

# **NEBRASKA UNION BOARD BYLAWS**

## **Article I NAME**

*Section 1.* The name of this Recognized Student Organization (RSO) shall be the Nebraska Union Board (Board).

## **Article II ROLE**

*Section 1.* The role of the Board shall be as outlined in the University of Nebraska-Lincoln (UNL) Bylaws: “The Administrative Head of the Nebraska Unions at the University of Nebraska-Lincoln shall be advised by a Union Board composed of students, faculty, and staff on matters of operation and program activity.”

*Section 2.* The Board shall assume the role of advocate for the various public of the Nebraska Unions’ programs and services and shall represent the policies and positions of UNL and the Nebraska Unions to the public of the Nebraska Unions’ programs and services. The needs, concerns and opinions of the public shall be represented to the Nebraska Unions Director (Director) through regular public meetings of the Board conducted in accordance with the Nebraska Union Board Bylaws (Bylaws).

## **Article III PHILOSOPHY**

*Section 1.* The Board hereby adopts as basic commitments in its work the concepts contained in “The Role of the College Union” as prepared and adopted by the Association of College Unions-International (ACUI) in 1956 and amended in 1996.

## **Article IV GOVERNING GUIDELINES**

*Section 1.* The Board shall be governed by the Bylaws.

*Section 2.* The Board affirms as an RSO that it shall conduct its affairs according to UNL policies and the Association of Students at the University of Nebraska (ASUN) constitution.

**Article V**  
**NON-STUDENT PARTICIPATION**

*Section 1.* A student organization shall consist of at least five (5) currently enrolled students members.

*Section 2.* Non-students will be allowed to participate in any Board activity.

*Section 3.* Non-students shall not be a voting member or an elected or appointed officer of the Board.

*Section 4.* Non-student shall be defined as someone who is not currently enrolled at UNL for the fall and spring semester.

**Article VI**  
**MEMBERSHIP**

*Section 1.* Nondiscrimination.

- A. The Board shall not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

*Section 2.* Overview

- A. The Board shall consist of sixteen (16) members.
  - 1. Sixteen (16) voting members:
    - a. Twelve (12) UNL students
    - b. Two (2) UNL faculty members
    - c. One (1) UNL Nebraska Union staff member
    - d. One (1) UNL Student Affairs staff member

*Section 3.* Eligibility

A. Student Membership

- 1. Student Membership shall consist of currently enrolled students at UNL who are in good standing and are enrolled for at least six (6) credit hours in the semester during their membership term.

B. Faculty Membership

1. Faculty membership shall consist of two (2) UNL faculty members.

C. Staff Membership – Nebraska Union

1. Staff membership shall consist of one (1) managerial or office/service staff member from the Nebraska Unions.

D. Staff membership – Student Affairs Division

1. Staff membership shall consist of one (1) managerial or office/staff member from the Student Affairs Division.

*Section 4. Selection.*

A. Student Membership

1. Selection of the twelve (12) student members shall use the following procedure:

a. Candidates for Board membership must fill out an application and submit by the second week in March.

b. The Membership Committee will review, evaluate, and interview the candidates who have submitted an application to the Board.

c. The subcommittee will recommend to the Board, in rank order, the names of all qualified candidates based on the review, evaluation, and interview process of the candidates who submitted an application.

1. It is recommended that recommendations by the subcommittee to the Board be submitted by the first week in April.

d. The Board will vote on each of the recommended candidates in rank order for approval as a student member until each of the membership vacancies are filled on the Board.

e. The Board will appoint the approved candidates to fill the vacant spots on the Board.

1. It is recommended appointments by the Board be completed by the third week in April.

B. Faculty Membership

1. Selection of the two (2) faculty members shall be by procedures determined the Faculty Senate.

C. Staff Membership – Nebraska Union

1. Selection of the one (1) staff member from the Nebraska Union shall be made by the Director.

D. Staff Membership – Student Affairs Division

1. Selection of the one (1) staff member from the Student Affairs Division shall be made by the Director.

*Section 5. Term of Service*

A. Student Membership Term

1. The twelve (12) student members shall all be appointed for a two (2) year term.
2. The two (2) year term shall be completed on a rotation system whereby six (6) of the twelve (12) members shall complete their term each spring with six (6) newly appointed members coming to the Board to serve the first year of their two year term.

B. Faculty Membership Term

1. The two (2) faculty members shall be appointed for a two (2) year term, subject to bi-annual reappointment by the Faculty Senate.

C. Staff Membership Term – Nebraska Unions

1. The one (1) staff member from the Nebraska Unions shall be appointed to a one (1) year term, subject to annual reappointment by the Director.

D. Staff Membership Term – Student Affairs Division

1. The one (1) staff member from the Student Affairs Division shall be appointed to a one (1) year term, subject to an annual reappointment by the Director.

E. Alternate Student Membership

1. The two (2) alternate student members shall be appointed for one (1) year terms.

*Section 6. Vacancies on the Board*

- A. When a vacancy of any nature occurs on the Board, the Board shall fill the vacancy using the Board alternate students (See Article VII – ALTERNATE STUDENTS). The alternate students then shall finish the remaining term of the student member vacancies as they occur.
- B. In the event of a vacancy whereby the two (2) alternate students are already being used as Board members, the Board shall appoint a new student member to complete the remaining term of the vacated member. The new student member will be selected from a new group of applicants. Timeline for filling the vacancy will be determined by the Membership Committee.
- C. Leaves of absence shall not be permitted.

## **Article VII ALTERNATE STUDENTS**

### *Section 1. Eligibility*

- A. Alternate students shall be currently enrolled students at UNL who are in good standing and are enrolled for at least six (6) credit hours in the semester during their alternate status.

### *Section 2. Selection*

- A. Two (2) student alternates shall be selected during the regular membership selection following the same selection process as described in Article VI, Section 4.A.1.
- B. The two (2) student alternates shall be selected from the pool of recommended candidates remaining after the vacancies of the student membership have been filled as described in Article VI, Section 4.A.1
  - 1. It is recommended that recommendations of candidates by the subcommittee to the Board be submitted by the first week in April.
- C. The Board will vote on each of the recommended candidates in rank order for approval as an alternate member until each of the alternate student membership vacancies are filled on the Board.
- D. The Board will appoint the approved candidates to fill the vacant spots on the Board.
  - 1. It is recommended that appointments by the Board be completed by the third week in April.

### *Section 3. Board Membership*

- A. Student alternates are selected to be on-call to fill vacancies on the Board (See Article VI-MEMBERSHIP, Section 6).
- B. Student alternates shall not assume responsibilities or privileges of regular Board members until asked to fill a vacancy on the Board (See Article VI, Sec. 6) and the Board receiving the alternate's consent to serve.

*Section 4. Term of Service*

- A. If the alternate student is inducted onto the Board, the alternate shall finish the term of the member they are serving for. At the end of the term, the alternate shall be eligible to apply for a regular Student Membership.
- B. If the alternate student is not used after one (1) year, the alternate status shall end and the person shall become eligible to apply for a regular Student Membership.

**Article VIII  
OFFICERS**

*Section 1. Slate of Officers*

- A. The Board shall annually elect from its membership not later than its third meeting a slate of officers consisting of at least the offices of President, Vice President, Secretary, Public Relations Chairperson, and Membership Coordinator.

*Section 2. Duties of the Officers*

- A. President
  - 1. The President of the Board shall preside at all the meetings of the Board and shall perform all duties and responsibilities as are accorded to the office.
  - 2. The President shall assume a liaison role with the Director and other officials of UNL as is appropriate.
- B. Vice President
  - 1. The Vice President shall perform the duties of the President in his/her absence and shall perform all duties and responsibilities as are accorded to the office.
  - 2. The duties shall also include the responsibility as Committee Coordinator.
- C. Secretary
  - 1. The Secretary shall transcribe and keep an accurate record of all meetings of the Board and shall perform all duties and responsibilities as are accorded to the office.
- D. Public Relations Chairperson
  - 1. The Public Relations Chairperson shall be responsible for publicity and public relations of the board.

E. Membership Coordinator

1. The Membership Coordinator, seeking members representative of the UNL student body, shall be responsible for providing information through advertisement media on campus pertaining to vacant positions on the Board.
2. The Membership Coordinator shall be available to make personal announcements to student organizations pertaining to vacant positions on the Board as needed.

## **Article IX MEETINGS**

### *Section 1. Public Policy*

- A. The meetings of the Board shall be public and held at the Nebraska Unions (City Union, East Union or the Jackie Gaughan Multicultural Center) in appropriate space providing easy access to the public served by the Nebraska Unions.
- B. The first agenda item of each public meeting shall be an open forum for public input.

### *Section 2. Schedule*

- A. The Board shall establish as its regular scheduled meeting time, Thursday nights at 5 p.m. at least twice per month during the academic year.
- B. The Board shall determine and publish the calendar of regular meetings.

### *Section 3. Notification*

- A. The Board shall provide advance notification for all scheduled Board meetings.
- B. Each notification shall carry reference to date, time and place of the meeting.
- C. In the event of an emergency meeting, Board discretion shall rule on the appropriate public notification process.

### *Section 4. Member Attendance*

- A. A member in good standing shall attend all orientation meetings, regular scheduled meetings of the Board, and committee meetings to which they are assigned.
- B. After two (2) unexcused absences, which shall be determined by the Secretary, from regularly scheduled meetings and/or orientation meetings, the member shall

no longer be considered in good standing. The member shall receive a written warning from the Secretary concerning their membership status and the Board officers shall be notified at this time. Following this written warning, one more unexcused absence shall result in membership termination.

*Section 5. Quorum*

- A. For voting and conducting Board business, a quorum of the board shall be simple majority.

**Article X  
COMMITTEES**

*Section 1.* Membership on a Board committee shall not be limited to Board members but shall include students, faculty, staff administrators, and off-campus consultants as appropriate to their skill(s) and the task(s) assigned.

*Section 2.* Committee meetings shall be subject to the same policies and procedures as the Board including attendance and meeting schedule policies. The Board shall establish any other regulations necessary to create effective committee operations.

*Section 3.* Committees shall report to the Board periodically on its progress and work.

*Section 4.* Committees and committee chairpersons shall be responsible for communicating with the Associate and Assistant Directors in their areas of purview. Associate and Assistant Directors are encouraged to communicate with the committee members regarding problems in their areas.

*Section 5.* Members of assigned committees shall be knowledgeable regarding their scope of activities.

*Section 6. Standing Committees*

A. Space Allocation

1. The committee shall review annually the allocation of space for student organization offices and make recommendations on the eligibility and space assignment criteria to the Board. The committee shall work with the Director's staff in the assignment of offices within the allocated space for both Unions.
2. The committee shall address any area of the Nebraska Unions falling under the Assistant Director for Operations. This shall include but not be limited to the Rec Room, lounges, Information Desk, multipurpose areas, rental and lease spaces, office spaces, and hours of building operation.



3. The committee shall communicate with the Director and the Assistant Director for Operations with regards to any projects under study in the City or East Union facilities in order to provide information to the Board.
4. The committee shall reserve the right to form a sub-committee as needed or directed by a vote of the Board.

**B. Membership**

1. The committee shall oversee recruitment of new members to fill Board vacancies with a focus on broad representation.
2. The committee will present a recruitment plan to the full Board by early February each year.
3. The committee will lead the application, interview, and selection process.
4. The committee shall be chaired by the Membership Coordinator.

**C. Planning**

1. This committee shall be responsible for providing input into the long-term planning of the Nebraska Unions by working closely with the administration of the Nebraska Unions to periodically prioritize and review long-term plans of the Nebraska Unions and see that they are implemented.
2. Areas of consideration shall include but not be limited to remodeling and renovation of the facilities, any additions or deletions of services, and any other issues that relate to the long-term plans of the Nebraska Unions.

**D. Other**

1. Other committees shall be established as deemed necessary by the Board.

**Article XI  
ASSUMPTION**

*Section 1.* All new appointments to the Board shall be made by the third week in April.

*Section 2.* An orientation meeting shall be held for newly appointed Board members following their appointment.

*Section 3.* New members of the Board shall be expected to attend all scheduled orientation and Board meetings following their appointment.

*Section 4.* Newly appointed members become voting members of the Board at the first meeting of the Board.

## **Article XII ADVISOR**

*Section 1.* The Board shall have one (1) Primary Advisor, who must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of UNL.

A. The Board's Primary Advisor shall be the Director.

*Section 2.* Only the Primary Advisor (the Director) shall approve expenditures of funds.

*Section 2.* The Board may have any number of Secondary Advisors who may be a regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of UNL.

## **Article XIII FINANCIAL PROVISIONS**

*Section 1.* The Board shall operate according to the rules and guidelines of a non-profit entity.

*Section 2.* No part of the Board's net earnings shall inure to the benefit of individuals.

A. The Board must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests.

*Section 3.* The Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document.

*Section 4.* The Board shall not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office.

*Section 5.* Notwithstanding any other provision of this constitution, the Board shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws).

*Section 6.* The Board's monies shall be handled by Student Organizational Financial Services (SOFS), regardless of source.

**Article XIV**  
**PARLIAMENTARY AUTHORITY**

*Section 1.* The President of the Board shall observe rules of order for the conduct of public meeting business per the current addition of Roberts Rules of Order.

**Article XV**  
**DOCUMENTS**

*Section 1.* Formal documents of the Board's activities shall consist of the Bylaws; meeting documents including agendas, notifications, minutes; and other informational documents provided the Board.

*Section 2.* The Board shall require these documents to be properly written and kept on file as records of the Board.

**Article XVI**  
**REVIEW AND ADVISORY**

*Section 1.* Purpose

- A. To provide UNL community input into the Nebraska Unions' administrative decision making.
- B. To facilitate the Board and Nebraska Unions Administration in determining which decisions fall under the jurisdiction of the Board's advising and review function.

*Section 2.* Areas for Review and Advisory Function

- A. Space Allocation Committee
  1. The Board shall review, advise, and make recommendations to the Director on present use of space in the Nebraska Unions.
  2. The Board shall annually review, advise, and make recommendations to the Director regarding the allocation of space, eligibility and space assignment for RSO offices.
  3. The Board shall review, advise, and make recommendations to the Director regarding reservation and space use policies of the Nebraska Unions.

4. The Board shall review, advise, and make recommendations to the Director regarding policies and procedures that apply to the equipment loan services of the Nebraska Unions.
5. The Board shall review, advise, and make recommendations to the Director regarding location of facility equipment and services in the Nebraska Unions.
6. The Director and the Assistant Director for Operations for the Nebraska Unions shall apprise the Board regarding any of the above listed Operations areas as needed.

#### B. Business and Finance

- 1.. The Board shall annually review, advise, and make recommendations to the Director regarding the proposed budget as prepared by the Director and staff for all areas at times appropriate to the UNL budget planning calendar.
2. The Board shall review, advise, and make recommendations to the Director regarding all major proposed contracts the Nebraska Unions enter into. Major contracts are defined as:
  - a. Contract results in a change in existing services the Nebraska Unions provide.
  - b. Contract shall be opened for public bidding to the entire business community.
3. The Board shall review, advise, and make recommendations to the Director regarding financial and business aspects of all special projects and duties as assigned by the Director.
4. The Director and the Assistant Director for Administration for the Nebraska Unions shall apprise the Board regarding any of the above listed Business and Finance areas as needed.

#### *Section 3.* Special Review and Advisory Functions

- A. The Board shall participate in the search for the selection of professional staff in A-line categories as defined in the University of Nebraska Board of Regents Bylaws. The Board shall appoint members to sit on the interview, search or selection committees as needed.
- B. The Board shall be available for appellate review and recommendation to the Director of any exception to policies, procedures and fees contained within the administrative document, "Nebraska Union Operating Policies and Procedures," which is requested of the Nebraska Unions by UNL RSOs. Such requests for exception may be brought to the Board at any of its regular public meetings. Persons requesting fee reductions should appeal such fees prior to said event and billing of said fees.

**Article XVII**  
**INTERIM SUMMER TERM**

*Section 1.* The Board shall designate from its membership not fewer than seven (7) regular members to include one faculty member, one staff member, and one elected officer to constitute an Interim Summer Term Board (ISTB).

*Section 2.* The ISTB shall act for the regular Board at the call of the Director or a majority of the ISTB during periods when the regular Board cannot be assembled during the summer.

*Section 3.* The ISTB shall be chaired by the elected officer serving on the ISTB.

*Section 4.* Quorum for the ISTB shall be four (4) members.

**Article XVIII**  
**AMENDMENTS**

*Section 1.* Proposed amendments to the Bylaws shall be in written form and may be introduced by any member of the Board at a regular or special meeting.

*Section 2.* No proposed amendment shall be voted upon until ten (10) days after its introduction.

*Section 3.* Board amendments shall be forwarded to ASUN upon quorum vote (See Article XIX, Section 5) of the Board

*Section 4.* All amendments must be approved by ASUN.

**Article XIX**  
**CONFLICT OF INTEREST**

*Section 1.* The Bylaws do not intend to supersede present or future policies of the University of Nebraska Central Administration, UNL, the State of Nebraska, or federal law.

*Section 2.* In the event of conflict due to change in the foregoing areas, the Bylaws become subject to amendment and shall be interpreted to be in conformity with the foregoing policies or laws until official change can be effected.

**Article XX**  
**DISSOLUTION**

*Section 1.* Upon dissolution of the Board, the officers and advisors shall after paying or making provisions for the payment of all liabilities of the Board, dispose of all assets of the Board exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine.

*Section 2.* Any such assets not disposed of shall be disposed of by the VCSA exclusively for such purposes to such organization(s), as determined by the Office of the VCSA.

**Article XXI**  
**EFFECTIVE DATE**

*Section 1.* The constitution shall become effective on March 19, 2015.

RSO Elections. All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates; On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance.”

**Approval:**

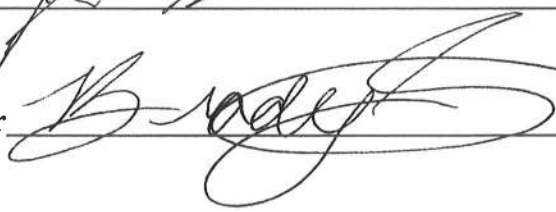
**President**



**Date**

12-16-2016

**Treasurer**



**Date**

12-11-2015