Student Activities & Leadership Programs

Advisory Board Bylaws

FEBRUARY 1, 2016

Ratified December 2013
Updated February 2016
**Article I. Name**

The name of this body shall be the Student Activities and Leadership Programs (SALP) Advisory Board, hereinafter referred to as the Board.

**Article II. Purpose**

The Board shall represent the campus community in advising Student Activities and Leadership Programs (hereinafter referred to as SALP) Administration on SALP operations. The Board shall:

1. Review the annual SALP budget prior to presentation to the Student Fee Committee (SFC), the Associated Students of Portland State University (ASPSU), and the University President.
2. Review SALP’s mission statement and operating policies each year, and advise SALP on potential revisions therein.
3. Review SALP’s programming and resource allocation.
4. Facilitate the gathering, analysis, and submission of feedback from the student body to both SALP and the Office of the Dean of Student Life to ensure greater accountability of SALP administration, staff, and services.
5. Identify and carry out other actions, that are deemed necessary, to fulfill the role of a responsible Board.

**Article III. Membership**

**Section 1. Enumeration**

1. The Board shall consist of eleven (11) voting members and two (2) non-voting advisors. All voting members shall have equal and full voting rights. Non-voting members shall not be considered for the purposes of establishing a quorum.
2. Board Consultants:
   a. The Board may have consultants attend meetings, including but not limited to recognized student groups, University representatives, the Student Fee Committee, the Associated Students of Portland State University, and the Smith Memorial Student Union Administration or Advisory Board to discuss items of relevance to the Board and SALP stakeholders.
   b. Consultants are not official members of the Board, do not have voting rights, and do not count toward quorum.

**Section 2. Methods of Selection**

1. One (1) voting student seat per each of the following organizations shall be reserved on the Board. Each of the following shall submit their designee to the Board by June 1st of each year.
   a. President of the Associated Students of Portland State University (ASPSU)
   b. Chair of the Student Fee Committee (SFC)
   c. Chair of the Organizational Budget Council (OBC)
   d. Directors of the Programming Board (PSPB)
   e. Coordinator of Student Leaders for Service (SLS)
2. Four (4) representatives from the at-large student body will be selected by the Board based on application prior to the end of Spring term.

3. Two (2) non-SALP-affiliated staff or faculty representatives will be selected by the Board based on application prior to the end of Spring term.

4. Two non-voting advisers to include:
   a. SALP Director
   b. Student Union & University Events Director, or their designee

Section 3. Selection Process for Non-Appointed Board Positions

1. The current membership of the Board shall select the four non-appointed voting student representatives and the two staff or faculty representatives for the upcoming year.

2. The Board Chairperson shall form a Selection Committee comprised of Board members. Interested Board candidates shall complete an application and submit it to the Selection Committee. The Selection Committee shall review candidates and their applications and make selection recommendations for the positions. The Board shall vote on the recommended candidates. This process shall be completed by June 1st. Any vacant positions shall remain open until filled by Board appointment.

Section 4. Terms of Office

1. The student Board members shall each serve a one-year term, but shall not be precluded from reappointment for future one-year terms. In the case of reappointment, a simple majority vote in approval by the current Board will result in a successful reappointment of a Board member.

2. Faculty or Staff appointees shall serve a two-year term. Faculty and Staff appointees are not eligible for reappointment.

3. The term of office of each Board member shall begin on June 16th and end on June 15th of the following year. Incoming Board members shall be invited to the final meeting of the current Board but will not have voting rights until their term begins. If a Board member is returning, they will have voting rights consistent with their current term.

4. The SALP Director and the Student Union & University Events Director (or their designee) shall serve continuously as an adviser of the Board subject only to the continuation of their employment.

Section 5. Vacancies/Mid-Year Appointments

1. In the event that a Board position becomes vacant mid-year, the Board shall appoint a new member to fill the vacancy.

2. If a position is not filled, the Board shall adjust quorum accordingly until the position is filled. Quorum adjustments must involve a minimum of four (4) voting members. Quorum adjustments may be made only during certain position vacancy and will not be made as a result of scheduling conflicts.

3. Mid-year appointments serve until June 15th and are subject to the Terms of Office conditions outlines in Article III, Section 4.
Section 6. Student Board Member Eligibility

1. Student members must remain in good academic standing with the University:
   a. Undergraduate students must maintain an institutional GPA of 2.5 and successfully complete six (6) credits per term.
   b. Graduate students must maintain an institutional GPA of 3.0 and successfully complete five (5) credits per term.
2. Members are not required to be enrolled in classes during Summer term.

Section 7. Attendance

1. It is expected that each member will attend all regular meetings and, when applicable, participate actively in Board sub-committees. A member may be removed from the Board following the procedures described in Article VI if they have two (2) absences during an academic term without prior notice, or a total of four (4) absences during their term of service.

Article IV. Officers

Section 1. Enumeration

1. The officers of the Board shall be Chairperson and Vice Chairperson.
2. Chairs of ad-hoc committees will be appointed by simple majority vote as needed.

Section 2. Methods of Selection

1. All Board officers shall be elected by a simple majority vote of present and voting Board members.
2. The Board Chairperson and Vice Chairperson positions must be filled by student members of the Board.
3. The Board officer positions shall be elected by June 16th. If there are no interested or eligible candidates in the Spring, the vacant officer positions will be elected no later than the second Board meeting in the Fall.

Section 3. Term of Office

1. The term of office of each officer shall begin on June 16 and end on June 15 of the following year. Incoming Board officers shall be invited to the final meeting of the current Board but will not have voting rights until their term begins. If a Board officer is returning, they will have voting rights consistent with their current term.

Section 4. Vacancies/Mid-Year Appointments

1. In the event that an officer position becomes vacant during the year, the new officer shall be elected by a simple majority of voting members, in accordance with quorum outlined in Article VII, Section 5, at the subsequent Board meeting following the officer vacancy.
2. Mid-year appointments serve until June 15th and are subject to the Terms of Office conditions outlines in Article III, Section 4.
Section 5. Officer Duties
The duties of the Board officers shall include but are not limited to the following:

1. **Advisory Board Chairperson**
   a. Develop Board meeting agendas in consultation with the SALP Director.
   b. Schedule and chair special meetings related to Board matters as needed.
   c. Represent the Board on matters of public interest.
   d. Be responsible for running all Board meetings, and have a basic understanding of Robert’s Rules of Order.
   e. In consultation with the Board advisers, be able to serve as a spokesperson for the Board in response to SALP matters in the student media or in other campus committees.
   f. Serve as a liaison between the University administration and the Board.
   g. Serve as a liaison between ASPSU and the Board.
   h. Attend meetings as needed with the SALP Director while the Board is in session.
   i. Monitor and enforce attendance at all Board meetings, and submission of members for removal if they have not met the attendance guidelines in Article III, Section 7.
   j. Form a selection committee to select vacant non-appointed Board positions.
   k. Serve as the Board’s primary representative while the Board is not in session.

2. **Board Vice Chairperson**
   a. Serve in the place of the Chairperson when they are not able to fulfill their duties due to absence from scheduled meetings or conflicts of interest.
   b. Coordinate the work of the Standing and Special Committees that may be appointed.
   c. Chair the Board Budget Sub-Committee.
   d. Responsible for the recruitment of nominees for student Board members.

3. **Committee Chairpersons (for Board Committees listed in Article V, Section 1)**
   a. Schedule all Standing Committee meetings and related activities.
   b. Coordinate and present all Standing Committee meeting updates and recommendations to the Board.

Section 6. Adviser Duties
The duties of the Board advisers shall include but are not limited to the following:

1. Meet weekly with the Board Chairperson while the Board is in session.
2. Conduct Board meetings in the absence of both the Chairperson or Vice Chairperson.
3. Responsible for the recruitment of nominees for faculty or staff Board member positions.
4. Arrange or provide administrative support for the Board, including:
   a. Posting meeting agendas and minutes in accordance with Oregon Public Meetings Law.
   b. Scheduling rooms for meetings.
   c. Taking meeting minutes.

Article V. Committees

Section 1. Enumeration
Standing Committees are permanent subcommittees of the Board formed for a specified purpose. These include but are not limited to:

1. **Budget Committee**
2. **Policy Review Committee**
3. Assessment & Evaluation Committee
4. Space Committee

Section 2. Method of Selection
1. The Vice Chairperson automatically serves as Chair of the Budget Committee.
2. The Chairperson of each of the other Standing Committees must be a voting Board member and shall be elected by a simple majority vote in accordance with quorum.
3. Members of all Standing Committees shall be composed of voting Board members and will be appointed by the Board Chairperson with the advice and consent of the Board.
4. Guests are welcome at the discretion of the Committee Chairperson, but are not given a vote on decisions to be forwarded to the full Board.

Section 3. Duties
1. Budget Committee
   a. This committee is charged with gaining an improved understanding of the SALP budget to be presented first to the full Board and ultimately to the Student Fee Committee.
2. Policy Review Committee
   a. This committee is charged with gaining an understanding of the policies SALP operates within, and reviewing any updates to SALP-controlled policies before taking them to the full Board for a vote.
3. Assessment & Evaluation Committee
   a. This committee is charged with gaining an understanding of the current assessment and evaluation plan and reviewing the current assessment reports. This committee makes suggestions for assessment initiatives, assessment questions, data collection, and reporting. This committee brings relevant information to the full Board to help make recommendations for data-driven departmental approval.
4. Space Committee
   a. See Appendix A.

Section 4. Ad Hoc Committees
Ad-hoc committees are created for a special purpose or project and are generally dissolved at the completion of that purpose or project. The Board Chairperson will appoint an ad-hoc Chairperson. An ad-hoc Chair must be a sitting member of the Board. Membership on ad-hoc committees is open to all stakeholders of SALP.

Section 5. Committee Formation and Dissolution
Either standing or ad-hoc committees are formed or dissolved by a majority vote of the Board.

Article VI. Removal from the Board
In the event that a member shall call for the removal of another member or of an officer, the following shall take place:
1. The member(s) shall, in writing, explain just cause the officer or member should be removed and will have the right to present the issue to the full Board for action.
2. The officer or member in question has the right to appeal the claim, and a right to speak in their defense.
3. The question can be called for a vote. It takes a 2/3 vote of all current voting members to remove any member or officer.
4. A seven-day minimum will be in place between the motion to remove and the vote to remove a member.
5. In the event that the Chairperson is removed, the Vice Chairperson shall take over all duties of the former Chairperson, and the seat/position of Vice Chairperson shall be called before the Board.
6. In the event that the Vice Chairperson is removed, the senior most committee Chair shall assume all duties of the former Vice Chairperson until selection of a new Vice Chairperson occurs. If seniority is debatable then the Board Chairperson will decide who shall serve in the temporary position.
7. All other vacancies shall be called before the Board.

Article VII. Meetings

Section 1. Regular Meetings
1. The Board shall meet on a regular schedule.
2. In general, meetings should be held twice per month during the fall, winter, and spring terms.
3. The Board Chair and SALP Director will collect meeting availability from all Board members and determine meeting times at least one month prior to the start of Fall, Winter, and Spring terms.
4. In general, a Board meeting schedule will be determined and communicated to all members two (2) weeks prior to the start of fall, winter, and spring terms.
5. Board meetings will be scheduled based on the majority collective availability of Board members and the SALP Director.
6. Board meetings should begin during the summer, but shall begin no later than the second week of Fall term.

Section 2. Committee Meetings
Committees of the Board shall meet as needed to discuss business relevant to the respective committee, during the academic year.

Section 3. Special Meetings
Special meetings may be called by the Board Chairperson, the SALP Director, or at the request of one third (1/3) of voting Board members. It shall be the general operating procedure to provide at least 24-hour notice to Board members of special meetings.

Section 4. Open Meetings
It shall be the general policy of the Board to keep all meetings open to the public. However, meetings or portions of meetings may be closed to the public if deemed necessary by the majority of the Board. Examples may include but are not limited to: sensitive legal matters, or dismissal of Board members.

Section 5. Quorum
1. A simple majority (defined as more than half) of the Board voting members shall constitute a quorum necessary to conduct official Board business at all Board meetings, including subcommittees.
2. At any meeting of the Board duly called to order action may be taken only when a quorum is present. It is the responsibility of the Board Chair to determine that quorum is present prior to calling for a vote on any matter.

3. Quorum is not necessary to receive reports and declare adjournment.

Section 6. Agenda and Supporting Materials
1. The SALP Director and Board Chairperson shall prepare an agenda and supporting materials for each regular Board meeting.
2. The agenda will serve as notice of a meeting and shall include the time and place of the meeting and the principal subjects to be considered.

Section 7. Meeting Minutes
1. Minutes shall be kept at all open special meetings of the Board, and shall be distributed to each Board member.
2. Minutes shall include:
   a. Members present.
   b. The substantive votes of members by name or identifying initials.
   c. Substance of the discussions.
3. At each regular meeting of the Board, the minutes of all preceding meetings not yet approved shall be presented for approval.
4. A complete set of the minutes shall be maintained by the SALP Director for a minimum of three years and shall be available for viewing by the public upon request.

Section 8. Order of Business
1. Unless modified by the Board, in general the order of business shall be as follows:
   a. Approval of agenda
   b. Approval of minutes
   c. Report from SALP Director
   d. Report from the Chairperson of the Board
   e. Reports from the Committees
   f. Old Business
   g. New Business
   h. Public Comments
   i. Announcements
   j. Good of the Order

Section 9. Rules of Order
The Chairperson will have discretion to facilitate meetings in a manner deemed appropriate for the meeting. In general, Board meetings will be conducted in accordance to the principles of Robert’s Rules of Order. The Board by majority vote may require the Chair to facilitate the meeting with a strict adherence to Robert’s Rules of Order.

Section 10. Motions
All motions require a simple majority of voting Board members to pass (except those with amendments to Board or Committee bylaws, or those regarding member removal).
Section 11. Conflicts of Interest
Any Board member that may have a conflict of interest with any proposal or issue brought before the Board will declare with conflict immediately and excuse themselves from the votes pertaining to their conflict of interest.

Section 12. Matters for Board Consideration
1. All matters brought before the Board for consideration shall be submitted to the Board Chairperson or SALP Director. The Board Chairperson or SALP Director shall then refer matters to the proper committee for further discussion, or consider placing the item on the Board’s regular meeting agenda.
2. Items for Board consideration must be submitted to the Board Chairperson or SALP Director at least three (3) business days before considerations can be given for the item to be included in the next general or subcommittee Board meeting.
3. Items for Board consideration may be tabled if the Board requires additional information or if the Board determines the item is not appropriate for consideration.
4. Board members are able to add items for Board consideration by a simple majority vote.

Article VIII. Changes to the Bylaws
Changes to the Board bylaws must be approved by a two-thirds majority of all eligible voting members, and becomes effective immediately upon approval.
Appendix A: SALP Advisory Board Space Committee Bylaws

ARTICLE I. NAME
1. The name of this body shall be the SALP Advisory Board Space Committee (hereinafter referred to as the SPACE COMMITTEE).

ARTICLE II. PURPOSE
1. As a sub-committee of the SALP Advisory Board (hereinafter referred to as the Board), the SPACE COMMITTEE shall make space allocation recommendations to the Board for all spaces in the Smith Memorial Student Union designated to SALP. This shall include a space audit of the student organization space in SMSU along with deliberations surrounding the use of the space.
2. The SPACE COMMITTEE shall provide all rules, regulations and bylaws to groups participating in the space allocation process. These rules, regulations and bylaws shall be distributed by SALP every academic year to groups with offices.
3. The SPACE COMMITTEE shall maintain transparency and efficiency in the space allocation process.
4. The SPACE COMMITTEE is responsible for providing impartial treatment to all space applicants.

ARTICLE III. MEMBERSHIP

Section 1. Enumeration
1. The Vice Chair of the SALP Advisory Board will serve as the SPACE COMMITTEE chair. In the event that a Vice Chair has not been chosen the Chair of the SALP Advisory Board will serve as the SPACE COMMITTEE Chair.
2. The SPACE COMMITTEE shall consist of a minimum of six members.
   a. A minimum of two members will come from the general membership of the Board including the Vice Chair.
   b. One member will be the Vice Chair of the Smith Advisory Board or their designee.
   c. All additional members should be chosen so that the subcommittee is as representative as possible of the student programs within SALP.
3. The SALP Director or their designee shall serve in an advisory capacity as non-voting members of the SPACE COMMITTEE.

Section 2. Selection
The SPACE COMMITTEE chair shall present a proposed list of SPACE COMMITTEE members for the Board’s approval, which includes a disclosure of their involvement with organizations that are participating in the space allocation process.
Section 3. Committee Term
The SPACE COMMITTEE shall be formed no later than the end of the fall term. The SPACE COMMITTEE will be dissolved following a majority vote of the Board.

Section 4. Vacancies
1. If a member vacates their appointment after the SPACE COMMITTEE has conducted their first meeting their vacancy will not be filled and the Board will continue to operate with the remaining members. However, the Board will replace the vacancy if it is necessary to do so to maintain the minimum number of six members.
2. SPACE COMMITTEE shall follow quorum requirements listed in the Board Bylaws.
3. If the SPACE COMMITTEE Chair vacates their position after the SPACE COMMITTEE has conducted their first meeting, the Board shall be responsible for filling this vacancy.

Section 5. SPACE COMMITTEE Member Eligibility
1. Undergraduate or graduate students that complete (i.e. receive a passing grade) in six undergraduate credit hours or five graduate credits per term, maintain a PSU cumulative GPA of 2.5 (undergraduate) or 3.0 (graduate) and are in good academic standing with the University.

Section 6. Attendance
1. It is expected that each member will attend all SPACE COMMITTEE regular meetings. An officer may be removed from the SPACE COMMITTEE following the procedures described in the Board Bylaws if they have two absences in an academic term without prior notice or a total of five absences in an academic year.

Section 7. Chair Duties
1. Schedule and lead all SPACE COMMITTEE meetings, public forums, and appeals.
2. Coordinate and present SPACE COMMITTEE recommendations to the Board
3. Conduct open forums regarding the space allocation process, should the SPACE COMMITTEE determine that open forums are necessary.
4. Conduct the space allocation appeals process
5. In collaboration with SALP Director, or designee, audit student organization space in SMSU

Section 8. Voting Member Duties
1. Solicit student organization applications for space use
2. Deliberate on the initial space allocation proposal
3. Attend open forums regarding the space allocation process
4. Participate in the space allocation appeals process
5. Present the space allocation proposal to the board
ARTICLE IV. CRITERIA

1. Although an organization may apply for space and meet all the criteria for selection, space may not be allocated as often space demands exceed supply.

2. All the decisions made by this committee are to be done in a manner consistent with the requirements of viewpoint neutrality.

3. Groups applying to obtain or retain space must meet the following criteria:
   a) SALP Programs; ASPSU; or SALP-recognized Student Organizations, Student Operated Services, or a Student Media Outlets.
   b) The groups must be active and continuously recognized for two consecutive years.
   c) Have been allocated a student fee budget.
   d) Adherence to the rules for occupying space as published in these bylaws, SMSU policies, SALP policies and any applicable university policies.

4. The criteria that the SPACE COMMITTEE will use to determine space allocation shall be:
   a) The extent to which the allocation of space promotes the mission of the SMSU and SALP.
   b) The demonstrated space needs of the group (i.e. needs a door, storage, etc. to function).
   c) The utility the space provides for the activity or mission of the group.
   d) Adherence to the rules for occupying space as published in these bylaws, SMSU policies, SALP policies, and any applicable university policies.
   e) The recommendation of the group’s advisor will be taken into consideration, specifically pertaining to the groups need for space and their activity level.

ARTICLE V. PROCESS

Section 1. Space Audit Year Process

1. Each odd fiscal year the SPACE COMMITTEE will conduct a space audit of all designated SALP space in the SMSU.

2. The Chair of SPACE COMMITTEE will work with the SALP ex-officio member to audit the existing use of space by answering the following:
   a) Are the groups who are allocated space still recognized by SALP?
   b) Are the groups still using the space that was allocated?
   c) Have the groups who have been allocated space been following the criteria for space usage as outlined in these guidelines and in the space use policies?

3. The Chair of the SPACE COMMITTEE and the SALP ex-officio member will put together a report to the SALP Advisory Board with their findings and any recommendations, which may include spaces that have been vacated or which are not being used in accordance with the guidelines.

4. Any actions to remove a group from their space or to declare a space vacated, must be done through the Board.
5. If there are offices open for allocation during an off-cycle year, the SPACE COMMITTEE may choose to follow the process for allocating space as listed below.

Section 2. Allocation Year Process

1. Each even fiscal year the SPACE COMMITTEE shall make space allocation recommendations to the Board for designated SALP space.

2. Retention of space is not automatic and any organization hoping to retain current space must participate in the space allocation process every two years.

3. All spaces occupied by Student Organizations, Student-Operated Services, and Student Media Outlets will be considered in the allocation process and groups may be asked to vacate and/or move offices as part of the process.

4. The SPACE COMMITTEE will develop a timeline for the allocation process which will be communicated to all relevant stakeholders by the end of fall term. The process shall include the following steps:
   a) Determine if spaces are going to be made available. If spaces are not available the SPACE COMMITTEE shall communicate with all relevant stakeholders. If space will be available for allocation the following steps should be taken.
   b) Communicate the timeline, process, and considerations of the SPACE COMMITTEE to all relevant stakeholders.
   c) Application process for renewal and requests of space is based on criteria in Article IV.
   d) The SPACE COMMITTEE shall make a determination if open forums should occur to gather feedback at any point in the process.
   e) The SPACE COMMITTEE makes an initial space allocation recommendation to the Board. The initial allocation must be voted on and approved by the Board.
   f) Initial allocations of space are communicated to all relevant stakeholders.
   g) Student groups have ten business days from the date of the space allocation notification to submit an appeal. Appeals should be sent via e-mail to the SPACE COMMITTEE Chair and outline rationale for appeal.
   h) The SPACE COMMITTEE will consider all the appeals and will discuss them with any groups impacted by potential changes to the initial allocation.
   i) The final allocation must be voted on and approved by the Board.
   j) The SPACE COMMITTEE will send out a notification of the final allocation of space along with a timeline of what groups will need to do to move (if applicable). Dates for coordinating moves will be set by SALP and SMSU Administration.

Section 3. Use Agreement

1. Each group must sign a space agreement once a year acknowledging that they are aware of the rules and the expectations that come with being granted space in the SMSU. Contracts will be collected by advisors and kept by the SALP Office Manager.
Section 4. Violations of Use Agreement

1. In the case of fire, life, and safety violations a group may be immediately removed from their space, pending disciplinary hearing with the appropriate party (i.e. Dean of Student Life Office, Smith Administration, SALP).

2. Violation of the use agreement will be reviewed by the Director of Student Activities and Leadership Programs (or their designee) for possible disciplinary action using the following process:
   a. Complaint is reported. A complaint may be reported in several ways, through SALP, SMSU Administration, Campus Public Safety, Portland State Conduct Complaint, etc.
   b. The Director of Student Organization Advising investigates the allegation and determines whether the complaint contains enough information to support a space hearing.
   c. In cases in which the student code of conduct may have been violated, the situation will be referred to the Dean of Student Life Conduct Officer.
   d. If the Director of Student Organization Advising determines that there is enough information to move forward, the student organization is notified by a formal letter to the group’s email address with the alleged violation and information on how to proceed.
   e. The student organization has five business days from the date the notification email was sent to respond in writing to the allegations. The statement should include an overview of the alleged violation(s) from their perspective and a plan for what they believe the consequences should be if any.
   f. The group will be notified of a time that they can meet with the Board to present on the alleged violations. Any other witnesses or information may be requested by the Board to help them with their decision.
   g. If the Board determines that it is more likely than not that the group violated the tenant agreement, they can take disciplinary action as it relates to space. This may include but is not limited to: requiring the group to attend training or another educational sanction in order to keep the space, loose access to the space entirely, or be relocated to a new space.