE BOARD

Section 1

A chairperson, a student, shall be selected from the membership no later than the second official meeting of the Fall Semester. Terms of office shall run from the time of election to the end of the following Spring Semester.

a. Duties of the Chair:

1. Establishes agendas and presides over the Lory Student Center Governing Board meetings.
2. Oversee all membership of the Lory Student Center Governing Board.
3. Represent the Lory Student Center Governing Board at any meeting deemed necessary by the Board.
4. Create Ad Hoc Committees when deemed necessary.
5. Coordinate the planning of the Lory Student Center Governing Board retreats, dinners, orientations and any other activity that the Lory Student Center Governing Board deems necessary.
6. Appoint a member(s) of the Lory Student Center Governing Board to the Student Fee Review Board.
7. The Chairperson shall vote only in the case of a tie.
8. At the discretion of the chair and with the approval of the Board any representative may be added to the Executive Board for a specified period of time.
9. Maintain all annual reports submitted by members.
10. Evaluate the tasks and duties of the Lory Student Center Governing Board, and submit an annual written report of the Chairperson's work to the Lory Student Center Governing Board.
11. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

Section 2

A Vice Chair, Secretary, Treasurer, and Marketing Coordinator and all students shall be elected from the membership at the same time as the Chairperson. Terms of office shall run from the time of election to the end of the following Spring Semester.

a. Duties of the Vice Chair:

1. Assume the duties of the Chairperson in their temporary absence.
2. Assist the Chair in overseeing membership of the Lory Student Center Governing Board.
3. Be responsible for the functioning of all committees.
4. Be responsible for compiling all necessary information and research for submitted Policy Exception Request(s).
5. Be responsible for the orientation and training of new members of the Lory Student Center Governing Board.
6. Assist the Chair to coordinate the planning of Lory Student Center Governing Board retreats, dinners, orientations and any other activity that the Lory Student Center Governing Board deems necessary.
7. Submit an annual written report of the Vice Chairperson's work to the Lory Student Center Governing Board.
8. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

b. Duties of the Secretary:

1. Keep minutes and all official reports of the Lory Student Center Governing Board, excluding those submitted by each member, which shall be kept by the Chair.
2. Submit minutes to the Chair 24 hours prior to the next meeting.

3. Assist the Chair to coordinate the planning of Lory Student Center Governing Board retreats, dinners, orientations and any other activity that the Lory Student Center Governing Board deems necessary.
4. Submit an annual written report of the Secretary's work to the Lory Student Center Governing Board.
5. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

c. Duties of the Treasurer:

1. Maintain all official treasury reports and disburse all funds of the Lory Student Center Governing Board.
2. Maintain all Lory Student Center Governing Board funds in the designated Student Organization's account.
3. Chair the Diversity Grant and Student Travel Fund Committees.
4. Assist the Marketing Coordinator with the advertising of the Diversity Grant and Student Travel Fund.
5. Assist the Chair to coordinate the planning of Lory Student Center Governing Board retreats, dinners, orientations and any other activity that the Lory Student Center Governing Board deems necessary.
6. Submit an annual written report of the Treasurer's work to the Lory Student Center Governing Board.
7. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

d. Duties of the Marketing Coordinator:

1. Meet regularly with the Lory Student Center Marketing department to coordinate promotional activities and recruitment of members for the Lory Student Center Governing Board.
2. Assist the Lory Student Center Marketing department in conducting surveys that detail the condition of the Lory Student Center.
3. Develop and implement an advertising campaign for the Diversity Grant and Student Travel Fund.
4. Distribute and post minutes in the Lory Student Center Governing Board website.
5. Submit an annual written report of the Marketing Representative's work to the Lory Student Center Governing Board.
6. Assist the Chair to coordinate the planning of Lory Student Center Governing Board retreats, dinners, orientations and any other activity that the Lory Student Center Governing Board deems necessary.
7. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

ARTICLE II – BOARD REPRESENTATIVES

Section 1

Lory Student Center Service Partners Representative, Lory Student Center Business Partners Representative, Lory Student Center Dining Services Partners Representative, Cave Space/Student Organizations Representative, University Bookstore Representative, Student Involvement Representative, and Student Employee Representative shall be appointed to the membership no later than the second meeting of the Fall Semester to the end of the following Spring Semester. These positions shall be recruited as vacancy occurs.

a. Duties of the Lory Student Center Service Partners Representative:

1. Work with Service Partners to ensure the proper and efficient functioning of the Lory Student Center.
2. Review the policies and practices of the Lory Student Center with Service Partners to meet the needs and interests of all parties concerned.
3. Attend Service Partners meetings as deemed necessary by the Lory Student Center Governing Board.

4. Submit an annual written report of the Service Partners Representative's work to the Lory Student Center Governing Board.
 5. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
- b. Duties of the Lory Student Center Business Partners Representative:
1. Work with Business Partners to ensure the proper and efficient functioning of the Lory Student Center.
 2. Review the policies and practices of the Lory Student Center with Business Partners to meet the needs and interests of all parties concerned.
 3. Meet bi-monthly with the Director of Business Services of the Lory Student Center.
 4. Attend Business Partners meetings as deemed necessary by the Lory Student Center Governing Board.
 5. Submit an annual written report of the Business Partner Representative's work to the Lory Student Center Governing Board.
 6. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
- c. Duties of the Lory Student Center Dining Services Representative:
1. Maintain a working relationship with Dining Services and other food producing entities to ensure the proper and efficient functioning of the Lory Student Center.
 2. Review the policies and practices of the Lory Student Center with Dining Services and food producing entities to meet the needs and interests of all parties concerned.
 3. Meet with Dining Services Staff as deemed necessary by the Lory Student Center Governing Board.
 4. Submit an annual written report of the Dining and Food Services Representative's work to the Lory Student Center Governing Board.
 5. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
- d. Duties of the Cave Space / Student Involvement Representative:
1. Maintain a working relationship with staff in the Student Leadership Involvement and Community Engagement office, the office of Campus Activities, and other departments of the Lory Student Center not represented by Lory Student Center Governing Board's members.
 2. Review the policies and practices of the Lory Student Center with Student Leadership Involvement and Community Engagement and Campus Activities to meet the needs and interests of all parties concerned.
 3. Assist the Assistant Director of SLICE to allocate office space to recognized, qualified and applied Student Organizations each year.
 4. Assist in evaluating the terms for usage of the cave spaces.
 5. Submit an annual written report of the Cave Space / Student Involvement Representative's work to the Lory Student Center Governing Board.
 6. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
2. Duties of the ASAP Representative
1. Maintain a working relationship with ASAP to ensure the proper and efficient functioning of the Lory Student Center.
 2. Review the policies and practices of the Lory Student Center Governing Board with the Staff and Student Leadership of ASAP to meet the needs and interests of all parties concerned.
 3. Meet bi-monthly with the Assistant Director of ASAP.
 4. Submit an annual written report of the ASAP Representative's work to the Lory Student Center Governing Board.
 5. Present a monthly ASAP evaluation report to the Lory Student Center Governing Board.
 6. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
3. Duties of the University Bookstore Representative:

1. Maintain a working relationship with the University Bookstore to ensure the proper and efficient functioning of the Lory Student Center.
 2. Review the policies and practices of the Lory Student Center Governing Board with the Faculty and Student Leadership of the University Bookstore to meet the needs and interests of all parties concerned.
 3. Meet bi-monthly with the Director of the University Bookstore.
 4. Submit an annual written report of the Bookstore Representative's work to the Lory Student Center Governing Board.
 5. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.
- e. Student Employee Representative of a Lory Student Center Department
1. Work with employee appreciation committee and senior recognition.
 2. Assist the Lory Student Center Graduate Assistant in the Lory Student Center training workshops.
 3. Review the policies and practices of the Lory Student Center Governing Board to meet the needs and interests of Student Employees of the Lory Student Center.
 4. Attend Business Partners meetings as deemed necessary by the Lory Student Center Governing Board.
 5. Submit an annual written report of the Student Employee Representative's work to the Lory Student Center Governing Board.
 6. Fulfill any other duties deemed necessary by the Lory Student Center Governing Board.

ARTICLE III - MEMBERSHIP:

Section 1

The Lory Student Center Governing Board shall consist of no more than 20 members. Two members of the Board are mandated by Article III, Section 1 of the Lory Student Center Governing Board Constitution. These are:

- a. The Executive Director of the Lory Student Center.
- b. Graduate Assistant in the Lory Student Center appointed by the Executive Director of the Lory Student Center.

The Executive Director and Graduate student of the Lory Student Center shall be given ex-officio status, it being noted that the Executive Director has veto power over Lory Student Center Governing Board decisions by the Lory Student Center Governing Board Constitution.

Section 2

The following voting members of the Board shall be selected from the following areas.

- a. One full-time staff representative from a Lory Student Center Department.
- b. One student employee from a Lory Student Center Department.
- c. One state classified employee from a division or department other than that of the Lory Student Center.
- d. One faculty member from the Division of Academic Affairs.
- e. One alumni member (who may or may not be from the Alumni Association).
- f. One student member from the Residence Hall Association.
- g. One student from the Associated Students of Colorado State University government.
- h. Eleven students, who are representative of the student body, and serve either as an elected executive member or an appointed representative of the Lory Student Center Governing Board.

Section 3

They shall be selected through an application process to be carried out following the sixth week of the Spring Semester. Member appointments are to be made by the end of April, as vacancies arrive. Orientation for all members will be conducted at the beginning of the Fall Semester.

Section 4

All terms of office shall begin the first day of the Fall Semester and are for one year only. All are

renewable for a second year if the member is again approved by the Executive Board.

Section 5

All student members of the Lory Student Center Governing Board shall be fee-paying students.

ARTICLE IV- REMOVAL FROM THE BOARD OR OFFICE:

Section 1

Any voting member is subject to removal from the Lory Student Center Governing Board if s/he has accumulated three absences during a semester. The member being dismissed will be given a minimum of seven (7) days written notice. This person has the right to a written appeal and the process can take place at a regular board meeting. In the event of removal, the Chairperson will be responsible for gaining the Lory Student Center Governing Board's approval on a replacement for the removed member.

Section 2

Removal from the Lory Student Center Governing Board requires two-thirds vote of quorum.

ARTICLE V - MEETINGS:

Section 1

The Lory Student Center Governing Board shall determine the rules of procedure, for meetings, annually. A quorum shall consist of a majority (1 over 1/2) of the current voting membership. Regular meetings shall be held weekly during the regular school term unless rescheduled by the Lory Student Center Governing Board at a previous meeting.

Section 2

Summer meetings may be called by the Lory Student Center Executive Director and/or graduate student advisor on an "as-needed" basis. Official decisions require at least five (5) voting members, with a simple majority carrying the decision. There must be at least 72 hours notice to call a meeting during this time. During the summer, email communication may also be used, with a simple majority carrying the decision.

ARTICLE VI - POLICIES:

Proposals to change or create policies and procedures shall be submitted by following the below guidelines:

1. An LSC Policy Exception Request must be filled out completely and submitted to the LSCGB Vice Chair at least 21 days (3 weeks) prior to the event;
2. The LSCGB Vice Chair will compile all necessary information and research needed to bring the request to the LSC Governing Board. This includes, but is not limited to, the number of appropriate copies of the request, necessary pictures, and set up of the presentation;
3. The LSCGB Vice Chair will present the exception request to the LSC Governing Board at the following scheduled meeting;
4. Following proper order of discussion, debate, and voting procedures, the LSC Governing Board will determine whether to approve or disapprove the request.
5. Notification of the LSC Governing Board's decision will be executed by the LSCGB Chair and a copy of the signed and dated exception request will be provided for the contact person.

In the event that the exception request is disapproved a letter will accompany the copy of the signed and dated exception request, detailing the reason for disapproval.

If the criteria for consideration of a policy exception request are not met, the Lory Student Center Governing Board is entitled with the decision to not consider the request. Exceptions to existing policies and procedures shall require a 2/3-majority vote, of the current membership.

ARTICLE VII - VOTING:

All percentages of votes by the By-Laws shall be of the quorum present and voting, including abstentions.