

## **Student Advisory Council**

### **Bylaws**

#### **Article I: Name**

Recreation and Wellness, Student Advisory Council

#### **Article II: Purpose**

The Student Advisory Council is meant to be a liaison between full time staff and student employees so that any issues, changes, or suggestions may be clearly communicated and appropriately addressed or improved. Each Student Advisory Council (SAC) member represents an area in the gym; full time staff can discuss ideas and policy changes with members that can then be relayed to their respective departments.

#### **Article III: Council Representation**

Consists of 7 student TEAM members from the following areas:

*Member Services:* Suggest rep be one of the Member Services Specialists

*Facilities:* Represents Facility Supervisor, Equipment Assistant, Equipment Monitor

Suggest rep be one of the Facility Supervisors

*Lifeguards*

*Fitness:* Represents Fitness Assistants, Group Exercise Instructors, Personal Trainers and Fitness Specialists

Suggest rep be a Fitness Specialist

*Intramurals and Sport Clubs:* Suggest rep be the IM Supervisor

*OAR*

*Administrative:* Represents office attendants, budget assistant, budget specialist, project specialist, marketing assistants, health & wellness assistant

These positions were determined at the time the Council was created, however, positions being represented are subject and able to be changed through the voting process.

#### **Article IV: Nominations**

Current Student Advisory Council members will make nominations for the following year. The nominations will be run through current members of the SAC so that all members are in agreement that the nominees are capable and willing to uphold the standards of the Student Advisory Council. Nominations will also be discussed with the full time staff employee that heads each department so that all possible candidates can be discussed and considered. Nominees must have a minimum of one year's experience working at the WCRW so that they have a firm understanding of the rules and policies and are comfortable working with all areas of the staff. Nominees must currently hold the position they are representing. Therefore, if a current SAC member changes positions, they must step down and go through the nomination process again. SAC representatives may serve through graduation but may step down sooner if they would like. Members that go abroad must also select a new representative to take their place and if they wish to rejoin the council upon return, must go through the nomination process again. Nominations should be completed during March so that new members may attend at least one meeting before the end of the semester.

If a member quits or is removed from the SAC the remaining members will work with the corresponding full-time staff to find a suitable replacement to finish out that member's term.

#### **Article V: Positions**

- The chairman will be chosen as the point person for any needs from the full time staff. They also are to lead meetings and act as the official liaison between the board and with the Staff Advisor. Additionally when there is to be a guest full time staff employee at the next monthly meeting, they are responsible for obtaining questions from said full time staff member. The chairman is appointed through majority vote of the council. This should be done at the first meeting of the year, unless all new members are present at the last meeting of the school year.
- The secretary is to attend all meetings, take notes, and insure that meeting proceedings are documented honestly and accurately. The secretary is also chosen through majority vote in the same timely manner. The secretary will also complete any and all historian duties.
- The staff advisor is the designated full time staff member that heads the council. They will facilitate full time staff attendance to SAC meetings and communicates information to the chairman. The Associate Director-Facilities will serve as the staff advisor.

#### **Article VI: Meeting Structure**

There are two meeting types that the council holds: formal and informal. The formal meeting happens once a month for SAC members to meet with the staff advisor and guest full time staff member if one is to come. At this meeting, SAC members will have been provided with the questions that are to be discussed and they are to give their feedback. This should be no longer than 40 minutes so that other issues or matters may be discussed. This is the duty of the chairman to facilitate. The informal meetings happen once a month and will be held for a) members to discuss questions provided by the full time staff member that will be present at the next formal meeting and b) to recap the meeting held with the full time staff member and staff advisor and to discuss any additional thoughts or concerns not said at the formal meeting.

Members are paid for all meetings, both formal and informal.

#### **Article VIII: Voting Process**

A simple majority must approve any vote that is brought before the council. 70% of members must be present in order for a vote to take place; if 70% or more members are not present the vote cannot take place.

##### *Amendments:*

Any change to this original masterpiece must be done through an amendment process so that the original history of the council may be forever preserved. Proposed amendments must also be approved by a 2/3 of the council.

**Article IX: Yearly Timeline**

Voting on chairman and secretary positions should be done at the first meeting of the academic year, unless all new members are present at the last meeting of the year.

Nominations for new council members should be completed in March so that the new members can attend the final formal meeting of the year in April.

**Article X: Removal**

Any member who is held in contempt of the other members may be removed. If a member is found to be absent from two meetings without a justifiable excuse, or, if any issues arise that interfere with a person's ability to serve on the SAC they will be held in contempt and on probation. Removal of any member must be voted on in the presence of all members excluding the member in question. They must receive a 2/3 vote of the eligible voting members.