



## **STUDENT UNION BUILDING BOARD** **OPERATING BY-LAWS**

The members of the University of New Mexico (UNM) Student Union Building (SUB) Board and the constituency groups they represent agree to the rules and requirements herein detailing the operations of the UNM SUB Board and its respective committees.

### **General Stipulations**

#### *Section 1: Adoption and Amendment*

- A. These by-laws must be adopted and agreed to by a majority vote of the full SUB Board.
- B. Any amendments to these by-Laws will be proposed by the Steering Committee or President of the SUB Board.
- C. Amendments shall be approved by a majority vote of the full SUB Board.

### **SUB Space Allocation Committee**

#### *Section 1: Purpose*

The purpose of the SUB Space Allocation Committee is to review use of the facility and make recommendations to the SUB Board of the most efficient and effective use(s) of the facility. The SUB Space Allocation Committee will work with the SUB Administration to distribute all office and storage space.

#### *Section 2: Membership*

The committee shall consist of five (5) members.

- A. Three (3) of which shall be students
  - i. Two (2) shall be undergraduate representatives.
  - ii. One (1) shall be a graduate representative.
- B. Two (2) of which shall be Faculty and/or Staff or Administrator.
- C. In an absence, members of the committee are allowed to have a representative of similar stature take their place with the approval of the chair.

#### *Section 3: Duties of the Chair*

- A. The President of the SUB Board will appoint a chair no later than the third meeting of the SUB Board during the Fall semester of each year. The term of the chair of the committee will be in accordance with Article IV of the SUB Board Constitution.
- B. The chair of the SUB Space Allocation Committee will be responsible for the following:
  - i. Conduct committee meetings and schedule SUB Space Allocation hearings as appropriate.
  - ii. Work specifically with the SUB Administration Office on organizing and distributing application materials for applicants' office space in the SUB.
  - iii. Report to the SUB Board any recommendations of the committee.
  - iv. Communicate with the SUB Administration in reserving a room and necessary materials for a meeting.

- C. A vice-chair position will be determined at the discretion of the chair and the committee. The chair will be responsible for the selection/election of the vice-chair. The vice-chair shall:
  - i. Assist the chair in his/her duties.
  - ii. Take over duties of the chair in his/her absence.

#### *Section 4: Meetings*

- A. The committee shall meet primarily during the Spring semester at the determination of the chair.
- B. The time of the meetings shall be set at the beginning of the Spring semester by the chair with a consensus of the committee.
- C. The chair may call for additional meetings as needed or move the meeting with prior notice to the committee members.
- D. Two (2) students and one (1) Faculty or Staff/Administration member will constitute a quorum. A quorum must be established in order for any business of the committee to be voted upon.

#### *Section 5: Space Allocation Process*

- A. The committee will determine a process for allocating space in the SUB each year.
  - i. Only student organizations that have completed the chartering process through the Student Activities Center are eligible to apply for student organization office space in the SUB.
  - ii. Detailed information on how chartered student organizations wishing to apply for office or storage space should refer to the SUB "Space Allocation Policy."
- B. The committee will present final space allocation recommendations to the full SUB Board by the March meeting of the Board.
- C. Decisions of the SUB Space Allocation Committee can be appealed to the SUB Appeals Committee of the SUB Board.

### **SUB Retail/Marketing Committee**

#### *Section 1: Purpose*

The purpose of the committee is to provide feedback to the SUB Board members regarding food service, other retail operations, marketing opportunities, advertising concepts, and special events. The committee shall review all retail food locations and make recommendations to the SUB Board regarding these retail outlets. Individuals/Businesses interested in leasing space in the SUB must appear before the SUB Retail/Marketing Committee and be recommended by the committee for approval by the SUB Board.

#### *Section 2: Membership*

The committee shall consist of seven voting members:

- A. Five (5) of which shall be students
  - i. Three (3) shall be undergraduate representatives.
  - ii. Two (2) shall be graduate representatives.
- B. One (1) representative of the UNM Staff or Administration.
- C. One (1) UNM Faculty member.

- D. One (1) or more representative from the UNM food services contract provider management and the Student Union Building Administration as ex-officio, non-voting members.
- E. The chair may invite other members of the student body to provide additional feedback and participate in the activities of the committee as non-voting members.
- F. In an absence, members of the committee are allowed to have a representative of similar stature take their place with the approval of the chair.

### *Section 3: Duties of the Chair*

- A. The President of the SUB Board will appoint a chair no later than the third meeting of the SUB Board during in the Fall semester of each year. The term of the chair of the committee will be in accordance with Article IV of the SUB Board Constitution.
- B. The chair of the SUB Retail/Marketing Committee will be responsible for the following:
  - i. Conduct committee meetings
  - ii. Report to the SUB Board any recommendations of the committee.
  - iii. Communicate with the SUB Administration in reserving a room and necessary materials for a meeting.
- C. A Vice-Chair position will be determined at the discretion of the chair and the committee. The Chair will be responsible for the selection/election of the vice-chair. The vice-chair shall:
  - i. Assist the chair in his/her duties.
  - ii. Take over duties of the chair in his/her absence.

### *Section 4: Meetings*

The committee shall have one (1) meeting per month.

- A. The time of the meetings shall be set at the first meeting of the semester by the chair with a consensus of the committee.
- B. The chair may call for additional meetings as needed or move the meeting with prior notice to the committee members.
- C. The meeting shall occur on weeks other than that of the SUB Board meetings.

### *Section 5: Secret Shopper Evaluation*

As part of evaluating food service, the committee shall conduct a secret shopper program.

- A. The SUB Administration will provide sufficient funding on the committee member's LoboCard for each voting member to be a secret shopper.
- B. Each committee member is responsible for submitting a report by the deadline set by the chair.
  - i. If a member fails to submit a report, then he/she will not be provided funding for the following secret shopper evaluation.
- C. The reports will be discussed in the committee meeting and recommendations shall be given to the food service representative and the SUB Board.
- D. The committee shall conduct at least one (1) secret shopper evaluation per month through the duration of the academic year.

### *Section 6: Retail Venues/Leased Space*

The SUB Retail/Marketing Committee reserves the right to address questions and/or concerns regarding the various retail outlets/ leased space in the Student Union Building.

- A. The chair will work with the SUB Administration to help facilitate discussion with these venues in the building.
- B. The committee may make recommendations to the SUB Board in regards to any suggestions or recommendations regarding the venues and their allocation of space.

### *Section 7: Advertising and Charitable Giving*

- A. For all advertising, LED, banner and other advertising means within the SUB, please refer to the “Advertising Policy”.
- B. Charitable giving events/drives for chartered student organizations, student government and departments in good standing can be found in the “Charitable Giving Policy.”

## **SUB Appeals Committee**

### *Section 1: Purpose*

The SUB Appeals Committee will provide a proper venue for organizations to appeal recommendations from the SUB Space Allocation Committee. Additionally, the SUB Appeals Committee also responds to appeals made by any organization that desires to appeal another decision that has been set by the SUB Board, this includes, but is not limited to the SUB Advertising Policy and the Charitable Giving Policy.

### *Section 2: Membership*

The SUB Appeals Committee shall consist of four (4) voting members.

- A. One (1) shall be an undergraduate representative.
- B. One (1) shall be a graduate student representative.
- C. One (1) shall be a UNM Faculty member.
- D. One (1) shall be the UNM Alumni Association representative.
- E. A member of the Student Union Building Administration Office may also sit on the Committee as an ex-officio, non-voting member.
- F. The chair of the SUB Space Allocation Committee, or his/her designee, will serve as a non-voting member to provide information regarding the recommendations under review.
- G. In an absence, members of the committee are allowed to have a representative of similar stature take their place with the approval of the Chair.

### *Section 3: Duties of the Chair*

- A. The President of the SUB Board will appoint a chair no later than the third meeting of the SUB Board during the Fall semester of each year. The term of the chair of the committee will be in accordance with Article IV of the SUB Board Constitution.
- B. The chair of the SUB Appeals Committee will be responsible for the following:
  - i. Conduct committee meetings.
  - ii. Communicate with any parties involved in a dispute.
  - iii. Report to the SUB Board any recommendations of the committee.

- iv. Communicate with the SUB Administration in reserving a room and necessary materials for a meeting.
- C. A vice-chair position will be determined at the discretion of the chair and the committee. The chair will be responsible for the selection/election of the vice-chair. The vice-chair shall:
  - i. Assist the chair in his/her duties.
  - ii. Take over duties of the chair in his/her absence.

#### *Section 4: Meetings*

- A. Meeting times and dates are at the discretion of the chair, dependant on the submission of any disputes or appeals requests.
- B. Notification of Meeting
  - i. The chair is responsible for communicating the meeting date and time with the members of the committee, President of the Board, and any necessary administration staff in the Student Union Building.
  - ii. Notification must be sent out with no less than five (5) days notice before any meeting.

#### *Section 5: Appeals Process*

- A. Any matter brought forth to the committee must be submitted in writing with two (2) copies directly to the SUB Administration Office.
  - i. Any appeal submitted must include:
    - a. Nature of Appeal
    - b. Parties involved
    - c. Suggested remedy
    - d. Contact information
- B. Any appeal brought forth to the committee will reviewed by the chair, and if appropriate an SUB Appeals Committee meeting will be scheduled before the April meeting of the SUB Board.
- C. The committee will vote and issue a decision to the full SUB Board at the next scheduled SUB Board meeting.
- D. The SUB Board will approve or modify the decisions made by the SUB Appeals Committee.

### **SUB Steering Committee**

#### *Section 1: Purpose*

The purpose of the Steering Committee is to review and proposed changes to the Constitution or by-laws of the SUB Board.

#### *Section 2: Membership*

The committee shall consist of four (4) members.

- A. Two (2) of which shall be students with one (1) undergraduate and one (1) graduate representative.
- B. One (1) UNM Faculty member.
- C. One (1) UNM Staff or Administrator.

- D. In an absence, members of the committee are allowed to have a representative of similar stature take their place with the approval of the Chair.

*Section 3: Duties of the Chair*

- A. The President of the SUB Board will appoint a chair no later than the third meeting of the SUB Board during in the Fall semester of each year. The term of the chair of the committee will be in accordance with Article IV of the SUB Board Constitution.
- B. The chair of the Steering Committee will be responsible for the following:
  - i. Conduct committee meetings
  - ii. Report to the SUB Board any recommendations of the committee.
  - iii. Communicate with the SUB Administration in reserving a room and necessary materials for a meeting.

*Section 4: Meetings*

- A. Any meetings will be scheduled at the discretion of the chair in consultation with the SUB Board President.
- B. The chair may call for additional meetings as needed or move the meeting with prior notice to the committee members

**Definitions**

Academic Year- defined by the time between the first day of classes in the Fall semester and the last day of classes in the Spring semester, as defined by the UNM Academic Calendar; excluding academic holidays.

Day – One (1) business weekday

Ex-Officio – A non-voting member with speaking privileges by virtue of, or because of, an office/position held, unless otherwise specified in the By-Laws or Constitution.

Gallery – The designated area where members of the community may sit while business is conducted.

Semester – The time period beginning with the first day of UNM classes in the Fall/Spring until the Friday of finals week.

Standing Rules – The rules guiding a government body on matters including, but not limited to, speaking time, rules of debate, limits of debate, etc.

*These by-laws were proposed by the SUB Steering Committee on December 2<sup>nd</sup>, 2009.*